

# EOC Position Checklist



Chelsea County USA

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## Emergency Operations Center

### GENERIC CHECKLIST

(All EOC Staff)

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#### Activation Phase:

- ρ Check in with the Personnel Unit (in Logistics) upon arrival at the INCERT NAME HEREEOC.
- ρ Report to ESC, Section Chief, Branch Coordinator, or other assigned Supervisor.
- ρ Set up your workstation and review your position responsibilities.
- ρ Establish and maintain a position log which chronologically describes your actions taken during your shift.
- ρ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ρ Ensure WebEOC is operational.

#### Demobilization Phase:

- ρ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ρ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- ρ Be prepared to provide input to the after-action report.
- ρ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ρ Clean up your work area before you leave.
- ρ Leave a forwarding phone number where you can be reached.

# Management Section

**DIRECTOR OF EMERGENCY SERVICES**

Responsible for the overall management of the incident through its completion or until officially relieved of command. Oversees the development and implementation of strategic decisions, and approves ordering and release of resources. Has complete authority and responsibility for conducting the overall operation.

**Action Checklist**

- Identify yourself as the Director of Emergency Services.
- Read this entire checklist and wear your assigned vest.
- Obtain a briefing on the extent of the emergency and recommended initial objectives from your Management (Operations, Planning and Intelligence, Logistics and Finance Chiefs.)
- Depending on the type of the incident and the information available, order partial or full activation of the EOC.
- Determine if all key personnel or alternates are in the EOC or have been notified.
- Brief Section Chiefs; appoint alternates as necessary.
- Ensure Section Chiefs and their staff members possess and utilize CHECKLISTS.
- Assess the situation, develop an overall strategy with the Management Staff and establish emergency response objectives and priorities.
- Determine the need for evacuation. If evacuation is required, ensure PIO utilizes news media to pass specific evacuation instructions.
- Consider declaring a local emergency. Distribute declaration(s) to the County Executive and Office of Emergency Services.
- Establish the frequency of briefing sessions for EOC staff.
- Establish operational work periods for all Emergency Operations Center and field personnel. Advise Section Chiefs to plan for relief personnel.
- Direct Section Chiefs to maintain appropriate Unit Logs, charts, and records.
- Log onto WebEOC.

- Direct Section Chiefs to provide section situation reports prior to the end of each operational period or as needed for the completion of the INCIDENT ACTION PLAN by the Planning Section Chief.
- Review and approve the INCIDENT ACTION PLAN developed by the Planning Chief with the assistance of the Command Staff. Ensure proper distribution of the Action Plan.
- Ensure that proper warning has been given to affected areas, agencies or facilities.
- Ensure that assessments are made for mutual aid requirements and that requests for such aid are made promptly to the County.
- If there is little or no damage to the city, prepare to provide mutual aid to neighboring cities and the County.
- Complete a MANAGEMENT SECTION SITUATION REPORT at the end of operational period or prior to shift change. Provide copy to your relief and to the Planning Documentation Unit.
- Keep the Mayor, City Council and the County informed of all major problems and decisions.
- Maintain a MANAGEMENT SECTION LOG noting messages received; decisions made and actions taken.
- Ensure that an AFTER ACTION REPORT is completed by the Documentation Unit at the deactivation of the EOC, and that Corrective Actions are noted, including who is responsible for the actions and when they are to be completed. The Director is to ensure that the Corrective Actions are completed by whom they were assigned, and that they are completed in the time allocated in the report.

**EMERGENCY SERVICE COORDINATOR / SAFETY OFFICER**

Responsible for maintaining the EOC in operational order by procuring and repairing equipment, and obtaining supplies as needed. Also, the ESC / Safety Officer identifies and anticipates EOC hazards or unsafe conditions. This includes situations created as a result of or directly influenced by the event. Develops and recommends measures to ensure personnel safety.

