FIRST DRAFT
EVERGREEN VALLEY
COLLEGE

Volume Two

EOC Guidebook and
Section Checklists

April 2013
# VOLUME TWO

**EVERGREEN VALLEY COLLEGE**  
EOC GUIDEBOOK AND SECTION CHECKLISTS

## TABLE OF CONTENTS

### IMMEDIATE ACTION CHECKLIST

- Pre EOC Activation Checklist ........................................... 1  
- Evergreen Valley College Emergency Operations Center (EOC) Activation Steps ........................................... 3
  - EOC Staffing Guide ........................................... 5
  - Evergreen Valley College EOC Organization ................. 6
  - Action Plan Worksheet Instructions ............................. 7
  - Sample Action Plan Worksheet ................................... 8

- Alert Lists........................................................................ 9
  - Exhibit 1 – Crisis Action Team .................................. 11
  - Exhibit 2 – Emergency Operations Center Response Team ........................................................................ 13
  - Exhibit 3 – Emergency Operations Center Phone Numbers ........................................... 19
  - Exhibit 4 – Mutual Aid Coordinators ............................ 21
  - Exhibit 5 – Other Agencies ........................................ 23
  - Exhibit 6 – Pre-designated Incident Locations and Facilities ........................................... 25
  - Exhibit 7 – Evergreen Valley College Evacuation Map ........................................... 27

### EXECUTIVE SUMMARY

- Background ..................................................................... 1
- Organization of the Evergreen Valley College EOP .......... 1
- Volume One – Immediate Action and Event Specific Checklist ........................................... 1
- Volume Two – EOC Guidebook and Section Checklists ........ 2
- Volume Three – NIMS / SEMS Basic Plan .......................... 3

### CHAPTER ONE – EOC ACTIVATION PROCEDURES

- Purpose ........................................................................ 1
- Objectives ..................................................................... 1
- Concept of Operations ........................................... 1
- Crisis Action Team ........................................... 2
- Emergency Response Levels ........................................... 2
  - Level 1 ..................................................................... 2
  - Level 2 ..................................................................... 2
  - Level 3 ..................................................................... 2
  - Chart 1 – Response Levels and Incident Command ............ 3
- Emergency Operations Center (EOC) ............................... 3
- Emergency Operations Center (EOC) Activation .................. 4
  - Why Activate .................................................. 4
  - When to Activate ........................................... 4
  - When Not To Activate ........................................... 4
  - Who Can Activate ........................................... 4
  - How to Activate ........................................... 4
- Alerting ........................................................................ 5
- Level of Activation – EOC Staffing .................................... 5
- Chart 2 – EOC Staffing Guide ........................................... 6
# Table of Contents

**EOC Organization and Responsibilities** .................................................................................. 7  
  Policy/Advisory Group ............................................................................................................. 7  
  Management Section ............................................................................................................ 7  
  Operations Section ............................................................................................................... 8  
  Planning Section ................................................................................................................ 8  
  Logistics Section ................................................................................................................ 8  
  Finance Section .................................................................................................................. 8  

**Emergency Operations Center (EOC) Procedures** ................................................................. 9  
  EOC Set-up .......................................................................................................................... 9  
  Displays ............................................................................................................................... 9  
  EOC Maintenance ............................................................................................................... 10  
  Shift Scheduling ................................................................................................................ 10  
  Briefings and Conferences ................................................................................................. 10  
  EOC Activation Checklist .................................................................................................. 11  
  Primary EOC Diagram ........................................................................................................ 13  
  Alternate EOC Diagram ..................................................................................................... 15  

**CHAPTER TWO – EOC SECTION CHECKLISTS** ................................................................. Tab  
**SECTION CHECKLIST OVERVIEW** .................................................................................. 1  
  Concept of Operations ........................................................................................................ 1  
  Checklist Organization ....................................................................................................... 1  

**MANAGEMENT CHECKLISTS** ............................................................................................. Tab  
  Purpose .................................................................................................................................. 1  
  Overview .............................................................................................................................. 1  
  Command and General Staff Overview ............................................................................. 1  
  Management Section Staff ................................................................................................. 2  
  Director of Emergency Services ......................................................................................... 5  
  Public Information Officer ................................................................................................. 9  
  Emergency Management Coordinator ............................................................................. 13  
  Liaison Officer .................................................................................................................... 17  
  Agency Representative(s) .................................................................................................. 21  
  Policy/Advisory Group ....................................................................................................... 25  

**OPERATIONS SECTION CHECKLISTS** ............................................................................. Tab  
  Purpose .................................................................................................................................. 1  
  Overview .............................................................................................................................. 1  
  Command and General Staff Overview ............................................................................. 1  
  Operations Section Staff ................................................................................................. 2  
  Operations Section Chief ................................................................................................. 5  
  Law Enforcement and Fire/Rescue Unit Leader ............................................................... 9  
  Environmental Health & Safety Unit Leader ................................................................. 13  
  Facilities Management Unit Leader ............................................................................. 17  
  Student Coordination Unit Leader ................................................................................. 21  
  First Aid/Medical Unit Leader ......................................................................................... 25  
  Zone Marshal ..................................................................................................................... 29  
  Building Marshal ............................................................................................................. 31
# Table of Contents

**PLANNING SECTION CHECKLISTS**

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<tr>
<td>Message Coordinator/Documentation Unit Leader</td>
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<td>Damage Assessment Unit Leader</td>
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<td>Recovery Unit Leader</td>
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**LOGISTICS SECTION CHECKLISTS**

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<td>Care and Shelter Unit Leader</td>
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**FINANCE SECTION CHECKLISTS**

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<td>Time Unit Leader</td>
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**EOC DOCUMENTATION**

| EOC Action Plans | TAB 1 |
| After Action Report | TAB 2 |
| Individual Log (ICS 214) | TAB 3 |
| Major Incident or Significant Information Report | TAB 4 |
| Logistics Request Form | TAB 5 |
| EOC Maps | TAB 6 |
| EOC Charts and Reports | TAB 7 |
| Situation Status Reports | TAB 8 |
| Emergency Public Information | TAB 9 |
| Damage Assessment Procedures | TAB 10 |
| Recovery | TAB 11 |
IMMEDIATE ACTION CHECKLIST
Pre EOC Activation
For use by Evergreen Valley College Crisis Action Team

☐ Mobilize members of the Evergreen Valley College Crisis Action Team (CAT).
  - College President .................................................(408) 270-6471
  - Vice President Administrative Services ................................(408) 223-6748
  - Vice President Student Services ........................................(408) 223-6738
  - Interim Vice President of Academic Affairs ........................................(408) 270-6451
  - CTSS Supervisor ...........................................................(408) 274.7900 x 3774
  - Executive Secretary .....................................................(408) 274-7900 x6471
  - Chief of District Police ...................................................(408) 270.6468
  -

☐ Evergreen Valley College EOC Activation Criteria – Should the EOC be activated?
This decision must be based on the emergency event or situation.

Key factors that normally trigger the Evergreen Valley College EOC activation include:
  - Emergency response resources beyond the jurisdiction’s capabilities are required
  - An emergency of a long duration
  - Major policy decisions must or may be required
  - A local or state of emergency will be declared
  - Activation of the EOC will be advantageous to the successful management of the emergency

EOC Locations

<table>
<thead>
<tr>
<th>Primary</th>
<th>VPA 120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate</td>
<td>C 102</td>
</tr>
</tbody>
</table>

☐ If the Evergreen Valley College EOC activation IS WARRANTED – Complete the EOC ACTIVATION CHECKLIST on the page 3.

☐ If the Evergreen Valley College EOC activation IS NOT WARRANTED complete applicable Event Specific Checklist(s) in the RED TAB and turn over follow-on actions to appropriate Evergreen Valley College management staff or department heads. Crisis Action Team response procedures are now complete. The Crisis Action Team may disband - no further action is required.
EOC ACTIVATION CHECKLIST

Evergreen Valley College Emergency Operations Center (EOC) Activation Steps

☐ Officials authorized to order immediate Evergreen Valley College EOC activation:
  - College President
  - Vice President Administrative Services
  - Vice President Student Services
  - Interim Vice President Academic Affairs

☐ Determine appropriate EOC Activation Level.

**Minor Emergency - Level I - EOC Activation Not Required**
- A minor incident or hazardous materials spill which can be abated by the first responding personnel or response agency having jurisdiction.
- *The Evergreen Valley College Emergency Operations Plan is not activated.*
- The Evergreen Valley College EOC may be activated with limited staffing to facilitate coordination or to provide information to students, faculty and staff or the media.

**Moderate Emergency - Level II - EOC Activation Recommended**
- If the incident escalates or is about to escalate to the point* where the coordination of the incident cannot be efficiently accomplished at the scene or at another location.
  *Due to the number of departments or local jurisdiction response agencies involved, personnel or resources required.

**Major Emergency - Level III - Activation Required**
- If the emergency situation(s) is of such magnitude that coordination of the response at the scene(s) or another location is not possible.
- When Evergreen Valley College response capabilities are limited or insufficient to address a major emergency.

Note: See the EOC STAFFING GUIDE on Page 5 to assist in determining the appropriate Evergreen Valley College EOC Action Level.

☐ Direct the Evergreen Valley College EOC Team members to report immediately to the EOC. Refer to Exhibit 2 – Emergency Operations Center Staffing

☐ Notify the San José CCD that Evergreen Valley College CAT is considering or has activated the College EOC. Identify and report Evergreen Valley College’s:
  - Existing situation
  - Critical staffing needs
  - Critical resource needs

Important Note: The District provides the central point-of-contact for public information dissemination and District-wide emergency response coordination for non first responder (fire, police, EMS) issues.

☐ Ensure appropriate local jurisdiction responders and/or agencies have been notified (e.g. law enforcement, fire/rescue, emergency medical services, etc.). Refer to Exhibit 4 – Mutual Aid Coordinators and Exhibit 5 – Other Agencies.
Complete applicable Event Specific Checklist(s) in the VOLUME ONE IMMEDIATE ACTION AND EVENT SPECIFIC CHECKLIST, RED TAB – EVENT SPECIFIC CHECKLISTS.

Develop a presentation to give the members of the Evergreen Valley College EOC response team. Assign Crisis Action Team (CAT) members to prepare and present the brief which covers the following topics:

1. **Situation overview:**
   Provide a description of the emergency situation. The situation overview should be presented by the College President or the Director of Security. Report:
   - When did the emergency occur or is expected to occur?
   - What are the key facts known about the emergency?

2. **Emergency response actions underway:**
   Provide a brief description of emergency response actions underway or pending. The identification of emergency response actions underway should be presented by the College President or the Director of Security to the assembled EOC response team.

3. **Time period of 1st Operational Period:**
   Identify the time period (shift beginning and end time) the Evergreen Valley College EOC Team will be in the EOC. Presented by the Planning Section Chief or Supervisor of Security.

4. **Identify the strategic Objective and Priorities for the 1st Operational Period:**
   Identify the strategic EOC Objectives and Priorities that the Evergreen Valley College EOC Team will manage and coordinate during the 1st Operational Period. The EOC Objectives and Priorities will be presented by the Planning Section Chief or the Director of Security.

See ACTION PLAN WORKSHEET INSTRUCTIONS on page 7 for specific procedures to complete the EOC Action Plan Worksheet.

Upon reporting to the EOC, brief the entire EOC Team in the following sequence:
- Situation overview
- Emergency response actions underway
- Time period of 1st Operational Period
- List of Objectives and Priorities for the 1st Operational Period from the Action Plan Worksheet

Once the brief is complete, the Crisis Action Team disbands and relinquishes authority for the response to the Evergreen Valley College EOC Emergency Response Team.

Reference: **Key contacts and phone numbers are located in the following exhibits:**
- Exhibit 1 – Crisis Action Team
- Exhibit 2 – Emergency Operations Center Response Team
- Exhibit 3 – Emergency Operations Center Phone Numbers
- Exhibit 4 – Mutual Aid Coordinators
- Exhibit 5 – Other Agencies
- Exhibit 6 – Pre-Designated Incident Locations and Facilities
- Exhibit 7 – Evergreen Valley College Evacuation Map
## EOC STAFFING GUIDE

<table>
<thead>
<tr>
<th>Event/Situation</th>
<th>Activation Level</th>
<th>Minimum Staffing If Decision to Activate is made</th>
</tr>
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<tbody>
<tr>
<td>Unusual occurrences with potential impacts on the health and safety of students, staff, the public, Evergreen Valley College facilities and/or the environment</td>
<td>Minor Emergency</td>
<td>• Notification of the Evergreen Valley College College President or the Director of Security.</td>
</tr>
<tr>
<td></td>
<td>Level I</td>
<td>• Note: May be limited to partial or full Evergreen Valley College Crisis Action Team activation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other designees as required.</td>
</tr>
<tr>
<td>Severe Weather Report</td>
<td></td>
<td>See Organization Chart – next page</td>
</tr>
<tr>
<td>Major wind, rain or snow storm, etc.</td>
<td></td>
<td>EOC Director</td>
</tr>
<tr>
<td>Two or more large incidents involving two or more response agencies</td>
<td></td>
<td>Evergreen Valley College EOC Section Chiefs and Units as appropriate to situation</td>
</tr>
<tr>
<td>Wildfire affecting wildland/forested area or developed area</td>
<td>Moderate Emergency</td>
<td>See Organization Chart – next page</td>
</tr>
<tr>
<td>Severe hazardous materials incident involving large-scale multi-agency action or possible large-scale evacuations</td>
<td>Level II</td>
<td></td>
</tr>
<tr>
<td>Unusual occurrences with severe potential impacts on the health and safety of the students, staff and public and/or environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bomb threat or other incident requiring building evacuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Evergreen Valley College or local emergency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major wildland fire</td>
<td>Major Emergency</td>
<td>All EOC positions</td>
</tr>
<tr>
<td>Major emergency situation with severe potential impacts on the health and safety of students, faculty, staff, the public, facilities and/or the environment.</td>
<td>Level III</td>
<td></td>
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EVERGREEN VALLEY COLLEGE EOC ORGANIZATION

POLICY ADVISORY GROUP
Board of Trustees

MANAGEMENT
President

Public Information Officer

Emergency Management Coordinator

Liaison Officer

runners

OPERATIONS

Law Enforcement Fire Rescue

Environmental Health and Safety

Facilities Management

Student Coordination

Parent Coordination

First Aid/Medical

PLANNING

Message Coordinator/Documentation

Situation Status

Damage Assessment

Recovery

LOGISTICS

Personnel

Purchasing/Supply

Communications

Transportation

Care & Shelter

FINANCE

Cost

Time
ACTION PLAN WORKSHEET INSTRUCTIONS

☐ Assignment of Facilitator
Assign a facilitator to lead the discussion of the Crisis Action Team to finalize the Objectives and Priorities for the 1st Operational Period.

☐ Place Action Plan Worksheet Chart on the CAT meeting room wall
Tape a blank Action Plan Worksheet Chart on the wall so that all the members of the Crisis Action Team can clearly see it and the facilitator can legibly write information on the chart.

See Sample Action Plan Worksheet – Next Page
Note: The Action Plan Worksheet must be completed within a 30 minute time frame.

ACTION PLAN WORKSHEET

☐ Identify the Operational Period Number, Beginning and Ending Times
- **Operational Period Number:** 1st for the first Operational Period. Then Operational Period numbers go in sequence
- **Beginning Time:** The time of the emergency event* or the time the EOC will be activated if the EOC is planning for a possible future emergency event.
  *If the emergency event already occurred
- **Ending Time:** The time that you want to effect a shift change to a new EOC Team. **Note:** If possible, extend the 1st Operational Period to the completion of critical life safety measures.

☐ Identify Strategic Objectives and Priorities
Ensure that the Objectives and Priorities are strategic in nature. **Note:** Tactical or field level decisions are made by the field Incident Commanders only.

☐ Identify the EOC level response Strategies, Resources and EOC Manager
- Identify the Strategy for each Objective and Priority.
- Identify the Resources* responsible for completion of the strategy.
  *Section Chief and/or Unit Leaders to carry out the strategy.

**Example**

<table>
<thead>
<tr>
<th>Objectives and Priorities</th>
<th>Strategy</th>
<th>Resources</th>
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<tbody>
<tr>
<td><strong>LIFE SAFETY</strong></td>
<td></td>
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</tr>
<tr>
<td>Chemistry Laboratory Fire</td>
<td>Support Field Incident Commander as appropriate</td>
<td>Security, Facilities and Medical Unit Leaders</td>
</tr>
</tbody>
</table>

**Facilitator:** Recommend that the Crisis Action Team members **DO NOT** attempt to identify the detailed steps to complete the strategies. The detailed steps will be completed by the assigned resources. See Action Plan Worksheet example.
<table>
<thead>
<tr>
<th>Resources &amp; EOC MGR.</th>
<th>STRATEGY</th>
<th>OBJECTIVES AND PRIORITIES</th>
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**ACTION PLAN WORKSHEET**

**From:** 9:00 AM  **To:** 6:00 PM  **Operational Period #** 1
ALERT LISTS

This Alert List section contains telephone numbers, pager assignments, and radio call signs for key people who may need to be reached quickly in a major emergency. Key agencies and organizations are also provided. These listings are provided for the use and convenience of emergency services in accessing emergency resources in disasters.

   Exhibit 1 – Crisis Action Team
   Exhibit 2 – Emergency Operations Center Response Team
   Exhibit 3 – Emergency Operations Center Phone Numbers
   Exhibit 4 – Mutual Aid Coordinators
   Exhibit 5 – Other Agencies
   Exhibit 6 – Pre-Designated Incident Locations and Facilities
   Exhibit 7 – Evergreen Valley College Evacuation Map

PLEASE SEND ANY ADDITIONS, CORRECTIONS OR COMMENTS TO:

Mr. Henry Gee
Vice President of Administrative Services
Evergreen Valley College
(408) 274-7900 Ext 6748
EXHIBIT 1

CRISIS ACTION TEAM *

<table>
<thead>
<tr>
<th>TITLE/NAME</th>
<th>WK PHONE</th>
<th>HM PHONE</th>
<th>FAX</th>
<th>PAGER/CALL</th>
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<tbody>
<tr>
<td>Henry Yong</td>
<td>408.270.6472</td>
<td>408.622.8739</td>
<td>408.238.3179</td>
<td>408.896.5720</td>
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<tr>
<td>Henry Gee</td>
<td>408.223.6748</td>
<td>408.224.9071</td>
<td>408.532.0871</td>
<td>408.472.6164</td>
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<tr>
<td>Keith Aytch</td>
<td>408.270.6451</td>
<td>408.238.3179</td>
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<tr>
<td>Irma Archuleta</td>
<td>408.223.6738</td>
<td>562.673.5610</td>
<td>408.238.3179</td>
<td>562.673.5610</td>
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</table>

Eugenio Canoy 408.274.7900
x 6116, 3774

Ray Aguirre 408.270.6468

Pauletta 408-274-7900

Romano x6471

* In the absence of the Evergreen Valley College President, any member of the Crisis Action Team has the authority to initiate time critical emergency response actions including building lock-downs and evacuations.
## EXHIBIT 2

### EMERGENCY OPERATIONS CENTER RESPONSE TEAM

<table>
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<tr>
<th>TITLE/NAME</th>
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<td>Director of Emergency Services or EOC Director – College President</td>
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<tr>
<td>Dr. Henry Yong</td>
<td>(408) 270-6471</td>
<td></td>
<td>(408) 238-3179</td>
<td></td>
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<tr>
<td>Alternate Director of Emergency Services –</td>
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<tr>
<td>Henry Gee</td>
<td>(408) 223-6748</td>
<td>(408) 224-9071</td>
<td>(408) 532-0871</td>
<td>(408) 472-6164</td>
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<tr>
<td><strong>Public Information Officer</strong> –</td>
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<tr>
<td>Paulette Romano</td>
<td>(408) 274-7900 x 6471</td>
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<tr>
<td>Alternate Public Information Officer –</td>
<td></td>
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<tr>
<td>Rita De La Cerda</td>
<td>(408) 274-7900 x 6450</td>
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<tr>
<td><strong>Emergency Management Coordinator</strong></td>
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<tr>
<td>Henry Gee</td>
<td>(408) 223-6748</td>
<td>(408) 224-9071</td>
<td>(408) 532-0871</td>
<td>(408) 472-6164</td>
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<td>Alternate Emergency Management Coordinator –</td>
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<tr>
<td>Yesenia Ramirez</td>
<td>408-274-900 x6405</td>
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<tr>
<td><strong>Liaison Officer – CTSS Supervisor</strong></td>
<td></td>
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<tr>
<td>Eugenio P. Canoy</td>
<td>(408) 274-7900 x 6116, 3774</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Alternate Liaison Officer –</td>
<td></td>
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<tr>
<td>Shashi Naidu</td>
<td>(408) 274-7900 x 6772</td>
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<tr>
<td><strong>Runner</strong></td>
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<tr>
<td>Ann Vu</td>
<td>408-274-7900 x6429</td>
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<tr>
<td>Alternate Runner</td>
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</tr>
<tr>
<td>Annette Ruiz-Esparza</td>
<td>(408) 274-7900 x6790</td>
<td></td>
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</tr>
<tr>
<td>TITLE/NAME</td>
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<td>HM PHONE</td>
<td>FAX</td>
<td>PAGER/CELL</td>
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<td><strong>OPERATIONS SECTION</strong></td>
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<tr>
<td>Operations Chief – Vice President</td>
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<tr>
<td>Keith Ayres</td>
<td>408-270-6451</td>
<td></td>
<td>408-238-3179</td>
<td></td>
</tr>
<tr>
<td>Alternate Operations Chief – Dean of Mathematics, Sciences, Engineering</td>
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<td>Michael Highers</td>
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<td><strong>Law Enforcement / Fire Rescue Unit Leader – Police Officer</strong></td>
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<td>Veronica Villanueva</td>
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<td>Sandra De Wolfe</td>
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<td>Adrienne Burns</td>
<td>(408) 20-6448</td>
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<tr>
<td>Lorenzo Rosas</td>
<td>(408) 223-6710</td>
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<td>Victor Garza</td>
<td>(408) 531-6117</td>
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<td>(408) 532-1852</td>
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<td><strong>First Aid / Medical Unit Leader – Director of Health Services</strong></td>
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<td>Cheryl Bouzek</td>
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<tr>
<td>Kara Potter</td>
<td>(408) 274-7900 X6027</td>
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<td>Irma Archuleta</td>
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<td>Mark Gonzales</td>
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<td>Transportation Unit Leader – EVC Mechanic</td>
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<td>Angelo Nunes</td>
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<td>Tina Nguyen</td>
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April 2013
EXHIBIT 3

EMERGENCY OPERATIONS CENTER PHONE NUMBERS
PHONE NUMBERS TO BE DETERMINED LATER

MANAGEMENT SECTION
Director of Emergency Services

Public Information Officer

OPERATION SECTION
Operations Section Chief

Law Enforcement/Fire-Rescue

Environmental Health & Safety Unit Coordinator

Facilities Management Unit Coordinator

Student Coordination Unit Coordinator

First Aid/Medical

PLANNING SECTION
Planning Section Chief

Situation Status Unit Coordinator

Damage Assessment Unit Coordinator Personnel Unit Coordinator

Recovery Unit Coordinator Personnel Unit Coordinator

LOGISTICS SECTION
Logistics Section Chief

Personnel Unit Coordinator

Purchasing/Supply Unit Coordinator

Communications/Transportation Unit Coordinator

Care and Shelter Unit Coordinator
FINANCE SECTION
Finance Chief
Cost Unit Coordinator
Time Unit Coordinator
## EXHIBIT 4

### MUTUAL AID COORDINATORS

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<td>San Jose Law Enforcement Mutual Aid</td>
<td>408 277-8911</td>
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<td>408 277-8950</td>
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<tr>
<td>San Jose Public Works Mutual Aid</td>
<td>408 535-7803</td>
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<td>Medical San Jose Fire Dept Mutual Aid</td>
<td>408 277-8950</td>
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<td>San Jose Public Health Dept</td>
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**Other Mutual Aid**

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<td>408 808-4700</td>
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<tr>
<td>California Highway Patrol</td>
<td>707 551-4200</td>
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<tr>
<td>Santa Clara County OES</td>
<td>408 808-7800</td>
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<td>FBI San Jose Office</td>
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EXHIBIT 5

OTHER AGENCIES

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<tr>
<td>Office of Emergency Services</td>
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<tr>
<td><strong>Jurisdictions/Misc.</strong></td>
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<tr>
<td>City Manager</td>
<td>(408) 277-5777</td>
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<tr>
<td>City Emergency Management Coordinator</td>
<td>(408) 277-4595</td>
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<tr>
<td>County Manager</td>
<td>(408) 299-3751</td>
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<tr>
<td>Sheriff’s Office of Emergency Services</td>
<td>(408) 808-7800</td>
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<tr>
<td>California Highway</td>
<td>(408) 277-1800</td>
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EXHIBIT 6

PRE – DESIGNATED INCIDENT LOCATIONS AND FACILITIES\(^a\)

Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes, such as decontamination, donated goods processing, mass care, and evacuation. The IC will direct the identification and location of facilities based on the requirements of the situation at hand. Typical pre-designated facilities include incident command posts, bases, camps, staging areas, mass casualty triage areas, and others, as required. (NIMSCAST requirement)

\(^a\) 05 NIMSCAST II-A-2-f
EXHIBIT 7

EVERGREEN COLLEGE EVACUATION MAP
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EXECUTIVE SUMMARY

BACKGROUND

The Evergreen Valley College Emergency Operations Plan (EOP) describes how the College will manage and coordinate resources and personnel responding to emergency situations.

The Evergreen Valley College EOP contains three volumes. It is designed to meet both California and Federal Homeland Security Presidential Directive (HSPD)-5 requirements. The Evergreen Valley College EOP:

- Conforms to the National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) / Incident Command System (ICS) guidelines.

- Provides Emergency Operations Center (EOC) responders with procedures, documentation, and user friendly checklists to effectively manage emergencies.

- Provides detailed information of supplemental requirements such as Public Information, Damage Assessment, and Recovery Operations.

The Evergreen Valley College Emergency Operations Plan is a document that will be continually evolving. Recommendations for improvement are solicited and will be carefully considered for future revisions.

ORGANIZATION OF THE EVERGREEN VALLEY COLLEGE EMERGENCY OPERATIONS PLAN

The Evergreen Valley College Emergency Operations Plan is composed of Volumes One - Immediate Action and Event Specific Checklists, Volume Two - EOC Guidebook and Section Checklists, and Volume Three - NIMS / SEMS Basic Plan. The three volumes provide a comprehensive emergency response document that includes detailed information covering Immediate Action Checklists, Event Specific Checklists, Emergency Operations Center procedures and documentation, and finally reference and support information.

VOLUME ONE - IMMEDIATE ACTION AND EVENT SPECIFIC CHECKLISTS

- **Immediate Action Checklists**
  This section provides guidelines on Crisis Action Team and Evergreen Valley College Emergency Operations Center activation plus provides contact lists for activation of the EOC and coordination of the initial emergency response.

- **Event Specific Checklists**
  This section provides guidelines on specific emergencies and the recommended response actions by management, faculty and staff.
VOLUME TWO - EMERGENCY OPERATIONS CENTER GUIDEBOOK AND SECTION CHECKLISTS

- **Immediate Action Checklists**
  This section provides guidelines on Crisis Action Team and Emergency Operations Center activation plus provides contact lists for activation of the EOC and coordination of the initial emergency response. The Immediate Action Checklist is included in both Volumes One and Two to facilitate use of both documents should EOC activation be warranted.

- **Executive Summary**
  This section provides a quick overview of the Evergreen Valley College Emergency Operations Plan (EOP) and how to use the plan.

- **Chapter One - Emergency Operations Center (EOC) Activation Procedures**
  This chapter provides the *Who, What, When, Where and How* of activating the Evergreen Valley College Emergency Operations Center. Additional information is provided on the Evergreen Valley College Crisis Action Team, the National Incident Management System (NIMS) / Incident Command System (ICS), and EOC organization and responsibilities.

- **Chapter Two - Emergency Operations Center (EOC) Section Checklists**
  This chapter contains Emergency Operations Center section specific information including EOC Section overview information and individual EOC position checklists. The EOC Section Chiefs are responsible for ensuring each member within their section reads and follows the checklist for their position.

- **Chapter Three - Emergency Operations Center (EOC) Documentation**
  This chapter provides Emergency Operations Center support documentation and essential information used in the completion of individual responder and EOC Section responsibilities. The accurate completion of this documentation is essential for the timely dissemination of information within the EOC and to help with cost recovery after the response is completed. Section Chiefs are responsible for ensuring that all personnel understand and utilize the documentation.

  **Note:** During the initial response, the completion of documentation is not more important than responding to save lives and property. However, as the initial response is completed and additional responders assume their positions in the EOC, accurate completion of documentation must commence.
VOLUME THREE - NIMS / SEMS BASIC PLAN

The primary purpose of the Volume Three - NIMS / SEMS Basic Plan is to provide a separate document of reference information. This reference information is recommended by federal and state authorities to be included in emergency plans but is not normally utilized by either the Crisis Action Team or Emergency Operations Center responders. The NIMS / SEMS Basic Plan is provided in a separate document to simplify, as much as possible, time sensitive response operations and to reduce the size of an emergency plan utilized during these operations.

Executive Summary and Forward
This section provides a quick overview of the Emergency Operations Plan (EOP) and how to use the plan plus provides background information and assumptions relating to the Evergreen Valley College emergency response operations.

Chapter One - Basic Plan
This chapter provides supplemental detailed information related to plan assumptions, goals, training, and exercises. It also discusses plan maintenance, preparedness elements, the National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) / Incident Command System (ICS). Finally it reviews procedures for alerting and warning, continuity of operations, awareness and education, and hazardous materials response.

Chapter Two - Authorities and References
This chapter contains federal, state, and city authorities who provide the legal basis for the Evergreen Valley College Emergency Operations Plan.

Chapter Three - Threat Summary and Assessments
This chapter provides threat summaries and hazard analysis for Evergreen Valley College.

Chapter Four - Recovery
This chapter provides detailed information relating to federal, state, and local jurisdiction recovery categories and procedures.

Appendices
Appendix A - Glossary of Terms
Appendix B - Acronyms and Abbreviations
Appendix C - Legal Documents
CHAPTER ONE

EOC ACTIVATION PROCEDURES

PURPOSE
This chapter identifies the Evergreen Valley College Emergency Operations Center (EOC) activation criteria and procedures. The most critical time in most emergency situations is the first hours of the event. Effective emergency response requires immediate action with the correct resources - personnel and equipment. Many emergency After Action Reports identify early activation of key personnel and resources (at a larger than identified initial estimate) as a major factor to staying ahead of an emergency. In emergency response it is always easier to scale back than to catch up - and in emergency situations the inability to respond rapidly can result in the loss of life and property. This chapter will assist the Evergreen Valley College management in determining the applicable level of activation of the Emergency Operations Center (EOC) Response Team.

OBJECTIVES
The overriding objective in managing emergency operations is to ensure the effective direction of emergency resources to respond to situations associated with natural disasters, man made technological incidents, or national defense emergencies. The specific objectives of the Evergreen Valley College Emergency Operating Center (EOC) are to facilitate:

- Life safety and protection of property
- Manage emergency response through the identification of specific and measurable "Objectives and Priorities" that are completed by the EOC Emergency Response Team during each Operational Period. These "Objectives and Priorities" should be formally identified in the verbal or written Incident Action Plan.
- Coordination and liaison with local, state and federal governmental agencies and private sector resources
- Management of mutual aid (agreement between agencies and/or jurisdictions in which all agree to assist one another by furnishing personnel and equipment during emergency operations)
- Establishment of response priorities and completion of written EOC and Incident Action Plans
- Collection, evaluation, and dissemination of essential information to advise, notify, and inform the students and staff and the public of emergency public information regarding the emergency event
- Resume Evergreen Valley College operations

CONCEPT OF OPERATIONS
The Evergreen Valley College Emergency Operations Center will operate under the following policies during a disaster/emergency as the situation dictates:

- All existing Evergreen Valley College department emergency plans and operating procedures will be adhered to unless modified by the EOC Director
- All on-duty personnel are expected to remain on duty until properly relieved of duty; off-duty personnel will be expected to return to work in accordance with the Evergreen Valley College Emergency Operations Plan
• Emergency response operational periods should be event driven based on the tactical situation. The EOC Director may establish operational periods of up to twelve hour work shifts for the response.

