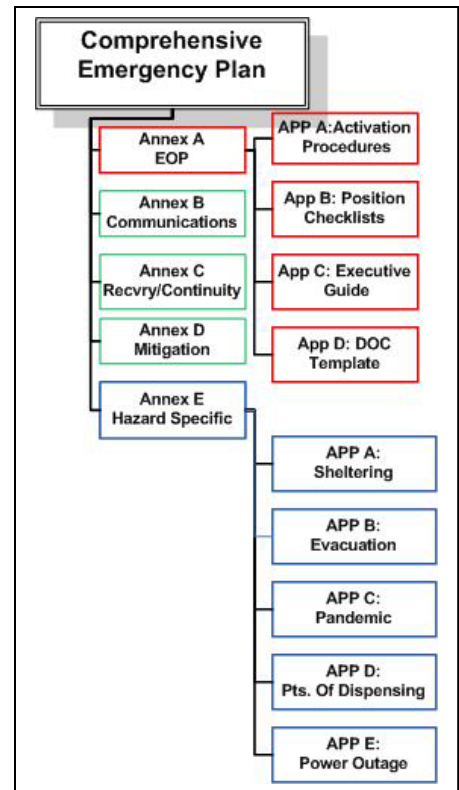


University of California, Davis  
 Comprehensive Emergency Plan  
 Annex A: Emergency Operations Plan  
**APPENDIX B: EOC Checklists**

The EOC Checklists are Appendix B of the Emergency Operations Plan (Annex A) of the Comprehensive Emergency Plan for the University of California, Davis.

Upon activation at any level, the EOC Checklists are used by the EOC personnel as guides for performing the functions of the section and position they are assigned to.

In addition to the position checklists, there is a “generic checklist” that applies to all positions.



EOC Organization Chart (**page 2**)

Generic Checklist (**page 3**)

Management Section (**page 4**)

- Manager
- Coordinator
- Public Information Officer
- Safety Officer

Logistics (**page 29**)

- Section Coordinator
- Care/Shelter
- Human Resources
- Transportation
- Volunteers

Operations Section (**page 11**)

- Section Coordinator
- Police Branch
- Fire Branch
- EHS Branch
- Medical/Health Branch
- O&M Branch
- A&E Branch
- IET Branch

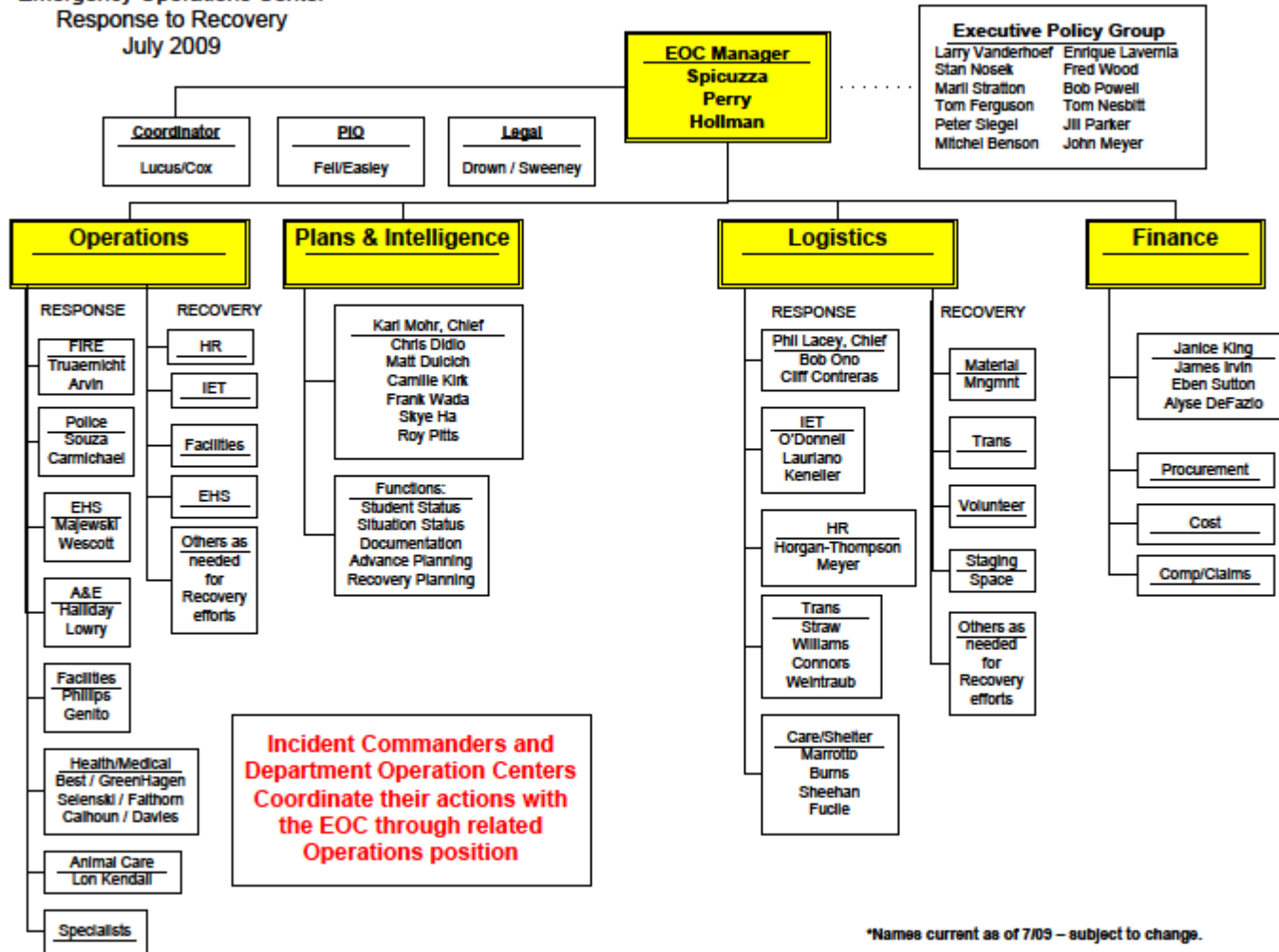
Finance (**page 38**)

- Section Coordinator
- Procurement
- Cost
- Comp/Claims

Plans and Intelligence (**page 21**)

- Section Coordinator
- Situation Status
- Mapping
- Student Affairs
- Advance Planning
- Recovery Planning

UC Davis  
Emergency Operations Center  
Response to Recovery  
July 2009



\*Names current as of 7/09 – subject to change.