**Action Checklist**

- Identify yourself as EOC Facility Manager / Safety Officer.
- Read this entire checklist.
- Log onto WebEOC.
- Contact the Director of Emergency Services to determine status of EOC needs.
- Assist in setting up EOC if required.
- Log onto WebEOC.
- Contact other Section Chiefs for each unit's specific needs.
- Obtain assistance from City staff as needed.
- Procure EOC supplies as needed.
- Repair EOC equipment as needed.
- Insure EOC security through the Law Enforcement Unit, making sure all personnel have proper identification.
- Assist Section Chiefs as required.
- Establish contact with all EOC sections, advising personnel to notify you of unsafe working conditions.
- Work with Logistics Section to obtain needed safety equipment for field and EOC personnel (ex: gloves, hard hats, flashlights, reflective vests, etc.)
- Record and advise Director of Emergency Services of unsafe working conditions you have been unable to resolve.

- At the conclusion of the event, insure that the EOC is re-stocked and all equipment is in proper working order.
  
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion



**PUBLIC INFORMATION OFFICER**

Responsible for the formulation and release of information about the event, as well as the point of contact for news media and other appropriate agencies and organizations.

**Action Checklist**

- Identify yourself as the Public Information Officer.
- Read this entire checklist.
- Log onto WebEOC.
- Obtain a briefing from the Management Staff.
- Assess the situation.
- Prepare an initial information summary as soon as possible after arrival.
- Observe constraints on the release of all information imposed by the Director of Emergency Services.
- Establish contacts with the media and provide whatever assistance is required.
- Establish an Information Center for the media. Schedule regular briefings. Post briefing schedule.
- Establish separate voice mail telephone hotlines for media and public use. Update regularly.
- Establish field PIO teams, contact existing teams, including those of other jurisdictions.
- Gather and disseminate instructions, warnings, and announcements.
- Release news and information. Post the information in the EOC and Media Center. Ensure that field units receive copies of all releases.
- In the case of a multi-jurisdictional event, coordinate the release of public information through a Joint Information Center (JIC).
- Arrange for escort and briefing service for the media and VIPs.
- Attend all EOC briefings and Management Staff meetings. Update information releases.

- Schedule expert speakers for media briefings.
- Monitor television and radio transmissions.
- Issue warnings about unsafe areas, structures, and facilities.
- Utilize EDIS, EAS, *AlertOC*, or other communications systems to issue warnings.
- Issue special information releases addressing rumors. Identify them as such, and provide correct information, if available.
- Provide information to the public on available transportation routes, closures, etc.
- Release an official list of assistance centers and shelter sites.
- Ensure that announcements and information are translated for special populations.
- Maintain a log noting messages received; releases published; interviews granted; and other activities. Maintain record of personnel on duty.
- Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

**LIAISON OFFICER**

Acts as point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. This may include, but is not limited to Law Enforcement agencies, Fire Services, Public Works, Water Districts, Red Cross, hospitals, schools, etc. Ensures that these people are informed and involved in the event response.

**Action Checklist**

- Identify yourself as the Liaison Officer.
- Read this entire checklist.
- Log onto WebEOC.
- Obtain a briefing on the extent of the emergency and recommended initial objectives from the EOC Director.
- Maintain a Unit Log noting messages received; decisions made and actions taken.
- Be a point of contact for other Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of event status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Assign assistants as needed.
- Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

**LEGAL OFFICER**

The Legal Officer is the City Attorney or his/her designate. The Legal Officer provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal Officer assists the Director of Emergency Services in declaring a local emergency and implementation of emergency powers.