CRISIS ACTION TEAM
In emergency situations the College President and members of the Crisis Action Team (CAT) may meet at the College President’s office (or another appropriate location) or confer by telephone to assess an emergency situation and make immediate decisions about the initial emergency response and/or activation of the Evergreen Valley College EOC. Any member of the Crisis Action Team may call a meeting or initiate a conference call. If the EOC is not activated, the Crisis Action Team manages the strategic college response. If the EOC is activated the members of the Crisis Action Team manages the initial response to an emergency until the EOC is operational and then move to the EOC to continue the response with the full Emergency Response Team. Once the Crisis Action Team completes the initial brief of the EOC Emergency Response Team the CAT dissolves and the response is managed by the NIMS / ICS Organization.

The Crisis Action Team should record their decisions, which may include:
  • A decision to do nothing.
  • A decision to proceed with “watchful waiting” while being prepared to either meet again or mobilize the EOC in response to the emergency situation. In this case communications and sharing of information will be enhanced.
  • Initiation or coordination of the initial Evergreen Valley College response.
  • A decision to partially activate the EOC.
  • A decision to fully activate the EOC.

EMERGENCY RESPONSE LEVELS
Evergreen Valley College classifies emergencies in three levels. The appropriate response depends on how much of the campus community is involved, what type of resources are required to mitigate the emergency, and the potential negative impact from resolution of the emergency. The following definitions are provides as guidelines to assist Evergreen Valley College employees in determining the appropriate response.
  • Level 1 – Any incident which will not seriously affect the overall functional capacity of the college. A Level 1 emergency is an incident that the Evergreen Valley College Security Department handles routinely through normal procedures.
  • Level 2 – Any incident that poses a threat to life, building structures, and/or overall operations of the college or one of its campuses. Normally help from outside emergency services is required. Major policy considerations and decisions are required from the administration during the crisis. In the event of a Level 2 emergency, Evergreen Valley College Security notifies the College President or any member of the Crisis Action Team, who then determines whether to request the College President to activate the Evergreen Valley College Emergency Operations Center.
  • Level 3 – An event or occurrence that has actually taken place and has seriously impaired or halted the operations of the college or one of the campuses. A coordinated effort of campus-wide resources and outside emergency services is required. Major policy considerations and decisions will be required from the College administration during and following the crisis as operational functions resume. In all cases of a Level 3 emergency, the College President will activate the Evergreen Valley College Emergency Operations Center.
## CHART 1
### RESPONSE LEVELS AND INCIDENT COMMAND

<table>
<thead>
<tr>
<th>Incident Level</th>
<th>Definition</th>
<th>Examples</th>
<th>Action</th>
</tr>
</thead>
</table>
| Level 1        | A minor incident that may be resolved with internal resources or very limited help from outside agencies. | • Confrontation between two students  
• Student intoxication  
• Minor chemical spills  
• Water line breakage in confined area  
• Systems outage for limited time period | The incident is managed by the Evergreen Valley College Security or Facilities Department as appropriate. The Emergency Operations Center is not activated. |
| Level 2        | A mid-level emergency that impacts a portion of one campus and requires help from outside agencies. The incident may threaten life safety and/or affect mission-critical functions. | • Domestic related violence involving physical abuse  
• Weapon possession  
• Bomb threat  
• Major gas leak  
• Fire in a confined area | College President or Acting College President and members of Crisis Action Team are notified. The College President in consultation with Crisis Action Team will make determination whether or not the Emergency Operations Center is activated. A partial or full Emergency Response Team mobilizes. |
| Level 3        | A major emergency that impacts a sizable portion of one or more campuses. The incident is life threatening and/or affects mission critical functions. May require tapping into external disaster response services. A disaster that involves the entire college or one of its campuses and possibly the surrounding community and requires tapping into external disaster response services. | • Building(s) fire  
• Riot conditions  
• Major chemical spill  
• Systems outage longer than 3 days  
• Terrorist attack  
• Bomb threats in multiple locations  
• Biohazard  
• Complete systems outage | College President or Acting College President and members of Crisis Action Team are notified. The Emergency Operations Center is activated. The full ICS Emergency Response Team mobilizes. |

### EMERGENCY OPERATIONS CENTER (EOC)
EOCs may be permanent organizations and facilities or may be established to meet temporary, short-term needs. The Evergreen Valley College EOC provides the core functions of coordination, communications, resource dispatch and tracking and information collection, analysis, and dissemination. EOCs may be organized and staffed in a variety of ways. Regardless of the specific organizational structure used, EOCs should include the following core functions: coordination; communications; resource dispatch and tracking; and information collection, analysis, and dissemination. The primary Evergreen Valley College EOC is located in the Maintenance Office.

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\[ ^b \text{05 NIMSCAST II-B-2-a} \]
Adjacent to Police Dept. The alternate EOC is located at the __________________. See Page 15 for information relating to EOC setup and procedures.

EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION
The activation of the Evergreen Valley College EOC occurs when an authorized official determines that activation of the EOC is appropriate based on the scope or magnitude of an emergency.

Why Activate?
The Evergreen Valley College EOC will be activated to:
- Coordinate the strategic Evergreen Valley College response
- Support field Incident Commanders
- Coordinate (at the EOC level) response efforts with the City of San José and/or Santa Clara County and other State or Federal response agencies

When to Activate?
Consideration for activation of the Evergreen Valley College EOC should occur during a moderate emergency under the following conditions:
- An emergency situation that has occurred (or might occur) of such magnitude that it will require a large commitment of resources from Evergreen Valley College over an extended period of time; examples include a major hazardous material incident, civil disturbance, aircraft disaster off-airport in a populated area or severe weather conditions
- When requests for major mutual aid are anticipated

Probable activation of the Evergreen Valley College EOC should occur during a major emergency under the following conditions:
- A major fire or hazardous materials spill causing damage at Evergreen Valley College or the neighboring jurisdiction.
- A significant request for mutual aid or assistance such as activation of a mass care facility.
- City of San José and/or Santa Clara County and other State or Federal response agencies or the College President or the ___________ has declared an emergency

When Not To Activate?
The Evergreen Valley College EOC should not be activated if normal operating procedures or resources are adequate to respond to an emergency situation.

Who Can Activate?
The Evergreen Valley College College President, the To be determined or the To be determined (in order), are authorized to activate the Evergreen Valley College EOC.

How to Activate?
The following procedures should be used to initiate EOC activation:
- Contact the Evergreen Valley College College President, To be determined or To be determined
- Identify yourself and provide a call-back confirmation phone number if requested
- Briefly describe the emergency/disaster situation and request consideration of EOC Activation
The College President, _________ or _________ will make the determination of immediate EOC Activation and at what Level (Level II or Level III Emergency) or to convene the Crisis Action Team.

Alerting
For most emergency situations the Evergreen Valley College staff members are responsible for notifying the Security Department or the Evergreen Valley College College President of situations which may require a major emergency response or EOC activation. If EOC activation is required, the College Security Department will notify affected EOC Emergency Response Team members to report to the EOC. Department managers will coordinate notification of their respective staff members as required. In the event such as major explosion or fire combined with a power outage where telephones are not working all designated Emergency Response Team members should report to the EOC after seeing to the safety of their students.

Level of Activation - EOC Staffing
The Evergreen Valley College Emergency Operations Plan provides a task-organized structure to facilitate efficient response support and utilization of personnel. Based on the demands of the situation, only those positions in the EOC organization structure with tasks to accomplish are filled. Therefore, the EOC may be partially or fully staffed and continue to change as the situation evolves. EOC Section Chiefs must ensure they staff an adequate number of personnel for the initial response effort. Then, when the emergency stabilizes and the exact requirements are better determined, EOC Sections and/or specific Unit Leaders not having tasks can be demobilized or re-assigned. See Chart 2, EOC Staffing Guide.
## CHART 2

### EOC STAFFING GUIDE

<table>
<thead>
<tr>
<th>Event/Situation</th>
<th>Activation Level</th>
<th>Minimum Staffing If Decision to Activate is Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unusual occurrences with potential impacts on the health and safety of students, staff, the public, Evergreen Valley College facilities and/or the environment</td>
<td>Minor Emergency</td>
<td>• Notification of the Evergreen Valley College College President or Director of Security.</td>
</tr>
<tr>
<td></td>
<td>Level I</td>
<td>• Note: May be limited to partial or full Evergreen Valley College Crisis Action Team activation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other designees as required.</td>
</tr>
<tr>
<td>Severe Weather Report</td>
<td></td>
<td><em>See Organization Chart – next page</em></td>
</tr>
<tr>
<td>Major wind, rain or snow storm, etc.</td>
<td></td>
<td>EOC Director</td>
</tr>
<tr>
<td>Two or more large incidents involving two or more response agencies</td>
<td>Moderate Emergence</td>
<td>Evergreen Valley College EOC Section Chiefs and Units as appropriate to situation</td>
</tr>
<tr>
<td>Wildfire affecting wildland/forested area or developed area</td>
<td>Level II</td>
<td><em>See Organization Chart – next page</em></td>
</tr>
<tr>
<td>Severe hazardous materials incident involving large-scale multi-agency action or possible large-scale evacuations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unusual occurrences with severe potential impacts on the health and safety of the students, staff and public and/or environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bomb threat or other incident requiring building evacuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Evergreen Valley College or local emergency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major wildland fire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major emergency situation with severe potential impacts on the health and safety of students, faculty, staff, the public, facilities and/or the environment.</td>
<td>Major Emergency</td>
<td>All EOC positions</td>
</tr>
<tr>
<td></td>
<td>Level III</td>
<td></td>
</tr>
</tbody>
</table>
EOC ORGANIZATION AND RESPONSIBILITIES

Evergreen Valley College operates under the National Incident Management System (NIMS) / Incident Command System (ICS) emergency management structure discussed in detail in Volume Three NIMS / SEMS Basic Plan, Chapter One Basic Plan.

The ICS EOC organizational structure consists of five Sections (functions) which normally would be activated for a major incident: Management, Operations, Planning/Intelligence, Logistics, and Finance. The Planning/Intelligence Section has been shortened to "Planning" throughout the plan for brevity.

Policy/Advisory Group
The Policy/Advisory Group is made up of the Evergreen Valley College College President and Evergreen Valley College Board of Trustees who provide executive level policies relating to the emergency response. The members of the Policy/Advisory Group promotes and enhances multi-jurisdictional coordination, information dissemination, and makes requests to city, county and state governments. The point-of-contact for the Policy/Advisory Group in the Evergreen Valley College EOC is the EOC Director/Director of Emergency Services.

Management Section
The Management Section is responsible for overall emergency policy and coordination through the joint efforts of government agencies and private organizations. The Management Section is under the authority of the College President who assumes the title of EOC Director or Director of Emergency Services. The Management Section staff may consist of:

- Director of Emergency Services – College President
- Public Information Officer – Director of Marketing
- Emergency Management Coordinator – Director of Finance & Administrative Services
- Runners
- Liaison Officer(s) – Director of Finance & Administrative Services

Cost
Time
Operations Section
The Operations Section is responsible for coordinating field operations in support of the emergency response through implementation of the Evergreen Valley College EOC Action Plan. The Evergreen Valley College Operation Section Chief is the Senior Security Department Official. The EOC Operations staff may consist of:

- Operations Section Chief – Vice President - Student Affairs
- Law Enforcement Fire/Rescue Unit Leader – Police Officer
- Environmental Health and Safety – Dean of Nursing
- Facilities Management Unit Leader – Maintenance Manager
- Student Coordination Unit Leader – Director of Student Life
- Parent Coordination Unit Leader – Director of Student Life
- First Aid/Medical Unit Leader – Director of Health Services

Planning Section
The Planning Section is responsible for collecting, evaluating, and disseminating disaster/emergency related information, developing the Evergreen Valley College EOC Action Plan and maintaining EOC documentation. The Planning staff may consist of:

- Planning Section Chief – Dean of Business & Workforce
- Message Coordinator / Documentation Unit Leader – Senior Administrative Assistant
- Situation Status Unit Leader – Director of Admissions & Records
- Damage Assessment Unit Leader – Maintenance Worker
- Recovery Unit Leader – Custodial Supervisor

Logistics Section
The Logistics Section is responsible for providing facilities, services, personnel, equipment, supplies, and materials for EOC and field responders. The Logistics staff may consist of:

- Logistics Section Chief – Dean of Business & Workforce
- Personnel Unit Leader – Senior Administrative Assistant
- Purchasing/Supply Unit Leader – Dean of Financial Aid
- Communications Unit Leader – Network Technician
- Transportation Unit Leader – EVC Mechanic
- Care and Shelter Unit Leader – Dean of Social Sciences Humanities Arts and Physical Education

Finance Section
The Finance Section is responsible for financial activities, managing claims and providing other administrative tasks as required. The Finance staff may consist of:

- Finance Chief – Supervisor - Business Services
- Cost Unit Leader – Senior Accounting Clerk
- Time Unit Leader – Accounting Clerk
EMERGENCY OPERATIONS CENTER (EOC) PROCEDURES

EOCs may be permanent organizations and facilities or may be established to meet temporary, short-term needs. The physical size, Staffing, and equipping of an EOC will depend on the size of the jurisdiction, resources available, and anticipated incident management workload. EOCs may be organized and Staffed in a variety of ways. Regardless of the specific organizational structure used, EOCs should include the following core functions: coordination; communications; resource dispatch and tracking; and information collection, analysis, and dissemination. The primary Evergreen Valley College EOC is located in VPA - 120. The alternate EOC is located at C - 102. These facilities will be used for coordinating the Evergreen Valley College emergency response by the EOC Director, emergency response staff and representatives from outside agencies or districts.

The Evergreen Valley College EOC provides the central location of authority and information, and allows for face-to-face coordination among personnel who must manage the College emergency response. The following functions are performed at the Evergreen Valley College EOC:

- Managing and coordinating emergency operations
- Receiving and disseminating warning information
- Developing emergency policies/procedures
- Collecting intelligence from and disseminating information to the various Evergreen Valley College EOC Response Team Members and field responders
- Preparing intelligence/information summaries, situation reports, operational reports, action plans, and other reports as required
- Maintaining general and specific maps, information display boards, and other important data pertaining to emergency operations
- Completing analysis and evaluation of all data pertaining to emergency operations
- Controlling and coordinating the operational and logistical support of College resources committed to the emergency
- Maintaining contact and coordination with local government EOCs
- Providing emergency information and instructions to the Evergreen Valley College student body, faculty, and staff, scheduling press conferences and making official releases to the news media

EOC Set-up
EOC set-up is the responsibility of the EOC staff. See EOC Activation Checklists and EOC Diagrams at the end of this Section.

Displays
One of the EOC’s major purposes is the accumulation, verification and sharing of information to ensure a coordinated, timely response. To facilitate the display and tracking of key information, laminated status charts and maps are used by the various Unit Leaders. The charts and maps will be taped up on the walls during the setup process. All display charts, white boards, and materials such as colored markers and administrative supplies are stored at the Facilities Plant. Each EOC Section Chief has the responsibility to determine specific display needs (such as utility schematics or other department specific information) and to ensure their Unit Leaders maintain accurate and up-to-date information on the charts and maps.

EOC Maintenance

\* 05 NIMSCAST II-R-2-a
The Emergency Management Coordinator has the responsibility for the operational readiness and maintenance of the Primary and Alternate EOCs.

**Shift Scheduling**
The EOC Director in consultation with the Operations and Planning Section Chiefs will establish the duration of Operational Periods. The 1st Operational Period should extend through the life safety or essential property safety response phase. Then, based on the tactical situation, operational periods may be extended to twelve hour periods. For extended EOC operations most jurisdictions strive to establish day and night operations with periods starting at 6 AM and going to 6 PM. The next shift then works until 6 AM. The relief shifts should arrive 30 minutes before the start of their shift. Briefings should be conducted covering:

- Situation overview
- Emergency response actions underway
- Time period of Operational Period
- Objectives and Priorities for Operational Period (use EOC Action Plan Worksheet)

**Briefings and Conferences**
Operational briefings between the Command and General Staff Members should be scheduled at 2 to 4 hour intervals. The Command Staff are the EOC Director and his/her staff. The General Staff are the Operations, Planning, Logistics and Finance Chiefs. Briefings for the College President and/or other members of the Policy/Advisory Group should be scheduled on a 6 to 12 hour interval based on the situation. An Action Plan Meeting to develop the next Operational Period EOC Action Plan should be scheduled approximately three hours prior to the end of the shift by the Planning Section Chief during each operational period. The Planning Section is responsible for coordinating all briefings and planning meetings. The Public Information Officer will schedule briefings for the news media on an as required basis (based on the tactical situation). Section Chiefs will prepare summaries for briefings and meetings to include:

- Evergreen Valley College Objectives and Priorities solved
- Major new problems during previous 6 hours
- Anticipate problems and required support for the next operational period
- Assistance needed from other EOC Sections or agencies and status of mutual aid
- Information developed by Section that should be passed to other EOC Sections
# EOC Activation Checklist

<table>
<thead>
<tr>
<th>Action</th>
<th>Assigned Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine whether to activate EOC in consultation with the Crisis Action Team members</td>
<td>EOC Director (College President)</td>
</tr>
<tr>
<td>2. Determine Staffing level and assign responsibility to call in EOC staff</td>
<td>EOC Director (College President)</td>
</tr>
<tr>
<td>3. Set up EOC according to Sketches on Page 15</td>
<td>Security Department Staff First Arrivals</td>
</tr>
<tr>
<td>4. Connect telephones/PCs/FAXs</td>
<td>Those present</td>
</tr>
<tr>
<td>5. Request briefing from Operations and/or Planning Section Situation Status Unit Leader</td>
<td>Senior person</td>
</tr>
<tr>
<td>6. Inform the City of San José, Santa Clara, and other supporting agencies that EOC is operational and provide phone numbers</td>
<td>EOC Director Operations Section Chief Planning Section Chief</td>
</tr>
<tr>
<td>7. Mount appropriate charts and maps, and assign responsibility for data collection and display</td>
<td>Each Unit Leader</td>
</tr>
<tr>
<td>8. Have appropriate supplies available for each Section</td>
<td>Logistics Purchasing/Supply Unit Leader</td>
</tr>
<tr>
<td>9. Ensure EOC checklists are passed out to Section Chiefs</td>
<td>EOC Director (College President)</td>
</tr>
<tr>
<td>10. Inspect emergency power generator and fuel stocks and ensure that generator is checked regularly</td>
<td>Director, Facilities Management</td>
</tr>
</tbody>
</table>
EVERGREEN VALLEY COLLEGE

PRIMARY EOC DIAGRAM
EVERGREEN VALLEY COLLEGE

ALTERNATE EOC DIAGRAM
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CHAPTER TWO

EMERGENCY OPERATIONS CENTER
SECTION CHECKLISTS

SECTION CHECKLIST OVERVIEW
The Section Checklists in this section of the Evergreen Valley College Emergency Operations Plan provide a comprehensive set of individual position checklists for the Evergreen Valley College EOC Emergency Response Team members.

CONCEPT OF OPERATIONS
Each Evergreen Valley College EOC Section Chief is responsible for ensuring that each member of the section possesses and complies with their position checklist. Checklists will be passed out to each EOC Emergency Response Team member by the Section Chief at the beginning of each Operational Period. Every Emergency Response Team member will review their checklist prior to commencing work.

CHECKLIST ORGANIZATION
The Introduction at the beginning of each set of Section Checklist is organized to provide a short overview of the basic responsibilities of the EOC Section. The information provided in the EOC Section Introduction includes:

- Purpose
- Overview
- Section Staff Responsibilities

After the Introduction the individual checklists for the EOC Section are presented. The individual checklists provide information including:

- EOC Organization Chart
- Primary and Alternate Staff assigned to the position
- Title of Supervising Agency/Individual
- Unit(s) Supervised
- Work Station
- Responsibilities
- Start-up Checklist
- General Operations Checklist
- Deactivation Checklist
- Reference Items
# MANAGEMENT SECTION

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>1</td>
</tr>
<tr>
<td>Overview</td>
<td>1</td>
</tr>
<tr>
<td>Command and General Staff Overview</td>
<td>1</td>
</tr>
<tr>
<td>Management Section Staff</td>
<td>2</td>
</tr>
<tr>
<td>Director of Emergency Services</td>
<td>5</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>9</td>
</tr>
<tr>
<td>Emergency Management Coordinator</td>
<td>13</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>17</td>
</tr>
<tr>
<td>Agency Representative(s)</td>
<td>21</td>
</tr>
<tr>
<td>Policy/Advisory Group</td>
<td>25</td>
</tr>
<tr>
<td>Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td></td>
</tr>
<tr>
<td>General Operational Duties</td>
<td></td>
</tr>
<tr>
<td>Deactivation</td>
<td></td>
</tr>
<tr>
<td>Reference Items</td>
<td></td>
</tr>
</tbody>
</table>

Volume Two.doc / October 2011
MANAGEMENT SECTION CHECKLISTS

PURPOSE

This section contains detailed information relating to the Evergreen Valley College Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Management Section. The EOC organization is based on the National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of the EOC Director to ensure each Management Staff member possesses and reads their checklists prior to assuming their duties. The EOC Director should also ensure the Section Chiefs also direct their staff to do the same.

OVERVIEW

Headed by the EOC Director (sometimes referred to as the Director of Emergency Services), the Management Section’s primary role is to manage and coordinate EOC operations. The EOC Director, the Command Staff (members of the Management Section) and the General Staff (Section Chiefs) make up the EOC Emergency Response Team. The Emergency Response Team members assist the EOC Director in the development and execution of the overall strategy, tactics, rules, regulations, proclamations and orders.

COMMAND AND GENERAL STAFF OVERVIEW

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions which is responsible for the overall management of the incident. The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the Management function.

(2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief. Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

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\[e \text{ 05 NIMSCAST II-A-3-a}\]
MANAGEMENT SECTION STAFF

The Management Section is headed by the Director of Emergency Services. The Director of Emergency Service’s primary role is to manage and coordinate EOC operations. The College President will fill this position as the Director of Emergency Services during an emergency/disaster. The To be determined shall serve as first alternate and the To be determined shall serve as second alternate to the Director of Emergency Services. The Director of Emergency Services, the General Staff (other Section Chiefs), and other staff/faculty members make up the EOC management team. The General Staff provide advice to the Director of Emergency Services on policy matters. They also assist the Director of Emergency Services in the development of overall strategy and tactics to mitigate the incident and formulate rules, regulations, proclamations and orders. The Management Section includes certain staff functions required to support the management function:

- Public Information Officer
- Liaison Officer
- Agency Representatives
- Emergency Management Coordinator

Director of Emergency Services
The Director of Emergency Services has the responsibility is to manage and coordinate EOC operations for the overall Evergreen Valley College emergency response. The Director of Emergency Services also fills the role of the Safety Officer, ensuring the safety of EOC and field responders.

Public Information Officer
The Public Information Officer (PIO), a member of the Command Staff, ensures information support to the media is provided on request; information released is consistent, accurate and timely, and appropriate information is provided to faculty, staff, students, and relevant agencies.

After receiving a briefing from the Director of Emergency Services, the PIO may coordinate with the local jurisdiction(s) to establish a Joint Information Center area for the media away from the EOC. The PIO will provide and coordinate news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the Director of Emergency Services.

Emergency Management Coordinator
The Emergency Management Coordinator, a member of the Command Staff, facilitates the overall functioning of the EOC, coordinates with other emergency management planning levels and agencies, and serves as an advisor to the Director of Emergency Services and the EOC Emergency Response Staff relating to NIMS / SEMS procedures. The Emergency Management coordinator will assign Runners to move the Major Incident or Significant Event Report throughout the EOC.

Liaison Officer
The Liaison Officer, a member of the Command Staff, manages or coordinates Agency Representatives (checklist included - but not shown on the organization chart due to variables in EOC placement) from outside jurisdictions, districts, utility companies, or agencies that may join the Evergreen Valley College EOC organization to coordinate response and recovery efforts.
Agency Representative(s)
An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters effecting that agencies participation at the incident.

Police Advisory Group
The Policy Advisory Group provides oversight and policy direction for emergency operations.
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Primary College President
First Alternate To Be Determined
Second Alternate To Be Determined
Reports To Evergreen Valley College College President and Board of Trustees
Supervise Public Information Officer
Emergency Management Coordinator
Liaison Officer
Operations Chief
Planning Chief
Logistics Chief

Work Station EOC Management Section

Responsibilities
The Director of Emergency Services has the responsibility is to manage and coordinate EOC operations for the overall Evergreen Valley College emergency response. The Director of Emergency Services also fills the role of the Safety Officer, ensuring the safety of EOC and field responders. The Director of Emergency Services duties include the following responsibilities:

- Establish the appropriate staffing level for the Evergreen Valley College EOC and continuously monitor organizational effectiveness, ensuring appropriate modifications occur as required.
- Exercise overall management responsibility for the coordination between the Evergreen Valley College response organizations. In conjunction with the Command (Management Section staff) and the General Staff (Section Chiefs), set priorities for Evergreen Valley College emergency response.
- *Fills role of Safety Officer monitoring incident operations to ensure operational safety, including health and safety of emergency responder personnel.*
- Coordinate all sensitive information releases with the student body, faculty/staff, and local jurisdiction(s) public information officer(s)
- Ensuring inter-agency coordination is accomplished effectively.
- Authorize evacuation of cancellation of classes if necessary.

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6 05 NIMSCAST II-A-3-b-2-b
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

- Identify yourself as the Director of Emergency Services by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
- Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities
- Acquire work materials and set-up your work station
- Clarify issues regarding assignment and authority
- Coordinate staffing to support 24 hour operations (if required)
- Keep informed on the situation and response objectives and priorities
- Respond aggressively to the emergency, but consider safety in all actions
- Anticipate potential situation changes; develop options for response and staffing
- Use face-to-face communications with other staff in the EOC whenever possible
- Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

Important Note: The District provides the central point-of-contact for public information dissemination and District-wide emergency response coordination for non first responder (fire, police, EMS) issues.

☐ Determine which EOC sections are needed, assign Section Chiefs (General Staff) as appropriate and ensure they are staffing their sections as required:
  • Operations Section Chief
  • Logistics Section Chief
  • Planning Section Chief
  • Finance Section Chief

☐ Determine which Management Section (Command Staff) positions are required and ensure they are filled as soon as possible:
  • Public Information Officer
  • Emergency Management Coordinator
  • Liaison Officer

☐ Brief command (Management Section staff) and General Staff (Section Chiefs) and coordinate staff activity

☐ Ensure planning meetings are conducted with Command and General Staff, and other key agency representatives are in attendance; direct the Planning Section Chief to follow EOC action planning procedures to establish organization objectives and priorities and develop the EOC Action Plan (refer to Chapter Three Tab One, "EOC Action Plan")

☐ Monitor General Staff activities to ensure all appropriate actions are being taken

☐ Approve and authorize implementation of EOC Action Plan

☐ Provide briefings and coordinate major policy decisions with the Policy/Advisory Group (Evergreen Valley College College President and Board of Trustees)

☐ Determine information needs and inform command and General Staff of needs

☐ Approve requests for mutual aid resources

☐ Authorize release of information to the news media, College faculty and staff, students, and parents/guardians of students

☐ Complete situation status report at end of shift
Deactivation

☐ Authorize demobilization of EOC sections and units when they are no longer required

☐ Notify the City of San José and/or Santa Clara County EOC(s) and other appropriate organizations of the planned demobilization of the Evergreen Valley College EOC, as appropriate

☐ Ensure any open actions not yet completed will be handled after demobilization

☐ Deactivate the Evergreen Valley College EOC at the designated time, as appropriate

☐ Proclaim termination of the emergency response and proceed with recovery operations

☐ Direct the Command and General Staff to insure all required forms, reports, and other documentation are submitted to the Planning Section prior to your departure

☐ If appropriate, direct all staff to complete and turn in an After Action Report (Chapter Three, Tab 2) to the Planning Section Chief

☐ Deactivate the Director of Emergency Services position and close out logs; return vest and equipment to their original location

☐ Clean up your work area before you leave

☐ Leave a forwarding phone number where you can be reached

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
Primary Executive Secretary
Alternate To Be Determined
Reports to Director of Emergency Services
Supervise Public Information Unit
Work Station EOC Management Section

Responsibilities
The Public Information Officer (PIO), a member of the Command Staff, is responsible for the formulation and release of information about the incident to the faculty, staff, students of Evergreen Valley College, news media, and other appropriate agencies or organizations. (Chapter Three, Tab 8) The PIO’s duties include the following responsibilities:

- Represent and advise the EOC Director on all public information matters relating to the management of the incident.
- Handle functions required to coordinate, clear with appropriate authorities, and disseminate accurate and timely information related to the incident, including handling media and public inquiries, emergency public information and warnings, rumor monitoring and response, and media monitoring.
- Coordinate public information at or near the incident site.
- Serve as the on-scene link to the Joint Information System (JIS).
- Serve as a field PIO with links to the Joint Information Center (JIC) during a large-scale operation.\(^\text{8}\)

\(^\text{8}\) 05 NIMSCAST II-C-1-a
Start-Up Checklist

Action Taken: Time/Date

☐ Identify yourself as the Public Information Officer by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

- Obtain guidance from the Director of Emergency Services regarding the release of information
- Ensure the Director of Emergency Services approves all releases of sensitive information
- Arrange for necessary work space, materials, telephones, and staffing
- Coordinate public information activities with field level Incident Commander(s) their Public Information Officer(s) and local jurisdiction(s) PIO(s)
- Obtain copies of current Situation Status Reports and EOC Action Plans to keep current on the situation and emergency response
- Prepare initial information summary as soon as possible after arrival
- Consider establishment a Joint Information Center (JIC) to coordinate with local jurisdiction(s)
- Provide accurate information to the news media; post information in the EOC, and other appropriate locations
- Ensure a rumor control function is established and has a means of identifying false or erroneous information; develop a procedure to squelch such information
- Attend EOC planning meetings to keep current on events and update information releases
- Arrange for meetings between media and key incident personnel
- Provide escort service to the media and VIP’s
- Respond to special requests for information
- Prepare a briefing sheet at the beginning of each shift on key information so that EOC staff can answer questions to other agencies or the public
- Ensure file copies are maintained for all information released
- Provide copies of all releases to the Director of Emergency Services
Deactivation

☐ Demobilize the Public Information Officer position in accordance with the EOB Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Public Information Officer position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

(Note: Supporting documents for the PIO functions are contained in Chapter Three – Tab 8)

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
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TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
Primary Vice President of Administrative Services

Alternate To Be Determined

Reports to Director of Emergency Services

Supervise N/A

Work Station EOC Management Section

Responsibilities
The Emergency Management Coordinator, a member of the Command Staff, facilitates the overall functioning of the EOC, coordinates with other emergency management planning levels and agencies, and serves as an advisor to the Director of Emergency Services. Specific duties of the Emergency Management Coordinator include the following responsibilities:

- Facilitate the overall functioning of the Evergreen Valley College EOC.
- Assist and serve as an advisor to the EOC Director of Emergency Services and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with emergency plans and procedures.
- Assist the Liaison Officer to ensuring proper procedures are in place for directing Agency Representatives and conducting VIP/visitor tours of the EOC.
- Assign Runners to move the Major Incident or Significant Report throughout the EOC.
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

- Identify yourself as the Emergency Management Coordinator by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

- Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

- Acquire work materials and set-up your work station

- Clarify issues regarding assignment and authority

- Coordinate staffing to support 24 hour operations (if required)

- Keep informed on the situation and response objectives and priorities

- Respond aggressively to the emergency, but consider safety in all actions

- Anticipate potential situation changes; develop options for response and staffing

- Use face-to-face communications with other staff in the EOC whenever possible

- Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

☐ Provide liaison with outside jurisdictions and internal departments

☐ Provide information and advice to the Director of Emergency Services, command and General Staff

☐ Maintain contact with the City of San José and/or Santa Clara County Emergency Management Coordinators

☐ Serve temporarily as a Section Chief or as any member of the Command Staff if assigned by the Director of Emergency Services

☐ Assist the Director of Emergency Services and the General Staff (Section Chiefs) with the following to develop an overall strategy:
  • Assessing the situation and defining the problem
  • Establishing objectives and priorities
  • Determining the need for evacuation
  • Estimating the incident duration
  • Determining if there is a need to make an emergency declaration

☐ Assist the Planning Section in the development, distribution, and execution of the EOC Action Plan

☐ Ensure efficient operating procedures within the EOC; assist any function in addressing issues that might arise

☐ Monitor performance of EOC personnel for signs of stress or under-performance; advise the Director of Emergency Services of condition

☐ Ensure all documentation is being properly maintained by EOC personnel

☐ Facilitate periodic briefing sessions conducted by the Director of Emergency Services

☐ Advise the Director of Emergency Services of any issues that need to be addressed and responsibilities that need to be assigned

☐ Ensure all necessary communications have been established

☐ Advise the Director of Emergency Services and Section Chiefs in shift change issues
Deactivation

☐ Assist the Planning Chief in the preparation of the After Action Report; coordinate the review and approval of the report by the Director of Emergency Services

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Cost Unit Leader position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
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TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
Primary CTSS Supervisor
Alternate To Be Determined
Supervise Agency Representatives as Appropriate
Work Station EOC Management Section

Responsibilities
The Liaison Officer, a member of the Command Staff, is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single or UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the LNO. This includes agency representatives from fire agencies, law enforcement, public works, public utilities, state, and federal agencies, engineering organizations, volunteer agencies, or technical experts.

Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization and working together in a coordinated effort. The goal is to facilitate decisions for overall emergency response activities including the sharing of critical resources and the prioritization of incidents. The specific duties of this position include meeting several responsibilities:

- Coordinate with agency representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOC(s)
- Function as a central location for incoming Agency Representatives or provide work space and arrange for support as necessary
- Interact with other Sections and Units within the EOC to obtain information, assist in coordination, and ensure the proper flow of information
- Ensure all developed guidelines, directives, actions plans and appropriate situation information is disseminated to agency representatives

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\(^b\) 05 NIMSCAST II-A-3-b-2-c
Start-Up Checklist

Action Taken: Time/Date

☐ Identify yourself as the Liaison Officer by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

☐ Determine if outside liaison is required with other agencies:
  - Local/county/state/federal agencies
  - Volunteer organizations
  - Primate sector organizations
  - Utilities

☐ Serve as a point of contact for agency representatives reporting to the Evergreen Valley College EOC; make sure they complete the following duties:
  - Have signed into the EOC
  - Understand their assigned function
  - Know their work location
  - Understand EOC organization and floor plan
  - Have received and read their Agency Representative Checklist

☐ Brief the Director of Emergency Services on agency representatives working in the Evergreen Valley College EOC

☐ Brief agency representatives on current situation, priorities, and EOC Action Plan

☐ Request agency representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC staff

☐ Compile list of agency representatives (agency, name, EOC phone) and make available to all Section and Unit Leaders

☐ Respond to requests from EOC staff for agency information; direct requesters to appropriate agency representatives

☐ Provide periodic update briefings to Agency representatives as necessary

☐ Respond to requests from incident personnel for inter-organizational contacts

☐ Monitor incident operations to identify current or potential inter-organizational problems
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Liaison Officer position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
AGENCY REPRESENTATIVE(S)

Primary Representatives from City of San José, Santa Clara County, special districts, utility company(s), and other agencies responding to the Evergreen Valley College emergency.

Report to Liaison Officer

Supervise Liaison Unit as appropriate

Work Station EOC Management Section

Responsibilities
An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters effecting that agencies participation at the incident. Agency Representatives report to the Liaison Officer, if that position is filled, or to the Director of Emergency Services. Specific responsibilities include the following duties:

- Interact with EOC staff to obtain information and assist in coordination of the response effort
- Ensure all appropriate College guidelines, directives, actions plans, and situation information is disseminated to parent organizations

Possible agency representatives may include individuals from the following organizations:
- Santa Clara County
- City of San José
- School District
- Volunteer organizations
- Private sector organizations
- Utilities (not already represented)
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as an Agency Representative by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

- Coordinate response operations between your parent organization and the Evergreen Valley College emergency response team
- Compile list of parent organization EOC phone numbers and make available to all EOC Section and Unit Leaders
- Respond to requests for parent organization information by directing the requestor to the appropriate representative
- Provide periodic update briefings on response efforts to both Evergreen Valley College EOC staff and your parent organizations
- Provide input on use of agency resources and response priorities
- Determine if any special reports or documents are required
- Report to your parent organizations dispatch or headquarters on prearranged schedule or commitments
- Ensure all parent organization and/or equipment is properly accounted for and released prior to your departure
- Ensure all required agency forms, reports, and documents are completed prior to your departure from the response; keep parent organizations up-to-date on the current Evergreen Valley College situation, priorities, and EOC Action Plan
- Provide information to Situation Status Unit (Planning Section) and other applicable Unit Leaders on parent organization situation and important information
- Determine if there are any communication problems in contacting your parent organization or other key agencies; provide information to the Communications Unit Leader in the Logistics Section
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Cost Unit Leader position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
NOTE: The Director of Emergency Services must ensure information on major events, decisions, sensitive releases of information, and emergency response actions are coordinated with the members of the Policy/Advisory Group.

Responsibilities
The Evergreen Valley College Policy/Advisory Group provides oversight and policy direction for emergency operations at Evergreen Valley College.

- Establish Evergreen Valley College executive level policies for management of emergency response operations and ensure the Director of Emergency Services has clear direction.

- Support and coordinate a multi-agency, Evergreen Valley College disaster response efforts
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

General Operations Checklist

Action Taken: Time/Date

☐ Contact the Evergreen Valley College Director of Emergency Services (College President) to receive a situation brief

☐ In consultation with the Evergreen Valley College Director of Emergency Services, review and approve emergency policies for managing the strategic aspects of the emergency

☐ In close coordination with the Evergreen Valley College Director of Emergency Services oversee the release of sensitive Evergreen Valley College statements or information

☐ Refer all requests for emergency information to the Evergreen Valley College public information officer

☐ Consider developing an emergency planning task force to discuss concerns and disseminate pre-event planning, response, and post-event recovery information

☐ Consider developing a mechanism to provide “faculty, staff and student aid” which can be utilized for information and assistance to individuals impacted by an emergency

☐ Encourage post-event discussions to identify areas of emergency response improvements

NOTE: The Policy/Advisory Group members should refrain from direct involvement with emergency operations center (EOC) or field response activities. Policy/advisory group members will obtain information updates from the Evergreen Valley College Director of Emergency Services.
# OPERATIONS SECTION

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>1</td>
</tr>
<tr>
<td>Overview</td>
<td>1</td>
</tr>
<tr>
<td>Command and General Staff Overview</td>
<td>1</td>
</tr>
<tr>
<td>Branches</td>
<td>2</td>
</tr>
<tr>
<td>Divisions and Groups</td>
<td>2</td>
</tr>
<tr>
<td>Resource Management</td>
<td>2</td>
</tr>
<tr>
<td>Operations Section Staff</td>
<td>2</td>
</tr>
<tr>
<td>Operations Section Chief</td>
<td>3</td>
</tr>
<tr>
<td>Law Enforcement and Fire/Rescue Unit</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Health and Safety Unit</td>
<td>3</td>
</tr>
<tr>
<td>Student Coordination Unit</td>
<td>3</td>
</tr>
<tr>
<td>Parent Coordination Unit</td>
<td>3</td>
</tr>
<tr>
<td>First Aid/Medical Unit</td>
<td>4</td>
</tr>
<tr>
<td>Operations Section Chief</td>
<td>5</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>6</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>7</td>
</tr>
<tr>
<td>Deactivation</td>
<td>8</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>8</td>
</tr>
<tr>
<td>Law Enforcement and Fire/Rescue Unit Leader</td>
<td>9</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>9</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>10</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>11</td>
</tr>
<tr>
<td>Deactivation</td>
<td>12</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>12</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety Unit Leader</td>
<td>13</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>13</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>14</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>15</td>
</tr>
<tr>
<td>Deactivation</td>
<td>16</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>16</td>
</tr>
<tr>
<td>Facilities Management Unit Leader</td>
<td>17</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>17</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>18</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>19</td>
</tr>
<tr>
<td>Deactivation</td>
<td>20</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>20</td>
</tr>
<tr>
<td>Student Coordination Unit Leader</td>
<td>21</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>21</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>22</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>23</td>
</tr>
<tr>
<td>Deactivation</td>
<td>24</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>24</td>
</tr>
<tr>
<td>Role</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Parent Coordination Unit Leader</td>
<td>25</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>25</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>26</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>27</td>
</tr>
<tr>
<td>Deactivation</td>
<td>28</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>28</td>
</tr>
<tr>
<td>First Aid/Medical Unit Leader</td>
<td>29</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>29</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>30</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>32</td>
</tr>
<tr>
<td>Deactivation</td>
<td>32</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>32</td>
</tr>
<tr>
<td>Zone Marshall</td>
<td>33</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>33</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>34</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>35</td>
</tr>
<tr>
<td>Deactivation</td>
<td>36</td>
</tr>
<tr>
<td>Building Marshal</td>
<td>37</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>37</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>38</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>39</td>
</tr>
<tr>
<td>Deactivation</td>
<td>40</td>
</tr>
<tr>
<td>Floor Marshal</td>
<td>41</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>41</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>42</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>43</td>
</tr>
<tr>
<td>Deactivation</td>
<td>44</td>
</tr>
</tbody>
</table>
OPERATIONS SECTION CHECKLISTS

PURPOSE

This section contains detailed information relating to the Evergreen Valley College Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Management Section. The EOC organization is based on the National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of the EOC Director to ensure each Management Staff member possesses and reads their checklists prior to assuming their duties. The EOC Director should also ensure the Sector Chiefs also direct their staff to do the same.

OVERVIEW

The Operations Section’s primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency. These elements may include but are not limited to the following persons:

- Law Enforcement and Fire/Rescue Unit Leader
- Environmental Health & Safety Unit Leader
- Facilities Management Unit Leader
- Student Coordination Unit Leader
- Parent Coordination Unit Leader
- First Aid/Medical Unit Leader

COMMAND AND GENERAL STAFF OVERVIEW

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions. The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the Management function. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief. Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

1 05 NIMSCASSTS II-A-3-a
Branches
Branches may be used to serve several purposes, and may be functional or geographic in nature. In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates for the Operations Section Chief (a ratio of 1:5 is normally recommended, or 1:8 to 1:10 for many larger-scale law enforcement operations).\(^1\)

Divisions and Groups
Divisions and Groups may be established when the number of resources exceeds the manageable span of control of the EOC Director and the Operations Section Chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation. For certain types of incidents, for example, the EOC Director may assign intelligence-related activities to a functional group in the Operations Section. There also may be additional levels of supervision below the Division or Group level.\(^k\)

Resource Management
Tactical Resource Management is the responsibility of Operations Section Unit Leaders. Resources refer to the combination of tactical personnel and equipment required to enable incident management operations. Resources may be organized and managed in three different ways, depending on the requirements of the incident: (i) Single Resources. These are individual personnel and equipment items and the operators associated with them. (ii) Task Forces. A Task Force is any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader. (iii) Strike Teams. Strike Teams are a set number of resources of the same kind and type that have an established minimum number of personnel. The use of Strike Teams and Task Forces is encouraged, wherever possible, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.\(^l\)

OPERATIONS SECTION STAFF
The Operations Section Chief in normally the Senior Law Enforcement Official for the College. The Operations Section Chief also may be designated by the Director of Emergency Services. The Operations Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. The Operations Section Chief may activate additional Units as necessary to fulfill an expanded role.

Operations Section Chief
The Operations Section Chief, a member of the General Staff, is responsible for the management of all tactical operations directly applicable to the emergency response. The Operations Section Chief activates and supervises the Operations Units in accordance with the EOC Action Plan and directs its execution. The Operations Section Chief also requests or releases resources, makes expedient changes to the EOC Action Plan as necessary, and reports changes to the Director of Emergency Services and other Section Chiefs.

\(^1\) 05 NIMSCAST II-A-3-c-1-b
\(^k\) 05 NIMSCAST II-A-3-c-1-c
\(^l\) 05 NIMSCAST II-A-3-c-1-d
Law Enforcement and Fire/Rescue Unit Leader
The Law Enforcement Unit Leader is responsible for alerting and warning of students, faculty, and staff, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring security is provided at incident facilities, ensuring access control to damaged areas, light search and rescue, and ordering and coordinating appropriate mutual aid resources. The Law Enforcement Unit Leader will also coordinate fire/rescue response with the local jurisdiction fire department(s). These fire departments are responsible for coordinating personnel, deploying fire equipment and resources committed to the fire and hazardous materials and Urban Search and Rescue (USAR) elements of incidents within their area of responsibility.

Environmental Health and Safety Unit Leader
The Environmental Health and Safety Unit Leader is responsible for ensuring safe environmental conditions relative to hazardous materials on campus. During emergencies the Environmental Health and Safety Unit Leader’s responsibilities include hazardous materials response coordination with the responding Fire Department or HAZMAT Incident Commander. In case of a serious hazardous materials spill on campus, the Environmental Health and Safety Unit Leader will make available a current list of chemicals on campus to the responding Incident Commander and provide all assistance required to ensure the safety of students, faculty, staff, the public and the protection of the environment.

Facilities Management Unit Leader
The Facilities Management Unit Leader is responsible for maintaining college facilities, utilities, and services as well as restoring those that are inoperable, damaged or destroyed.

Student Coordination Unit Leader
The Student Coordination Unit Leader is responsible for the collection and dissemination of information to the Operations Section Chief relating to the safety and welfare of the students of the college with special attention to students killed, injured or missing.

Parent Coordination Unit Leader
The Parent Coordination Unit Leader is responsible for establishing contact with family members of deceased or injured students of the college, providing timely, accurate information (as authorized by the Operations Section Chief and/or Director of Emergency Services) and providing assistance to the families as appropriate.

First Aid/Medical Unit Leader
The First Aid/medical Unit Leader is responsible for providing emergency first aid and medical support to students, faculty and staff in the situation where Emergency Medical Support (EMS) is delayed or overwhelmed. Additionally, the First Aid/Medical Unit Leader coordinates with the City of San José and/or Santa Clara County for disaster stress related counseling if required.
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OPERATIONS SECTION CHIEF

Primary: Interim Vice President of Academic Affairs

Alternate: To Be Determined

Reports to: Operations Section Chief

Supervise:
- Law Enforcement and Fire/Rescue Unit Leader
- Environmental Health and Safety Unit Leader
- Facilities Management Unit Leader
- Student Coordination Unit Leader
- Parent Coordination Unit Leader
- First Aid/Medical Unit Leader
- Safety Marshals

Work Station: EOC Operation Section

Responsibilities:
The Operations Section Chief, a member of the General Staff, will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives. The Operations Section Chief activates and supervises the Operations Units in accordance with the EOC Action Plan and directs its execution. The Operations Section Chief also requests or releases resources, makes expedient changes to the EOC Action Plan as necessary, and reports changes to the Director of Emergency Services and other Section Chiefs. The Operations Section Chief:

- is responsible to the EOC Director or UC for the direct management of all incident-related operational activities.
- establishes tactical objectives for each operational period.
- is designated for each operational period.
- has direct involvement in the preparation of the EOC Action Plan for their operational period of responsibility.

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Volume Two.doc / October 2011  EOC Checklists, Page 5
READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Operations Section Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

Important Note: The District provides the central point-of-contact for public information dissemination and District-wide emergency response coordination for non first responder (fire, police, EMS) issues.

☐ Provide briefing of the tactical situation to the Director of Emergency Services

☐ Activate and supervise Evergreen Valley College emergency response operations as required:
  - Law Enforcement/Fire Rescue Unit Leader
  - Environmental Health & Safety Unit Leader
  - Facilities Management Unit Leader
  - Student Coordination Unit Leader
  - Parent Coordination Unit Leader
  - First Aid/Medical Unit Leader
  - Safety Marshals

☐ Develop the Operations Section portion of the EOC Action Plan to include the identification of strategic objectives and priorities for each operational period

☐ Prepare work objectives for Section staff and make assignments

☐ Meet with other Section Chiefs to disseminate information and coordinate response efforts

☐ Establish and implement how each Operations Section Unit will support response based on organizational objectives and priorities as established in the EOC Action Plan

☐ Keep the Planning Section informed of incident intelligence and response operations

☐ Determine need and request additional resources; coordinate mutual aid of resources to other jurisdictions or agencies

☐ Manage the efficient release of tactical resources

☐ Report information about special activities, events, and occurrences to the Director of Emergency Services and Planning Section Chief

☐ Participate in all demobilization planning
Deactivation

☐ Demobilize the Operations Section in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services and/or Planning Section Chief as appropriate prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Operations Section Chief position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
LAW ENFORCEMENT AND FIRE/RESCUE UNIT LEADER

Primary Police Officer
Alternate To Be Determined
Reports to Operations Section Chief
Supervise Law Enforcement Fire/Rescue Unit
Work Station EOC Operation Section

Responsibilities
The Law Enforcement Unit Leader is responsible for alerting and warning of students, faculty, and staff, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring security is provided at incident facilities, ensuring access control to damaged areas, light search and rescue, and ordering and coordinating appropriate mutual aid resources. The Law Enforcement Unit Leader will also coordinate fire/rescue response with the local jurisdiction fire department(s). These fire departments are responsible for coordinating personnel, deploying fire equipment and resources committed to the fire and hazardous materials and Urban Search and Rescue (USAR) elements of incidents within their area of responsibility.

NOTE: The responding fire agency may assign a fire liaison to the Evergreen Valley College EOC to manage and coordinate all fire or hazardous materials response efforts.
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Law Enforcement/Fire Rescue Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

☐ Within capability coordinate management of law enforcement incidents; coordinate with city or county for law enforcement mutual aid

☐ Provide fire/rescue coordination with city, county or state fire departments for Evergreen Valley College

☐ Direct field responders to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.)

☐ Keep the Operations Section Chief advised of your Unit status and activity and any problem areas that currently need or will require solutions

☐ Provide periodic situation or status reports to the Operations Section Chief for updating information to the Planning Section

☐ Anticipate potential situation changes (i.e., severe earthquake after shocks) in all Unit planning; develop options for all plans and procedures requiring off-site communications

☐ Conduct and/or assist with light search and rescue operations

☐ Alert and notify the faculty, staff and student body of the pending or existing emergency

☐ Provide input to the Operations Section Chief on how the Law Enforcement/Fire Rescue Unit will meet objectives and priorities of the EOC Action Plan

☐ Provide security and access control for Evergreen Valley College Emergency Operations Center; resource staging areas, disaster areas, evacuated areas, and evacuation routes

☐ Assist (when possible) with security of other Incident Command Posts, shelters, evacuation reception areas, and mass feeding and lodging areas

☐ Manage evacuation efforts
Deactivation

☐ Demobilize the Law Enforcement/Fire Rescue Unit in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Law Enforcement/Fire Rescue Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
Primary
Dean of Nursing & Allied Health

Alternate
To Be Determined

Report To
Operations Section Chief

Supervise
Environmental Health & Safety Unit

Work Station
EOC Operation Section

Responsibilities
The Environmental Health and Safety Unit Leader is responsible for ensuring safe environmental conditions relative to hazardous materials on campus. During emergencies the Environmental Health and Safety Unit Leader’s responsibilities include hazardous materials response coordination with the responding Fire Department or HAZMAT Incident Commander. In case of a serious hazardous materials spill on campus, the Environmental Health and Safety Unit Leader will make available a current list of chemicals on campus to the responding Incident Commander and provide all assistance required to ensure the safety of students, faculty, staff, the public and the protection of the environment.
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Environmental Health & Safety Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

- If a hazardous material spill has occurred that is beyond your capability to safely manage, notify 9-1-1; coordinate the warning, evacuation, and isolation of the spill area (and appropriate surrounding area), and coordinate with law enforcement to deny entry into the danger zone.

- Ensure the HAZMAT Response Team has been notified and are responding.

- If requested by the Fire Department or HAZMAT Incident Commander, assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required through local health department, shipper, manufacturer, CHEMTREC, etc.

- Develop a plan for your Unit operations in support of field operations.

- Obtain regular briefings from field level Incident Commander(s).

- Direct field Units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.).

- Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation or status reports to the Operations Section Chief for updating information to the Planning Section.

- Ensure evacuation routes do not pass through hazard zones.

- Monitor status of warning and evacuation.

- Assist with the needs at the Incident Command Post (if established) as requested.
Deactivation

- Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure
- Be prepared to provide input to the After Action Report (Tab 2)
- Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief
- Deactivate the Environmental Health & Safety Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location
- Leave forwarding phone number where you can be reached

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TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
FACILITIES MANAGEMENT UNIT LEADER

Primary To Be Determined
Alternate To Be Determined
Reports To Operations Section Chief
Supervise Facilities Management Unit
Work Station EOC Operation Section

Responsibilities
The Facilities Management Unit Leader has responsibilities for the maintenance and smooth operation of the college facilities. Emergency responsibilities include the following responsibilities:

- Ensure all Evergreen Valley College facilities are ready for use as required
- Coordinate repairs of problems that reduce or preclude operational capabilities
- Maintain liaison with all utility service providers (water, sewer, power and telephone)
- Provide engineering services and expertise for emergency repair or construction requirements
- Participate in damage assessment efforts
- Coordinate the use of construction materials, equipment, and labor needed for emergency operations
- Assist the Planning Section in recovery planning and operations
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Facilities Management Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities.

☐ Acquire work materials and set-up your work station.

☐ Clarify issues regarding assignment and authority.

☐ Coordinate staffing to support 24 hour operations (if required).

☐ Keep informed on the situation and response objectives and priorities.

☐ Respond aggressively to the emergency, but consider safety in all actions.

☐ Anticipate potential situation changes; develop options for response and staffing.

☐ Use face-to-face communications with other staff in the EOC whenever possible.

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

☐ Ensure all Evergreen Valley College facilities are ready for use; coordinate repairs of problems that reduce or preclude operational capabilities

☐ Maintain liaison with all utility service providers

☐ Provide situation status updates to the situation status Unit in the planning section

☐ Provide engineering services and expertise for emergency construction requirements

☐ Provide input to the Operations Section Chief on how your Unit will meet objectives and priorities of the EOC Action Plan

☐ Participate in initial "windshield" and detailed follow-on damage assessment efforts in coordination with the Damage Assessment Unit Leader of the Planning Section

☐ Coordinate with the City of San José and/or Santa Clara County for the use of private sector engineers and for obtaining construction materials, equipment, and labor needed for emergency operations

☐ Coordinate with the City of San José and/or City of San José and/or the American Red Cross for use of College facilities for care and shelter operations

☐ In close coordination with the City of San José and/or Santa Clara County effect “turn over” inspections with the American Red Cross prior to the use of College facilities as Red Cross shelters

☐ Coordinate maintenance and cleaning operations with the American Red Cross during shelter operations
Deactivation

☐ Demobilize the Facilities Management Unit in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Facilities Management Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
STUDENT COORDINATION UNIT LEADER

Primary Director of Student Life
Alternate A & R Coordinator
Report To Operations Section Chief
Supervise Student Coordination Unit
Work Station EOC Operation Section

Responsibilities
The Student Coordination Unit Leader is responsible for the collection and dissemination of information to the Operations Section Chief relating to the safety and welfare of the students of the college with special attention to students killed, injured or missing.
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Student Coordination Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

☐ Obtain emergency class rosters from the teachers to determine status and location of all students

☐ Prepare an initial information summary as soon as possible; identify killed, injured, or missing to the Operations Section Chief as soon as possible

☐ Coordinate with Operations Section Chief for search of missing students

☐ Upon approval of Operations Section Chief provide list of casualties or missing to the College President for coordination with the City of San José and/or Santa Clara County for notification of next of kin

☐ Make recommendation for release of students to Operations Section Chief; if students are released ensure record of time of departure, destination and other essential information is maintained

☐ Issue warnings that may affect students, faculty or staff through the public information officer about unsafe areas, structures and facilities

☐ Coordinate special information releases addressing rumors through the public information officer; identify them as such, and provide correct information, if available
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Student Coordination Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
PARENT COORDINATION UNIT LEADER

Primary: Vivian Yabumoto
Alternate: Yesenia Ramirez
Report To: Operations Section Chief
Supervise: Parent Coordination Unit
Work Station: EOC Logistics Section

Responsibilities
In close coordination with the Student Coordination Unit Leader establish and maintain timely information for the parents and guardians of students of Evergreen Valley College.
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Parent Coordination Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

☐ Obtain emergency class rosters from the Student Coordination Unit Leader

☐ Make recommendation for release of students to the Operations Section Chief; if students are released ensure record of time of departure and other essential information is maintained

☐ Coordinate with the Operations Section Chief and the Operations Section Chief for statements that will be provided to parents regarding students status

☐ Obtain list of killed, injured, or missing from the Student Coordination Unit Leader as soon as possible; establish procedures for the release of sensitive information with the Operations Section Chief and Operations Section Chief

☐ Coordinate special information releases addressing rumors through the public information officer

☐ Maintain a log noting information received and actions taken
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Parent Coordination Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
FIRST AID/MEDICAL UNIT LEADER

Primary Director of Health Services
Alternate Nursing Facility
Report To Operations Section Chief
Supervise First Aid/Medical Unit
Work Station EOC Operation Section

Responsibilities
The First Aid/medical Unit Leader is responsible for providing emergency first aid and medical support to students, faculty and staff in the situation where Emergency Medical Support (EMS) is delayed or overwhelmed. Additionally, the First Aid/Medical Unit Leader coordinates with the City of San José and/or Santa Clara County for disaster stress related counseling if required.
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the First Aid/Medical Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

☐ Determine number and location of casualties that require emergency first aid and/or hospitalization

☐ Respond to requests for medical aid; establish and operate first aid station(s) as appropriate

☐ Coordinate with the Personnel Unit in the Logistics Section to obtain additional health/medical personnel

☐ In coordination with the Communications / Transportation Unit Leader in the Logistics Section, coordinate transportation for injured persons to hospitals or other treatment facilities in the event Emergency Medical Services (EMS) transportation resources are not available

☐ Coordinate with the Purchasing/Supply Unit Leader for the procurement of emergency medical supplies

☐ Establish and maintain a patient tracking system; keep the Operations Section Chief updated on status of injured victims

☐ In close coordination with the City of San José and/or Santa Clara County arrange for critical incident stress counseling support for disaster victims

☐ In coordination with the Care and Shelter Unit in the Logistics Section, establish and staff a medical care station at Evergreen Valley College shelter(s)
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the First Aid/Medical Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
ZONE MARSHAL

Reports To
Evergreen Valley College Emergency Management Coordinator
Operations Section Law Enforcement Fire/Rescue Unit Leader
Operations Section Chief

Supervises
Safety Marshals
Floor Marshals

Work Station
EOC Operations Section
Designated Area of Responsibility

Responsibilities
The Zone Marshal in consultation with the Evergreen Valley College Emergency Management Coordinator is responsible for coordinating non-tactical emergency response operations within their area of responsibility. Acting as a liaison between the Crisis Action Team or the Emergency Operations Center, the Zone Marshal is responsible for the safety of individuals and property in their area of responsibility. The Zone Marshal coordinates evacuations; checks assigned areas; provides damage assessment reports; and coordinates other emergency operations as directed. Specific responsibilities include:

• Coordinating emergency response activities and information dissemination between the Evergreen Valley College Crisis Action Team or Emergency Operation Center and assigned Building and Floor Marshals
• Coordinating the recruiting, training, and equipping of Building and Floor Marshals
• Maintaining an up-to-date list of Building and Zone Marshals
• Ensuring that Building and Floor Marshals regularly inspect their areas of responsibility and equipment for proper emergency response capability

Whenever there is an imminent or an actual situation, the Zone Marshal:
• Notifies the Evergreen Valley College Security Department
• Activates the campus alarms
• Evacuates faculty, staff and students from the problem area only
Start-Up Checklist

☐ Identify yourself as a Zone Marshal by putting on your emergency response vest; check-in with your point of contact (Incident Commander, Crisis Action Team member, Operations Section Law Enforcement Fire/Rescue Unit Leader, or Operations Section Chief)

☐ Obtain a briefing from available sources (Incident Commander, Crisis Action Team member, Operations Section Chief, Law Enforcement Fire/Rescue Unit Leader, key staff, etc); assess the situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24-hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response

☐ Use face-to-face communications with other staff in the EOC whenever possible
General Operational Duties

- Direct Building and Floor Marshals to ensure that faculty, staff, and students follow evacuation routes and proceed to the appropriate Emergency Assembly Point(s) (EAPs) when evacuation is appropriate or directed by proper authority.

- Direct Building and Zone Marshals to "sweep" every room in their areas to make sure that everyone has been evacuated.

- Notify the Incident Commander, Crisis Action Team member, Operations Section (Law Enforcement Fire/Rescue Unit Leader, or Operations Section Chief) of any personnel remaining trapped in the building or whose location is unknown.

- Be prepared to shut off valves for piped gases and compressed gas cylinders only if trained to do so.

- Assume responsibilities of Building and/or Floor Marshals if they are unavailable.

- Manage emergency operations that encompass the following areas:
  - Alarm systems
  - Evacuation plans
  - Health care facilities
  - Reporting procedures
  - Laboratories & maintenance areas
  - Location of emergency equipment
  - Telephone and radio communications procedures
  - Shutdown procedures for water, gas, and electricity
  - Types of potential emergencies and response procedures
  - Disabled students, faculty, staff, and visitors who may need to be alerted or assisted.
Deactivation

☐ Demobilize the Zone Marshal position in accordance with the EOC Action plan

☐ Ensure that required reports and forms are turned in to the Evergreen Valley College Emergency Management Coordinator or Operations Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (see Tab 2 - After Action Report)

☐ Determine if follow-up to your assignment might be required before you leave; communicate the information to the Evergreen Valley College Emergency Management Coordinator or Operations Section Chief

☐ Deactivate the Zone Marshal position when authorized by the Evergreen Valley College Emergency Management Coordinator or Operations Section Chief; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
BUILDING MARSHAL

Reports To: Zone Marshal

Supervises: Floor Marshals

Work Station: Assigned Area(s) of Responsibility

Responsibilities
The Building Marshal is responsible for managing the evacuation of any assigned building(s) and ensuring that all information on the status of their evacuation area(s) has been reported to the Zone Marshal, or in the Zone Marshal’s absence, to the Evergreen Valley College Emergency Management Coordinator or Operations Section Chief.

Once the decision to evacuate is made, the Building Marshal immediately responds to the pre-established Emergency Assembly Point (EAP) and receives evacuation Situation Status Reports from assigned Floor Marshals. If there is no Floor Marshal available, the Building Marshal coordinates the evacuation of the building.