## UCD EOC – Generic Checklist

### **Read This Entire Position Checklist Before Taking Action**

- Check in** with the EOC Manager upon arrival
- Obtain briefing** for the position you are assuming from the person you are replacing, the EOC Manager, or Plans/Information
- Find the binder or box** for your position, set up your work station and review your checklist, gather appropriate forms (located in forms box in supply room)
- Establish & maintain an **activity log** for the following:
  - All messages received and responded to
  - All actions taken
  - Requests for resources that are made and corresponding response
  - Communications outside EOC (both on-site and off-site)
  - Communication with DOC
  - Time on-duty and off-duty.
- Determine and request **additional resource** needs.
- Check **availability of communications** for your position (land-based phones, cell phones, pagers, Faxes, radios, email, runners, etc.) and establish more as necessary.
- Refer all media contacts to the PIO.**
- Complete all required** forms, reports, & other documentation. When released, leave all forms and logs with Planning/Status.
- If your personnel report any **new incidents or changes in major incidents**, notify the PIO, EOC Manager and the Plans Section Coordinator.
- Plan for an extended EOC activation** and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit
- When another person relieves you, ensure they are thoroughly briefed before you leave your work station.
- Clean up** your work area before you leave.
- Leave a forwarding phone number** where you can be reached.
- Be prepared to assist with the transition into Recovery, according to checklists in the Recovery Plan.
- Be prepared to provide input to the after-action report.

# **EOC Management Section Checklists**

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Manager

Coordinator/Liaison

Public Information Officer

Safety Officer

# EOC Manager

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

Description	The EOC Manager is responsible for the overall coordination of EOC as it carries out emergency response and recovery efforts, through the implementation of policy directives from the campus Executive Policy Group.
Responsibilities	<ul style="list-style-type: none"> <li>• Direct and coordinate the EOC.</li> <li>• Establish the appropriate staffing level for an activated the EOC.</li> <li>• Coordinate with the other members of the EOC Management Team and the Section Coordinators.</li> <li>• Ensure the EOC Action Plan is developed and implemented.</li> <li>• Briefs and issues status reports to the Executive Policy Group.</li> <li>• Authorize the issuance of status reports to all local jurisdictions.</li> <li>• Exercise overall management responsibility for coordination, response, and recovery.</li> <li>• Authorize, request and coordinate mutual aid assistance as necessary.</li> <li>• Facilitate and then manage the transition into the Recovery phase.</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Obtain updated briefings on current situation from all available sources on a regular basis to ensure decisions are being made based on accurate, up-to-date information.
	Determine appropriate level of EOC activation and mobilize appropriate personnel based on situation, including appointing Section Chiefs from available personnel and depending on type of event.
	Coordinate the physical setup of the EOC and ensure it and has equipment and services necessary for an extended activation.
	Brief and assign EOC staff as they arrive.
	<p>Establish briefing schedules and give Section Coordinators advance notice to prepare summaries of Section activities.</p> <ul style="list-style-type: none"> <li>• Convene action planning meetings with the policy staff and section Coordinators.</li> <li>• Assess situation, define problems, set priorities, establish strategic objections for response/recovery period.</li> <li>• Review and identify need for future staffing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Once Action Plan is completed review, approve, implement and distribute.</li> <li>• Establish and implement briefing schedule for EOC staff.</li> </ul>
	<p>Upon Declaration of a State of Campus Emergency, assure the following agencies are notified.</p> <ul style="list-style-type: none"> <li>• UCD Medical Center</li> <li>• City of Davis EOC,</li> <li>• County of Yolo EOC,</li> <li>• County of Solano EOC,</li> <li>• State Warning Center, and</li> <li>• UC Office of the President</li> </ul>
	<p>Establish briefing schedules and give Section Coordinators advance notice to prepare summaries of Section activities.</p> <ul style="list-style-type: none"> <li>• Convene action planning meetings with the policy staff and section Coordinators.</li> <li>• Assess situation, define problems, set priorities, establish strategic objections for response/recovery period.</li> <li>• Review and identify need for future staffing.</li> <li>• Once the EOC Action Plan is completed, review, approve, implement and distribute.</li> <li>• Establish and implement briefing schedule for EOC staff.</li> </ul>
	<p>Assess the need to request or donate resources via Mutual Aid and contact all pertinent agencies (see note below):</p> <p>Existing agreements between the UCD and local and regional agencies provide for an ongoing Mutual Aid sharing of resources. Pursuant to these agreements, Mutual Aid requests may be handled by the Police, Fire and the EH&amp;S Branches. All other requests for Mutual Aid via the Mutual Aid Worksheet are to be handled by EOC Management. EOC Management monitors ALL requests for Mutual Aid.</p> <p><i>Mutual Aid pertains to PUBLIC AGENCIES only. Public resources cannot be used for private sector uses, UNLESS directed by the GOVERNOR'S OFFICE for public health and safety. Mutual Aid does not include receiving private sector resources UNLESS under contract with FEMA or STATE Office of Emergency Services (OES) and provided under an existing Mutual Aid agreements and disaster assistance programs. The private sector can CONTRACT with UCD or may DONATE to UCD, but can only participate in Mutual Aid via FEMA or Office of Emergency Services.</i></p>
	<p>Work with the EOC Section Coordinators to ensure all EOC Sections have appropriate equipment, staffing, and information to work effectively</p>
	<p>Facilitate the change from disaster response activities to recovery activities as the emergency subsides.</p>
	<p>Authorize deactivation (demobilization) of EOC as sections are no longer required, and ensure that all required forms or reports are completed prior to deactivation.</p>

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# EOC Coordinator/Liaison

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

Responsibilities	<ul style="list-style-type: none"> <li>• Facilitate the overall functioning of the EOC.</li> <li>• Assist and serve as an advisor to the EOC Manager and EOC Staff as needed.</li> <li>• Communicates between Campus EOC and other agencies</li> <li>• Coordinates logistics of VIP and Visitor Orientations and Briefings</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Participate in action planning sessions.
	Provide overall procedural guidance to EOC Staff as required.
	Provide general advice and guidance to the EOC Manager as required.
	In conjunction with the EOC Manager and PIO, provide orientation for VIP's and other visitors to the EOC.
	Establish contact with the City of Davis, County of Yolo and County of Solano EOCs
	Establish and maintain a location for incoming agency representatives, providing EOC identification, workspace and support as needed
	Ensure all required status reports are completed and sent to OES, as required.