**Action Checklist**

- Identify yourself as the Legal Officer.
- Read this entire checklist.
- Log onto WebEOC.
- Obtain a situation briefing on the extent of the emergency from the Director of Emergency Services.
- Advise Director of Emergency Services on declaring an emergency and/or issuing special orders.
- Monitor response effort and advise Director of Emergency Services regarding liability exposures and protection against such exposures.
- Prepare proclamations, emergency ordinances, and other legal documents as required by the Director of Emergency Services.
- Develop rules and regulations required for acquisition and/or control of critical resources.
- Provide advice and prepare draft documents regarding the demolition of hazardous structures or abatement of hazardous conditions.
- Brief relieving staff upon arrival.
- Maintain a log noting messages received; decisions made; actions taken; and personnel on duty.
- Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action and Assigned to and due date for completion.

# Operations Section

**OPERATIONS SECTION CHIEF**

Responsible for the management of all tactical operations directly applicable to the primary mission. Coordinates the emergency operation units. Activates and supervises the organizational elements in accordance with the Incident Action Plan.

**Action Checklist**

- Identify yourself as the Operations Section Chief.
- Read this entire CHECKLIST.
- Log onto WebEOC
- Obtain a briefing from the Management Staff.
- Evaluate the field conditions associated with the emergency. Determine the resources committed and coordinate with Situation Analysis. Develop a briefing with the Director of Emergency Services.
- Direct Operations Unit Leaders to maintain up-to-date INCIDENT CHARTS, INCIDENT REPORTS and Unit specific maps.
- Ensure that Unit Leaders complete a SITUATION REPORT at end of each operational period.
- Assist the Planning and Intelligence Chief in the development of the ACTION PLAN.
- Assign and brief Operations personnel on the ACTION PLAN.
- Supervise Operations related response.
- Coordinate the activities of all departments and agencies involved in the operations.
- Determine needs and request more resources when necessary.
- Establish communications with affected areas.
- Assign specific work tasks to various units of the Section as required. Ensure Operations Unit Leaders and personnel possess and utilize CHECKLISTS.
- Ascertain what resources are committed. Coordinate further needs with the Logistics Section Chief.

- Receive, evaluate, and disseminate emergency operational information.
- Determine the need for additional resources; make a recommendation to the Director of Emergency Services.
- Establish and maintain staging areas for operations related equipment and personnel.
- Establish field communications with affected areas, using interoperable systems as available.
- Coordinate resource needs with the Logistics Section Chief.
- Receive, evaluate, and disseminate information relative to the operation of the emergency.
- Provide all relevant emergency information to the Public Information Officer.
- Maintain an OPERATIONS SECTION LOG noting messages received, decisions made, actions taken, and other activities. Maintain a record of personnel on duty.
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

**LAW ENFORCEMENT UNIT LEADER**

The Law Enforcement Unit provides warning information, evacuates citizens, controls traffic, and provides security. The Unit also enforces temporary laws and controls crime.

**Action Checklist**

- Identify yourself as Law Enforcement Unit Leader.
- Read this entire CHECKLIST.
- Log onto WebEOC
- Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- Check telephones and radios.
- Establish Law Enforcement Unit and staff for extended operations. Mobilize Reserves and volunteers.
- Request that all City facilities are being checked for damage and problems.
- If appropriate, move emergency vehicles to open areas to avoid damage from aftershocks.
- Check to see if aerial reconnaissance has been launched by INCERT NAME HERE County.
- Contact County OES for status on other law enforcement agencies, special problems, and availability of response. Advise Operations Chief and Planning and Intelligence Section of major problems.
- Maintain a LAW ENFORCEMENT INCIDENT CHART and MAP record of all MAJOR law enforcement incidents and commitments.
- Complete a LAW ENFORCEMENT SITUATION REPORT at the end of each Operational Period or upon request of the Planning and Intelligence Section Chief. This report will be utilized to pass to your relief at the end of the work shift and in preparation of the ACTION PLAN.
- Coordinate provision of in-county law enforcement mutual aid for priority problems.
- Check with the other Operations Section units for a briefing on the status of the emergency.