The Building Marshal provides timely Situation Status Reports to his/her Zone Marshal by radio communication, or if radio communication is not available, through runners to the Zone Marshal at a pre-designated coordination location. Face-to-face discussion with responding Public Safety Officials should also be effected.

Specific responsibilities include:
• Coordinating Floor Marshal training
• Providing emergency procedure information to faculty, staff, and students
• Assuming Zone Marshal responsibilities in the event that the Zone Marshal is not available
• Ensuring emergency response activities and information dissemination between the Zone Marshal and Floor Marshals

Whenever there is an imminent or an actual situation, the Building Marshal:
• Notifies the Evergreen Valley College Security Department
• Activates the campus alarms
• Evacuates faculty, staff and students from the problem area only
Start-Up Checklist

☐ Identify yourself as a Building Marshal by putting on your emergency response vest; check-in with your Zone Manager

☐ Obtain a briefing from available sources (Incident Commander or Zone Marshal, key staff, etc); assess the situation and formulate appropriate response objectives and priorities

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24-hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response

☐ Use face-to-face communications with other staff whenever possible
General Operational Duties

☐ Ensure that faculty, staff, and students follow appropriate evacuation routes and proceed to the Emergency Assembly Point(s) (EAPs)

☐ "Sweep" every room in your area of responsibility if evacuation has occurred and make sure that no one is left behind

☐ Notify the Zone Marshal of any personnel trapped in the building or whose location is unknown

☐ Shut off utilities, piped gases, and compressed gas cylinders if appropriate depending of the nature of the emergency - consider your safety in all actions

☐ Be prepared to assume responsibilities of Zone and/or Floor Marshals if they are unavailable

☐ Manage emergency operations that encompass the following areas:
  • Alarm systems
  • Evacuation plans
  • Health care facilities
  • Reporting procedures
  • Laboratories & maintenance areas
  • Location of emergency equipment
  • Telephone and radio communications procedures
  • Shutdown procedures for water, gas, and electricity
  • Types of potential emergencies and response procedures
  • Disabled students, faculty, staff, and visitors who may need to be alerted or assisted
Deactivation

☐ Demobilize the Building Marshal position in accordance with the EOC Action Plan

☐ Ensure that all required reports and forms are submitted to the Zone Marshal prior to your release and departure

☐ Be prepared to provide input to the After Action Report (see Tab 2 - After Action Report)

☐ Determine if follow-up to your assignment might be required before you leave; communicate the information to the Zone Marshal

☐ Deactivate the Building Marshal position when directed by the Zone Marshal; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
FLOOR MARSHAL

Reports To  Building Marshal or Zone Marshal
Supervises  N/A
Work Station  Area(s) of Responsibility

Responsibilities
The Floor Marshal is responsible for completing appropriate emergency response steps. The Floor Marshal ensures that all information on their assigned floor(s) status or evacuation is reported to the Building Marshal, or in his/hers absence, to the Zone Marshal. Specific responsibilities (in coordination with the Building Marshal as appropriate) include:

- Assisting in the safe and complete evacuation of assigned area(s) of responsibility to pre-designated Emergency Assembly Points (EAPs)
- Assisting in preventing entry to assigned floors by non-emergency responders until the affected area has been deemed safe
- Reporting injured or trapped persons to Law Enforcement or Fire Department emergency responders and the Building Marshal
- Providing emergency first aid

Whenever there is an imminent or an actual situation, the Floor Marshal:

- Notifies the Evergreen Valley College Security Department
- Activates the campus alarms
- Evacuates faculty, staff and students from the problem area only
Start-Up Checklist

☐ Identify yourself as a Floor Marshal by putting on your emergency response vest; check-in with your point of contact (Building or Zone Marshal)

☐ Obtain a briefing from available sources (Incident Commander, Zone or Building Marshal, key staff, etc); assess the situation and formulate appropriate response objectives and priorities

☐ Clarify issues regarding assignment and authority

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response

☐ Use face-to-face communications with other staff whenever possible
General Operational Duties

☐ Ensure that faculty, staff, and students follow evacuation routes and proceed to the appropriate Emergency Assembly Points (EAPs)

☐ "Sweep" every room in your area of responsibility if evacuation has occurred and make sure that no one is left behind

☐ Notify the Building Marshal of any personnel trapped in the building or whose location is unknown

☐ Shut off utilities, piped gases, and compressed gas cylinders if appropriate depending on the nature of the emergency - consider your safety in all actions

☐ Assume responsibilities of the Zone and/or Building Marshal if they are unavailable

☐ Manage emergency operations that encompass the following areas:
  • Alarm systems
  • Evacuation plans
  • Health care facilities
  • Reporting procedures
  • Laboratories & maintenance areas
  • Location of emergency equipment
  • Telephone and radio communications procedures
  • Shutdown procedures for water, gas, and electricity
  • Types of potential emergencies and response procedures
  • Disabled students, faculty, staff, and visitors who may need to be alerted or assisted
Deactivation

☐ Demobilize the Floor Marshal position in accordance with the EOC Action Plan

☐ Ensure that all required reports and forms are submitted to the Building Marshal or Zone Marshal prior to your release and departure

☐ Be prepared to provide input to the After Action Report (see Tab 2 - After Action Report)

☐ Determine if follow-up to your assignment might be required before you leave; communicate the information to the Building or Zone Marshal

☐ Upon direction of the Building or Zone Marshal deactivate the Floor Marshal position; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
## TABLE OF CONTENTS

### Purpose
- Planning Section Overview.................................................................1

### Overview
- Command and General Staff Overview................................................1
  - Information and Intelligence....................................................................2
  - Information and Intelligence Function (organization)............................2
  - Recovery Plans.......................................................................................3

### Planning Section Staff
- Planning Section Chief............................................................................3
- Message Coordinator/Documentation Unit Leader.....................................3
- Situation Status Unit..............................................................................3
- Damage Assessment Unit.......................................................................4
- Recovery Unit.........................................................................................4

### Planning Chief
- Responsibilities......................................................................................5
- Start-Up Checklist..................................................................................6
- General Operational Duties.................................................................7
- Deactivation...........................................................................................8
- Reference Issues..................................................................................8

### Message Coordinator/Documentation Unit Leader
- Responsibilities.....................................................................................9
- Start-Up Checklist................................................................................9
- General Operational Duties.................................................................10
- Deactivation.........................................................................................11
- Reference Issues................................................................................12

### Situation Status Unit Leader
- Responsibilities....................................................................................13
- Start-Up Checklist................................................................................13
- General Operational Duties.................................................................14
- Deactivation.........................................................................................15
- Reference Issues................................................................................16

### Damage Assessment Unit Leader
- Responsibilities....................................................................................17
- Start-Up Checklist................................................................................17
- General Operational Duties.................................................................18
- Deactivation.........................................................................................19
- Reference Issues................................................................................20

### Recovery Unit Leader
- Responsibilities....................................................................................21
- Start-Up Checklist................................................................................22
- General Operational Duties.................................................................23
- Deactivation.........................................................................................24
- Reference Issues................................................................................24
PLANNING SECTION CHECKLIST

PURPOSE

This section contains detailed information relating to the Evergreen Valley College Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Management Section. The EOC organization is based on the National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of the EOC Director to ensure each Management Staff member possesses and reads their checklists prior to assuming their duties. The EOC Director should also ensure the Section Chiefs also direct their staff to do the same.

OVERVIEW

The Planning Section is responsible for the collection, gathering, sharing, and managing incident-related information and intelligence relating to incident operation, to develop alternative tactical action plans, to conduct planning meetings and to prepare the EOC Action Plan for incidents which will require extended operational periods. The Planning Section is normally responsible for gathering and disseminating information and intelligence critical to the incident. The Planning Section is also responsible for developing and documenting the EOC Action Plan. The EOC Action Plan includes the overall incident objectives and strategies established by the EOC Director. In the case of Unified Command, the EOC Action Plan must adequately address the mission and policy needs of each jurisdictional agency, as well as interaction between jurisdictions, functional agencies, and private organizations. The EOC Action Plan also addresses tactical objectives and support activities required for one operational period, generally 12 to 24 hours. The EOC Action Plan also contains provisions for continuous incorporation of "lessons learned" as incident management activities progress. An EOC Action Plan is especially important when:

- Resources from multiple agencies and/or jurisdictions are involved
- Multiple jurisdictions are involved
- The incident will effectively span several operational periods
- Changes in shifts of personnel and/or equipment are required; or there is a need to document actions and/or decisions.

COMMAND AND GENERAL STAFF OVERVIEW

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions. The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or

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* 05 NIMSCAST II-A-3-c-2
according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the Management function. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief. ⁰ Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

**Information and Intelligence Management**

The analysis and sharing of information and intelligence are important elements of NIMS/ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e., surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and utilities and public works data that may come from a variety of different sources. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. In any case, information and intelligence must be appropriately analyzed and shared with personnel, designated by the EOC Director, who have proper clearance and a "need-to-know" to ensure that they support decision-making. ⁹

**Information and Intelligence Function (organization)**

The analysis and sharing of information and intelligence are important elements of ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e., surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and utilities and public works data, that may come from a variety of different sources. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. In any case, information and intelligence must be appropriately analyzed and shared with personnel, designated by the IC, who have proper clearance and a "need-to-know" to ensure that they support decision-making. ⁹

The intelligence and information function may be organized in one of the following ways: (a) Within the Command Staff. This option may be most appropriate in incidents with little need for tactical or classified intelligence and in which incident-related intelligence is provided by supporting Agency Representatives, through real-time, reach-back capabilities. (b) As a Unit within the Planning Section. This option may be most appropriate in an incident with some need for tactical intelligence and when no law enforcement entity is a member of the UC. (c) As a Branch within the Operations Section. This option may be most appropriate in incidents with a high need for tactical intelligence (particularly classified intelligence) and when law enforcement is a member of the UC. (d) As a Separate General Staff Section. This option may be most appropriate when an incident is heavily influenced by intelligence factors or when there is a need to manage and/or analyze a large volume of classified or highly sensitive intelligence or information. This option is particularly relevant to a terrorism incident, for which intelligence plays a crucial role throughout the incident life cycle. Regardless of how it is organized, the information and intelligence function is also responsible for developing, conducting, and managing information related security plans and operations as directed by the IC. These can include information

⁰ 05 NIMSCASSTS II-A-3-a  
⁹ 05 NIMSCASST II-A-2-n  
⁴ 05 NIMSCASSTS II-A-3-c-5
security and operational. Security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, sensitive law enforcement information, proprietary and personal information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it so that they can effectively and safely conduct their missions. The information and intelligence function also has the responsibility for coordinating information and operational-security matters with public awareness activities that fall under the responsibility of the PIO, particularly where such public awareness activities may affect information or operations security.

In the San José / Evergreen CCD EOC all information and intelligence functions reside within the Planning Section.

**Recovery Plans**

Recovery plans describe actions beyond rapid damage assessment and those necessary to provide immediate life support for victims. Long-term recovery planning involves identifying strategic priorities for restoration, improvement, and growth.

**PLANNING SECTION STAFF**

The Planning Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. The following Units may be established as the need arises:

- Message Coordinator/Documentation Unit Leader
- Situation Status Unit Leader
- Damage Assessment Unit Leader
- Recovery Unit Leader

**Planning Section Chief**

The Planning Section Chief, a member of the General Staff, is responsible for the overall supervision for the collection, analyzing and displaying situation information, preparing periodic situation reports, preparing and distributing the EOC Action Plan, facilitating the Action Planning Meeting, conducting advance planning activities, providing technical support services to the various EOC Sections and Units, and documenting and maintaining files on all EOC activities. Information is needed to:

- Understand the current situation
- Predict probable course of incident events
- Prepare alternative strategies for the incident

**Message Coordinator/Documentation Unit Leader**

The Message Coordinator/Documentation Unit Leader is responsible for reviewing all Major Incident or Significant Information Reports for accuracy and legibility and to assign Incident and Report Numbers to each Major Incident or Significant Information Report. The Message Coordinator/Documentation Unit Leader then coordinates the timely distribution of the Major Incident or Significant Information Reports to the Director of Emergency Services and EOC Sections Chiefs. Additionally, the Message Coordinator/Documentation Unit Leader is responsible for maintaining a database of all incident reports, including the ability to search and retrieve information as needed.

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5 05 NIMCASST II-A-3-c-5-a

3 05 NIMCAST III-B-2-a-5
Coordinator/Documentation Unit Leader has the responsibility to maintain accurate and complete incident files, providing copying services for EOC personnel and preserving incident files for legal, analytical, historical and recovery purposes.

**Situation Status Unit Leader**
The Situation Status Unit Leader is responsible for the collection, organization, and analysis of disaster situation information. Additionally, the Situation Status Unit Leader has the responsibility to ensure Situation Status Reports are developed for dissemination to EOC staff and to ensure all maps, status boards, and other displays contain current and accurate information.

**Damage Assessment Unit Leader**
The Damage Assessment Unit Leader is responsible for maintaining detailed records of damage assessment information. Special emphasis is to be placed on information relating to fatalities and injuries of students, faculty and staff.

**Recovery Unit Leader**
The Recovery Unit Leader has the responsibility to ensure Evergreen Valley College receives all emergency assistance and disaster recovery reimbursement for which it is eligible; conducts all initial recovery operations and prepares the EOC organization for transition to a recovery operations organization.
PLANNING CHIEF

POLICY ADVISORY GROUP
Board of Trustees

MANAGEMENT
President

Public Information Officer

Emergency Management Coordinator

Liaison Officer

OPERATIONS

Law Enforcement
Fire Rescue

Environmental Health
and Safety

Facilities Management

Student Coordination

Parent Coordination

First Aid/Medical

PLANNING

Message Coordinator/Documentation

Situation Status

Damage Assessment

Recovery

LOGISTICS

Personnel

Purchasing/Supply

Communications

Transportation

Care & Shelter

FINANCE

Cost

Time

Primary
Vice President of Student Services

Alternate
Dean

Report To
Director of Emergency Services

Supervise
Message Coordinator/Documentation Unit Leader
Situation Status Unit Leader
Damage Assessment Unit Leader
Recovery Unit Leader

Work Station
EOC Planning Section

Responsibilities
The Planning Section Chief, a member of the General Staff, is responsible for the overall supervision for the collection, analyzing and displaying situation information, preparing periodic situation reports, preparing and distributing the EOC Action Plan, facilitating the Action Planning Meeting, conducting advance planning activities, providing technical support services to the various EOC Sections and Units, and documenting and maintaining files on all EOC activities. Emergency responsibilities include the following items:

- Collecting, analyzing, and displaying situation information.
- Preparing periodic Situation Reports.
- Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting.
- Conducting Advance Planning activities.
- Providing technical support services to the various EOC Sections and Units, and documenting and maintaining files on all EOC activities.
- Supervise the Planning Section.
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Planning Section Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

Important Note: The District provides the central point-of-contact for public information dissemination and District-wide emergency response coordination for non first responder (fire, police, EMS) issues.

☐ Obtain briefing from the Director of Emergency Services

☐ Activate and supervise Evergreen Valley College Logistics Section emergency response operations including
  • Message Coordinator/Documentation Unit Leader
  • Situation Status Unit Leader
  • Damage Assessment Unit Leader
  • Recovery Unit

☐ Ensure Planning Section position logs and other necessary files are maintained

☐ Ensure the Situation Status Unit is maintaining current information for the Situation Status Report

☐ Ensure Major Incidents or Significant Event Reports and Unit Situation Status Reports are completed by the Operations Section and are accessible by the Situation Status Unit Leader

☐ Ensure a Situation Status Report is produced and distributed to EOC Sections at least once, prior to the end of each operational period

☐ Ensure all status boards and other displays are kept current and posted information is neat and legible

☐ Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays

☐ Conduct periodic briefings with Section staff and work to reach consensus among staff on Section objectives for forthcoming operational periods

☐ Facilitate the Director of Emergency Services’ Action Planning meetings approximately two hours before the end of each operational period

☐ Ensure objectives for each Section are completed and collected in preparation for the next Action Planning meeting

☐ Insure the EOC Action Plan is completed and ready for distribution prior to the start of the next operational period

☐ Work closely with each Unit within the Planning Section to ensure the Section objectives, as defined in the current EOC Action Plan are being addressed
Deactivation

- Demobilize the Planning Section in accordance with the EOC Action Plan
- Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure
- Be prepared to provide input to the After Action Report (Tab 2)
- Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services
- Deactivate the Planning Section Chief position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location
- Leave forwarding phone number where you can be reached

Reference Items - Chapter Three

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TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
MESSAGE COORDINATOR/DOCUMENTATION UNIT LEADER

Primary          Senior Administrative Assistant
Alternate         To Be Determined
Report To         Planning Chief
Supervise         Message Coordinator/Documentation Unit
Work Station      EOC Planning Section

Responsibilities
The Message Coordinator/Documentation Unit Leader is responsible for reviewing all Major Incident or Significant Information Reports for accuracy and legibility and to assign Incident and Report Numbers to each Major Incident or Significant Information Report. The Message Coordinator/Documentation Unit Leader then coordinates the timely distribution of the Major Incident or Significant Information Reports to the Director of Emergency Services and EOC Sections Chiefs. Additionally, the Message Coordinator/Documentation Unit Leader has the responsibility to maintain accurate and complete incident files, providing copying services for EOC personnel and preserving incident files for legal, analytical, historical and recovery purposes.
Start-Up Checklist

Action Taken: Time/Date

- Identify yourself as the Message Coordinator/Documentation Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

- Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

- Acquire work materials and set-up your work station

- Clarify issues regarding assignment and authority

- Coordinate staffing to support 24 hour operations (if required)

- Keep informed on the situation and response objectives and priorities

- Respond aggressively to the emergency, but consider safety in all actions

- Anticipate potential situation changes; develop options for response and staffing

- Use face-to-face communications with other staff in the EOC whenever possible

- Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

- Set up and maintain a Major Incident or Significant Information Report review process and distribution system in accordance with Chapter Three, Tab 3
- Provide instruction in completion and use the Major Incident or Significant Information Report to EOC staff
- Ensure all Major Incident or Significant Information Reports are legible and accurate, incident and report numbers are assigned, and that they are distributed to the Section Chiefs in a timely manner
- Meet with the Planning Section Chief to determine what EOC documentation should be maintained for official records (Note: for major emergencies all EOC documentation must be retained)
- Contact other EOC Sections and Units and inform them of the requirement to maintain official records; assist them as necessary in setting up a file records system
- Establish a system for collecting all Section and Unit journal/logs at completion of each operational period or at the end of the emergency
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief

☐ Deactivate the Message Coordinator/Documentation Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
Primary: Gail Mathis
Alternate: Ernesto Monarrez
Report To: Plans Chief
Supervise: Situation Status Unit
Work Station: EOC Planning Section

Responsibilities
The Situation Status Unit Leader is responsible for the collection, organization, analysis and display of disaster situation information. Additionally, the Situation Status Unit Leader has the responsibility for ensuring Situation Status Reports are developed for dissemination to EOC staff and to ensure all maps, status boards, and other displays contain current and accurate information. Specific responsibilities include:

- Oversee the collection, organization, and analysis of disaster situation information.
- Ensure information collected from all sources is validated prior to posting on status boards and maps.
- Ensure situation status reports are developed for dissemination to EOC staff and other agencies/jurisdictions as required.
- Assist the Planning Section Chief in the development of the EOC Action Plan (Chapter Three, Tab 1 EOC Action Plan) for each operational period.
- Ensure all maps, status boards and other displays contain current and accurate information.

Incident Notification and Situation Reports
Incident notification takes place at all levels. Although notification and situation report data must be standardized, it must not prevent information unique to a reporting organization from being collected or disseminated. Standardized transmission of data in a common format (California utilizes RIMS) enables the passing of appropriate notification information to a national system that can handle data queries and information and intelligence assessments and analysis.¹

¹ 05 NIMSCAST V-B-2-b-1
Start-Up Checklist

Action Taken: Time/Date

☐ Identify yourself as the Situation Status Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

- In accordance with Chapter Three, Tab 6 and 7 oversee the collection, analysis and display on charts and maps the status of disaster events including the following information:
  - Location and nature of the disaster/emergency
  - Special hazards
  - Number of injured persons
  - Number of deceased persons
  - Road closures and disaster routes
  - Structural property damage (estimated dollar value)
  - Personal property damage (estimated dollar value)
  - Shelters, type, location and number of people that can be accommodated

- Provide for an authentication process in case of conflicting status reports on events

- Meet with the Planning Section Chief and the Director of Emergency Services to determine needs for Active Planning meetings and briefings; determine if there are any special information needs

- Meet with the Public Information Officer (PIO) of the Management Section to determine best methods for exchanging information and providing the PIO with Situation Status Unit information

- Provide information to the PIO of the Management Section for use in developing media and other briefings

- Identify potential problem areas relating to the emergency response, problems along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.

- In preparation for the Action Planning meeting, ensure the meeting room is set up with appropriate equipment and materials (easels, markers, SITSTAT Reports, etc.).

- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning Section Chief
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure.

☐ Be prepared to provide input to the After Action Report (Tab 2).

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief.

☐ Deactivate the Situation Status Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location.

☐ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
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TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
DAMAGE ASSESSMENT UNIT LEADER

Primary Director Student Support Services
Alternate Lenora Pinkston
Report To Plans Chief
Supervise Damage Assessment Unit
Work Station EOC Planning Section

Responsibilities
The Damage Assessment Unit Leader is responsible for maintaining detailed records of damage assessment information. Special emphasis is to be placed on information relating to fatalities and injuries of students, faculty and staff. Specific responsibilities include:

- Collection, verification and display of information relating to students, faculty and staff that have been killed or injured as a result of the emergency situation.

- Collect initial damage/safety assessment information from other Units within the Operations Section.

- Provide detailed damage/safety assessment information to the Planning Section, with associated loss damage estimates, utilize the Evergreen Valley College damage assessment procedures and forms (Chapter Three, Tab 9 - Damage Assessment Procedures).
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Damage Assessment Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

- Obtain initial damage/safety assessment information from the Law Enforcement/Fire Rescue Unit, Facilities Unit, and other Units and field responders as necessary (Chapter Three, Tab 9)

- Prepare the damage assessment information for a Preliminary Windshield Survey and provide to the Planning Section Chief for review, post appropriate information on charts

- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information

- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning Section

- Collect, record and total the type, location and estimate value of damage

- Document those structures requiring immediate destruction to ensure the public safety through inspection records, videos, photographs, etc.

- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines

- Display damage assessment information on EOC Charts and in written form to be retained at the end of the emergency by the Documentation Coordination Unit
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief

☐ Deactivate the Damage Assessment Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three
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TAB 6 - EOC MAPS
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TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
RECOVERY UNIT LEADER

Primary
Guillermo Serratos Lope

Alternate
Lorenzo Rosas

Report To
Planning Chief

Supervise
Time Unit

Work Station
EOC Planning Section

Responsibilities
The Recovery Unit Leader has the responsibility to ensure Evergreen Valley College receives all emergency assistance and disaster recovery reimbursement for which it is eligible; conducts all initial recovery operations and prepares the EOC organization for transition to a recovery operations organization. Specific responsibilities include:

- Review applicable state and FEMA recovery funding programs to ensure the institution receives all emergency assistance and disaster recovery reimbursement for which it is eligible. (Tab 10)

- Ensure the institution is prepared to participate jointly with state, FEMA and non-profit organizations to expedite disaster assistance to individuals, families, businesses, public entities and others

- Ensure required and/or approved mitigation measures are carried out (Volume Two, Chapter Four)

- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices while ensuring legal safeguards for property owners and the institution are observed
START-UP CHECKLIST

Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Recovery Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities.

☐ Acquire work materials and set-up your work station.

☐ Clarify issues regarding assignment and authority.

☐ Coordinate staffing to support 24 hour operations (if required).

☐ Keep informed on the situation and response objectives and priorities.

☐ Respond aggressively to the emergency, but consider safety in all actions.

☐ Anticipate potential situation changes; develop options for response and staffing.

☐ Use face-to-face communications with other staff in the EOC whenever possible.

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filed or denied
  • Other important information.
General Operational Duties

☐ Develop a plan for your unit in support of EOC and field operations as required; assign specific responsibilities

☐ Keep up to date on the situation and resources associated with your unit; maintain current status reports and displays

☐ Refer to Tab 10 for Recovery forms and instructions

☐ In coordination with state and FEMA officials and the PIO provide information to students, faculty and staff regarding FEMA telerегистration, or Disaster Application Centers (if established)

☐ As required, coordinate expansion of medical, mental health and outreach programs for students, faculty and staff

☐ Coordinate establishment of a Recovery Task Force

☐ In coordination with the Facilities Unit Leader monitor utility restoration

☐ In coordination with the Recovery Task Force, establish priorities for repairing and rebuilding the institution facilities

☐ Make recommendations to the Planning Section Chief and Director of Emergency Services for a long-term employment plan.

☐ In coordination with the Planning Section Chief and the Director of Emergency Services establish a Hazard Mitigation Task and ensure required mitigation measures are undertaken

☐ Coordinate individual assistance programs for students, faculty and staff through the state and FEMA individual assistance programs

☐ Make recommendations to the Director of Emergency Services for appropriate short and long term recovery

☐ Coordinate closely with the Finance Section for fiscal documentation and recovery; (See Tab 10)
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief

☐ Deactivate the Recovery Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three
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TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
LOGISTICS SECTION

TABLE OF CONTENTS

| Purpose | 1 |
| Overview | 1 |
| Command and General Staff Overview | 1 |
| Logistics Section Staff | 2 |
| Logistics Section Chief | 2 |
| Personnel Unit Leader | 2 |
| Purchasing Supply Unit Leader | 2 |
| Communications Unit Leader | 2 |
| Transportation Unit Leader | 2 |
| Care and Shelter Unit Leader | 3 |
| Logistics Section Chief | 5 |
| Responsibilities | 5 |
| Start-Up Checklist | 6 |
| General Operational Duties | 7 |
| Deactivation | 8 |
| Reference Issues | 8 |
| Personnel Unit Leader | 9 |
| Responsibilities | 9 |
| Mobilizing Personnel Resources | 9 |
| Start-Up Checklist | 11 |
| General Operational Duties | 12 |
| Deactivation | 13 |
| Reference Issues | 13 |
| Purchasing/Supply Unit Leader | 15 |
| Responsibilities | 15 |
| Comprehensive Resource Management | 16 |
| Inventorying Resources | 16 |
| Categorizing Resources | 16 |
| Effective Management of Resources | 16 |
| Identifying Resource Requirements | 17 |
| Ordering and Acquiring Resources | 17 |
| Nonexpendable Resources | 17 |
| Expendable Resources | 17 |
| Start-Up Checklist | 18 |
| General Operational Duties | 19 |
| Deactivation | 21 |
| Reference Issues | 21 |
Communications Unit Leader
Responsibilities.......................................................... 23
Integrated Communications.................................................. 23
Incident Communications.................................................... 24
Start-Up Checklist.............................................................. 24
General Operational Duties................................................... 25
Deactivation................................................................. 26
Reference Issues............................................................... 26
Transportation Unit Leader
Responsibilities.............................................................. 27
Start-Up Checklist............................................................. 28
General Operational Duties................................................ 29
Deactivation................................................................. 30
Reference Issues............................................................... 30
Care and Shelter Unit Leader
Responsibilities.............................................................. 31
Start-Up Checklist............................................................. 32
General Operational Duties................................................ 33
Deactivation................................................................. 34
Reference Issues............................................................... 34
American Red Cross Agency Representative
Responsibilities.............................................................. 35
Start-Up Checklist............................................................. 36
General Operational Duties................................................ 37
Deactivation................................................................. 38
Reference Issues............................................................... 38
LOGISTICS SECTION CHECKLISTS

PURPOSE

This section contains detailed information relating to the Evergreen Valley College Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Management Section. The EOC organization is based on the National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of the EOC Director to ensure each Management Staff member possesses and reads their checklists prior to assuming their duties. The EOC Director should also ensure the Section Chiefs also direct their staff to do the same.

OVERVIEW

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, as required. Additionally, if the severity of the emergency requires mass evacuations, the Logistics Section will coordinate with the City of San José and/or Santa Clara County, and the American Red Cross for the establishment of shelters and mass feeding capabilities for victims and/or responders dependents. Methods for obtaining and using facilities, equipment, supplies, services, and other resources will be the same as used during normal operations unless authorized by the Director of Emergency Services or emergency orders of the College President.

COMMAND AND GENERAL STAFF OVERVIEW

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions. The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the Management function. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief. Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

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\[a\] 05 NIMSCAST II-A-3-c-3
\[b\] 05 NIMSCASTS II-A-3-a

Volume Two.doc / October 2011

EOC Checklists, Page 1
LOGISTICS SECTION STAFF
The Logistics Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. The following Units may be established as the need arises:

- Personnel Unit
- Purchasing/Supply Unit
- Communications Unit
- Transportation Unit
- Care and Shelter Unit

The Logistics Section Chief may activate additional Units as necessary to fulfill an expanded role.

Logistics Section Chief
The Logistics Section Chief, a member of the General Staff, has the responsibility to ensure the logistics function is carried out in support of the Evergreen Valley College EOC. This function includes providing communication services, and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services, as well as arranging for food, lodging, and other support services as required. Information is needed to complete the following tasks:

- Understand the current situation
- Predict probable resource needs
- Prepare alternative strategies for procurement and resources management

Personnel Unit Leader
The Personnel Unit Leader is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received, providing additional workers for the EOC, and for managing EOC personnel issues and requests.

Purchasing Supply Unit Leader
The Purchasing/Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies, receiving and storing all supplies for the incident, maintaining an inventory of supplies, and servicing non-expendable supplies and equipment.

Communications Unit Leader
The Communications Unit Leader is responsible for developing plans and implementing operations for the effective use of incident communications resources. These responsibilities include the distribution of communications equipment to the Evergreen Valley College EOC and field and coordination with the City of San José and/or Santa Clara County.

Transportation Unit Leader
The Transportation Unit Leader is responsible for developing plans and implementing operations for effective transportation response. These responsibilities include the management of Evergreen Valley College transportation resources for the movement of Evergreen Valley College students, faculty and staff plus the movement of response resources.
Care and Shelter Unit Leader
The Care and Shelter Unit Leader is responsible for providing care and shelter for disaster victims and will coordinate efforts with city and county representatives and the American Red Cross and other volunteer agencies, for food and other hygiene support for responders (field and EOC). In addition, if required the College will provide shelter requirements for responders' dependents.
LOGISTICS SECTION CHIEF

Primary: Dean of Counseling
Alternate: Dean of Business & Workforce Development
Report To: Director of Emergency Services
Supervise: Personnel Unit Leader, Purchasing/Supply Unit Leader, Communications Unit Leader, Transportation Unit Leader, Care and Shelter Unit Leader
Work Station: EOC Logistics Section

Responsibilities
The Logistics Section Chief, a member of the General Staff, has the responsibility to ensure the logistics function is carried out in support of the Evergreen Valley College EOC and field responders. This function includes providing communication services, and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required. Additional responsibilities include the following duties:

- Establish the appropriate level of Unit staffing within the section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives and priorities, as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation.
- Keep the EOC Director of Emergency Services informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Logistics Section Chief by putting on your EOC vest; check-in at the personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

Important Note: The District provides the central point-of-contact for public information dissemination and District-wide emergency response coordination for non first responder (fire, police, EMS) issues.