# Public Information Officer (PIO)

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Obtain policy guidance from the EOC Manager with regard to media releases.</li> <li>• Serve as coordination point for all media releases from UC Davis</li> <li>• Field Public Information Teams at event site</li> <li>• Coordinates UC Davis activity in a Joint Information Center, if one is activated</li> <li>• Controls and corrects misinformation and rumors</li> <li>• Arrange for media briefings with members of the Executive Policy Group as necessary.</li> <li>• Prepare information for distribution on all available medium.</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Implement and maintain a comprehensive information program for the event
	Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.
	Ensure that the campus and surrounding community receives complete, accurate, and consistent information about life safety procedures, health advisories, relief and assistance programs and other vital information.
	Arrange information briefings for the Executive Policy Group as appropriate.
	Clear all media releases with the EOC Manager or Executive Policy Group.
	If a Joint Information Center (JIC) is established, ensure that UC Davis is represented. Coordinate EOC-JIC information flow.
	Manage field requests for media control and UC Davis spokespersons.
	Monitor all print and broadcast media.
	Coordinate with Plans and Information section to verify significant information as it is developed.
	Monitor any inaccuracies that appear in print, radio, or television stories and respond as appropriate.

	Develop status information for campus staff, faculty, and students and distribute through all available means.
	Keep the EOC Manager advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.

**Addendum: PUBLIC INFORMATION OFFICER**

Large scale or high profile incidents on the UCD campus may attract media personnel directly to the scene rather than to a media contact at the EOC. Field personnel will request assistance with the media via the EOC Operations Section. If needed, the PIO will dispatch field public information teams that should each include a spokesperson and an assistant.

California State Penal Code Unit 409.5b provides the right to access by the media to any incident with public access (this does NOT include the EOC or other sensitive operational management areas). The only restrictive authority to limit media access at an incident is for the protection of a crime scene or to safeguard lives and limit further property damage.

The following guidelines will assist field personnel and field public information teams in working with the media at the scene of an incident:

- A. All employees and UCD representatives should be professional and polite at **ALL** times with **ALL** members of the media. There is no such thing as “OFF THE RECORD” and any observed or overheard communication or action may result in a media report.
- B. If contacted by the media, employees are to politely and firmly request that the media wait for the UCD spokesperson who should arrive at any minute. The employees should immediately contact supervisors or the EOC and request the field public information team.
- C. If security is important, access to the incident should be marked and barricaded with yellow tape and posted guards. A special area for the media can be designated and signs posted indicating media zone. The media will expect visual access for camera shots and personal contact with the UCD spokesperson at this location.
- D. Field Public Information teams will also need to maintain a *Unit Log* to record all contacts with the media including interviews and information releases to the media. They must also provide copies or summaries of all information released. All information given during interviews should have prior clearance for release by the EOC management or the PIO position. Field teams should be informed to refrain from speculation and not to release names of victims or affected parties unless advised to do so or if the information has already been contained in a written media release.

# EOC Safety Officer

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

Responsibilities	<ul style="list-style-type: none"> <li>• Monitors and evaluates all operations for hazards and unsafe conditions and develops measures for assuring personnel and work site safety</li> <li>• Exercise emergency authority to stop or prevent unsafe acts when immediate action is required</li> <li>• Develop site safety plan and include safety directives in each incident action plan</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Contact established Incident Command Posts, advise on safety procedures in the field.
	Ensure that field teams identify and report any hazard and unsafe condition encountered in the performance of their duties
	Communicate with O&M, EHS and A&E personnel to secure and post non-entry signs around unsafe areas. Coordinate safety efforts of DOC and field teams to ensure they are working in a safe and coordinated manner with all safety procedures in place and all personnel advised of hazards
	Advise the EOC Manager and Section Coordinators immediately of any unsafe or hazardous conditions and advise on practices and procedures to overcome obstacles
	Establish routine briefings with EOC Director, Operations Section Coordinator
	Monitor ongoing operations in EOC, DOC, and the field for signs of stress and inappropriate behavior. Report concerns to Medical Branch. Provide for staff rest periods and relief

# **EOC Operations Section Checklists**

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Section Coordinator

Police Branch

Fire Branch

EHS Branch

Medical/Health Branch

Operations and Maintenance

Architects and Engineers

# EOC Operations Section Coordinator

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibility	<ul style="list-style-type: none"> <li>• All field operations</li> <li>• EOC Operations Section</li> <li>• Liaison with other EOC Sections</li> <li>• Multi-department field response</li> <li>• Operational Mutual Aid</li> <li>• Multi-agency coordination</li> </ul>
	<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>
	Ensure that the Operations Section is set up properly with appropriate personnel, equipment, and supplies, including maps and status boards.
	Ensure that appropriate branches are staffed (using available personnel) and that arriving staff members are assigned where appropriate to direct and support all field operations.
	Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
	<b>Ensure all Operations Section Branches have their necessary communications available and that they have established contact with their respective DOC's.</b>
	Ensure that radio contact is established with each Incident Commander in each ICP.
	Ensure that intelligence, situation, and resources information is provided to the Planning/Status Section on a timely basis or as the situation requires.
	Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section
	Ensure that all resource needs are coordinated through the Logistics and Finance Section.
	Conduct periodic briefings with Operation section staff on objectives for forth-coming operational periods
	Attend and participate in EOC Director's action planning meetings.
	Analyze all field operations for potential hazards in order to maintain the safest operations possible
	Confer with EOC Director regarding requests for Mutual Aid as well as for executive-level policy decisions that must be made in order to proceed with field operations.

# EOC Operations Police Branch

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Informs and advises the Operations Coordinator.</li> <li>• Campus Patrol</li> <li>• Traffic Control</li> <li>• Fire/Search and Rescue Coordination</li> <li>• Perimeter Access Control</li> <li>• Mutual Aid and Multi-Agency Law Response Coordination</li> </ul>
	<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>
	Make contact with Police dispatch or DOC Manager for status of on-duty personnel.
	Establish radio contact with each Incident Commander in each ICP.
	Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch.
	Notify the Operations Section Coordinator and the Planning Section Coordinator of any new incidents or changes in major incidents.
	Per established response priorities, or as needed, advise Police DOC to assign police officers to specific assignments, or to specific ICs for support/assignment.
	Determine if Mutual Aid for operations will be needed and coordinate through EOC Manager.
	Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery
	Advise Incident Commanders when response personnel from other Operations Section Branches will be reporting to the ICP.

# EOC Operations Fire Branch

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Informs and advises the Operations Coordinator.</li> <li>• Field Incident Command</li> <li>• Fire/Search and Rescue Coordination</li> <li>• Mutual Aid and Multi-Agency Response Coordination</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Make contact with dispatch or DOC Manager for status of on-duty personnel.
	Establish radio contact with each Incident Commander in each ICP.
	Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch.
	Notify the Operations Section Coordinator and the Planning/Intelligence Section Coordinator of any new incidents or changes in major incidents.
	Advise field Incident Commanders when response personnel from other Operations Section Branches will be reporting to the ICP.
	Determine if Mutual Aid for operations will be needed and coordinate through EOC Manager.
	Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery
	Assess equipment needs for field personnel and coordinate with respective DOC position, the Operations Section Coordinator, and Logistics for equipment acquisition, as needed
	Notify the Operations Section Coordinator and Plans Section Coordinator of any new incidents or changes in major incidents.