- Estimate need for out-of-county mutual aid.
- Report to INCERT NAME HERE County Law Enforcement Mutual Aid Coordinator on major problems, actions taken, and resources available or needed.
- Establish emergency traffic routes in coordination with Public Works, CHP, and other agencies. Initiate traffic control if needed.
- Provide security for evacuated areas, shelters, casualty collection points, temporary morgues, emergency medical treatment facilities, first aid stations, and fire stations.
- Keep the INCERT NAME HERE County EOC Law Enforcement Unit advised of overall situation.
- Keep field forces advised of shelter locations, first aid facilities, casualty collection points, and other facilities which may be established.
- Advise the Director of Emergency Services of the current situation as required.
- Assist in the preparation of the ACTION PLAN.
- Arrange for feeding and sheltering of mutual aid police personnel as necessary with the Logistics Section.
- Maintain a LAW ENFORCEMENT UNIT LOG noting messages received, decisions made, actions taken, and other activities. Maintain record of personnel on duty.
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

## FIRE & MEDICAL UNIT LEADER

The primary mission of the Fire & Medical Unit is the prevention, rescue, suppression and control of fires. In addition, they will determine the medical needs of the City and coordinate with the INCERT NAME HERE County Emergency Operations Center for the appropriate medical response. Also, as the availability of personnel permits, it supports medical treatment at Fire Stations, conducts rescue operations with the assistance of Public Works and other outside agencies as required for heavy rescue.

### Action Checklist

- Identify yourself as Fire/Medical Unit Manager.
- Read this entire CHECKLIST.
- Log onto WebEOC.
- Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- Check telephones and radios. Request repair or augmentation from the Logistics Section.
- Establish Fire/Medical Unit for extended operations.
- Contact the INCERT NAME HERE County EOC for the status of local fire departments, special problems, and availability to respond. Advise Operations Chief and Planning and Intelligence Section of major problems and general fire situation.
- Get hospitals status through the County OES Medical Section. Report results to Section Chiefs and the Planning and Intelligence Situation Status Unit.
- Establish contact with County medical coordinator and report on status and special problems.
- Maintain a FIRE/MEDICAL INCIDENT CHART and MAP record of all MAJOR fire/rescue/medical incidents.
- Complete a FIRE/MEDICAL SITUATION REPORT at the end of each Operational Period or upon request of the Planning and Intelligence Section Chief. This report will be utilized to pass to your relief at the end of the work shift and in preparation of the ACTION PLAN. Maintain a map record of all major fires, hazardous materials spills, rescue operations, and other fire incidents.

- Coordinate provision of in-county mutual aid for priority problems.
- Check with the other Operations Section units for a briefing on the status of the emergency.
- Check the status, availability, and deployment of strike teams and other mutual aid forces.
- Estimate need for fire/medical mutual aid.
- Report to the County Fire Mutual Aid Coordinator on major problems, actions taken, and resources available or needed.
- Advise the Director of Emergency Services of the current situation as required.
- Assist in the preparation of the ACTION PLAN.
- Arrange for feeding and sheltering of fire personnel as necessary with the Logistics Section.
- Determine if current and forecasted weather conditions will complicate large and intense fires, rescues, hazardous material releases, major medical incidents, and/or other potential problems.
- Maintain a log noting messages received, decisions made, actions taken, and other activities. Maintain record of personnel on duty.
- Keep field forces advised of shelter locations, first aid facilities, casualty collection points, and other facilities which may be established.
- Check all nursing facilities for damage and status.
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

## PUBLIC WORKS UNIT LEADER

The Public Works Unit is responsible for maintaining the City's infrastructure and related services, as well as restoring those damaged or destroyed. This unit will evaluate the safety of roadways, bridges and other public areas. Public Works will also assist other units with traffic control, search and rescue, and transportation as needed.