☑ Obtain briefing from the Director of Emergency Services

☑ Activate and supervise Evergreen Valley College Logistics Section emergency response operations including
  • Personnel Unit Leader
  • Purchasing/Supply Unit Leader
  • Communications Unit Leader
  • Transportation Unit Leader
  • Care and Shelter Unit Leader

☑ Assign work locations and preliminary work tasks to Logistics Section personnel

☑ Assemble and brief Logistics Section Unit Leaders

☑ Identify service and support requirements for planned and expected operations

☑ Coordinate and process requests for additional resources

☑ Participate in EOC Action Plan meetings and preparation of EOC Action Plan

☑ Review the EOC Action Plan and prepare for EOC logistics needs for next operational period

☑ Establish and implement the Logistics Section tasks in support of the EOC Action Plan objectives and priorities

☑ Direct the Communications and Transportation Unit Leaders to publish an incident communications plan and transportation plan if required

☑ Advise the Director of Emergency Services and other Section Chiefs on current service and support capabilities and any potential problems of logistics support

☑ Estimate future service and support

☑ Ensure general welfare and safety of Logistics Section personnel

☑ Participate in all demobilization planning
Deactivation

☐ Demobilize the Logistics Section in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Logistics Section Chief position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
PERSONNEL UNIT LEADER

Primary       Dean of Counseling
Alternate     Dean of Business & Workforce Development
Report To     Logistics Section Chief
Supervise     Personnel Unit
Work Station  EOC Logistics Section

Responsibilities
Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received and manage EOC personnel issues and requests.

- Coordinate all personnel support requests received at the EOC including any category of personnel support requested from the EOC functional elements or from response elements in the field
- Identify sources and maintain an inventory of personnel support resources; request personnel resources from those agencies as needed
- Assign personnel within the EOC as needs are identified
- Coordinate volunteer support with city and/or county EOC Personnel Unit Leaders
Mobilizing Personnel Resources
Incident personnel begin mobilizing when notified through established channels. At the time of notification, they should be given the date, time, and place of departure; mode of transportation to the incident; estimated date and time of arrival; reporting location (address, contact name, and phone number); anticipated incident assignment; anticipated duration of deployment resource order number; incident number; and applicable cost and funding codes. The resource tracking and mobilization processes are directly linked. When resources arrive on scene, they must formally check in. This starts the on-scene, in-processing and validates the order requirements. Notification that the resource has arrived is sent back through the system. For resource managers, the mobilization process may include equipping, training, and/or inoculating personnel; designating assembly points that have facilities suitable for logistical support; and obtaining transportation to deliver resources to the incident most quickly, in line with priorities and budgets. EOCs and Incident Management Teams (IMTs) take direction from standard interagency mobilization guidelines at the national, regional, State, local, and tribal levels. Managers should plan and prepare for the demobilization process well in advance; often at the same time they begin the resource mobilization process. Early planning for demobilization facilitates accountability and makes transportation of resources as efficient, costs as low, and delivery as fast as possible."

Adequate rest and recuperation time and facilities for personnel should be provided. Mobilization guides should be developed at each jurisdictional level and within functional agencies providing appropriate rest and recuperation time guidelines. Important occupational health and mental health issues must also be addressed, including monitoring how such events affect emergency responders over time.

"NIMSCAST IV-B-6"
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Personnel Unit Leader by putting on your EOC vest; print names of all EOC Staff on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

☐ Post and maintain the EOC Organization Chart with names of all current EOC response staff

☐ Receive and process all incoming requests for personnel support; identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival, secure an estimated time of arrival for relay back to the requesting agency

☐ Develop a system for tracking personnel/volunteers processed by the Personnel Unit; maintain sign in/out logs; control must be established for the accountability of personnel used in the response effort

☐ Maintain information regarding:
  • Personnel/volunteers processed
  • Personnel/volunteers allocated and assigned by agency/location
  • Personnel/volunteers on standby
  • Special personnel requests by category not filled

☐ Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs

☐ Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency

☐ In coordination with the First Aid/Medical Unit in the Operations Section obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet First Aid/Medical needs

☐ Request technical expertise resources not available within the Evergreen Valley College (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through the mutual aid channels or the city and/or county emergency management coordinator
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Personnel Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
PURCHASING/SUPPLY UNIT LEADER

Primary Director of Financial Aid
Alternate Financial Aid Coordinator
Report To Logistics Section Chief
Supervise Purchasing/Supply Unit
Work Station EOC Logistics Section

Responsibilities
The Purchasing/Supply Unit Leader is primarily responsible for ordering equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment. Additional responsibilities include the following duties:

- Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
- Coordinate procurement actions with the Finance Section.
- Coordinate delivery of supplies and material as required.
- Supervise the Purchasing/Supply Unit.
Comprehensive Resource Management
Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource Management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate.

Inventorying Resources
A key aspect of the inventorying process is determining whether or not the primary-use organization needs to warehouse items prior to an incident. Resource managers make this decision by considering the urgency of the need, whether there are sufficient quantities of required items on hand, and/or whether they can be produced quickly enough to meet demand. Another important part of the process is managing inventories with shelf life or special maintenance considerations. Resource managers must build sufficient funding into their budgets for periodic replenishments, preventive maintenance, and capital improvements.

Categorizing Resources
Resources should be categorized by size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within jurisdictions, across jurisdictions, and between governmental and nongovernmental entities more efficient and ensures that ICs receive resources appropriate to their needs.

Effective Management of Resources
Resource managers should use validated practices to perform key resource management tasks systematically and efficiently. Examples include the following: (1) Acquisition Procedures used to obtain resources to support operational requirements. Preparedness organizations develop tools and related standardized processes to support acquisition activities. Examples include mission tasking, contracting, drawing from existing stocks, and making small purchases. (2) Management Information Systems used to collect, update, and process data; truck resources; and display their readiness status.

These tools enhance information flow and provide real time data in a fast-paced environment where different jurisdictions and functional agencies managing different aspects of the incident life cycle must coordinate their efforts. Examples include geographical information systems (GISs), resource tracking systems, transportation tracking systems, inventory management systems, and reporting systems. (3) Ordering, Mobilization, Dispatching, and Demobilization Protocols. Used to request resources, prioritize requests, activate and dispatch resources to incidents, and return resources to normal status. Preparedness organizations develop standard protocols for use within their jurisdictions. Examples include tracking systems that identify the location and status of mobilized or dispatched resources and procedures to "demobilize" resources and return them to their original locations and status.

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X 05 NIMSCAST II A 2 g
Y 05 NIMSCAST IV-B-3
Z 05 NIMSCAST IV-A-2-c
AA 05 NIMSCAST IV-A-2-e
Identifying Resource Requirements
Resource managers identify, refine, and validate resource requirements throughout the incident life cycle. This process involves accurately identifying (1) what and how much is needed, (2) where and when it is needed, and (3) who will be receiving or using it. Resources to be identified in this way include supplies, equipment, facilities, and incident management personnel and/or emergency response teams. If a requestor is unable to describe an item by resource type or classification system, resource managers provide technical advice to enable the requirements to be defined and translated into a specification. Because resource availability and requirements will constantly change as the incident evolves, all entities participating in an operation must coordinate closely in this process. Coordination begins at the earliest possible point in the incident life cycle.\(^h\)

Ordering and Acquiring Resources
Requests for items that the field Incident Commander cannot obtain locally are submitted through the local EOC or multi-agency coordinating entity using standardized resource-ordering procedures. If the servicing EOC is unable to fill the order locally, the order is forwarded to the next level—generally an adjacent local, State, regional EOC, or multi-agency coordination entity.\(^i\)

Nonexpendable Resources
These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization. Broken and/or lost items should be replaced through the Supply Unit, by the organization with invoicing responsibility for the incident, or as defined in pre-incident agreements.\(^j\)

Expendable Resources
These are also fully accounted for. Restocking occurs at the point from which a resource was issued. The incident management organization bears the costs of expendable resources, as authorized in preplanned financial agreements concluded by preparedness organizations. Returned resources that are not in restorable condition—whether expendable or nonexpendable—must be declared as excess according to established regulations and policies of the controlling entity. Waste management is of special note in the process of recovering resources. Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) are dealt with according to established regulations and policies.\(^k\)

\(^{h}\) NIMSCAST IV-B-4
\(^{i}\) NIMSCAST IV-B-5
\(^{j}\) NIMSCAST IV-B-8-a
\(^{k}\) NIMSCAST IV-B-8-b
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

Action Taken: Time/Date

☐ Identify yourself as the Purchasing/Supply Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

☐ Meet and coordinate activities with Finance Section Chief and determine purchasing authority to be delegated to Purchasing/Supply Unit

☐ Review, verify, and process requests from other sections for resources

☐ Maintain information regarding;
   - Resources readily available
   - Logistics requests
   - Status of shipments
   - Priority resource requirements
   - Shortfalls

☐ Coordinate with other Units as appropriate on proper use of Logistics Request Form (Tab 4) and resources requests received from Operations Units to ensure there is no duplication of effort or requisition

☐ Determine if needed resources are available from the City of San José and/or Santa Clara County stocks, mutual aid sources or other sources; arrange for delivery if available

☐ In coordination with the Cost Unit Leader in the Finance Section issue purchase orders for needed items within authorized cost limits

☐ Notify the Logistics and Finance Section Chiefs of procurement needs that exceed delegated authority; obtain needed authorizations and paperwork

☐ Arrange for delivery of procured resources

☐ Identify to the Logistics Section Chief any significant resource request(s) which cannot be met through local action, if possible suggest alternative methods to solve the problem

☐ Establish contact with the appropriate Operations Section Units and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations; coordinate actions as required

☐ Working with the Care and Shelter Unit establish a plan to obtain food for field and EOC feeding operations; coordinate with Operations Section to avoid duplication

☐ Continually update communications availability information with the Communications Unit; revise contact methods with suppliers as improved communications become available

☐ Review the situation reports as they are received; determine/anticipate support requirements; verify information where questions exist

☐ Establish and maintain disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
Provide and coordinate with the Transportation Unit Leader for the distribution of water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters

Coordinate resources with relief agencies (American Red Cross, etc.)

Establish and maintain a chain-of-custody record for all accountable equipment

Deactivation

Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure

Be prepared to provide input to the After Action Report (Tab 2)

Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

Deactivate the Purchasing/Supply Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

Leave forwarding phone number where you can be reached

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
Primary: Network Technician

Alternate: Jose Barraza

Report To: Logistics Section Chief

Supervise: Personnel Unit

Work Station: EOC Logistics Section

Responsibilities
The Communications Unit Leader is responsible for developing plans and implementing operations for the effective use of incident communications resources. These responsibilities include the distribution of communications equipment to the Evergreen Valley College EOC and field and coordination with the City of San José and/or Santa Clara County. Additional responsibilities include the following duties:

- Ensure radio, telephone, computer resources, and services are provided to EOC staff as required.
- Develop and distribute a communications plan which identifies all systems in use and lists specific phone numbers and frequencies allotted for the event or disaster.

Integrated Communications
Incident communications are facilitated through the development and use of a common Communications Plan and interoperable communications processes and architectures. This integrated approach links operational and support units of the various agencies involved and is necessary to maintain communications connectivity and discipline and enable common situational awareness and integration. Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.

05 NIMSCAST II-A-2-h
05 NIMSCAST V-B-1-b
Incident Communications
Incident Communications will follow the standards called for under the ICS. The EOC Director and IC manages communications at the EOC or an incident, using a common communications plan and an incident-based communications center established solely for use by the command, tactical, and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS/ICS, for communications.\textsuperscript{ii}

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Communications Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

\textsuperscript{ii} NIMSCAST V-B-1-b
General Operational Duties

☐ Obtain briefing from the Logistics Section Chief

☐ Provide input to the Logistics Section Chief on how your Unit will meet the objectives and priorities of the EOC Action Plan

☐ Advise the Logistics Section Chief on communications capabilities and limitations

☐ Set up EOC telephone and radio systems

☐ Establish appropriate communications with Evergreen Valley College field responders

☐ Ensure communications systems are installed, tested, and maintained

☐ Ensure an equipment accountability system is established and maintained

☐ Ensure personal portable radio equipment or cell phones are distributed as required

☐ Provide technical information as required on:
  - Adequacy of communications systems currently in operation
  - Geographic limitation on communications systems
  - Equipment capabilities
  - Amount and types of equipment available
  - Anticipated problems in the use of communications equipment

☐ Establish and maintain a chain-of-custody record for all accountable equipment (cellular phones, radios, etc.)

☐ Recover equipment from relieved or released Units
Deactivation

☐ Demobilize the Communications Unit in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Communications Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
TRANSPORTATION UNIT LEADER

Primary: Jan Tomisaka
Alternate: Angelo Nunes
Report To: Logistics Section Chief
Supervise: Transportation Unit
Work Station: EOC Logistics Section

Responsibilities
The Transportation Unit Leader is responsible for developing plans and implementing operations for effective transportation response. These responsibilities include the management of Evergreen Valley College transportation resources for the movement of Evergreen Valley College students, faculty and staff plus the movement of response resources. Additional responsibilities include the following duties:

- Develop and distribute a transportation plan which identifies transportation assets and schedules for the event or disaster.
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Transportation Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FFMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

- Obtain briefing from the Logistics Section Chief
- Provide input to the Logistics Section Chief on how your Unit will meet the objectives and priorities of the EOC Action Plan
- Advise the Logistics Section Chief on transportation capabilities and limitations
- Establish appropriate transportation support with Evergreen Valley College EOC and field responders
- Coordinate transportation requirements and scheduling with the City of San José and/or Santa Clara County as appropriate
- Coordinate transportation scheduling information with EOC Section Chiefs
Deactivation

☐ Demobilize the Transportation Unit in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Transportation Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
CARE AND SHELTER UNIT LEADER

POLICY ADVISORY GROUP
Board of Trustees

MANAGEMENT
President

Public Information Officer

Emergency Management Coordinator

Liaison Officer

OPERATIONS

Law Enforcement
Fire Rescue
Environmental Health and Safety
Facilities Management
Student Coordination
Parent Coordination
First Aid/Medical

PLANNING

Message Coordinator/Documentation
Situation Status
Damage Assessment
Recovery

LOGISTICS

Personnel
Purchasing/Supply
Communications
Transportation
Care & Shelter

FINANCE

Cost
Time

Primary
Dean of Social Sciences Humanities Arts & P. E.

Alternate
Christopher Ratto

Report To
Logistics Section Chief

Supervise
Care and Shelter Unit

Work Station
EOC Logistics Section

Responsibilities
The Care and Shelter Unit Leader is responsible for providing care and shelter for disaster victims and will coordinate efforts with city and county representatives and the American Red Cross and other volunteer agencies, for food and other hygiene support for responders (field and EOC). In addition, if required the College will provide shelter requirements for responders’ dependents.
START-UP CHECKLIST

Action Taken: Time/Date

☐ Identify yourself as the Care and Shelter Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

☐ Determine the need for an evacuation center or mass care shelter on campus

☐ Provide care and shelter support (to include food, water and shelter for extended operations) for victims of the emergency

☐ If mass evacuations are required and sheltering needs are established that are beyond the Evergreen Valley College's capacity to manage, coordinate with the City of San José and/or Santa Clara County to contact the local chapter of the American Red Cross and request an ARC liaison for the Evergreen Valley College EOC. Note: The ARC liaison may be assigned to the City of San José and/or Santa Clara County EOC only

☐ Ensure city or county building and safety departments have inspected the shelter site prior to occupancy following an earthquake and after each significant aftershock

☐ Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards

☐ Coordinate with the Personnel Unit to contact volunteer agencies and the City of San José and/or Santa Clara County staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs

☐ Coordinate with the Communications Unit Leader to provide communications where needed to link mass care facilities, the EOC and other key facilities

☐ Coordinate with the City of San José and/or Santa Clara County for the care of shelterees’ animals

☐ Coordinate with the Transportation Unit Leader for transportation needs of shelter victims

☐ Ensure shelter managers provide activity reports each operational period to the EOC including requests for delivery of equipment and supplies, any Evergreen Valley College expenditures, damages, casualties and numbers and types of persons sheltered; the reporting period will be determined by the Logistics Section Chief
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Care & Shelter Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
American Red Cross Agency Representative

Primary: Santa Clara Valley Chapter American Red Cross Chapter Red Cross Representative

Report To: Logistics Section Chief

Supervise: ARC Support Personnel as Assigned

Work Station: EOC Logistics Section

NOTE: This Checklist is provided in the event the American Red Cross provides an ARC representative to manage Care and Shelter efforts for Evergreen Valley College

Responsibilities
The American Red Cross Agency Representative is responsible for family service and referral, mass care, disaster welfare inquiry, and serves as liaison between county health leader(s) (Operations Section), the Care and Shelter and Personnel Unit Leader (Logistics Section), other volunteer agencies, and the American Red Cross Operations Director.

- In close coordination with the College, city(s) and county governmental agencies, identify and respond to care and shelter requirements and other relief requirements for the community supported by the ARC

- Serves as liaison between the College EOC and the American Red Cross Public Affairs Officer to encourage residents to go to the shelter nearest their residence
READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the American Red Cross Liaison by putting on your EOC vest; check-in at
the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key
staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise
information is essential to meet requirements for reimbursement by the California Office of
Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

- Provide care and shelter support (food, water, and shelter) to victims of the emergency

- Serve as liaison between the Evergreen Valley College EOC and ARC public affairs for public information regarding evacuation centers

- Report ARC care and shelter activities (staffing, registration, shelter feeding, pertinent evacuee information, etc.) to the public information officer of the Management Section and to the ARC operations director

- If a need is determined by the ARC operations director, serve as liaison between the Personnel Unit of the Logistics Section and the ARC operations director to contact volunteer agencies and the City of San José and/or Santa Clara County staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs

- Facilitate communications between other volunteer agencies and the ARC operations director for emergency mass feeding operations

- Ensure ARC shelter managers make periodic activity reports to you including requests for delivery of equipment and supplies, damages, casualties and numbers and types of persons sheltered

- Serve as a liaison between the ARC Operations Director and the Purchasing/Supply Unit Leader to ensure adequate food supplies, equipment and other supplies to operate mass care facilities

- Serve as a liaison between the EOC and the ARC operations director with regard to the evacuation and relocation or shelter-in-place of any mass care facilities which may be threatened by any hazardous condition

- Serve as a liaison between the Communications Unit Leader and the ARC operations director to provide communications where needed to link mass care facilities, the EOC and other key facilities

- Coordinate with the Transportation Unit Leader of the Logistics Section the transportation needs of shelterees

- Report to the interested sections (Management, Operations, Logistics) with regard to the opening, relocating and closing of shelter operations; also coordinate the above with adjacent communities if needed
Deactivation

☐ Coordinate demobilization of mass care and/or sheltering operations

☐ Ensure all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Logistics Section Chief

☐ Deactivate the ARC Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
# FINANCE SECTION

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>1</td>
</tr>
<tr>
<td>Overview</td>
<td>1</td>
</tr>
<tr>
<td>Command and General Staff Overview</td>
<td>1</td>
</tr>
<tr>
<td>Finance Section Staff</td>
<td>2</td>
</tr>
<tr>
<td>Finance Section Chief</td>
<td>2</td>
</tr>
<tr>
<td>Cost Unit</td>
<td>2</td>
</tr>
<tr>
<td>Recovery Unit</td>
<td>2</td>
</tr>
<tr>
<td>Finance Chief</td>
<td>3</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>4</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>5</td>
</tr>
<tr>
<td>Deactivation</td>
<td>6</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>6</td>
</tr>
<tr>
<td>Cost Unit Leader</td>
<td>7</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>7</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>8</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>9</td>
</tr>
<tr>
<td>Deactivation</td>
<td>10</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>10</td>
</tr>
<tr>
<td>Time Unit Leader</td>
<td>11</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>11</td>
</tr>
<tr>
<td>Start-Up Checklist</td>
<td>12</td>
</tr>
<tr>
<td>General Operational Duties</td>
<td>13</td>
</tr>
<tr>
<td>Deactivation</td>
<td>14</td>
</tr>
<tr>
<td>Reference Issues</td>
<td>14</td>
</tr>
</tbody>
</table>
FINANCE SECTION CHECKLISTS

PURPOSE

This section contains detailed information relating to the Evergreen Valley College Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Management Section. The EOC organization is based on the National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of the EOC Director to ensure each Management Staff member possesses and reads their checklists prior to assuming their duties. The EOC Director should also ensure the Section Chiefs also direct their staff to do the same.

OVERVIEW

A Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services. The Finance Section coordinates with the Logistics Section Purchasing/Supply Unit Leader the negotiation and administration of vendor and supply contracts and procedures. The extent of the disaster/emergency will determine the extent to which the Finance Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that isolates the College or requires expenditure of emergency funds the entire Section will mobilize.

COMMAND AND GENERAL STAFF OVERVIEW

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions. The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the Management function. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief. Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

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\(^p\) 05 NIMSCASTS II-A-3-c.-4
\(^q\) 05 NIMSCASTS II-A-3-a
FINANCE SECTION STAFF

The Finance Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. The following may be established as the need arises:

- Cost Unit
- Time Unit

The Finance Section Chief may activate additional Units to fulfill an expanded role if necessary.

Finance Section Chief
The Finance Section Chief, a member of the General Staff, is responsible for all financial management and cost analysis aspects of the incident and for supervising members of the Finance Section. Coordination of financial expenditures/procedures must be coordinated with both the Director of Emergency Services and the Logistics Section Chief.

Cost Unit Leader
The Cost Unit Leader is responsible for administering payment and gathering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. Accurate and timely documentation is essential to financial recovery.

Time Unit Leader
The Time Unit Leader is responsible for personnel time recording.
FINANCE CHIEF

POLICY ADVISORY GROUP
Board of Trustees

MANAGEMENT
President

Public Information Officer

Emergency Management Coordinator

Runners

Liaison Officer

OPERATIONS

Law Enforcement Fire Rescue

Environmental Health and Safety

Facilities Management

Student Coordination

Parent Coordination

First Aid/Medical

PLANNING

Message Coordinator/Documentation

Situation Status

Damage Assessment

Recovery

LOGISTICS

Personnel

Purchasing/Supply

Communications

Transportation

Care & Shelter

FINANCE

Cost

Time

Primary
Supervisor - Business Services

Alternate
Linh Chung

Report To
Director of Emergency Services

Supervise
Cost Unit
Time Unit

Work Station
EOC Finance Section

Responsibilities
The Finance Section Chief, a member of the General Staff, has the responsibility to ensure all financial records are maintained throughout the event or disaster. Coordination of financial expenditures/procedures must be coordinated with the Director of Emergency Services and the Logistics Section Chief. Additional responsibilities include:

- Ensure all financial records are maintained throughout the event or disaster.
- Ensure all on-duty time is recorded for all College emergency response personnel.
- In close coordination with the Director of Emergency Services determine purchase order limits for the procurement function in Logistics.
- Ensure all recovery documentation is accurately maintained during the response on the appropriate forms for later submission to the Federal Emergency Management Agency (FEMA) and/or the Governor’s Office of Emergency Services.
- Supervise the Finance Section.
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Finance Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
General Operational Duties

Important Note: The District provides the central point-of-contact for public information dissemination and District-wide emergency response coordination for non first responder (fire, police, EMS) issues.

☐ Activate and supervise the Evergreen Valley College Finance Section emergency response operations including:
  • Cost Unit Leader
  • Time Unit Leader
  • Recovery Unit Leader

☐ Develop an operating plan for Finance Section

☐ Identify and order supply and support needs for Finance Section

☐ Establish and implement the Finance Section objectives and priorities in support of the EOC Action Plan

☐ Provide input in all Action Planning sessions on financial and cost analysis matters

☐ Ensure all personnel time records are transmitted to supporting agencies according to policy

☐ Ensure all obligation documents initiated at the incident are properly prepared and completed

☐ Keep the Director of Emergency Services of Emergency Services aware of the current fiscal situation and other related matters, on an on-going basis

☐ Ensure the Time Unit tracks and records all College response staff time

☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section

☐ In coordination with the Logistics Section, ensure the Purchasing/Supply Unit processes purchase orders and develops contracts in a timely manner
Deactivation

☐ Demobilize the Finance Section in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

☐ Deactivate the Finance Section Chief position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three

TAB 1 - EOC ACTION PLANS
TAB 2 - AFTER ACTION REPORT
TAB 3 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT & LOG
TAB 4 - UNIT LOG ICS 214
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - SITUATION STATUS REPORTS
TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
Primary Marjorie Rico

Alternate Vicki Brewster

Report To Finance Chief

Supervise Cost Unit

Work Station EOC Finance Section

Responsibilities
The Cost Unit Leader is responsible for the management of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. Ensure all records identify scope of work and site-specific work location. Additional responsibilities include the following duties:

- Establish and manage accounting system to support EOC and field operations.
- Coordinate use of purchase orders or other instruments of payment with Logistics Section Chief.
- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Coordinate with Purchasing/Supply Unit and Finance Section Chief on all matters involving the need to exceed established purchase order limits.

Reimbursement
Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities. Reimbursement processes also play an important role in establishing and maintaining the readiness of resources. Processes and procedures must be in place to ensure that resource providers are reimbursed in a timely manner. These must include mechanisms for collecting bills, validating costs against the scope of the work, ensuring that proper authorities are involved, and accessing reimbursement programs, such as the Public Assistance Program and the Emergency Relief Program.\(^1\)

\(^1\) NIMSCAST IV-B-9
Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Cost Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

☐ Obtain briefing from Finance Section Chief; clearly establish spending limit authorities and procedures

☐ In coordination with the Finance Section Chief coordinate payment procedures and disseminate information to the Purchasing/Supply Unit Leader in the Logistics Section

☐ In coordination with the Finance Section Chief establish and disseminate information relating to contracting for services

☐ Obtain and record all cost data

☐ Prepare incident cost summaries

☐ Provide input to the Finance Section Chief on how your Unit will meet objectives and priorities of the EOC Action Plan

☐ Make recommendations for cost savings to Finance Section Chief

☐ Ensure all records identify scope of work and site-specific work location

☐ Maintain cumulative incident cost records

☐ Ensure all cost documents are accurately prepared

☐ Complete all records prior to demobilization

☐ Provide reports to Finance Section Chief
Deactivation

☐ Demobilize the Cost Unit in accordance with the EOC Action Plan

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Finance Section Chief

☐ Deactivate the Cost Unit Leader position and close out logs when authorized by the Finance Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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   TAB 7 - EOC CHARTS AND REPORTS
   TAB 8 - SITUATION STATUS REPORTS
   TAB 9 - EMERGENCY PUBLIC INFORMATION
   TAB 10 - DAMAGE ASSESSMENT
   TAB 11 - RECOVERY
Primary       Tina Nguyen
Alternate      Erlinda Martinez
Report To     Finance Chief
Supervise     Time Unit
Work Station  EOC Finance Section

Responsibilities
The Time Unit Leader tracks hours worked by the Evergreen Valley College responder staff, volunteers, contract labor, mutual aid and all others. Ensure daily personnel time recording documents are prepared in compliance with College time management policy. Specific responsibilities include:

- Track, record, and report all on-duty time for personnel working during the event or disaster.
- Ensure personnel time records, travel expense claims and other related forms are prepared and submitted to the budget and payroll office.
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist
Action Taken: Time/Date

☐ Identify yourself as the Time Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain a chronological (time and date) Unit Log ICS 214 (Tab 4). Precise information is essential to meet requirements for reimbursement by the California Office of Emergency Services and FEMA. Accurately document the following data:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information
General Operational Duties

☐ Determine specific requirements for the time recording function

☐ Coordinate time tracking with the Personnel Unit of the Logistics Section

☐ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure time records are accurate and prepared in compliance with College policy

☐ Obtain complete personnel rosters from the Personnel Unit; rosters must include all EOC Personnel as well as personnel assigned to the field level

☐ Provide instructions for all supervisors to ensure time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them

☐ Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response

☐ Keep the Finance Section Chief informed of significant issues affecting the Time Unit
Deactivation

☐ Ensure all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report (Tab 2)

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Finance Section Chief

☐ Deactivate the Time Unit Leader position and close out logs when authorized by the Finance Section Chief; return vest and equipment to their original location

☐ Leave forwarding phone number where you can be reached

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TAB 9 - EMERGENCY PUBLIC INFORMATION
TAB 10 - DAMAGE ASSESSMENT
TAB 11 - RECOVERY
# VOLUME TWO, CHAPTER THREE

## EMERGENCY OPERATIONS CENTER DOCUMENTATION

### TABLE OF CONTENTS

**EOC Action Plans**
- Action Plan Overview
- Importance of Written Action Plans
- Operational Periods
- Management by Objectives
- Objectives that are Measurable
- Essential Elements in the Written Action Plan
- Responsibilities for Action Planning
- Sequence of Activities in the Action Planning Process
- The Action Plan Meeting
- Operational Period Turnover Brief and Transfer of Command
- Action Plan Worksheet Instructions
- Sample Action Plan Worksheet
- Blank EOC Action Plan

**After Action Report**
- After Action Report Overview
- Use of After-Action Reports
- After Action Report Questionnaire – Evergreen Valley College

**Individual Log (ICS 214)**
- Individual Log (ICS 214) Overview
- Blank Individual Log (ICS 214)

**Major Incident or Significant Information Report**
- Major Incident or Significant Information Report Overview
- Major Incident or Significant Information Report Instructions
- Message Center Coordinator Instructions
- Major Incident or Significant Information Report Distribution
- Logging Report in Message Coordinator Master Log and Section Chief’s Log
- Major Incident or Significant Information Report Flow Chart
- Blank Major Incident or Significant Information Report

**Logistics Request Form**
- Logistics Request Form Overview
- Completing the Logistics Request Form
- Blank three part Logistics Request Form

**EOC Maps**
- EOC Map Overview

**EOC Charts and Reports**
- EOC Charts and Reports Overview
Situation Status Reports

Emergency Public Information

Damage Assessment Procedures

Recovery
TAB 1

EOC ACTION PLAN

EOC ACTION PLAN OVERVIEW

The action planning process is an essential tool used by jurisdictions in managing major emergency situations. The action planning process is a key element to ensure that the entire organization will be focused and acting as a unified, coordinated body. There must be a clear understanding of the objectives, the time frame (operational period) of the next shift and the EOC Section and individual unit leader tasks to complete the overall organizational objectives and priorities. In NIMS the term Incident Action Plan (IAP) is the norm. In the San José/ Evergreen CCD EOC the Term EOC Action Plan is utilized at the EOC level and the term Incident Action Plan is used at the field level. EOC Action Plans and Incident Action Plans provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.5

Importance of Written EOC and Incident Action Plans

An Incident Action Plan is defined as a plan that contains general management objectives reflecting the overall incident strategy and specific action plans for the next operational period.1 Written EOC and Incident Action Plans are significant tools and provide vital information:

- Designation of measurable objectives. Objectives identified in the Incident Action Plan should be clearly defined, quantifiable and measurable. Section Chiefs should ensure Unit Leaders assigned to complete the objectives are completing them in a timely manner.
- Designation of Command and General Staff positions. All appropriate EOC positions should be assigned and filled for each Operational Period.
- Manageable Span of Control. The optimum Span of Control for a manager is between three and seven individuals. Section Chiefs should not manage more than seven individuals during emergency operations.
- Clear Chain of Command. All EOC staff should know who they report to and should follow that chain of command for information or decision flow.
- ICS form 205 Communications Plan to ensure a Common Communications Plan that can be used by all participants6
- Use of plain language. Since non tactical personnel fill a number of EOC roles the use of plain language should be followed to reduce confusion.7

Note: The EOC Action Plan relates to the Strategic Jurisdiction level plan. The Incident Action Plan is completed by the tactical Incident Commander (Fire Battalion Chief, Law Enforcement Incident Commander) located in the field.

Operational Periods

An Operational Period can be of various lengths of time but are usually no longer than 24 hours. The length of the operational period is based on a number of issues:

- Length of time needed to achieve tactical objectives.

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5 05 NIMSCAST II-A-2-d
1 10 NIMSCAST METRIC 2.3
6 10 NIMSCAST METRIC 2.4
7 10 NIMSCAST METRIC 2.5
Availability of fresh resources
Future involvement of additional resource
Environmental considerations (e.g., light, weather)
Safety considerations

Most jurisdictions strive to adjust to 12 hour Operational Periods once the 1st Operational Period is completed. The 1st Operational Period should extend through the essential life safety issues if at all possible. Also, the 12 hour operational periods should conform to day or night operations, i.e., 6AM to 6PM and from 6PM to 6AM.