# EOC Operations IET

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Communications support for EOC Operations (primary location and field locations)</li> <li>• Restoration of communications infrastructure</li> <li>• Locate and secure alternative communications means</li> </ul>
	Follow directions on Generic Checklist. Refer to EOC Activation Guide.
	Establish contact with IET DOC and receive the status of all on-duty personnel .
	Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch
	Activate and test all UCD communications systems, (i.e. data center, NOC, websites, phones lines, radio, etc.) and identify all major areas of communications system damage and/or non-service. Coordinate with all other EOC sections.
	Assess equipment/system needs for field personnel and coordinate with IET DOC and Logistics for equipment acquisition, as needed
	Identify and provide alternative means for accomplishing critical communications tasks if normal systems/equipment is not functioning.
	Provide technical advice on: <ul style="list-style-type: none"> <li>• Adequacy of communications system</li> <li>• Geographical limitations</li> <li>• Systems/equipment capabilities</li> <li>• Amount and types of systems/equipment available</li> <li>• Potential problems with systems/equipment</li> </ul>
	Advise on communications capabilities/limitations.
	Oversee distribution, maintenance and recovery of communications and electronics equipment, e.g., portable radios and FAX machines, GETS cards, etc in coordination with logistics.
	Notify the Operations Section Coordinator and Plans/Intelligence Section Coordinator of any new incidents or changes in major incidents using the <i>Report of Incident</i> form
	Give and receive updates about field assignments, resource availability, and incident status. Advise the EOC Police and Fire Branch when field teams controlled by you or your DOC will be reporting to Incident Commanders

# EOC Operations EHS Branch

\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*

Responsibilities	<p>Informs and advises the Operations Coordinator.</p> <p>Coordinates activities of EHS groups in the performance of monitoring and evaluation of spills and releases, including advising regulatory agencies, if necessary.</p> <p>Coordinates provision of technical references as required.</p> <p>Coordinates activities of EHS groups in the evaluation of health related issues.</p> <p>Coordinates activities of EHS groups in the consideration of safety-related issues.</p> <p>Coordinates activities of Laboratory Animal Care (OLAC) with campus Veterinarian.</p>
	<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>
	Establish contact with EH&S DOC and receive the status of all on-duty personnel
	Advise the Operations Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch
	Assess equipment needs for field personnel and coordinate with the Operations Section Coordinator and Logistics Section for equipment acquisition as needed
	Notify the Operations Section Coordinator and Plans/Intelligence Section Coordinator of any new incidents or changes in major incidents
	Give and receive updates about field assignments, resource availability, and incident status. Advise the EOC Police and Fire Branch when field teams controlled by you or your DOC will be reporting to Incident Commanders
	Coordinate with the Operations Section Coordinator to determine if Mutual Aid for operations will be needed. If so, submit a Mutual Aid request to the Operations Section Coordinator
	Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery
	Coordinate with A&E Branch for personnel to accompany inspections teams to assess buildings for known chemical/radiation hazards and cleanup/remediation required.

# EOC Operations Mental Health/Student and Employee Occupational Health/ Student Health

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

Responsibilities	<ul style="list-style-type: none"> <li>• Informs and advises the Operations Coordinator.</li> <li>• Coordination of field triage, first aid and screening.</li> <li>• Coroner liaison and casualty accounting</li> <li>• Medical treatment, transfer and transportation</li> <li>• Mental health and psychological services</li> <li>• Worker's compensation coordination</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Establish contact with Occupational Health & Student Health DOC and receive the status of all on-duty personnel
	Coordinate with UCDMC and other local and regional hospitals/medical facilities to receive information regarding the status of local and regional medical facilities
	Advise your Section Coordinator and appropriate EOC staff of the status and availability of personnel controlled by your Branch (medical personnel)
	Coordinate and manage the allocation of available medical and health resources to support disaster medical and health operations on the campus
	Evaluate and prioritize medical and health requests, and recommend appropriate response.
	If needed, coordinate with the Operations Section Coordinator to establish hazard-free sites for First Aid and Triage Screening, the Coroner Staging Area, and the Medical Transportation Staging Area.
	Assess equipment needs for medical personnel and coordinate the Operations Section Coordinator and Logistics for equipment acquisition, as needed
	Work with the EOC Transportation Branch to provide for medical transportation of injured to UCDMC or local medical facilities
	Give and receive updates about field assignments, resource availability, casualty counts, and incident status. Advise the EOC Police and Fire Branch when medical teams controlled by you or UCDMC will be reporting to Incident Commanders
	Ensure your medical personnel will have adequate food and water. Coordinate with Logistics for meals and delivery
	Assist the Finance/Administration Section with processing paper work related to injuries or deaths of incident personnel.

# EOC Operations Facilities Management

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Inform and advise the Operations Section Coordinator</li> <li>• Campus Utility Infrastructure</li> <li>• Emergency Generators</li> <li>• Restoration of Services</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Establish contact with Facilities Management DOC and receive the status of all on-duty personnel
	Ensure that the EOC has all necessary utilities and is free from any utility hazards.
	Advise the Operations Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your Branch.
	Assess equipment needs for field personnel and coordinate with the Facilities Management DOC, the Operations Section Coordinator, and Logistics for equipment acquisition, as needed.
	Identify all major areas of utility damage or non-service. Determine needs, estimated time for restoring services and estimated cost to repair, and forward this information to the Operations Section Coordinator and Plans Section Coordinator
	Provide technical support to all EOC and field operations to ensure essential lifeline support services, including emergency power, water, and sanitation
	Notify the Operations Section Coordinator and the Plans/Intelligence Section Coordinator of any new incidents or changes in major incidents
	Give and receive updates about field assignments, resource availability, and incident status. Advise the EOC Police and Fire Branch when field teams controlled by you or your DOC will be reporting to Incident Commanders
	Coordinate with the Operations Section Coordinator to determine if Mutual Aid for Operations will be needed. If so, complete the <i>Mutual Aid Worksheet</i> and forward to the Operations Section Coordinator
	Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery.
	Coordinate with A&E Branch to accomplish all inspections and repairs.