### Action Checklist

- Identify yourself as Public Works Unit Leader.
- Read this entire CHECKLIST.
- Log onto WebEOC.
- Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- Check the status, availability, and deployment of City Public Works equipment.
- Check telephones and radios. Request repair or augmentation from the Logistics Section.
- Establish Public Works Unit for extended operations. Prepare to organize and use volunteers.
- Insure that all key City roads and facilities are being checked for damage and problems.
- If appropriate, move public works vehicles to open areas to avoid damage from aftershocks after earthquakes.
- Contact all field units and utilities for status, special problems, and availability to respond. Advise Operations Chief and Planning and Intelligence Section of major problems and general situation.
- Contact utilities and other local agencies for status, special problems, and availability to respond.
- Advise PIO in the Management Section of road, building, and bridge closures.
- Maintain a map record of all major public works incidents and commitments.
- Coordinate provision of in-county public works mutual aid for priority problems.
- Check with the other Operations Section units for a briefing on the status of the emergency.

- Establish contact with the County Public Works Coordinator and advise of situation.
- Assess the situation and determine the following:
  - Location and nature of major road problems
  - Approximate number of injuries and/or dead
  - Response already underway
  - Best response routes
  - Staging Area locations
  - Availability of other resources
- Update and brief the Operations Chief on Public Works Issues.
- Arrange for the feeding and sheltering of Public Works personnel through the Care and Shelter Unit of the Logistics Section.
- Maintain a log noting messages received, decisions made, actions taken, and other activities.
- Maintain a record of personnel on duty.
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

# Planning and Intelligence Section

**PLANNING & INTELLIGENCE SECTION CHIEF**

Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information and intelligence are needed to (1) understand the current situation, (2) predict probable course of incident events, and (3) prepare alternative strategies to control operations for the incident.

**Action Checklist**

- Identify yourself as the Planning and Intelligence Section Chief.
- Read this entire checklist.
- Log onto WebEOC
- Obtain a briefing on the extent of the emergency from communications or other members of the Management Staff and coordinate any specific requirements from the Director of Emergency Services.
- Confirm that all key Planning and Intelligence Section personnel or alternates are in the EOC or have been notified. Request additional staff from Logistics Section as needed.
- Activate, and direct Planning and Intelligence Section Units and ensure Section log is maintained.
- Direct Situation Status Unit Leader to initiate collection and display of significant disaster events to include a weather collection system when necessary.
- Direct Documentation Unit Leader to initiate collection and display of disaster information and to activate the EOC Message Center.
- Insure internal coordination between Unit Leaders.
- Direct Situation Status Unit Leader to prepare a briefing on the disaster, resources applied and resources available, or en route for application.
- Insure that situation maps and related charts are available and posted with current information.
- Assess the impact of the emergency on the City including the initial damage assessment by the building inspectors and other field units.

- Assemble information on alternative strategies. Assign assistants, as needed, to advance planning and demobilization tasks.
- Advise Management Staff of any significant changes in incident status.
- Establish information requirements and reporting schedules for all SEMS organizational elements for use in preparing the ACTION PLAN.
- Direct the coordination of periodic disaster and strategy plan briefings to the Director of Emergency Services, the Chiefs of other Sections, to include predictions on incident potential.
- Confirm that Situation Status Unit is compiling and displaying status and resource summary information.
- Prepare summary situation reports of the emergency for distribution at least every eight to twelve hours.
- Begin planning for recovery in the emergency area(s).
- Identify need for use of specialized resources.
- Cooperate with Police, Fire, and Public Works to prepare and provide a Traffic Plan.
- Prepare and distribute Director of Emergency Service's orders.
- Prepare recommendations for release of resources by developing a Demobilization Plan.
- Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- Ensure that the Documentation Unit completes an AFTER ACTION REPORT, which should indicate what Corrective Actions are needed, including who is responsible for the actions and when they are to be completed.



**SITUATION STATUS UNIT LEADER**

Responsible for collection and organization of event and situation information and displaying the information in the EOC.