Management by Objectives
Management by objectives represents an approach that is communicated throughout the entire ICS organization. This approach includes the following:

- Establishing overarching objectives
- Developing and issuing assignments, plans, procedures and protocols
- Establishing specific, measurable objectives to ensure fulfillment of incident management goals
- Incident Management objectives-setting begins at the top and is communicated throughout the entire organization
- Documenting results to measurable performance and facilitating corrective action

Objectives that are Measurable
EOC Action Plans identify Measurable Objectives. Measurable objectives ensure fulfillment of incident management goals. Objective setting begins at the top and is communicated throughout the entire organization.

Essential Elements in the Written Action Plan
For an Action Plan to be effective it must include a number of essential elements. These elements are listed below:

- List of Objectives - statement of expected achievement(s); objectives must be attainable, measurable, and flexible. This information is listed on the Action Plan Worksheet and page 1 of the EOC Action Plan.
- Organization - elements of the ICS organization that will be active and in place for the next operational period. This information is listed by staff name on the 2nd page of the EOC Action Plan in the ICS organization Chart.
- Tactics and Assignments - the tactics and operations for achieving the objectives; tactics normally are set by the Operations Section; resource support and acquisition of necessary personnel and materials are accomplished by the Logistics and Finance Sections. This information is listed on pages 3 and 4 of the EOC Action Plan.
- Supporting Material - includes maps, weather information, special information, the communications plan, medical plan, and any other special data. A copy of the Action Plan should be added at the end of the EOC Action Plan and additional pages may be added.

\[05\text{ NIMSCAST II-A-2-c}\]
\[05\text{ NIMSCAST II-A-1-f}\]
Responsibilities for Action Planning
The Planning Section Chief is responsible for scheduling and leading the action planning meeting whenever the EOC is activated and follow-on shifts are required. The EOC Action Plan (or Incident Action Plan) is developed by the Planning Section Chief and is approved by the EOC Director. A single individual, the Operations Section Chief, directs the actual implementation of the EOC Action Plan. The Operations Section Chief will normally come from the agency (or department) with the greatest jurisdictional involvement in the incident. Unified Command (EOC Director and the General Staff and other jurisdictions or agencies) will agree on the designation of the Operations Section Chief. The Planning Section Chief also has the responsibility for providing an appropriate number of copies of the draft and final EOC Action Plan for distribution.³

Sequence of Activities in the Action Planning Process
1. The Planning Section Chief schedules the Action Planning meeting approximately 2 – 3 hours prior to the shift change. The meeting should be conducted in a quiet room away from the EOC. All Command and General staff members must be in attendance. Copies of the current Action Plan Worksheet and a 2nd blank Action Plan Worksheet are taped to the wall in the meeting room.
2. The Planning Section Chief will present a verbal brief to the Command and General Staff of the current situation by covering the status of response to meet the objectives listed on the current operational period Action Plan Worksheet.
3. The Operations, Planning, Logistics, and Finance Section Chiefs brief the Command and General Staff on their present situations based on the current Action Plan Worksheet.
4. Using the 2nd (blank) Action Plan Worksheet the Planning Section Chief commences the identification of the specific objectives for the next operational period. Each of the participants provide input. Refer to EOC Action Plan Worksheet at end of this section.
5. Once the action planning meeting is complete the Planning Section transcribes the final Objectives and Priorities from the Action Plan Worksheet to the EOC Action Plan.
6. The completed 1st page and blank pages 2, 3 and 4 of the EOC Action are given to each Section Chief. Based on the objectives and priorities listed on page 1 replacement staff names are identified by each Section Chief on their page 2 and appropriate specific responsibilities for each Unit Leader to meet the objectives and priorities are listed in the appropriate section block. If for some reason it is determined that one of the objectives and priorities listed on page 1 of the EOC Action Plan cannot be met, either the objective and priority must be changed or additional resources identified to allow completion of the task. When each Section Chief completes the review process with their staff the completed documents are returned to the Planning Section Chief.
7. The Planning Section Chief then combines the information into a master final document. The Planning Section Chief reviews the document to ensure that it is a workable plan. The final EOC Action Plan is presented to the EOC Director for his/her review and signature.
8. The Planning Section Chief provides copies of the final EOC Action Plan to the next operational period Section Chiefs at the beginning of the turnover brief. He uses the Action Planning worksheet to brief the Objectives and Priorities for the next operational period. Additional information is provided by the previous operational period EOC Director and Section Chief as needed to clarify or add information provided by the Planning Section Chief.
9. The previous EOC Section Chiefs and unit leaders sit down with their replacements and address tactical actions for the problems identified in the EOC Action Plan - based on the objectives and priorities. Each unit leader must discuss specific plans or tasks to meet the objectives and priorities. Agency Representatives should address their support to the overall objectives of the

³ 05 NIMSCAST II-A-3-b-1-b-iii
jurisdiction while keeping in mind that they will also employ the same process for their own organizational objectives.

10. The Operations Section determines the strategic tactical actions necessary to protect life and property.

11. The Planning section continues to capture the information necessary to produce reliable and current situation status reports, project future needs and outcomes, facilitate the action planning process and meetings, and finally, to maintain a document record of the emergency and response efforts.

12. The Logistics Section determines their requirements for obtaining the needed personnel, supplies, and materials to support the Operations Section in the pursuit of the organizational objectives.

13. The Finance Section determines their requirements for paying, documenting, and recovering the funds for personnel, supplies, and materials to support the Operations Section in the pursuit of the organizational objectives.

14. The Policy/Advisory Group (if available) should be provided a copy of the EOC Action Plan.

The Action Plan Meeting
This meeting is critical and there may be a tendency for these meetings to last longer than necessary unless they are kept on track and with focus. The Planning Section Chief will be responsible for running the action planning meeting. There are some important tenants for this meeting:

- All participants must come prepared
- Strong leadership must be evident
- Agency representatives must be able to commit resources for their agencies
- Cell phones off; pagers on vibrate only, no interruptions
- The Current and a blank Action Plan Worksheet must be posted and ready for use

Operational Period Turnover brief and Transfer of Command
Approximately 30 minutes prior to a shift change a formal briefing by the outgoing EOC Emergency Response Team should be conducted for the EOC Emergency Response Team. This formal brief provides and foundation for the incoming Emergency Response Team and establishes the transfer of command. The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene (or at the jurisdiction EOC) responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and efficient operations. Accordingly the briefing process will be conducted as follows:

1. Situation overview:
Provide a description of the emergency situation. The situation overview should be presented by the senior official applicable to the emergency (Police or Fire Chief or Public Works Director). Report:
- When the emergency occurred or is expected to occur.
- What are the key facts known about the emergency.
- Where has the emergency occurred or expected to occur.

2. Emergency response actions underway:
Provide a brief description of emergency response actions underway or pending. The identification of emergency response actions underway should be presented by the senior official applicable to the emergency (Police or Fire Chief or Public Works Director) to the assembled EOC response team.

\[05\textsc{Nimscast II-A-2-l}\]
3. **Time period of Operational Period:**
   Identify the time period (shift beginning and end time) the San José / Evergreen CCD EOC Team will be in the EOC. Presented by the EOC Director or Planning Section Chief.

4. **Identify the strategic Objective and Priorities for the 1st Operational Period:**
   Identify the strategic EOC Objectives and Priorities that the San José / Evergreen CCD EOC Team will manage and coordinate during the 1st Operational Period. The EOC Objectives and Priorities will be presented by the senior official applicable to the emergency (Police or Fire Chief or Public Works Director) or the Planning Section Chief. Additionally, identify the individual (Section Chief or Unit Leader) responsible for the management of each specific Objective and Priority to ensure that there is no question regarding who has the responsibility to accomplish the specific tasks.
ACTION PLAN WORKSHEET INSTRUCTIONS

☐ Assignment of Facilitator
Assign a facilitator to lead the discussion of the Crisis Action Team to finalize the Objectives and Priorities for the 1st Operational Period. The Action Plan Worksheet must be completed within a 30 minute time frame.

☐ Place Action Plan Worksheet Chart on the Wall
Tape a blank Action Plan Worksheet Chart on the wall so that all the members of the Crisis Action Team can clearly see it and the facilitator can print information (legibly) on the chart.

See Sample Action Plan Worksheet  Next Page

ACTION PLAN WORKSHEET:

☐ Identify the Operational Period Number, Beginning and Ending Times
- Operational Period Number: 1st for the first Operational Period. Then numbers go in sequence
- Beginning Time: The time of the emergency event* or the time the EOC was activated if the EOC is planning for a possible future emergency event.
  *If the emergency event already occurred
- Ending Time: The time that you want to effect a shift change to a new EOC Team. Note: If possible, extend the 1st Operational Period through the completion of critical life safety measures.

☐ Identify Strategic Objectives and Priorities
Ensure that the Objectives and Priorities are strategic in nature. Tactical or field level decisions are made by the field Incident Commanders only.

☐ Identify the EOC level response Strategies, Resources and EOC Manager
- Identify the Strategy for each Objective and Priority. Important Note: Tactical or field level decisions are made by the field Incident Commander only.
- Identify the Resources and EOC Manager * responsible for completion of the strategy.
  *Section Chief and/or Unit Leaders to carry out the strategy.

Example EOC Action Plan for Earthquake Scenario

<table>
<thead>
<tr>
<th>Objectives and Priorities</th>
<th>Strategy</th>
<th>Resources and EOC Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFE SAFETY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify and respond to</td>
<td>Complete safety assessment &amp; respond appropriately</td>
<td>Law Enforcement, Fire/Rescue and Public Works ULs</td>
</tr>
<tr>
<td>life threatening situations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SEE ACTION PLAN WORKSHEET FOR A MORE DETAILED EXAMPLE

Facilitator: Recommend that the Crisis Action Team members DO NOT attempt to identify the detailed steps to complete the strategies. The detailed steps will be completed by the assigned resources. See Action Plan Worksheet example.

Volume Two.doc / October 2011  EOC Action Plan

EOC ACTION PLAN
SAMPLE COLLEGE

OPERATIONAL PERIOD:
DATE: Nov 19, 2004  TIME: From: 18:00 AM  To: 06:00 AM

DESCRIPTION OF SITUATION
At 08:47 AM on Nov 19, 2004 a major explosion occurred at Tonopah North Dormitory second floor. The Sample County Fire Department has assumed incident command on scene. Beach Hall and the Dining Commons buildings were evacuated. Injured transported to local hospitals. Event under investigation as a terrorism event by the Sample County Sheriff's Office and Sample City Police Department. The FBI is also commencing an investigation. 2 deaths, 21 injured and 3 missing reported as of 3 PM.

No.  OBJECTIVES AND PRIORITIES FOR OPERATIONAL PERIOD
1. Protection from other possible terrorist attacks for students, faculty, staff and responders remaining on campus
2. Monitor medical status of students and faculty at area hospitals
3. Manage on-going Care and Shelter Operations
4. Effect continued coordination for support of families of deceased students
5. Conduct security operations to protect evacuated buildings from looting
6. Maintain isolation of Tonopah North Dormitory during investigation
7. Maintain contact with the Board of Governors, the County and City EOCs as appropriate
8. Prepare formal statement for media for 10 PM TV News, coordinate with all concerned prior to release
9. Prepare for Damage Assessment Operations tomorrow
10. Develop initial plan for Recovery Operations commencing ASAP

OPERATIONAL PERIOD WEATHER FORECAST
Continued fall conditions with temperatures ranging from the high 40s at night to low 60s in the afternoon.

SAFETY MESSAGE
Ensure all responders work in a safe manner.

ATTACHMENTS (Check if Attached)  
EOC Action Worksheet  Current Sitrep  Other Information
Organization Chart  Map or Pictures

PREPARED BY:  APPROVED BY (EOC DIRECTOR):  PAGE 1 of 5
### EOC STAFFING ORGANIZATION / LIST

#### EOC DIRECTOR

**Jim Smith**

- **Public Information Officer**
  - Barry Goldwater
- **Emer. Mgmt. Coordinator**
  - Kent Paxton
- **Liaison Officer**
  - Larry Parish

#### OPERATIONS

**Barry Robertson**
- Law Enf. Fire / Rescue
  - Bart Simpson
- Env. Health & Safety
  - Stan Musial
- Facilities Mgmt.
  - Walter Jones
- Student Coordination
  - Fred Pink
- Parent Coordination
  - Lucy Frank
- First Aid / Medical
  - Tom Maruyama

#### PLANNING

**Kamey Clark**
- Documentation Coord.
  - Paula Jones
- Situation Status
  - Sandy Peterson
- Damage Assessment
  - John Abelson
- Recovery
  - Jim Westcott

#### LOGISTICS

**Clark Kent**
- Personnel
  - Pamela Peterson
- Purchasing / Supply
  - Al Simpson
- Comm. / Transportation
  - Ron Casada
- Care/Shelter
  - Joe Perez

#### FINANCE

**Amul Henderson**
- Cost Unit
  - Ronald Reagan
- Time Unit
  - Buzz Baker

### OTHER KEY RESPONSE PERSONNEL

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### INSTRUCTIONS

Fill in names of EOC Staff and Other Key Response Personnel for this operational period.

PREPARED BY: Name of Planning Chief APPROVED BY (EOC DIRECTOR): Signature of Director PAGE 2 of 5
### MANAGEMENT SECTION TASKS FOR THIS OPERATIONAL PERIOD

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Management of Emergency Operations</td>
<td>EOC Director</td>
</tr>
<tr>
<td>Coordinate preparation for and completion of 10 PM TV news briefing</td>
<td>PIO</td>
</tr>
<tr>
<td>Ensure safe response operations</td>
<td>EOC Director</td>
</tr>
</tbody>
</table>

### OPERATIONS SECTION TASKS FOR THIS OPERATIONAL PERIOD

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage and coordinate continued Operations Section response</td>
<td>Operations Chief</td>
</tr>
<tr>
<td>Maintain isolation of Tonopah North Dormitory and other evacuated bldgs.</td>
<td>Law Enforcement UL</td>
</tr>
<tr>
<td>Monitor status of injured in area hospitals and provide medical support toCare and Shelter operations as required</td>
<td>First Aid / Medical UL</td>
</tr>
<tr>
<td>Provide continued support to families of deceased as appropriate</td>
<td>Parent Coord. UL</td>
</tr>
</tbody>
</table>

### PLANNING SECTION TASKS FOR THIS OPERATIONAL PERIOD

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage essential EOC information and coordination of Action Planning meetings</td>
<td>Planning Section Chief</td>
</tr>
<tr>
<td>Prepare plan to conduct Damage Assessment Operations for tomorrow</td>
<td>Damage Assmt. UL</td>
</tr>
<tr>
<td>Maintain up-to-date accurate information for EOC Staff</td>
<td>Sitrep UL</td>
</tr>
<tr>
<td>Prepare initial plan for Recovery Operations commencing ASAP</td>
<td>Recovery UL</td>
</tr>
<tr>
<td>Collection of essential documentation</td>
<td>Documentation UL</td>
</tr>
</tbody>
</table>
### LOGISTICS SECTION TASKS FOR THIS OPERATIONAL PERIOD

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned To</th>
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</thead>
<tbody>
<tr>
<td>Manage coordination of all EOC and field logistics support</td>
<td>Logistics Section Chief</td>
</tr>
<tr>
<td>Manage communications and transportation support for EOC</td>
<td>Comm/Trans. UL</td>
</tr>
<tr>
<td>Manage personnel resource requirements for EOC and field response</td>
<td>Personnel UL</td>
</tr>
<tr>
<td>Manage Care and Shelter Operations</td>
<td>Multi-Service UL</td>
</tr>
<tr>
<td>Manage EOC and field supply requirements</td>
<td>Purchasing/Supply UL</td>
</tr>
</tbody>
</table>

### FINANCE SECTION TASKS FOR THIS OPERATIONAL PERIOD

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned To</th>
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</thead>
<tbody>
<tr>
<td>Coordinate all aspects of finance relating to the emergency response</td>
<td>Finance Chief</td>
</tr>
<tr>
<td>Manage payment for supplies and services in relation to the</td>
<td>Cost UL</td>
</tr>
<tr>
<td>emergency response</td>
<td>Time UL</td>
</tr>
<tr>
<td>Manage and coordinate collection of work time records for all</td>
<td></td>
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<tr>
<td>responders</td>
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</tbody>
</table>

### ADDITIONAL ESSENTIAL INFORMATION

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-
EOC ACTION PLAN

OPERATIONAL PERIOD:

DATE: ____________________________

TIME From: ____________________________ AM □ PM □ To: ____________________________ AM □ PM □

DESCRIPTION OF SITUATION

No. | OBJECTIVES AND PRIORITIES FOR OPERATIONAL PERIOD

| | |

OPERATIONAL PERIOD WEATHER FORECAST

SAFETY MESSAGE

ATTACHMENTS (Check if Attached):

☐ EOC Action Worksheet ☐ Current Sitrep ☐ Other Information

☐ Organization Chart ☐ Map or Pictures

PREPARED BY: ____________________________ APPROVED BY (EOC DIRECTOR): ____________________________ PAGE 1 of ___
EOC STAFFING ORGANIZATION / LIST

EOC DIRECTOR

- Public Information Officer
- Emer. Mgmt. Coordinator
- Liaison Officer

OPERATIONS
- Law Enf. Fire / Rescue
- Env. Health & Safety
- Facilities Mgmt.
- Student Coordination
- Parent Coordination
- First Aid / Medical

PLANNING
- Documentation Coord.
- Situation Status
- Damage Assessment
- Recovery

LOGISTICS
- Personnel
- Purchasing / Supply
- Communications
- Transportation
- Care/Shelter

FINANCE
- Cost Unit
- Time Unit

OTHER KEY RESPONSE PERSONNEL

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INSTRUCTIONS

Fill in names of EOC Staff and Other Key Response Personnel for this operational period.

PREPARED BY:  APPROVED BY (EOC DIRECTOR):  PAGE 2 of
### Management Section Tasks for This Operational Period

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### Operations Section Tasks for This Operational Period

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### Planning Section Tasks for This Operational Period

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<td>LOGISTICS SECTION TASKS FOR THIS OPERATIONAL PERIOD</td>
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<th>ADDITIONAL ESSENTIAL INFORMATION</th>
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PAGE 4 of ___
<table>
<thead>
<tr>
<th>OBJECTIVES AND PRIORITIES</th>
<th>STRATEGY</th>
<th>RESOURCES &amp; EOC MGR.</th>
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<tr>
<td>LIFE SAFETY</td>
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<td>PROTECTION OF PROPERTY</td>
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<td>OTHER ISSUES</td>
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TAB 2

AFTER ACTION REPORT

AFTER ACTION REPORT OVERVIEW

The completion of After Action Reports is a part of the required ICS reporting process. At the Evergreen Valley College the Planning Section Chief is responsible for the completion of the Evergreen Valley College After Action Report. Other Evergreen Valley College Section Chiefs will provide appropriate section information to assist in the completion of the report.

Use of After Action Reports

After Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of ICS.
- Describe and define a plan of action for implementation of improvements for the Evergreen Valley College Emergency Operations Plan or response procedures.

The ICS approach to the use of After Action Reports emphasizes the improvement of emergency management at all levels. The After Action Report provides a vehicle for not only documenting system improvements, but can also provide a working plan for how these improvements can be implemented.

It may be useful to coordinate the After Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After Action Reports when appropriate and feasible. For example, city or county jurisdiction may take the lead in coordinating the development of an After Action Reports which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall city or county level report.

The Evergreen Valley College After Action Report will be completed in two parts:

- After Action Report Questionnaire
- After Action Written Comments

Corrective Action and Mitigation Plans

Corrective action plans are designed to implement procedures that are based on lessons learned from actual incidents or from training and exercises. Mitigation plans describe activities that can be taken prior to, during, or after an incident to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.\textsuperscript{a}a

\textsuperscript{a}a 05 NIMSCAST III-B-2-a-4
AFTER ACTION REPORT QUESTIONNAIRE
EVERGREEN VALLEY COLLEGE

Event Name: ___________________________ Due By: ___________________________

Section A.

1. THIS FORM IS FOR (check one):
   □ Evergreen Valley College Department
   □ Evergreen Valley College EOC Director

2. Completed by ___________________________ Name (print) ___________________________
   Department/Organization ___________________________
   Phone Number ___________________________

Section B.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Were procedures established and in place for response to the disaster?</td>
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<td>2. Were procedures used to organize initial and ongoing resources?</td>
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<tr>
<td>3. Was the ICS used to manage field response?</td>
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<td>4. Were all NIMS/SEMS sections used?</td>
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<tr>
<td>5. Was Unified Command considered or used?</td>
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<td>6. Was your EOC activated?</td>
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<tr>
<td>7. Was the EOC organized according to NIMS/SEMS</td>
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<tr>
<td>8. Were sub-functions in the EOC assigned around the five ICS functions?</td>
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<tr>
<td>9. Were response personnel in the EOC trained?</td>
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<tr>
<td>10. Were action plans used in the EOC?</td>
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<tr>
<td>11. Were action planning processes used at the field response level?</td>
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<tr>
<td>12. Was coordination performed with volunteer agencies such as American Red Cross?</td>
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<tr>
<td>13. Was the city or county EOC activated?</td>
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<tr>
<td>14. Was Mutual Aid requested and received?</td>
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<td>15. Were the EOC mutual aid efforts coordinated?</td>
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<tr>
<td>16. Was a multi-agency or inter-agency group established at the EOC level?</td>
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<tr>
<td>17. Was communication established and maintained between agencies?</td>
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<td>18. Was public warning completed according to procedure?</td>
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<tr>
<td>19. Was there coordination with the media regarding the disaster and public safety?</td>
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</table>
AFTER ACTION REPORT QUESTIONNAIRE FOR

(Disaster Name)

20. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources.

21. As you responded, was there any part of ICS that did not work for your agency? If so, how would/did you change the system to meet your needs?

22. As a result of your response to this incident, are any changes needed in the Evergreen Valley College Emergency Operations Plan and procedures? If so, please explain.

23. As a result of your response to this incident, can you identify any specific areas not covered in the current Approved Course of Instruction?

24. If applicable, what recovery activities have you taken to date? Include such things as damage assessment surveys completed, hazard mitigation efforts undertaken, claims filed, and reconstruction activities.
AFTER ACTION WRITTEN COMMENTS

ISSUE: Identify the Basic Issue. Example: Communications Problems.

DISCUSSION: Identify the situation and problems associated with the Issue.

RECOMMENDATION: Provide recommendations to correct the problem identified in the Issue and Discussion.

ISSUE:

DISCUSSION:

RECOMMENDATION:
TAB 3

INDIVIDUAL LOG (ICS 214)

INDIVIDUAL LOG (ICS 214) OVERVIEW
The EOC Unit Log (ICS 214) is utilized by each EOC Response Team Member to record essential information. Precise information is essential to meet requirements for reimbursement by California Office of Emergency Service (OES) and FEMA. Accurately document the following data:

- Time on duty and assignments
- Decisions, actions taken and justification
- Names and phone numbers of key contacts
- Requests filled or denied
- Other important information
PAGE LEFT INTENTIONALLY BLANK
## Personnel Roster Assigned

<table>
<thead>
<tr>
<th>Name</th>
<th>Start Time on Duty</th>
<th>End Time on Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Horton</td>
<td>8:00 AM</td>
<td></td>
</tr>
</tbody>
</table>

## Activity Log

<table>
<thead>
<tr>
<th>Time</th>
<th>Major Events or Key Information</th>
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</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>Commenced Operations on Earthquake Response</td>
</tr>
<tr>
<td>8:45 AM</td>
<td>Received tasking from EOC Director to request additional Law Enforcement Officer Mutual Aid.</td>
</tr>
<tr>
<td>8:50 AM</td>
<td>Contacted Sample City PD Chief Brian Smith (PH 223-4567) and requested additional 4 officers which was approved.</td>
</tr>
<tr>
<td>8:52 AM</td>
<td>Notified Planning and Logistics Chiefs of additional Law Enforcement Personnel expected to arrive at 09:45 AM.</td>
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<tr>
<td>TIME</td>
<td>MAJOR EVENTS OR KEY INFORMATION</td>
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TAB 4

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

MAJOR INCIDENT OR SIGNIFICANT INFORMATION OVERVIEW

Information will reach the EOC through many different channels: public safety communications, telephone, government radio, amateur radio, commercial broadcasts, runners, etc. One of the primary functions of the EOC is to collect, analyze, and disseminate important information relating to major incidents or important information - to facilitate a coordinated response from the five EOC sections. Major incidents or significant events are those occurrences that require the deployment of jurisdiction resources and require tracking for response management or cost recovery purposes.

The following EOC Major Incident or Significant Information Report should to be used by the staff to establish consistent incident numbers and to disseminate incident information throughout the EOC relating to major incidents or significant information. To reduce the amount of EOC documentation, the Major Incident or Significant Information Report should not be used for passing non-essential information. Also, the Major Incident or Significant Information Report should not be used for requesting supplies or equipment - use the Logistics Request Form.

Major Incident or Significant Information Report Receipt Instructions

<table>
<thead>
<tr>
<th>Priority:</th>
<th>Check appropriate block</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Check the appropriate box to assign the priority of the report on the top line of the report. Priority classifications are as follows:</td>
</tr>
<tr>
<td></td>
<td>• Life Threatening – lives endangered, immediate response required</td>
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<td></td>
<td>• Urgent – timely operational response required</td>
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<td></td>
<td>• Non-Urgent – routine data and logistics form</td>
</tr>
</tbody>
</table>

Report # 1,2,3,4,5 etc. **DO NOT FILL IN THIS BLOCK.** The report number will be provided by the Message Coordinator in the Plans Section.

Incident # **DO NOT FILL IN THIS BLOCK.** The incident number will be provided by the Message Coordinator in the Plans Section if it applies to a new incident.

Date Print the date of receipt of form in the date block at the top of the report.

Time Print the time of receipt of the report in the time block. Use military time or include the terms AM or PM to clearly identify the correct time.

Name of person completing this report Print the name of the individual who received the information and filled out the report.

EOC Position of person completing this report Print the EOC position of individual who filled out the report.
<table>
<thead>
<tr>
<th>EOC Phone No.</th>
<th>Print the phone number of the individual who filled out the report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Source Name</td>
<td>Print the name of the individual who provided the information.</td>
</tr>
<tr>
<td>Agency</td>
<td>Print the agency of the individual who provided the information.</td>
</tr>
<tr>
<td>Information Source Phone No.</td>
<td>Print the phone number of the individual who provided the information.</td>
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<tr>
<td>Fax No.</td>
<td>Print the Fax number of the individual who provided the information (if available).</td>
</tr>
<tr>
<td>Gov’t Radio Freq.</td>
<td>Print the Government Radio Frequency of the individual who provided the information (if the information was received over the government radio).</td>
</tr>
<tr>
<td>Other Radio Freq.</td>
<td>Print the Radio Frequency of the individual who provided the information (if the information was received over another source radio).</td>
</tr>
<tr>
<td>Comp. Description of Major Incident or Significant Information</td>
<td>Print the text of the information in this block. Ensure that the information is complete, and clearly legible on all five copies of the report. After completing this section of the report, place the document in the section outgoing message basket for pickup by the message runner. <strong>DO NOT WRITE ANYTHING BELOW THIS SECTION UNTIL AFTER THE REPORT IS RECEIVED BY THE PLANNING SECTION AND RETURNED TO THE SECTION CHIEF.</strong></td>
</tr>
<tr>
<td>Initial Action Taken by Individual who received Information</td>
<td>Print information relating to initial actions taken by the individual who completed the blocks above. This information will assist other EOC staff to know what actions have been completed by the EOC Section taking initial action.</td>
</tr>
</tbody>
</table>

**Message Center Coordinator Instructions**

Review each Major Incident or Significant Information Report to ensure that it is complete and legible. If a report does not meet these requirements return the message for correction to the person who completed the message.

<table>
<thead>
<tr>
<th>Report # 1,2,3,4,5 etc.</th>
<th>Assign report number to incoming reports in order received. The report numbers are similar to a check book check numbering system. Each report receives the next sequential number.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident #</td>
<td>If the document reports a new incident (requiring response or tracking by any EOC Section), assign the next sequential Incident Number. If the report provides additional information on a previously reported incident, assign the initial incident number. Therefore, if you had four separate reports concerning a fire at 123 Main Street, they would all have the same incident number, but different report numbers.</td>
</tr>
</tbody>
</table>
Major Incident or Significant Information Report Distribution
The Message Runners will make four additional copies of the report on the copy machine and distribute a copy of the report to each of the five Section Chiefs.

Section Chief Instructions
Review of Report - No Action Required
Upon receipt of the report from the Message Coordinator runner, the Section Chief will review the report. If the nature of the report has no impact or requirement for the Section then the Chief will write NAR (No Action Required) in the Comprehensive Description of Action taken by EOC Section Chiefs or EOC Section Unit Leaders. If action is required the Section Chief will verbally assign tasks to the appropriate Unit Leaders in the EOC Section. The individual Unit Leaders will record the actions they took (as directed by the Section Chief) in the bottom half (or back) of the document. When all action is complete within the Section the Section Chief marks the appropriate block he/she manages (Management, Operations, Planning, Logistics, Finance) and marks the Action Complete Block and then places the document on the left side of the Section Log. The report should then be placed in the Section Log in Report order. The # 1 Report on the bottom, # 2 next, then # 3 etc. A copy of the Master Log sequence document that is placed on the right side of the log can be obtained from the Message Coordinator thus eliminating the requirement for the Section Chiefs to complete the log.

Comprehensive Description of Action Assigned by EOC Section Chiefs and taken by EOC Unit Leaders
This section is completed by the Unit Leader and describes the action taken in response to the information and direction from the Section Chief. The Unit Leader should coordinate the response with other Sections as appropriate. When the action is complete and appropriate remarks are documented, the Section Chief will place the report in the Section Major Incident or Significant Log. The Section Logs will be given to the Message Coordinator in the Planning Section upon completion of the emergency.

Logging Report in Message Coordinator Master Log and Section Chief’s Log
Establish and maintain a Major Incident or Significant Information Report Log to capture key information for future reference. The Major Incident or Significant Information Report Log should be brief and only provide enough information to identify the main point of the report. The Message Coordinator should complete this document. After completing about 5 report numbers have message runner make five copies of log and give a copy to each of the Section Chiefs who also must maintain a log of Major Incident or Significant Information Report log. This will eliminate the requirement for each chief to duplicate the effort.
### MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT LOG

<table>
<thead>
<tr>
<th>REPORT #</th>
<th>INCIDENT #</th>
<th>TIME</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>08:47 AM</td>
<td>CASUALTIES REPORTED IN COLLAPSE OF ADMINISTRATION BLDG. ASSISTANCE REQUESTED.</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>09:02 AM</td>
<td>FIELD INCIDENT COMMANDER REQUESTS ASSISTANCE TO ESTABLISH TRIAGE AREA ADJACENT TO ADMINISTRATION BLDG.</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>09:07 AM</td>
<td>INFORMATION RECEIVED THAT COUNTY MANAGER HAS DECLARED A STATE OF EMERGENCY DUE TO EARTHQUAKE</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>09:10 AM</td>
<td>FIRE REPORTED IN CHEMISTRY BUILDING</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>09:13 AM</td>
<td>PEOPLE REPORTED TRAPPED IN ELEVATOR IN AUDITORIUM</td>
</tr>
</tbody>
</table>

**NOTE:** INCIDENT # 1 ALWAYS RELATES TO THE TRIGGERING EVENT, I.E., AN EARTHQUAKE, EXPLOSION, AIRCRAFT CRASH ETC. IN EVENTS SUCH AS AN AIRCRAFT CRASH ALL INCIDENT NUMBERS WILL BE THE SAME “1” BECAUSE YOU ONLY HAVE ONE INCIDENT. IN AN EVENT SUCH AS AN EARTHQUAKE YOU CAN HAVE MULTIPLE INCIDENT NUMBERS IN ADDITION TO THE INITIAL TRIGGERING EVENT (EARTHQUAKE). THIS IS BECAUSE YOU WOULD HAVE INCIDENTS IN SEPARATE LOCATIONS MANAGED BY SEPARATE INCIDENT COMMANDERS. ACCORDINGLY YOU WILL NEED TO TRACK RESOURCES AND COSTS TO EACH SEPARATE INCIDENT LOCATION.
MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
FLOW CHART

MAJOR INCIDENT OR SIGNIFICANT INFORMATION RECEIVED
BY SECTION CHIEF OR UNIT LEADER

Step 1
AFTER TAKING ACTION, COMPLETE TOP HALF OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT. COMPLETE ALL BLOCKS EXCEPT INCIDENT NUMBER AND REPORT NUMBER (TOP RIGHT CORNER). WHEN REPORT HAS BEEN COMPLETED PLACE DOCUMENT IN SECTION OUT BASKET.