# EOC Operations A&E

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Inform and advise the Operation Section Coordinator</li> <li>• Field and Facility Inspections</li> <li>• Urgent repairs and emergency construction</li> <li>• Plan for short and long term restoration of facilities</li> <li>• Multi-department field response</li> <li>• Operational Mutual Aid</li> <li>• Multi-agency coordination</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Coordinate with the Plans/Intelligence Section Chief and the Operations Section Coordinator for initial reports of building damage, utility status, and field hazards
	Notify the Operations Section Coordinator and the Plans/Intelligence Section Coordinator of any new incidents or changes in major incidents
	Working with the Operations Section Coordinator, determine immediate building inspection priority list for preliminary inspections.
	Maintain contact with A&E DOC to determine: <ul style="list-style-type: none"> <li>• How many inspection teams are available</li> <li>• Assigning inspections according to the priority list</li> <li>• Gather field inspection data as available and share with Operations Section Coordinator and Plans/Intelligence Section Coordinator</li> <li>• Work with Logistics, if necessary, to ensure inspection personnel have all required personal safety and field recording equipment</li> </ul>
	Coordinate with EHS Branch for personnel to accompany inspections teams to assess buildings for known chemical/radiation hazards and cleanup/remediation required.
	Work with the Logistics Section Coordinator to ensure that all necessary resources critical to field operations will be procured and delivered
	Coordinate with the Safety Coordinator to ensure the safety of inspection teams in the field. Analyze all field operations for potential hazards to maintain the safest operations possible

	Forward building inspection and damage assessment reports to Facilities Management & Intelligence Section Coordinators
	Work with the Finance & Administration Section Coordinator to ensure that requests for resources have adequate funding authorization
	Determine food and water needs for Inspections staff and coordinate with Logistics for procurement and delivery
	Coordinate with Facilities Management for repair jobs that cannot be performed by Facilities Management personnel alone, as well as for procurement of emergency contract services and supplies
	Based on building damage reports, estimate reconstruction projects and their costs. Identify the capabilities needed to carry forth the projects (UCD resources, small contract or large construction project) and work with your Section Coordinator and Finance & Administration Section to secure funding if circumstances allow.
	Based on estimates submitted by your Units, develop and forward repair and construction project proposals and requests for funding to EOC Management, if circumstances allow.

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# **EOC Plans/Intelligence Section Checklists**

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Section Coordinator

Situation Status

Documentation

Student Affairs

EOC Action Plan: The Planning Process

# EOC P&I Section Coordinator

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<p>Manage the EOC Planning Section</p> <p>Liaison with Operations, Logistics, and Finance &amp; Administration EOC Sections</p> <p>Ensure that the responsibilities of the Planning/Intelligence Section are carried out, to include:</p> <ul style="list-style-type: none"> <li>• Collecting, analyzing, validating, and displaying situation information</li> <li>• Preparing and distributing the EOC Action Plan</li> <li>• Conducting Advance Planning activities and report</li> <li>• Documenting and maintaining files on all EOC activities</li> <li>• Conducting Recovery planning activities</li> </ul> <p>Keep the EOC Manager informed of significant issues.</p> <p>Manage the RIMS (Response Information Management System) and develop reports for the EOC Manager about events in the surrounding area.</p>
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	<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>
	Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including computers, maps and status boards.
	Receive updates about field hazards, injuries, casualties, and the status of campus facilities from Operations Section Branches.
	Maintain contact with EOC management and the EOC Section Coordinators to give and receive updates about the UCD disaster response
	Assist the EOC manager in guiding the process to develop the Action Plan for the next Operational Period.
	Conduct Action Planning meetings; compile, publish and distribute the DOC Action Plan and revisions as required.
	Ensure that the EOC Action Plan is completed and distributed prior to the start of the next Operational Period.
	Assist the EOC manager in guiding the process to develop the Action Plan for the next Operational Period.

	Assist the EOC Coordinator in the preparation and distribution of the After Action Report
	Ensure that position logs and all other necessary files from all Sections and Positions are maintained and collected periodically.
	Ensure that all status boards and other displays are kept current, that posted information is neat and legible and that all EOC staff have immediate access to all reports and displays
	Ensure that the Recovery Planning unit collects all necessary information to pass onto the Recovery Team as the EOC is deactivated.
	Develop a Demobilization Plan for the EOC with the EOC Manager.
	Locate and provide technical services, such as special advisors and other technical specialists to all EOC sections as required.
	<p><b>NOTE ON Technical Specialists</b></p> <p>Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning/Intelligence Section, or be assigned wherever their services are required.</p>

# EOC P&I Mapping

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

Responsibilities	<ul style="list-style-type: none"> <li>• Develop maps for EOC response and recovery</li> </ul>
	<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>
	Collect and interpret situation information from the other EOC sections and the field units to determine necessary maps for response and recovery efforts.
	Create, print, and display maps in accessible locations, for the EOC.
	Include information regarding major incidents, status of buildings and utilities and traffic conditions.
	On the all maps, identify medical treatment centers, shelters, Mutual Aid/multi-agency staging areas, field command posts, volunteer check-in sites, and any other information necessary for the EOC response and recovery efforts.
	Provide all photographic services and other maps if required.

# EOC P&I Situation Status

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Post Situation Status Information in EOC</li> <li>• Identify inaccuracies and conflicting reports</li> <li>• Prepare EOC reports for EOC Management</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Collect and report on situation information from the field, including current weather information from the weather service or an assigned meteorologist.
	Monitor media reports and essential planning information including: weather, major incidents in the region, and other factors that may affect UCD operations
	Gather intelligence from outside agencies (including RIMS) and distributes information to the rest of the EOC.
	On the Situation Status Board(s) and maps, post all information regarding major incidents, status of buildings and utilities, number of persons dead, injured and sheltered, weather reports and forecasts, and traffic conditions.
	If not already completed by P&I Mapping function, on all maps, identify medical treatment centers, shelters, Mutual Aid/multi-agency staging areas, field command posts, volunteer check-in sites, and any other information necessary for the EOC response and recovery efforts.
	Re-organize the status boards and maps to best display the information needed for EOC operations according to the nature of the emergency incident(s) at UCD (earthquakes, hostage crisis, utility failure, civil disturbance, etc.)
	Verify incoming status information. Identify, investigate, and clarify conflicting reports or information that cannot be verified.
	Keep a chronology of events, if possible, for event reconstruction and after-action reporting purposes.
	Prepare periodic predictions or as requested.

# EOC P&I – Documentation Unit

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Maintaining accurate, up-to- date incident files.</li> <li>• Provide duplication services.</li> <li>• Keep records and documentation of all EOC activities</li> <li>• Incident files will be stored for legal, analytical, and historical purposes</li> </ul>
<p><b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b></p>	
	Establish duplication service; respond to requests (copy machine, ink, paper, etc.)
	File all official forms and reports.
	Review records for accuracy and completeness; inform appropriate units of errors or omissions.
	Provide incident documentation as requested.
	Store files for post-incident use.