MAJOR INCIDENT OR
SIGNIFICANT INFORMATION REPORT

Step 2
A MESSAGE RUNNER WILL PICK UP REPORT AND TAKE IT TO THE MESSAGE COORDINATOR (IN PLANNING SECTION). THE MESSAGE COORDINATOR WILL RECORD THE INCIDENT NUMBER AND REPORT NUMBER (TOP RIGHT CORNER). THE MESSAGE COORDINATOR WILL THEN LOG REPORT IN THE MASTER MESSAGE LOG BY RECORDING THE REPORT NUMBER (1, 2, 3, 4 etc.) AND INCIDENT NUMBERS PLUS A BRIEF DESCRIPTION OF INCIDENT OR INFORMATION ON THE REPORT LOG. AFTER LOGGING IN ABOUT 5 REPORTS MAKE 5 COPIES OF THE LOG AND HAVE RUNNER GIVE A COPY TO EACH SECTION CHIEF SO THAT THEY DO NOT HAVE TO MAKE THE LOGS THEMSELVES. THE MESSAGE COORDINATOR AND EACH SECTION CHIEF LOG SHOULD RESEMBLE THE SAMPLE BELOW.

MAJOR INCIDENT OR
SIGNIFICANT INFORMATION REPORT

MASTER REPORT LOG

Step 3
THE MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT WILL BE GIVEN BACK TO THE RUNNER WHO WILL TAKE REPORT TO COPY MACHINE AND MAKE FIVE COPIES. THE ORIGINAL COPY IS RETURNED TO THE MESSAGE COORDINATOR TO BE PLACED IN THE MASTER LOG. THE OTHER COPIES ARE PLACED IN SECTION CHIEF IN BASKETS

Step 4
EACH SECTION CHIEF WILL READ REPORT AND VERBALLY ASSIGN TASKS (AS REQUIRED) TO UNIT LEADERS. IF NO ACTION IS REQUIRED THE SECTION CHIEF RECORDS "NAR" (NO ACTION REQUIRED) IN BOTTOM HALF OF REPORT. IF ACTION IS REQUIRED UNIT LEADERS RECORD DESCRIPTION OF ACTIONS THEY COMPLETED IN BOTTOM HALF OF REPORT. THE BACK OF THE REPORT MAY ALSO BE USED TO RECORD INFORMATION. THE REPORT IS THEN GIVEN BACK TO THE SECTION CHIEF FOR FINAL REVIEW AND PLACEMENT INTO SECTION LOG. IF COORDINATION IS REQUIRED FROM OTHER SECTIONS, THE SECTION CHIEF OR UNIT LEADER VERBALLY COMPLETES THIS ACTION. NO ADDITIONAL COPIES OF THE REPORT ARE MADE.
MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify Major Incidents that require response tracking from multiple EOC Sections or to rapidly disseminate Important Information throughout the EOC. DO NOT use this document to request Logistics Section resources (personnel, supplies, or equipment). Please uselegally - others must be able to read info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

Date: Nov 19, 2004 Time: 09:35 AM Name of person completing this report: Jim Linardos

BOC position of person completing report: Law Enforcement Unit Leader BOC Phone Number: 832-1219

Information Source Name: Lt Jeff Green Information Source Agency: Sample College PD

Information Source Phone No: 844-9865 FAX: Gov't Radio (Freq. Other (Freq. __)

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dining Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dining Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

-- Individual completing information above MUST NOT write below this line --

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF FURTHER ACTIONS TAKEN BY UNIT LEADERS

As directed by the Section Chief (Complied by individual Unit Leaders)

After all Unit Leaders have recorded actions taken on the bottom (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.

☐ - MANAGEMENT ☐ - OPERATIONS ☐ - PLANS ☐ - LOGISTICS ☐ - FINANCE
**MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT**

*Use this document to identify Major Incidents that require response tracking from multiple EOC Sections or to rapidly disseminate Important Information throughout the EOC. DO NOT use this document to request Logistics Section resources (personnel, supplies, or equipment). Please write legibly - others must be able to read information.*

**BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW**

**Date:** Nov 19, 2004  **Time:** 09:35 AM  **Name of person completing this report:** Jim Lizardos

**EOC position of person completing report:** Law Enforcement Unit Leader  **EOC Phone Number:** 832-1219

**Information Source Name:** Lt. Jeff Green  **Information Source Agency:** Sample College PD

**Information Source Phone No:** 844-9865  **FAX:**  **Gov't Radio (Freq.)** Other (Freq.)

**COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION**

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dinning Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department, and EMS on the west side of the Dinning Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

---

**INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION**

Coordinating with other Operations Section Unit Leaders, Planning Section, and Logistics Section Chiefs to provide support.

---

**Individual completing information above MUST NOT write below this line**

After completion of document to the point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief’s In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read the report and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

**COMPREHENSIVE DESCRIPTION OF ACTION TAKEN BY UNIT LEADER**

As directed by the SECTION CHIEF (Compiles by individual Unit Leaders)

PIO: Committed planning for press release. Coordinating release with the EOC Director, city and county as appropriate.

Will have all releases approved by the Sample College President prior to release.

---

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on next page of Log. Also check the appropriate box for the Section below and the Action Complete.

☐ - MANAGEMENT  ☐ - OPERATIONS  ☐ - PLANS  ☐ - LOGISTICS  ☐ - FINANCE
Priority: Check One
Life-Threatening  X
Urgent
Non-Urgent

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify Major Incidents that require response / tracking from multiple EOC Sections or to rapidly disseminate Important Information throughout the EOC. DO NOT use this document to request Logistics Section resources (personnel, supplies, or equipment). Please write legibly - others must be able to read info.

BE SURE TO COMPLETE ALL APPLICABLE BLOCKS BELOW

Date: Nov 19, 2004 Time: 09:35 AM Name of person completing this report: Jim Linares
EOC position of person completing report: Law Enforcement Unit Leader EOC Phone Number: 832-1219
Information Source Name: Lt. Jeff Green Information Source Agency: Sample College PD
Information Source Phone No: 844-9885 FAX: . Gov’t Radio (Freq. ) Other (Freq. )

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down there. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Drinking Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Drinking Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

--- Individual completing information above MUST NOT write below this line ---

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chiefs In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF FACTS TAKEN BY UNIT LEADERS

Law UL - Working with Fire IC on scene to coordinate security of scene and search and rescue operations when fire is out.

First Aid / Medical UL - Establishing a First Aid Station adjacent to Tonopah North. Will coordinate with EMS for transport of victims to hospitals.

Student Coordination UL - Comming up development of list of all students status, safe, killed, injured etc.

Parent Coordination UL - Comming up plan to provide information to families of students. Will coordinate with Operations Chief and

EOC Director relating to procedures of coordinating with the County Coroner for the notification of deaths and injuries.

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.

☐ - MANAGEMENT ☒ - OPERATIONS ☐ - PLANS ☐ - LOGISTICS ☐ - FINANCE
MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify Major Incidents that require response / tracking from multiple EOC Sections or to rapidly disseminate important Information throughout the EOC. DO NOT use this document to request Logistics Section resources (personnel, supplies, or equipment). Please write legibly - others must be able to read Info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

Date: Nov 19, 2004    Time: 09:35 AM    Name of person completing this report: Jim Linardos

EOC position of person completing report: Law Enforcement Unit Leader    EOC Phone Number: 832-1219

Information Source Name: Lt. Jeff Green    Information Source Agency: Sample College PD

Information Source Phone No: 844-9865    FAX: Gov't Radio (Freq. ) Other (Freq. )

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down there. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dining Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dining Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

-- Individual completing information above MUST NOT write below this line --

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief’s In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read the copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE REPORT OR FACTS TAKEN BY UNIT LEADER:

SITSTATUL - Incident Information placed on EOC Charts and Maps

Damage Assessment UL - Helping SITSTATUL track information relating to deaths, injuries and missing.

Message Coordinator - Setting up Major Incident and Significant Event Report System

Recovery UL - Gathering information to develop plan for Recovery Operations

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate box for the Section below and the Action Complete.

☐ - MANAGEMENT ☐ - OPERATIONS ☒ - PLANS ☐ - LOGISTICS ☐ - FINANCE
Date: Nov 19, 2004 Time: 09:35 AM Name of person completing this report: Jim Linardos

EOC position of person completing report: Law Enforcement Unit Leader EOC Phone Number: 832-1219

Information Source Name: Lt Jeff Green Information Source Agency: Sample College PD
Information Source Phone No: 844-9865 FAX: Gov't Radio (Freq. ) Other (Freq. )

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dining Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dining Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

After completion of document to this point place in Section Out-Basket. A number will pick up report and deliver to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF ACTIONS TAKEN BY UNIT LEADERS

As directed by the Section Chief (completed by individual Unit Leader):

- Purchasing/Supply UL - Will coordinate any misc. supplies needed for EOC and field operations
- Communications/Transportation UL - Will coordinate any communications and transportation requirements needed for response
- Personnel UL - Will coordinate any personnel requirements needed for response
- Care and Shelter UL - Establishing shelter location for students, faculty and staff remaining on campus

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.
MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify Major or Incidents that require response / tracking from multiple EOC Sections or to rapidly disseminate Important Information throughout the EOC. DO NOT use this document to request Logistics Section resources (personnel, supplies, or equipment). Please write legibly - others must be able to read info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

Date: Nov 19, 2004  Time: 09:35 AM  Name of person completing this report: Jim Linnardos
EOC position of person completing report: Law Enforcement Unit Leader  EOC Phone Number: 832-1219
Information Source Name: Lt Jeff Green  Information Source Agency: Sample College PD
Information Source Phone No: 844-9865  FAX:  Gov't Radio (Freq. ) Other (Freq. )

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Bean Engineering Hall and the Dining Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dining Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

-- Individual completing information above MUST NOT write below this line --

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read the copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF ACTION TAKEN BY UNIT LEADERS

As directed by the Section Chief (Completed by individual Unit Leader):

- Cost UL - Coordinating with Logistics Section Supply UL for any costs associated with response
- Time UL - Coordinating with Section Chiefs to develop a list of responders and time on duty

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.

☐ - MANAGEMENT ☐ - OPERATIONS ☐ - PLANS ☐ - LOGISTICS ☒ - FINANCE
<table>
<thead>
<tr>
<th>REPORT #</th>
<th>INCIDENT #</th>
<th>TIME</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>9:35 AM</td>
<td>First situation update from IC about Beam Engineering Hall and the Dining Commons</td>
</tr>
</tbody>
</table>
MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify Major Incidents that require response / tracking from multiple EOC Sections or to rapidly disseminate Important Information throughout the EOC. DO NOT use this document to request Logistics Section resources (personnel, supplies, or equipment). Please write legibly - others must be able to read info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

Date: ___________ Time: ___________ Name of person completing this report: ___________

EOC position of person completing report: ___________ EOC Phone Number: ___________

Information Source Name: ___________ Information Source Agency: ___________

Information Source Phone No: ___________ FAX: ___________ Gov't Radio (Freq. ______) Other (Freq. ______)

COMPREHENSIVE DESCRIPTION OF INFORMATION RECEIVED FROM INFORMATION SOURCE


INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION


-------- Individual completing information above MUST NOT write below this line --------

After completion of Report to this point place it in the Section Chief's Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Report and Incident Numbers. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders in their section. Section Chiefs will then summarize tasks assigned to Unit Leaders below.

BRIEF DESCRIPTION OF TASKS ASSIGNED TO UNIT LEADERS BY SECTION CHIEF


Section Chiefs should check the block below for their Section and place Report on the left side of Section Log. Once all action has been completed by their Unit Leaders and verbal coordination effected with other Section Chiefs check Action Complete block to the right.

☐ - MANAGEMENT ☐ - OPERATIONS ☐ - PLANS ☐ - LOGISTICS ☐ - FINANCE

ACTION COMPLETE ☐
## Operational Period:

### MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT LOG

<table>
<thead>
<tr>
<th>REPORT #</th>
<th>INCIDENT #</th>
<th>TIME</th>
<th>NOTES</th>
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TAB 5

LOGISTICS REQUEST FORM

LOGISTICS REQUEST FORM OVERVIEW

The Logistics Request Form may be used to request assistance (other than law enforcement or fire which utilizes their own mutual aid request channels) in a disaster - personnel, equipment, supplies, or facilities. The document is used for tracking logistics requests within an EOC or as a tool to make requests between jurisdictions. Requests for resources should not be forwarded to other jurisdictions until it has been determined that the requested items/personnel/equipment cannot be obtained within the original jurisdiction. It is the Logistics Section Chief's responsibility to ensure all local options to fill the request have been exhausted prior to forwarding the request to another jurisdiction.

The Logistics Request Form can be transmitted between jurisdictions by FAX or if telephone lines are unusable, by ARES or RACES.

COMPLETING THE LOGISTICS REQUEST FORM

Priority Block
Ensure that priority of the request is indicated: Life Threatening, Urgent or Non-urgent. This will ensure the request receives the appropriate attention.

Completed by Requesting Unit Leader (U. L.) Block
Completed by the requester to identify the Incident Number (if assigned).

Completed by the Logistics Section Block
Completed by the Logistics Section Point of Contact for the logistics request to identify the Local Request #. These blocks can be used to help track the request when a large number of requests have been received or are anticipated.

Date:
Print the Date Time of the completion of the Logistics Request Form.

Time:
Print the Time of the completion of the Logistics Request Form.

Requesting Agency/Depart:
Print the name of the agency/department requesting the “goods and services”.

Requester Name:
Print the name of the individual who originally requested the resources.

Requester Phone Number:
Print the phone number of the individual who originally requested the resources. If the individual used a radio provide the frequency number.
EOC Point of Contact:
Print the name and EOC Position of the individual who is completing this document.

When Needed:
Identify the time/date of requested delivery of the resources requested.

Purpose of Need of Resource:
What is the resource going to be used for? Important information to the receiver of the request, especially if substitutions have to be made. Also check Box Emergency Response or Debris Removal (as appropriate)

Est. Use Duration: (if applicable)
How long will the resource be needed (if applicable). Important information if the resource will be used to fill other tasks.

Location of use/Best Access:
Where the goods and services are to be delivered. Also identify best access route if known.

Deliver to:
Name of individual to whom the resources are to be delivered.

Phone # (delivery location):
Phone number of the individual to whom the resources are to be delivered.

Charge cost to:
Identify agency responsible to pay for services or supplies (if known).

Approved by Section Chief (Name):
The requesting Section Chief should approve all logistics requests for resources.

Logistics Section Point of Contact:
The Logistics Section Point of Contact should be either the Logistics Section Chief or Unit Leader who will process the request.

Misc. Info:
Complete this block to assist in the delivery of the resources. This is especially important if normal routes are closed due to flooding, etc.

Number:
Identify quantity of item(s) requested.

Description:
Identify name of item requested.
FOLLOW-UP INFORMATION – Pages 2 and 3 of the NCR Form
(Filled out by the Logistics Section Personnel Filling Request)

Request Received Date:
Identify the Date that the request was received by the Logistics Section.

Request Received Time:
Identify the Time that the request was received by the Logistics Section.
Check appropriate AM PM Block.

Action Taken (check appropriate block):
Check appropriate Filled or Rejected block. If rejected contact the requester and explain why and recommend alternate resources to fill the need.

Forwarded to (agency):
Identify the name of the agency accepting responsibility of filling the request.

Contact:
Identify the name of the individual at the agency who will be filling the request.

Phone #:
Identify the phone number of the name of the individual at the agency who will be filling the request.

Fax:
Identify the FAX number (if known) of the name of the individual at the agency who will be filling the request.

Method of delivery:
Identify the method of delivery of the resources.

Estimated arrival:
Identify the estimated time of delivery of the resources. Check appropriate AM or PM Block.

Cost:
Identify the total cost of the resources requested.

Remarks:
Identify additional important information as appropriate.

Notified Requester of order status by (check appropriate block):
Check the appropriate block relating to how you notified the requester of the status of the request.

Time:
Identify time notification made to requester and check appropriate AM or PM box.
DELIVERY CONFIRMATION
(Filled out by Logistics Personnel Filling Request)

Delivery Date:
Identify the Date that the resources were delivered.

Delivery Time:
Identify the Date/Time that the resources were delivered.

Verified by:
Identify the name of the individual who can verify the resources were delivered.

Remarks:
Identify important remarks as appropriate.

Cost Tracking:
Identify cost tracking information as appropriate.
LOGISTICS REQUEST FORM
Requesting Unit Leader Copy

LOGISTICS REQUEST NCR FORM OVERVIEW
The Logistics Request NCR Form may be used to request resources (other than Law Enforcement or Fire which utilizes their own mutual aid request channels) including personnel, equipment, supplies or facilities. The document is used for tracking logistics requests within the EOC or as a tool to make requests between jurisdictions. Requests for resources should not be forwarded to another jurisdiction until it has been determined that the requested items/personnel/equipment cannot be obtained within the requesting jurisdiction. It is the Logistics Section Chief’s responsibility to ensure that all local options to fill the request have been exhausted prior to forwarding the request to another jurisdiction.

COMPLETING THE LOGISTICS REQUEST NCR FORM
The first page of the Logistics Request Form should be completed by the individual requesting the resources. Remember to complete each blank and press hard to ensure that the information is legible on the second and third pages of the NCR form. The individual requesting the resources should retain the first page for their records. Pass the second and third pages to the Logistics Section Chief or Supply Unit Leader for action. It is recommended that you discuss the resource request with the Logistics Section Chief or Supply Unit Leader to ensure full understanding of the request.

NUMBER DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED
15 Traffic Control Barriers
LOGISTICS REQUEST FORM
Logistics Section Copy

Date: Nov 19, 2004   Time: 09:45 A.M.   Req. Agency/Dept: Sample College Police Dept
Requester Name: Lt. Green
Requester Phone #: 844-9865   EOC Point of Contact: Law Enforcement U/L Tom Price
Purpose on Need of Resource: Control Access to Tomah North Dowm Emergency Response
Est. Use duration (if applicable): Unknown   Location of use: Best Access: Skamano to lot, street then to parking lot
Deliver to: FNL Incident Command Post Lt. Green   Phone #: (delivery location): 844-9865
Approved by Section Chief (Name): Ops Chief Jim Patterson   Logistics Section Point of Contact: Purchasing/Supply U/L Kin Jones
MISC. Information: 

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<tr>
<th>NUMBER</th>
<th>DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED</th>
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<td>15</td>
<td>Barricades</td>
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Request Received Date: Nov 19, 2004   Time: 09:50 A.M.   Action Taken (Check One): Filled   Rejected
Forwarded to (agency): Sample City PW Dept   Contact: Ronnie Carson   Phone #: 333-2575   FAX
Method of delivery: Sample City PW Dept   Estimate arrival: 10:30 AM   Cost: $120
Remarks:

Notified requester of order by (check one): Phone Call   Copy   Date: Nov 19, 2004   Time: 10:00 A.M.   P.M.

DELIVERY CONFIRMATION
(Filled out by Logistics Section Personnel Filling Request)

Delivery Date: Nov 19, 2004   Time: 10:43 A.M.   P.M.   Verified by: Lt. Green
Remarks: Great Job please pass our thanks to Sample City Public Works - Ronnie Carson
Cost tracking: Finance Cost UL Pat Smith will coordinate payment to Sample City Public Works

LOGISTICS SECTION COPY
**LOGISTICS REQUEST FORM**

**Finance Section Copy**

**Completed by Requesting U.L.**

**Local Incident #: 1**

**Completed by Log. Section**

**Mission Control #: 1**

---

**Date:** Nov 19, 2004  **Time:** 09:45 A.M.  **Req. Agency/Dept.:** Sample City PW Dept.  **Debris Dept.** Requester Name: Lt. Green

**Requester Phone #: 844-9865**  **EOC Point of Contact:**  **Law Enforcement UL Tom Price**  **When Needed:**  **ASAP**

**Purpose of Need of Resource:** Control Access to Tonopah North Docm  Emergency Response  Debris Removal

**Est. Use duration (if applicable):** Unknown  **Location of use/Best Access:**  **Six more to 1st Street then to parking lot**

**Deliver to:**  **Full Incident Command Post - Lt. Green**  **Phone # (delivery location):** 844-9865  **Charge cost to:** Emergency Response

**Approved by Section Chief (Name):** Ops Chief Jim Parsons  Logistics Section Point of Contact: Purchasing/Supply UL Kim Jones

**Misc. Information:**

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**NUMBER**

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<td>15  Traffic Control Barricades</td>
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**Request Received Date:** Nov 19, 2004  **Time:** 09:50 A.M.  **Action Taken (Check One):** Filled  **Rejected**

**Forwarded to (agency):** Sample City PW Dept.  **Contact:** Ronny Carson  **Phone #: 333-2357**  **FAX**

**Method of delivery:** Sample City PW Dept.  **Estimate arrival:** 10:30 A.M.  **P.M.**  **Cost:** $120

---

**Notified requester of order by (check one):** Phone Call  **Copy**  **Date:** Nov 19, 2004  **Time:** 10:00 A.M.  **P.M.**

---

**DELIVERY CONFIRMATION**

(Filled out by Logistics Section Personnel Filling Request)

**Delivery Date:** Nov 19, 2004  **Time:** 10:45 A.M.  **P.M.**  **Verified by:** Lt. Green

**Remarks:** Great Job - please pass our thanks to Sample City Public Works - Ronny Carson

**Cost tracking:** Finance Cost U.L. Pet Smith will coordinate payment to Sample City Public Works - Paid 20 Nov Check #34567

---

**FINANCE SECTION COPY**  **EMC Inc. LogRegForm3**
LOGISTICS REQUEST FORM
Requesting Unit Leader Copy

Date: ___________ Time: ______ A.M. [ ] P.M. [ ] Req. Agency/Dept: ___________________________ Requester Name: ________________________
Requester Phone #: __________________ EOC Point-of-Contact: ____________________________ When Needed: ____________________________
Purpose on Need of Resource: ___________________________ Emergency Response [ ] Debris Removal [ ]
Est. Use duration (if applicable): ___________ Location of use/Best Access: ____________________________
Deliver to: ___________________________ Phone # (delivery location): ___________________________ Charge cost to: ____________________________
Approved by Section Chief (Name): ___________________________ Logistics Section Point-of-Contact: ____________________________
Misc. Information: ____________________________________________________________

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LOGISTICS REQUEST NCR FORM OVERVIEW
The Logistics Request NCR Form may be used to request resources (other than Law Enforcement or Fire which utilizes their own mutual aid request channels) including personnel, equipment, supplies or facilities. The document is used for tracking logistics requests within the EOC or as a tool to make requests between jurisdictions. Requests for resources should not be forwarded to another jurisdiction until it has been determined that the requested items/personnel/equipment cannot be obtained within the requesting jurisdiction. It is the Logistics Section Chief’s responsibility to ensure that all local options to fill the request have been exhausted prior to forwarding the request to another jurisdiction.

COMPLETING THE LOGISTICS REQUEST NCR FORM
The first page of the Logistics Request Form should be completed by the individual requesting the resources. Remember to complete each blank and press hard to ensure that the information is legible on the second and third pages of the NCR form. The individual requesting the resources should retain the first page for their records. Pass the second and third pages to the Logistics Section Chief or Supply Unit Leader for action. It is recommended that you discuss the resource request with the Logistics Section Chief or Supply Unit Leader to ensure full understanding of the request.
# LOGISTICS REQUEST FORM

**Logistics Section Copy**

**Completed by Requesting U.L.**
- Local Incident #: __________
- Mission Control #: __________

**Completed by Log. Section**

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<th>Priority:</th>
<th>Check One</th>
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<tr>
<td>Life Threatening</td>
<td>□</td>
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<td>Urgent</td>
<td>□</td>
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<tr>
<td>Non-urgent</td>
<td>□</td>
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**Date:** __________ | **Time:** A.M. □ P.M. □ | **Req. Agency/Dept.** | **Requester Name:**

**Requester Phone #:** __________ | **EOC Point-of-Contact:** __________ | **When Needed:** __________

**Purpose on Need of Resource:** __________

**Emergency Response** □ | **Debris Removal** □

**Est. Use Duration (if applicable):** __________ | **Location of use/Best Access:** __________

**Deliver to:** __________ | **Phone # (delivery location):** __________ | **Charge cost to:** __________

**Approved by Section Chief (Name):** __________ | **Logistics Section Point-of-Contact:** __________

**Misc. Information:** __________

## NUMBER

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**Request Received Date:** __________ | **Time:** A.M. □ P.M. □ | **Action Taken (Check One):** Filled □ Rejected □

**Forwarded to (agency):** __________ | **Contact:** __________ | **Phone #:** __________ | **FAX** __________

**Method of delivery:** __________ | **Estimate arrival:** A.M. □ P.M. □ | **Cost:** __________

**Remarks:** __________

**Notified requester of order by (check one):** Phone Call □ Copy □ Date: __________ | **Time:** A.M. □ P.M. □

## DELIVERY CONFIRMATION

(Filled out by Logistics Section Personnel Filling Request)

**Delivery Date:** __________ | **Time:** A.M. □ P.M. □ | **Verified by:** __________

**Remarks:** __________

**Cost tracking:** __________

**LOGISTICS SECTION COPY**
LOGISTICS REQUEST FORM
Finance Section Copy

Completed by Requesting U.L.
Local Incident #: ______
Completed by Log. Section
Mission Control #: ______

Date: ________ Time: ________ A.M. □ P.M. □ Req. Agency/Dept. ________ Requester Name: ________
Requester Phone #: ________ EOC Point-of-Contact: __________________________ ___ When Needed: ________
Purpose on Need of Resource: __________________________ ___ Emergency Response □ Debris Removal □
Est. Use duration (if applicable): ________ Location of use/Best Access: ________
Deliver to: ________ Phone # (delivery location): ________ Charge cost to: ________ Approved by Section Chief (Name): ________ Logistics Section Point-of-Contact: ________
Misc. Information: __________________________

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Request Received Date: ________ Time ________ A.M. □ P.M. □ Action Taken (Check One): Filled □ Rejected □
Forwarded to (agency): ________ Contact: ________ Phone #: ________ FAX ________
Method of delivery: ________ Estimate arrival: ________ A.M. □ P.M. □ Cost: ________
Remarks: __________________________
Notified requester of order by (check one): Phone Call □ Copy □ Date: ________ Time: ________ A.M. □ P.M. □

DELIVERY CONFIRMATION
(Filled out by Logistics Section Personnel Filling Request)
Delivery Date: ________ Time ________ A.M. □ P.M. □ Verified by: __________________________
Remarks: __________________________
Cost tracking: __________________________

FINANCE SECTION COPY
EMC Inc. LogReqForm3 ©
TAB 6

EOC MAPS

EOC MAP OVERVIEW

The Maps placed on the EOC walls provide a tool to graphically identify the location of the “Active Incidents”, essential facilities or resources, open or closed routes (roads) and other significant depictions to assist responders to visualize the tactical situation. Maps should be maintained in the Operations, Planning and Logistics Sections and may also be utilized in Management and Finance Sections.

* Note the Post It Notes on the Map indicating the Incident Number that coincides with the Incident Numbers listed on the Plan Section – Incident Chart next to the map. The goal is to provide a list of active working incidents and a visual presentation of the locations of the incidents on the map. Additional information such as locations of Care and Shelter Operations, closed roads etc. can also be added to the map.
TAB 7

EOC CHARTS AND REPORTS

EOC CHARTS AND REPORTS OVERVIEW

EOC laminated Charts which are taped to the EOC walls are used to provide a visual written list of “Active Incidents.” The information on the Chart is erased when the event has been closed. The EOC Report is a document (piece of paper) that duplicates the information on the Chart but is not erased when the event has been closed. The Report provides a permanent record of the event.

EOC Charts

The 18x36 inch laminated charts placed on the EOC walls provide a tool to identify the location of “Active Incidents”. EOC charts should be maintained in the Operations, Planning and Logistics Sections. Active incidents depictions on the EOC chart should coincide with the information depicted on the Section “Map”.

The correct depiction of a three alarm fire at 123 Main Street which was called in at 10:45 AM on May 19 would be as depicted below:

<table>
<thead>
<tr>
<th>INC NUM</th>
<th>DATE/TIME OF REPORT</th>
<th>DESCRIPTION</th>
<th>LOCATION</th>
<th>IC/LEAD AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 19/10:45 AM</td>
<td>3 Alarm Fire</td>
<td>Chemistry Dept.</td>
<td>Deployed Unit 11 Btln Chf Jones</td>
</tr>
</tbody>
</table>

Note 1: The Incident Number is provided by the Message Coordinator located in the Planning Section and the incident commander would be provided by dispatch or through direct contact with the incident commander by phone or radio.

Note 2: If law enforcement and public works units have responded to incident “1” appropriate information should be placed on their unit charts also.

The relevant information should be depicted on the Operations Section fire map and on the Planning Section map. The information should be large enough to enable an individual to read from approximately 10 feet away. The information can be placed on the chart by a dry-erase marker. DO NOT USE A PERMANENT MARKER. When the response is over (fire out and units redeployed) the information should be removed from both the map and the chart. Remember the charts and maps track “Active Incidents” only.
EOC Reports
An 8X11 inch document titled an INCIDENT REPORT is used to retain a master record of ALL the "Incidents" the unit responded to during the operational period. The INCIDENT REPORT looks similar to the INCIDENT CHART but is a piece of paper on the desk. One additional difference is it also has a place to identify the number of the document located on the bottom left corner of the page. When the "Incident" is over the information is NOT removed from the INCIDENT REPORT. This document becomes a permanent record of responses and is useful for tracking all the Incidents and must be retained and turned over to the Message Coordinator / Documentation Unit Leader at the end of each Operational Period.

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<th>DATE/TIME OF REPORT</th>
<th>DESCRIPTION</th>
<th>LOCATION</th>
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<td>May 19/10:45 AM</td>
<td>3 Alarm Fire</td>
<td>Chemistry Dept.</td>
<td>Deployed Unit 11 Btln Chf Jones</td>
</tr>
<tr>
<td>2</td>
<td>May 19/11:35 AM</td>
<td>1 Alarm Fire</td>
<td>365 First St.</td>
<td>Btln Chf Smith</td>
</tr>
<tr>
<td>INC NUM</td>
<td>DATE/TIME OF REPORT</td>
<td>DESCRIPTION</td>
<td>LOCATION</td>
<td>ACTION</td>
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<tr>
<td>1</td>
<td>08:47 AM Nov 19, 2004</td>
<td>Explosion and Fire</td>
<td>Tonopah North Dormitory</td>
<td>EOC Activation</td>
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TAB 8

SITUATION STATUS REPORTS

SITUATION STATUS REPORTS OVERVIEW

Situation status reports should be completed by Section Chiefs and Unit Leaders to provide a record of the events and existing situation of their respective section/unit. The situation report can be used to fill the following tasks:

- Fill-in-the-blank document completed on an “as required” basis to formalize a written report of the existing situation
- End-of-shift situation report for replacement Section Chief/Unit Leader
- Situation report for jurisdiction-to-jurisdiction updating

Situation status reports should, at the minimum, be completed at the end of each Operational period (work shift) to capture key information and to provide a starting point for the replacement Section Chief/Unit Leader. Providing a comprehensive and accurate report is essential. Situation status reports, like all other EOC documents, must be retained and should be turned over to the Message Coordinator / Documentation Unit Leader when the Section Chiefs/Unit Leaders no longer need them.

Exhibit 1 - Management Section Situation Report
Exhibit 2 - Law Enforcement Fire/Rescue Situation Report
Exhibit 3 - Environmental Health & Safety Situation Report
Exhibit 4 - Facilities Management Situation Report
Exhibit 5 - Logistics Section Situation Report
Exhibit 6 - Care and Shelter Situation Report
Exhibit 7 - Finance Section Situation Report
At 08:47 AM on Nov 19, 2004 a major explosion occurred at Tonopah North Dormitory on the second floor. The Sample County Fire Department has assumed Incident Command on scene. Beam Hall and the Dining Commons buildings were also evacuated. Injured transported to local hospitals. Event under investigation as a Terrorism Event by Sample County Sheriff’s Office and the City Police Department. The FBI is also commencing an investigation.
<table>
<thead>
<tr>
<th>Reporting Area</th>
<th>Contact</th>
<th>Homes Damaged</th>
<th>Homes Destroyed</th>
<th>Businesses Damaged</th>
<th>Businesses Destroyed</th>
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<tr>
<td>Tonopah North Dormitory</td>
<td>Facilities Manager Name</td>
<td>Number $ Loss</td>
<td>Number $ Loss</td>
<td>Number $ Loss</td>
<td>Number $ Loss</td>
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MANAGEMENT SITUATION REPORT [SITREP]

EOC MANAGEMENT SECTION SITUATION REPORT

DATE: [ ] TIME: [ ] REPORT NO: [ ] REPORTING PERIOD (hrs): [ ]

PREPARED BY: [ ] INCIDENT: [ ]

DIRECTOR SHIFT 1: [ ] DIRECTOR SHIFT 2: [ ]

EOC ACTIVATION / DECLARATIONS / ORDINANCES

<table>
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<tr>
<th>ACTIVATION / DECLARATION / ORDINANCES</th>
<th>SUBJECT MATTER</th>
<th>DATE / TIME</th>
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<tr>
<td>EOC ACTIVATION:</td>
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<tr>
<td>CITY DECLARATION:</td>
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<td>GUBERNATORIAL DECLARATION:</td>
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<td>PRESIDENTIAL DECLARATION:</td>
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<td>RESOLUTION OR ORDINANCE NO.</td>
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ACTION PLAN OBJECTIVES FOR NEXT OPERATIONAL PERIOD

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SCHEDULED MEETINGS

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<th>Date / Time</th>
<th>Location</th>
<th>Contact Person</th>
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MISC. INFORMATION / NOTES

[Blank field for notes]
# LIAISON REPRESENTATIVES FROM OTHER AGENCIES

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<tr>
<th>ORGANIZATION/AGENCY</th>
<th>NAME</th>
<th>EOC LOCATION</th>
<th>CONTACT NUMBERS</th>
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# SCHEDULED PUBLIC INFORMATION BRIEFINGS

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# MISCELLANEOUS INFORMATION

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# Situation Report (SITREP)

## Planning Section Situation Report

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### Prepared By:

### Incident:

### Situation Description

### Response Efforts Underway

### Critical Needs - Shortfalls
# EOC Activation / Declaration

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## Damage Assessment Summary

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<td>E - Water Control Systems</td>
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<td>F - Public Utilities</td>
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<td>G - Facilities Under Construction</td>
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<td>H - Private Non-Profit</td>
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# LAW ENFORCEMENT SITUATION REPORT [SITREP]

**DATE:**

**TIME:**

**PREPARED BY:**

**INCIDENT:**

**SECTION CHF SHIFT 1:**

**SECTION CHF SHIFT 2:**

## RESOURCE STATUS SUMMARY

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## ROAD CONDITIONS (ATTACH MAP ON BACK)

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**BEST NORTH/SOUTH ROUTE:**

**BEST EAST/WEST ROUTE:**

## PIO INFORMATION

[Curfew/access restrictions; etc.]
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### SPECIAL NOTES/REMARKS

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### PIO INFORMATION

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### Resource Status

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**Remarks:**

### Priority Problems

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**Remarks:**

### Areas Evacuated

<table>
<thead>
<tr>
<th>Area</th>
<th>Cause of Evacuation</th>
<th>Number Evacuated</th>
<th>Evacuated To</th>
<th>Expected Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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### Search and Rescue Areas

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<thead>
<tr>
<th>Incident Name</th>
<th>Location</th>
<th>Incident Commander</th>
<th>Status</th>
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<td>4</td>
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<tr>
<td>AGENCY/STRIKE TEAM #</td>
<td>ETA OR ON SCENE DATE/TIME</td>
<td>TYPE EQUIPMENT</td>
<td>COMMANDER</td>
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SPECIAL NOTES/REMARKS

PIO INFORMATION
Disaster Summary Outline

GENERAL

College/University Name: ________________________________

Type of Disaster (Flood, Hurricane, Tornado, etc.) ________________________________

If this is a flood event, does the College/University participate in the National Flood Insurance Program (NFIP)?
Yes ☐ No ☐

Inclusive dates of the disaster: ________________________________

Was a local disaster declaration issued? Yes/ No (Not applicable for Agriculture assistance only)

Contact Person: ________________________ Title: ________________________

Address: _____________________________ City: ___________ Zip Code: ___________

Phone: ( ) ___________ Fax: ( ) ___________

Cell: ( )

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

A. Number of Fatalities ____________
B. Number of Injuries ____________
C. Number Hospitalized ____________

Description of Situation:

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations): _ _ _ _

Are shelters opened? Yes/No: _ _ _ _

How many?: _ _ _ _

Name, location, capacity, and current occupancy of shelters:

---

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>No. of Sites</th>
<th>Estimated Repair Costs</th>
<th>Anticipated Insurance *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency (EMS, Fire, Police)</td>
<td></td>
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<td>$</td>
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<tr>
<td>Road &amp; Bridge</td>
<td>Roade - Paved</td>
<td></td>
<td>$</td>
<td>$</td>
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<td></td>
<td>Roads - Unpaved</td>
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<td>$</td>
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<td></td>
<td>Bridges - Destroyed</td>
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<td></td>
<td>Bridges - Closed &amp; Repairable</td>
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<td></td>
<td>Bridges - Damaged &amp; Serviceable</td>
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<td>$</td>
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<td></td>
<td>Culverts - Totally washed away</td>
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<td></td>
<td>Culverts - Damaged &amp; still in place</td>
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<tr>
<td>Water Control Facilities (Dams, levees, dikes)</td>
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<td>$</td>
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<td>Buildings &amp; Equipment</td>
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<td>Public Utility Systems (Gas, Electric, Sewer, Water)</td>
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<td>Other (Recreational Facilities, Airports, etc.)</td>
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<td>Totals</td>
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</tbody>
</table>

Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncoverable loss from the estimated repair cost.
Total annual maintenance budget (i.e. Public Works, Roads & Bridges): $ ____________________

Start of Fiscal Year: Month ____________________

Other (Contract non-profit or governmental, medical, utility, educational, custodial care facilities, etc.)

<table>
<thead>
<tr>
<th>Organization / Facility</th>
<th>No of Sites</th>
<th>Estimated Repair Cost</th>
<th>Anticipated Insurance</th>
</tr>
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</table>

Totals

This form is for damage assessment reporting purposes only. If the college/university determines that the situation is of such severity and magnitude that an effective response is beyond the affected institution's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance, and a local state of disaster proclamation must accompany this DSO.
TAB 9

EMERGENCY PUBLIC INFORMATION

EMERGENCY PUBLIC INFORMATION OVERVIEW

Information dissemination in emergency situations is critical for the responders and support personnel and also for Evergreen Valley College staff, student body, and the public. The need for accurate timely information will occur as a result of the following situations:

- Evergreen Valley College staff, student body, and general public will demand information about the emergency situation and instructions on proper survival/response actions.
- The media will demand information about the emergency. Local media, particularly radio, will perform an essential role in providing emergency instructions and status information to the public. Depending on the severity of the emergency, or the media's conception of the severity of the emergency, regional and national media will also request information and may play a role in reassuring (or alarming) distant relatives of disaster victims.

Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio/television stations without emergency power may also be off the air. Demand for information will be overwhelming if sufficient public information staff is not provided and if staff is not trained.

This tab describes the Evergreen Valley College, Emergency Public Information (EPI) organization and outlines procedures for:

- The rapid dissemination of accurate instructions and information to the public during periods of emergency
- Response to media inquiries and calls from the public
- Establishment of a Joint Information Center (JIC) near the Emergency Operating Center (EOC) for use by print and electronic media reporters
- Establishment of an on-scene public information team at the site of an incident

The Evergreen Valley College Public Information Officer (PIO) emergency public information organization will coordinate with the City of San José and/or Santa Clara County PIOs or alternate(s). The Evergreen Valley College PIO will manage four key information elements:

- Emergency Information/Rumor Control
- Non-emergency Information/Visitor Control
- On-Scene Public Information
- Administrative Support
The PIO Supports the Incident Command

Under the ICS, the Public Information Officer (PIO) is a key staff member supporting the Incident Command structure. The PIO represents and advises the Incident Command (EOC Director) on all public information matters relating to the management of the incident. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate, clear with appropriate authorities, and disseminate accurate and timely information related to the incident, particularly regarding information on public health and safety and protection. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically collocated with the Federal, regional, State, local, or tribal EOC tasked with primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions, and with private-sector and nongovernmental organizations.

Coordination and Integration

Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among Federal, State, local, and tribal partners; and with private sector and nongovernmental organizations.

A major goal of the Public Information Officer will be to develop systems, tools, and processes to present consistent and accurate information to incident managers at all levels (e.g., common operating picture).

Public Information System

The establishment of a system approach to the management and dissemination of information. A Public Information System may include the establishment of a Joint Information System (JIS) and/or a Joint Information Center (JIC). The overriding consideration for expanding the existing information management system of the jurisdiction to a formal JIS/JIC would be the size of the incident and establishment of a MACS organization in which other agencies and/or the state joins the response effort. A Public Information System should facilitate the gathering, verification, coordination and dissemination of critical emergency information, crisis information, public affairs, and other important information.

The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes the plans, protocols, and structures used to provide information to the public during incident operations, and encompasses all public information operations related to an incident, including all Federal, State, local, tribal and private organization PIOs, staff and JICs established to support an incident. Key elements include the following: interagency coordination and integration; developing and delivering coordinated messages; support for decision-makers; and flexibility, modularity, and adaptability.

---

\[bb\] 05 NIMSCAST II-C-1-a
\[cc\] 05 NIMSCAST II-C-1-b
\[dd\] 10 NIMSCAST METRIC 7.2
\[ee\] 10 NIMSCAST METRIC 2.10 & 2.11
\[ff\] 05 NIMSCAST II-C-2-a
Joint Information Center
A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. It is important for the JIC have the most current and accurate information regarding incident management activities at all times. The JIC provides the organizational structure for coordinating and disseminating official information. JICs may be established at each level of incident management, as required.\textsuperscript{gg}

Networks
Indications and warnings, incident notifications and public communications, and the critical information that constitute a common operating picture are disseminated through a combination of networks used by E0Cs. Notifications are made to the appropriate jurisdictional levels and to private-sector and nongovernmental organizations through the mechanisms defined in emergency operations and incident action plans at all levels of government.\textsuperscript{hh}

Technology Use
Agencies must plan in advance for the effective and efficient use of information management technologies (e.g., computers and networks) to tie together all command, tactical, and support units involved in incident management and to enable these entities to share information critical to mission execution and the cataloguing of required corrective actions.\textsuperscript{ii}

The Evergreen Valley College Public Information Officer Responsibilities include:

- Rapidly release emergency instructions and information to the public through all available means.
- Receive and respond to all calls relating to public information coming into the Emergency Operating Center (EOC).
- Obtain periodic situation updates from EOC staff members and maintain New Release and Public Information boards and maps. Develop news releases and provide hard copy to the City of San José and/or Santa Clara County PIOs. Note: All news releases must be approved by the EOC Director before dissemination.
- Monitor broadcast and print media to ensure accurate and complete information. Contact media to correct errors.
- Track all rumors in order to target individual locations to insure accurate and complete information. Contact media to correct errors.
- Prepare news releases as requested by the EOC Director.
- Update recorded telephone messages or the Evergreen Valley College website hourly or as situation changes.

\textsuperscript{gg} 05 NIMSCAST II-C-2-b
\textsuperscript{hh} 05 NIMSCAST V-B-2-a-3
\textsuperscript{ii} 05 NIMSCAST V-B-2-a-4
Communications

The Evergreen Valley College PIO will rely on commercial telephone for disseminating information to the media and responding to direct public inquiry. The PIO should ensure that sufficient telephone circuits are installed in the emergency information/rumor control section to handle incoming calls. This capability may be in the form of a phone bank manned by trained Evergreen Valley College staff and/or volunteers.

The PIO should arrange for at least one unlisted, outgoing line (not in rotary) for his/her exclusive use during disasters. The telephone/fax machine will be used to coordinate with PIOs in other affected jurisdictions and at other government levels.

Should telephones be out of service or unavailable (as will be the case of the on-scene PIO team), ham radio operators may be used for communicating EPI messages. Provisions for this support should be made in advance and a list of trained and registered operators maintained.

The Emergency Digital Information System (EDIS) may also be available as a backup for normal communications with the media. The county may activate, or request activation of, local Emergency Alert System (EAS) stations following established EAS procedures.

EMERGENCY PUBLIC INFORMATION PRIORITIES

Lifesaving/Health Preservation Instructions
- What to do (and why)
- What not to do (and why)
- Information (for parents) on status and actions of schools (if in session)
- Hazardous/contaminated/congested areas to avoid
- Curfews
- Road, bridge, freeway overpass, and dam conditions, and alternate routes to take
- Evacuation routes, instructions, arrangements for persons without transportation
- Location of mass care/medical/coroner facilities, food, safe water
- Status of hospitals
- First aid information
- Fire fighting instructions
- Emergency telephone number (otherwise request people not use the telephone)
- Instructions/precautions about utility use, sanitation, turning off utilities
- Essential services available - hospitals, grocery stores, banks, pharmacies, etc.
- Weather hazards (if appropriate)
- Law Enforcement instructions - coordinate with the Operations Section Chief relating to both EOC and field incident security requirements
Emergency Status Information
Additional information the public should know include items such as:
- Media and public hotline numbers
- Description of the emergency situation including number of deaths and injuries, property damage, persons displaced
- Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, flood/fire fighting, etc.)
- Any of the above priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis
- Status of local and Governor's Proclamation, Presidential Declaration
- Where people should call/report to volunteer
- How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information)
- How disaster victims can locate family members

Other Useful Information
Usually this type of information will be released in the post-emergency period because of lack of time and other priorities:
- State/federal assistance available
- Disaster Application Center opening dates/times
- Historical events of this nature
- Charts/photographs/statistics from past events
- Human interest stories/Acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured

Modes of dissemination of information
Local commercial radio is the most rapid means of communicating emergency information to the public. However, EPI may need to be disseminated in a number of ways including:
- Local News Wire Services
- Regional commercial radio stations whose signals reach the stricken area (if local stations are off the air)
- Television stations (including cable)
- Newspapers
- Special EPI supplements to newspapers
- Leaflets distributed by volunteers
- Public safety loudspeakers
- Personal contact
- Email/school web sites
TAB 10

DAMAGE ASSESSMENT PROCEDURES

DAMAGE ASSESSMENT OVERVIEW

The phrase "Damage Assessment" is used to describe several distinct activities conducted at different times and for different purposes after disaster impact.

Objectives
The objectives of Damage Assessment are:
- To determine nature/extent of damage for proper prioritization and resource allocation
- To provide information during or after an emergency or disaster detailing the location, extent (major or minor and dollar estimate when available) of damage
- To provide information to determine priorities and requirements for deployment of resources and personnel in an affected area
- To determine need and types of federal/state assistance
- To document and support requests for assistance

Preliminary Safety Survey
Damage assessment is critical in the early stages of a major emergency or disaster in order to know where resources are most needed and to document the need for an emergency declaration to secure outside assistance. The Evergreen Valley College Damage Assessment Unit Leader will coordinate the completion of a Preliminary Safety Survey.

Disaster Survey Teams
The Evergreen Valley College Damage Assessment Unit Leader has the responsibility for organizing, calling up, and directing Evergreen Valley College Disaster Survey Team for disasters that affect a number of College buildings. Evergreen Valley College Facilities personnel should be key members in these Disaster Survey Teams. The Damage Assessment Unit Leader is responsible for providing copies of damage assessment summary reports developed by the Disaster Survey Teams to the Planning Section Chief and/or EOC Director.

While in the field, all Disaster Survey Team members should wear clearly identifiable uniforms, vests, or the like and carry identification so they are easily distinguishable as being on official business.

The Disaster Survey Team members should complete a reasonably detailed initial survey of the damage area within 10 hours of the onset of a response phase of an emergency operation. The initial survey shall be followed by a more complete survey completed within 72 hours following the event.

Exhibits
Exhibit 1 – Preliminary Safety Survey Form
Exhibit 2 – ATC-20 Detailed Evaluation Safety Assessment Form
<table>
<thead>
<tr>
<th>DESCRIPTION OF DAMAGE</th>
<th>DMGED</th>
<th>DESTR</th>
<th>URGNT</th>
<th>EST. VALUE</th>
<th>NOTES</th>
</tr>
</thead>
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</tbody>
</table>
**PRELIMINARY SAFETY SURVEY**

This form is used to record and report the preliminary safety assessment.

<table>
<thead>
<tr>
<th><strong>DATE/TIME</strong></th>
<th>Identify Date and Time form completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME / PHONE</strong></td>
<td>Identify Name and Phone Number of individual completing or responsible for form.</td>
</tr>
<tr>
<td><strong>DESCRIPTION OF DAMAGE</strong></td>
<td>Identify extent of damage.</td>
</tr>
<tr>
<td><strong>DAMAGED</strong></td>
<td>Check block if property is damaged. Check if less than 75% of structure affected, loss of utilities, or other impact.</td>
</tr>
<tr>
<td><strong>DESTROYED</strong></td>
<td>Check block if property is destroyed. More than 75% of structure affected.</td>
</tr>
<tr>
<td><strong>URGENT</strong></td>
<td>Check block if URGENT Operations Section attention is required at location.</td>
</tr>
<tr>
<td><strong>ESTIMATED VALUE</strong></td>
<td>Provide Cost Estimate if you can reasonably determine.</td>
</tr>
<tr>
<td><strong>NOTES</strong></td>
<td>Can the facility still operate (even at reduced capacity)?</td>
</tr>
</tbody>
</table>
# ATC-20 Detailed Evaluation Safety Assessment Form

## Inspection
- **Inspector ID:** ____________  
- **Inspection date:** ____________
- **Affiliation:** ________________  
- **Inspection time:** ____________
- **Areas inspected:**  
  - [ ] Exterior only  
  - [ ] Exterior and interior
- **Final Posting**  
  - [ ] Inspected  
  - [ ] Restricted Use  
  - [ ] Unsafe

## Building Description
- **Building name:** ________________
- **Address:** ________________
- **Building contact/phone:** ________________
- **Number of stories:** ____________
- **Footprint area** (square feet): ____________
- **Number of residential units:** ____________

## Type of Construction
- [ ] Wood frame
- [ ] Steel frame
- [ ] Tilt-up concrete
- [ ] Concrete frame
- [ ] Concrete shear wall
- [ ] Unreinforced masonry
- [ ] Reinforced masonry
- [ ] Other: ____________

## Primary Occupancy
- [ ] Dwelling
- [ ] Other residential
- [ ] Public assembly
- [ ] Emergency services
- [ ] Commercial
- [ ] Government
- [ ] Offices
- [ ] Historic
- [ ] Industrial
- [ ] School
- [ ] Other: ____________

## Evaluation
Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

### Overall hazards:
- [ ] Collapse or partial collapse
- [ ] Building or story leaning
- [ ] Other: ____________

### Structural hazards:
- [ ] Foundations
- [ ] Roofs, floors (vertical loads)
- [ ] Columns, pilasters, corbels
- [ ] Diaphragms, horizontal bracing
- [ ] Walls, vertical bracing
- [ ] Precast connections
- [ ] Other: ____________

### Nonstructural hazards:
- [ ] Parapets, ornamentation
- [ ] Cladding, glazing
- [ ] Ceilings, light fixtures
- [ ] Interior walls, partitions
- [ ] Elevators
- [ ] Stairs, exits
- [ ] Electric, gas
- [ ] Other: ____________

### Geotechnical hazards:
- [ ] Slope failure, debris
- [ ] Ground movement, fissures
- [ ] Other: ____________

<table>
<thead>
<tr>
<th>Minor/None</th>
<th>Moderate</th>
<th>Severe</th>
<th>Comments</th>
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*Continue on page 2*
ATC-20 Detailed Evaluation Safety Assessment Form

Make a sketch of the damaged building in the space provided. Indicate damage points.

Estimated Building Damage
If requested by the jurisdiction, calculate estimated building damage percentage (repair cost + replacement cost, excluding contents).

- □ None
- □ 0–1%
- □ 1–10%
- □ 10–30%
- □ 30–60%
- □ 60–100%
- □ 100%

Posting
If there is an existing posting from a previous evaluation, check the appropriate box.

Previous posting: □ INSPECTED □ RESTRICTED USE □ UNSAFE Inspector ID: __________ Date: ________

If necessary, revise the posting based on the new evaluation and team judgment. Severe conditions endangering the overall building are grounds for an Unsafe posting. Local Severe and overall Moderate conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one, whether the posting has been revised or not.

□ INSPECTED (Green placard) □ RESTRICTED USE (Yellow placard) □ UNSAFE (Red placard)

Record any use and entry restrictions exactly as written on placard: ____________________________

Number of residential units vacated: ______________________________________________________

Further Actions
Check the boxes below only if further actions are needed.

- □ Barricades needed in the following areas:

- □ Engineering Evaluation recommended: □ Structural □ Geotechnical □ Other: ________________

- □ Other recommendations: ______________________________________________________________
TAB 11

RECOVERY

RECOVERY OVERVIEW

The Evergreen Valley College is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.

The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

Assumptions

- Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.
- We must be prepared to deal with a major emergency or disaster until outside help arrives.
- Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (Individual Assistance or IA) and for repairs to infrastructure (Public Assistance or PA) and should be a vital concern to local officials following a disaster.
- State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.
- Volunteer organizations will be available to assist citizens in meeting some basic needs, but they cannot provide all needed assistance.

Damage assessment and recovery operations may commence while some emergency response activities are still underway.

Purpose

The purpose of this Tab is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.
Explanation of Terms

- CFR  Code of Federal Regulations
- DFO  Disaster Field Office
- DRC  Disaster Recovery Center
- DSO  Disaster Summary Outline
- EMC  Emergency Management Coordinator
- FEMA Federal Emergency Management Agency
- JIC  Joint Information Center
- IA  Individual Assistance
- OEM  Office of Emergency Management
- PA  Public Assistance
- PDA  Preliminary Damage Assessment
- PIO  Public Information Officer
- PW  Project Worksheet
- RLO  Regional Liaison Officer
- SBA  Small Business Administration
- SOP  Standard Operating Procedure

Definitions

Individual Assistance - Financial or housing assistance provided to citizens or businesses that suffer losses in a disaster. The housing assistance is only for citizens.

Public Assistance - Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.


Primary and Secondary Agents - The individuals who will be representing the jurisdiction in the grant process.

Project Worksheet - A FEMA document that lists the specifications of an approved PA project.

Concept of Operations

Our disaster recovery program will be conducted in five steps:

Pre-Emergency Preparedness - Prior to an emergency, recovery plans and procedures plus training of individuals who will manage recovery operations must be completed.

Initial Damage Assessment - An initial damage assessment is required to support our request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Unit Leader of the Planning Section. During this phase, the County/City Manager of a jurisdiction adhering to this plan should declare a local state of disaster. As such, a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance.
Requesting Assistance - State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request the President issue a federal disaster declaration.

Short Term Recovery Activities - Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the Office of Emergency Management. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government.

Post-Declaration Recovery Programs - Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued.

Damage Assessment

An extensive detailed damage assessment is the basis of most recovery programs at the state and federal levels. The County, with the assistance of the cities adhering to this plan, is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information should be obtained from the County Planning Department.

The Damage Assessment Unit Leader will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.

Damage Assessment Teams

There will be two types of damage assessment teams. PA teams will survey damage to government property and private non-profit organizations. IA teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Unit Leader.

PA Team

This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:

- Emergency services
- Debris removal and disposal
- Roadways and bridges
- Water control facilities
- Buildings, equipment, and vehicles
- Publicly owned utilities
- Parks and recreational facilities
IA Team

This team will survey damage to homes and businesses.

- **Homes** - The Site Assessment - Housing Losses of the DSO form, included in Appendix 1 to this provides a matrix used to report the following information:
  1. Damage to homes will be categorized by:
     - Type of housing unit: single family, mobile homes, multi-family units.
     - Type of damage: destroyed, major damage, minor damage, affected.
  2. For each type of housing unit, an estimate of average percent of units covered by insurance must be provided

- **Businesses** - The Site Assessment - Business Losses section of the DSO (see Appendix 1) should be used to report business damages to the state officials.

In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form. The following information will be needed should our jurisdiction not qualify for FEMA assistance.

1. Business name and address
2. Owner's name and phone number
3. Type of business
4. Estimated dollar loss
5. Amount of anticipated insurance
6. Value of business
7. Fair replacement value of contents, structure or land
8. Number of employees
9. Number of employees for which unemployment insurance is carried
10. Estimated number of days out of operation
11. Percent of uninsured loss

Requests for Assistance

Requests for assistance should be forwarded to the county and/or state within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration. The County/City Manager should:

- Prepare a letter to the Governor requesting assistance (samples are included in the *Disaster Recovery Manual*) and attach:
  1. A DSO for incorporated areas of the county, if such areas suffered damage.
  2. A consolidated DSO reflecting data from all cities and unincorporated areas that suffered damage.
  3. A disaster declaration for the county if unincorporated areas suffered damage. See guidance on preparing a disaster declaration.
  4. All letters from mayors with their attached DSOs and disaster declarations.
- Forward the foregoing to the county and/or OES. Fax a copy of the package and send the original documents by mail.
• OES will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the County/City Manager as the request is processed.

If local damages appear to exceed the state and local capability to recover, OES will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct an Initial Damage Assessment. If the results of that assessment confirm the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

Post-Declaration Emergency Programs

Presidential Declaration

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A DFO staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more DRCs staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance. Mobile DRCs may also be employed.

Individual Assistance

• The FEMA Teleregistration System is activated so disaster victims may register by phone for federal disaster assistance.
• Federal, state, and local personnel conduct follow-up damage assessments.
• State and federal Outreach programs for disaster victims are initiated.
• Individual assistance activities for citizens and businesses may continue for months.

Public Assistance

• Public assistance is provided to repair or rebuild public facilities affected by a disaster including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
• As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
• Virtually all federal public assistance program are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

Other Assistance

SBA Assistance

If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Limited assistance may also be available from several state programs.
Agricultural Declarations

The Governor is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program.

Recovery Document Procedures

Why Document Disaster Costs

- Federal funding may be available
- State funding may be available
- It is good business
- Can be a planning tool
- Single Audit Act (PL 98-502 as amended)

Two Ways to Complete Work

- By Force Account
- By Contract

Who Documents Cost?

- Central Record Keeper - Appointed in advance, trained on procedures and forms (computer version or manual version)
- Field Responders - Supervisors trained on procedures and forms (manual version)

Recording in the Field

- Work disaster related
- Separate record for each work site
- Employees working two or more sites
- Equipment working two or more sites

Project Worksheets

- Jurisdiction may write
- FEMA/State may write or assist
- Approval - Several weeks

From the Get Go

- Start record keeping
- Separate files for each work site (3 damaged streets - 3 files)
- Develop scope of work
- Develop project worksheet
- Project approval
- Combine files as needed

Donated Resources

Volunteer Labor - Record the same as paid employees. There is no reimbursement for volunteer labor but credit possible to offset Non-Federal cost share. Valued at same rate as paid workers for similar work.
Donated Equipment - Record the same as Force equipment. There is no reimbursement for donated equipment but credit possible to offset Non-Federal cost share. Value determined by FEMA Equipment Rates.

Donated Materials - Record the same as purchased materials. There is no reimbursement for donated materials but credit possible to offset Non-Federal cost share. Value at current commercial rate. Materials donated by Federal Agencies are not eligible.

**Force Account Labor**
- Permanent and temporary
- Reassigned employees
- Must be on payroll
- Document for each work site individually
- Only disaster related work
- Overtime - use established jurisdiction policies and practices

**Pay Records** – Use **Force Account Labor Summary Record**
- Identify Pay Period
- Employee Name
- Job Classification
- Number of hours per day
- Total hours per pay period
- Rate of Pay - Regular and overtime
- Total earning

**Force Account Benefits**
- Often Overlooked - Calculate in advance
- FICA
- Retirement
- Health Insurance
- Life & Disability Insurance
- Worker's Compensation
- Unemployment Insurance

**Fringe Benefits Calculation**
- Normal Year - (52 weeks x 5 workdays x 8 hours/day = 2080)
- Basic Hourly Rate - (Yearly salary / 2080 = hourly rate)
- Vacation / sick leave time - (# days x 8 / 2080 = percent)

**Other Fringe Benefits**
- Retirement - Percentage matched by employer
- Social Security & Unemployment Insurance
- Insurance - Varies by employer
- Worker's Compensation - Varies by employer
Force Account Equipment
- Equipment owned
- Only actual operating time eligible
- Standby time not eligible
- Operator time on labor record
- Separate records for each work site
- Schedule of Equipment Rates at www.fema.gov/r-n-r/fin_eq_rates.htm

Rented Equipment
- Only actual operating time eligible
- Standby time not eligible
- Indicate if rate with or without operator
- Without operator - operator on labor record
- Separate records for each site

Rental Invoice
- Type of equipment
- Date and hours used
- Rate per hour
- With or without operator
- Total cost
- Vendor name
- Invoice number

Materials and Supplies
- Take from stock - Invoice of original purchase or replacement purchase invoice
- Purchased - Purchase invoice
- Document use for each work site

Contract Work
- Scope of Work to be done
- Contract bid advertisement
- List of bidders
- Contract bids
- Proof work to lowest bidder

Low Bid Not Accepted
- Document why bid not acceptable
- Award to next lowest bidder to meet terms

Contracts Not Reimbursable
- Dates on documents within the allowable time period
- Dates agree with project and final inspection dates

General Document Requirements
- Dates on documents within the allowable time period
- Dates agree with project and final inspection dates
Cost Overruns

- Large Projects - Case by case basis
- Small Projects - related to total net
- Report to state EMA – ASAP
- Alternate projects require FEMA approval

References

- Public Assistance Policy Digest (FEMA 321, October 1998)
- Public Assistance Guide (FEMA 322, October 1999)
- 44CFR, Part 206, Subparts C and G-L
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288)
- [www@fema.gov](http://www@fema.gov)