# EOC P&I Student Affairs Officer

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<p>Tracks status of all students</p> <p>Coordinates Emergency Student/Family Message Center</p> <p>Coordinates short term and long term recovery of UCD classes and related activities concerning students</p>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Assess the estimated status of all UCD Students regarding number on/off campus at time of incident, number of casualties (after initial field review by emergency personnel), and students living in on campus residence halls.
	Coordinate with the PIO and Communications to activate the Student/Family Inquiry telephone system (“Student Hotline”)
	Coordinate with the PIO to prepare information to be released to the media regarding students, the “Student Hotline” staff, the campus emergency information “800” number, web site, and radio station (KALX), as well as the on-campus student information and message center
	Represent concerns about UCD students to EOC Management
	Coordinate with EOC Management and Care & Shelter in the EOC to establish, implement, and manage the Student Sheltering Policy
	Work with Finance & Administration to assist in the activation of an emergency loan or grant program for students, faculty, and staff as needed
	Work with the Office of the Registrar, Academic Senate, and Facilities Management to assess a revised classroom learning environment plan as needed based on the emergency.
	Collaborate with other Student Affairs office representative in the EOC (i.e. Student Housing, Unitrans, CAPS, Student Health, etc) to facilitate coordination of activities affecting students.
	If necessary, Communicate and collaborate with non-EOC Student Affairs departments to support efforts (size and scope of disaster will decide this.)

## **EOC Action Plan: The Planning Process**

All incidents require some form of an action plan. Initially, and on smaller incidents, the action plan may be verbal. On longer, larger, or more complex incidents, a written Action Plan is required. The plan should be reviewed and updated for each Operational Period.

Following is a checklist, which provides basic steps appropriate for use in almost any incident situation.

### **Before the Meeting**

1. The EOC Manager should establish incident objectives and strategy before the planning meeting if possible.
2. All attendees should be fully briefed and up to date on the incident situation so planning meeting time can focus more on what needs to be done rather than what has happened.
3. Agency Representatives, if invited to the meeting, should know what they are able to commit for their agency and the limits of their decision-making authority.
4. On Unified Command incidents, the Incident Commanders should hold a Command Meeting prior to the Planning meeting to discuss and resolve inter-agency issues.

### **At the Meeting**

1. The Planning/Intelligence Section Coordinator will be the meeting facilitator.
2. The Planning process is most effective, if an overview map of the incident is visible to all. Existing branch/division boundaries, control lines, perimeters or other incident related activity etc. should be shown.
3. If this is an initial planning meeting, Planning/Intelligence should have completed a basic situation map describing the incident environment, as it is currently known.
4. Tactics and resources to meet the objectives outlined by the EOC Manager are discussed and determined based on operational feasibility and available logistical support.

<b>PLANNING MEETING STEPS</b>	<b>RESPONSIBILITY</b>
Briefing on current situation and resource status	Planning/Intel. Section Coordinator
Statement of Objectives and Strategy(ies)	EOC Manager
Specify tactics for each division/group and safety considerations	Operations Section Coordinator Safety Officer
Specify resource allocations for Divisions/Groups	Operations Section Coordinator Planning/Intel. Section Coordinator
Review Resource and Personnel order	Logistics Section Coordinator
Review Communications, Medical Safety and Traffic Plan Requirements	Logistics Section Coordinator Planning/Intel. Section Coordinator Logistics Section Coordinator
Finalize and approve the Incident Action Plan	Planning Section Coordinator Operations Section Coordinator EOC Manager

# **EOC Logistics Section Checklists**

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Section Coordinator  
Resource/Supplies  
Care/Shelter  
Human Resources  
Volunteers  
Transportation

# EOC Logistics Section Coordinator

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<p>EOC Logistics Section</p> <p>Procurement and delivery of all resources to support EOC and field operations</p> <p>Personnel and emergency hires</p>
	Follow directions on Generic Checklist. Refer to EOC Activation Guide.
	Obtain from the Operations Section Coordinator and EOC Management the priorities for requests for resources
	Identify the status and availability of all on-campus resources including food, water, supplies, equipment, etc. Maintain an inventory of available resources and be prepared to work with Finance to procure supplies that may be needed by all EOC Sections
	Coordinate with EOC HR/Volunteers and EOC Management to identify the status and availability of all UCD employees who may be able to assist with emergency response data
	Coordinate with Finance to activate or distribute emergency Procurement Cards for the EOC and DOCs as needed.
	Work with the Operations and Planning Section Coordinators to identify requests for resources, ensure that all resources are being procured and delivered in the field, and project needs for duration of emergency
	Refer to and coordinate with EOC Management for resource needs that cannot be met with available resources, and/or policy decisions that must be made in order to proceed with procurement, contracts, and emergency hires. EOC Management will coordinate with the Policy Group for policy level decisions
	Verify funding authorization for large expenses or potentially extensive contracts with EOC Management. Ensure and verify funding authorization if total purchases and contracts are about to exceed disaster authorization limits
	Working with Operations Section and the EOC, arrange and stage the delivery of incoming resources.
	Assist Operations Section with the activation of additional Departmental emergency response expertise or resources.

	Obtain specialized supplies, equipment, or services to support the emergency response.
	Identify and contract with external experts, contractors/vendors, or mutual aid (engineers, recovery specialists, equipment rental companies) as requested by the Operations Section.
	Summarize space, facility, and personnel needs to achieve program resumption and report recovery resource needs to the Operations Section.
	If you received reports from field staff regarding major incidents in the field, report these to the Operations Section Coordinator and Plans/Intelligence Section.
	Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery
	Establish contact with Information Systems and Technology (IST) DOC and receive the status of all on-duty personnel working for UCD, including IST, Pacific Bell, and other communications support Branches
	Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery

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# EOC Logistics – Resources/Supplies

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<p>Tactical and support resources (including personnel).</p> <p>All expendable and non-expendable support supplies.</p> <p>Overseeing the check-in of all resources</p> <p>Maintaining a status-keeping system indicating current location and status of all resources.</p>
	<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>
	Coordinate with Finance to maintain a master list of all resources, e.g., equipment, personnel, primary and support resources, etc
	Maintain and post the current status and location of all resources.
	Maintain master roster of all resources checked in at the incident.
	<p>Provide supplies to planning/intelligence, logistics, and finance/administration sections.</p> <ul style="list-style-type: none"> <li>• Determine the type and amount of supplies en route.</li> <li>• Order, receive, distribute, and store supplies and equipment.</li> <li>• Respond to requests for personnel, equipment, and supplies.</li> <li>• Maintain an inventory of supplies and equipment.</li> <li>• Service reusable equipment, as needed.</li> </ul>
	Receive and distribute all supplies and equipment (other than primary tactical resources), and is responsible for the service and repair of tools and equipment.

# EOC Logistics – Care/Shelter

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Large group care and identification of those sheltered</li> <li>• Temporary sheltering (overnight or several days)</li> <li>• Organized release from campus (students)</li> <li>• Large group off-campus evacuation</li> <li>• Large group food service</li> <li>• Shelter information centers</li> <li>• Student and employee assistance services</li> <li>• Field personnel food and water service</li> <li>• EOC staff food and water service</li> <li>• Care and Shelter food service</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Establish contact with Care/Shelter DOC and receive the status of all on-duty personnel, including student housing, campus recreation, dining services, MU, etc.
	Assess equipment needs for field personnel and coordinate with your DOC, the Operations and Logistics Sections for equipment acquisition, cost estimates, and funding authorization, as needed
	Check with Operations Section Coordinator and all Operations Branches to determine if care and sheltering sites need to be established
	If directed by the Operations Section Coordinator, establish one or more shelter sites on campus and advise Situation Status of their location. Contact Red Cross if not a campus-specific event. Assign a shelter manager and support staff for each shelter. Coordinate with the Medical EOC Branch to determine if shelters should include first aid and triage screening and medical transportation staging areas. Communicate shelter needs, both staff and physical to Red Cross.
	Coordinate with the Operations Section Coordinator to establish policies for UCD shelters regarding length of shelter's operation, services provided, sign-in and sign-out procedures, persons to be allowed shelter, budgeting, media information release, and whether the shelters will be managed by UCD or the American Red Cross (See addendum for details)
	Maintain communication with shelter managers and coordinate with the Operations Section Coordinator and Logistics to ensure that shelters have adequate supplies

	Coordinate with the Operations Section Coordinator regarding information to be released regarding UCD shelters. Request assistance from the Public Information Officer if needed
	Assess available food and water supplies from UCD inventories, as well as availability of Housing and Dining or other UCD kitchens for food preparation
	Check with Situation Status, the Operations Section Coordinator, and the Planning Coordinator to assess the number of field personnel who will need food and water
	Check with Care & Shelter to determine food and water needed by shelters
	Check with EOC Management to determine food and water needed by EOC staff
	Coordinate with the Personnel/Volunteers Branch to assign food and water delivery and serving staff.
	Develop a plan for procurement, delivery, and serving of food and water. Coordinate with the Finance Section to obtain a Procurement Card or purchase order and account number for all purchases and contracts.

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# EOC Logistics Human Resources

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Personnel status and operations</li> <li>• Maintain records of hours worked</li> <li>• Hire temporary workers</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Establish contact with the Human Resources DOC and receive the status of all on-duty personnel
	Identify all UCD employees who are on campus and working during the disaster, working through DOCs or EOC positions as necessary
	Identify UCD employees who wish to work on disaster response, those who do not want to work, or those who cannot work on the disaster response
	<p>Coordinate from the Volunteer Branch to obtain from all personnel working for UCD disaster response the following information:</p> <ul style="list-style-type: none"> <li>• UC Davis employee/non-employee volunteer/mutual aid worker?</li> <li>• Normal UCD work assignment &amp; employee ID # (if UCD employee)</li> <li>• ID of agency (if Mutual Aid worker)</li> <li>• Driver's License or Identification Card (for all non-UCD workers)</li> <li>• Address &amp; phone number (for all non-UCD workers)</li> </ul>
	Coordinate with the Finance Section to identify all services contracted for EOC for UCD.
	Coordinate with EOC Management, police, and fire department for requests for UCD Mutual Aid labor and keep records of UCD employee names, Employee ID numbers, hours worked, and all contact information.
	As directed by EOC management, use existing process for hiring temporary workers for specific jobs on campus; or contract the services of a temporary employment agency to perform this task
	Coordinate with the Volunteer Branch to identify all available volunteers.
	Staff EOC sign-in.
	Maintain accurate recording of daily personnel time.
	Determine incident requirements for time recording function.

# EOC Logistics -- Volunteers

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Manage volunteers</li> <li>• Maintain records of volunteer staff and hours volunteered</li> </ul>
<p><b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b></p>	
	<p>Establish contact with the Volunteer DOC and HR Unit, and receive the status of all on-duty personnel</p>
	<p>Coordinate with the HR Branch to obtain from all personnel volunteering for UCD disaster response the following information:</p> <ul style="list-style-type: none"> <li>• UCD employee/non-employee volunteer/Mutual Aid worker?</li> <li>• Normal UCD work assignment &amp; employee ID # (if UCD employee)</li> <li>• ID of agency (if Mutual Aid worker)</li> <li>• Driver's License or Identification Card (for all non-UCD workers)</li> <li>• Address &amp; phone number (for all non-UCD workers)</li> <li>• Complete volunteer for Workers Compensation information</li> </ul>
	<p>Coordinate with EOC Management and the Operations Section Coordinator to establish the Volunteer Staging Area. Provide a coordinator for this site.</p>

# EOC Logistics - Transportation

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Transportation on and off Campus</li> <li>• Transportation support (fuel, drivers)</li> </ul>
	<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>
	Determine the number and types of usable vehicles on campus and their capabilities. Compile a vehicle inventory and list fuel assets
	Work with EOC HR to obtain drivers for UCD vehicles. Document personnel and assignment information for drivers and vehicles
	Based upon priorities established by the Logistics Section Coordinator and EOC Management, make preliminary assignments and have vehicles available for operational needs
	Coordinate with the Logistics Section Coordinator if Mutual Aid is needed for mass transportation
	Check with campus and local fuel stations for fuel supply and availability. Obtain emergency purchase orders or Procurement Cards from the Finance Section for fuel purchases
	Obtain information regarding the status of local and regional transportation routes Plan for transportation to and from UCD for VIPs and essential UCD staff

# EOC Logistics – Amateur Radio Communications

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

<p>Responsibilities: <i>(should normal means of communication fail, and/or as a backup system)</i></p>	<ul style="list-style-type: none"> <li>• Provide EOC with reliable internal communications, between the EOC and essential agencies and departments</li> <li>• Provide EOC with links into disaster area for information, requests and response updates</li> </ul>
<p><b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b></p>	
	Determine the number and types of available licensed Amateur Radio Operators (AROs) within the UC Davis campus.
	Check all equipment in the EOC to ensure it is working correctly. Inventory radios by serial number and note owners.
	Inventory the number of AROs available for assignment. Inventory the available the ARO's equipment capabilities, e.g., mobile operation, handhelds, portable base.
	Based upon priorities established by the Logistics Section Coordinator and EOC Management, make preliminary assignments and have additional AROs available for future needs and shifts.
	Establish contact with any UC Davis shelters, City EOCs and County EOCs.
	Track all messages relayed, including date, time, whom the message was to, and whom received it.
	Maintain and post the current status and location of all HROs.
	Coordinate with the Logistics Section Coordinator, HR and local Amateur Radio Service groups (ARES, BARK, YARS, etc) if additional HROs are needed.
	Obtain emergency purchase orders or Procurement Cards from the Finance Section for communications equipment purchases
	Ensure your field personnel will have adequate food and water. Coordinate with Logistics for meals and delivery

# **EOC**

## **Finance Section**

### **Checklists**

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Section Coordinator  
Cost and Budget  
Procurement  
Compensation and Claims  
FEMA Documentation and Records

# EOC Finance Section Coordinator

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• Accounting of all emergency expenses</li> <li>• Fiscal analysis to determine total expenses, funding authorization, and funding sources</li> <li>• Activation of emergency financial support to students, faculty, and staff</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Establish the Disaster Accounting System for the EOC. EOC Director may distribute high-value emergency Procurement Cards to EOC/DOCs
	Verify funding authorization for the disaster with EOC Management and coordinate authorization and spending thresholds
	Review the existing UCD budget to identify available sources of funding for disaster expenditures. Note that emergency Procurement Cards are linked to a special account within the Office of the Chancellor
	Review authorized spending thresholds and determine remaining funds available
	Project expenditures as requested by EOC Management, and notify EOC Management when these approach authorized spending limits. Coordinate with EOC Management for policy decisions necessary for disaster expenditures
	Coordinate with the Logistics Section Coordinator to ensure that the EOC has an efficient and accurate system for processing and accounting of all purchases and expenditures
	Assist the Student Affairs Officer with activation of an emergency loan/grant program for students, faculty and/or staff. During an emergency, the UCD Financial Aid Office will operate this program, and will need information from you concerning funding authorization, spending limits, and documentation requirements
	Develop a plan with recommendations for continued authorization of expenses, funding accounts and budget management for submission to EOC Management

# EOC Finance: Cost and Budget

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

Responsibilities	<ul style="list-style-type: none"> <li>• Budget planning to identify existing sources of funding</li> <li>• Recommend budget and funding plans for emergency and recovery expenses</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Work with your Section Coordinator to establish the Disaster Accounting System. Set up the accounting and auditing process for the system including: a) itemization of all expenses and, b) documentation files containing originals or copies of expenditures.
	Receive and file all forms, invoices, purchases orders, and other documentation related to disaster expenses
	Make cost-saving recommendations.
	For each day of EOC activation, forward to your Section Coordinator a daily summary of expenses and total accumulated disaster costs
	Meet with the Finance & Administration Section Coordinator to project expenses for emergency operations. Be prepared to provide estimates of disaster expenses to EOC Management
	Establish the disaster purchase order, contract, and invoice system for all procurements performed by your Section.

# EOC Finance: Procurement

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<p>All financial matters pertaining to vendor contracts</p> <p>Manages leases, and fiscal agreements</p> <p>Maintaining equipment time records.</p> <p>Establish local sources for equipment and supplies</p> <p>Manage all equipment rental agreements</p>
	<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>
	Review incident needs and any special procedures with Unit Leaders, as needed.
	Prepare and authorize contracts and land use agreements, as needed.
	Draft memoranda of understanding.
	Establish contracts and agreements with supply vendors.
	Complete final processing of contracts and send documents for payment.
	Establish and maintain lists of vendors.

# EOC Position Compensation and Claims

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<p>Oversees the completion of all forms required by workers' compensation and local agencies.</p> <p>Investigates all claims involving property associated with or involved in the incident.</p>
	<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>
	Establish contact with incident Safety Officer.
	Determine the need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
	Establish a Compensation-for-Injury work area within or as close as possible to the Medical/Health Unit.
	Review procedures for handling claims
	Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.
	Administers financial matters arising from serious injuries and deaths on an incident.
	Manages all claims-related activities (other than injury) for an incident.

# EOC Logistics – FEMA Documentation and Recovery

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

Responsibilities	<ul style="list-style-type: none"> <li>• FEMA Disaster Assistance Claims</li> <li>• FEMA Application Process</li> <li>• Source Documentation Files</li> </ul>
<b>Follow directions on Generic Checklist. Refer to EOC Activation Guide.</b>	
	Coordinate with the Finance & Administration Section Coordinator to obtain copies of the FEMA Report Forms prepared by EOC and DOC staff, and by field personnel. There should be a FEMA Form for most EOC positions and each field department for each day of emergency operation
	Contact each activated DOC to ensure they are instructed to capture and report all expenses and estimates necessary for the potential FEMA Claim
	<p>Review the General Instructions and all examples in the FEMA Documentation Binder. You will need the information provided on the forms to prepare the required calculations for the FEMA application and documentation. Meet with the Finance &amp; Administration Section Coordinator to review the FEMA Documentation Binder example and follow the instructions in the binder to begin the process</p> <p>As of 1999, FEMA requires costs to be accounted by site-specific activities. Each site is assigned a Disaster Survey Report Number (DSR) by FEMA. All costs are then documented to the DSR number. Therefore, you will need to review the FEMA Documentation Forms from each EOC position and identify the actual site for the expenditures. This may not be easy if costs were used for several sites. Use your judgement and estimate if the detail on sites is not available. Additionally, photographs are the best documentation of damage and response and re-construction costs. Coordinate with EOC Management to obtain photographs to support costs.</p> <p>Also, not all costs are eligible for reimbursement. You will need to check with FEMA for the guidelines after each disaster to determine which costs will be allowed in the application. Generally, expenses for physical damage and reconstruction are eligible. Furthermore, if it becomes too complicated to reconstruct UCD (force account) labor and benefit records, you may want to delete these costs from the application to streamline the review and approval process. Contracted and vended services will usually, at your request, provide detailed breakdown of costs with invoices that you can use as documentation</p>
	Contact the County of Yolo or State Office of Emergency Services (OES) to obtain information on the FEMA Post-Disaster Briefing meeting (usually within two weeks after a Federally declared disaster). Make arrangements for yourself and a representative from

	<p>Accounting to attend the briefing. Be prepared to submit the Notice of Interest Form at the briefing. Remember that FEMA may change specific requirements or update forms and you must review whatever information is released by FEMA immediately after the disaster. Compare the application packet with the forms and information in the Binder available to you, and follow the latest rules in preparing UCD documentation. FEMA will hold public meetings to present current information and provide dates for the application process. You will want to attend all meetings and you should feel free to contact the FEMA Disaster Field Office for further information</p>
	<p>Continue to follow the guidelines in the General Instructions and in the FEMA materials you will be given at the FEMA Briefing. Update, as needed, if new forms are provided at the briefing.</p>
	<p>Make sure that you have a valid source document on file to substantiate any and all expenses listed in your application</p>
	<p>Keep a duplicate of the FEMA Documentation Binder ready for inspection and review during the application and reimbursement process. Maintain the records for a minimum of seven years after the final payment</p>
	<p>Maintain a central FEMA Documentation file comprised of FEMA Documentation Forms and supporting documents. Check to see FEMA Documentation Forms have all necessary information and source documents attached</p>
	<p>Continually update UCD account files with information from FEMA Documentation Forms</p>