**Action Checklist**

- Obtain briefing and special instructions from the Planning and Intelligence Section Chief or person in charge of planning activities when you arrive.
- Read this entire checklist.
- Log onto WebEOC.
- Prepare and maintain the EOC display boards.
- Activate elements of the Unit, establish work area, assign duties, and ensure Unit Log is maintained.
- Ensure that the position has all required support items for displays.
- Direct collection, organization, and display status of disaster events.
- Insure radio communications is established with Field Observer(s), CERT members, and that a log is maintained.
- Based on the nature of the emergency, direct Field Observers and or CERT members to report on high priority areas, (densely populated and critical service areas) first.
- Ensure "human" communications pathways within the elements of the Planning Section are initiated and maintained.
- Ensure "human" communications pathways with information sources in other Sections are initiated, particularly the Operations Staff, and direct and maintain individual logs.
- Provide for an authentication process in case of conflicting status reports on events.
- Prepare and present an overview Situation Report, an evaluation of the disaster situation, and predictions on the course of the disaster event(s) before each planning meeting or upon request of the Planning and Intelligence Section Chief.
- Assist in strategy planning based on the evaluation of the disaster situation and predictions of the probable course of the event(s).

- Maintain Situation Unit records to include Unit Log.
  
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

**RESOURCE STATUS UNIT LEADER**

Responsible for documenting the current status and location of controlled resources, transportation and support vehicles. Assists the Situation Status Unit and Document Unit Leaders in strategy planning and briefing presentations.

**Action Checklist**

- Identify yourself as the Resource Status Unit Leader.
- Obtain a briefing and special instructions from the Planning Section Chief.
- Read the entire checklist.
- Log onto WebEOC.
- Direct collection, organization, and display status of incident resources to include allocation, deployment and staging areas.
- Activate elements of the Unit, establish work areas, assign duties, and ensure Unit Log is maintained.
- Obtain necessary equipment, and supplies (status board, marking pens, cards, reporting forms, etc.).
- Establish a check-in procedure of resources at specified incident locations.
- Maintain master list of all resources checked in at the incident.
- Ensure “human” communications pathways are identified and established within the Planning and Intelligence Section, with other Sections, and direct the maintenance of individual logs.
- Provide for an authentication system in case of conflicting status reports on resources.
- Provide a resources overview and summary information to Situation Unit as requested; and written status reports on resources allocations as directed by the Planning and Intelligence Section Chief.
- Assist in strategy planning based on the evaluation of the resources allocations, resources en route, and projected resources shortfalls.
- Ensure that available resources are not overlooked by the Operations Staff.

- Make recommendations to the Planning and Intelligence Section Chief of resources that are not deployed or should be de-activated. Develop a Demobilization Plan.
- Maintain a Unit Log.
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

**DAMAGE ASSESSMENT UNIT LEADER**

Responsible for inspecting the Town's infrastructure and collating data to provide an assessment of the impact of the event.

**Action Checklist**

- Identify yourself as Damage Assessment Unit Leader.
- Read entire checklist.
- Log onto WebEOC.
- Obtain a briefing on the extent of the emergency from the Planning and Intelligence Section Chief.
- Recall Building Inspectors as required.
- Prepare to provide City damage information to the INCERT NAME HERE County EOC.
- Provide for an initial inspection of the entire City and report locations of damaged structures, utilities, roads, signaled traffic controlled intersections, and facilities.
- Pay particular attention to special hazard areas such as government facilities, schools, utilities and other special facilities.
- Initiate request for mutual aid building inspectors and structural engineers through the Logistics Section Chief.
- Prepare a plan for utilization of Building Inspectors to ensure proper deployment as well as a comprehensive coverage of the damaged area. (Additional Inspectors may be obtained under mutual aid).
- Prepare the initial damage estimate for the city.
- Collect, record, and total the type and estimated value of damage.
- Alert and activate structural inspection personnel.
- Request volunteer Structural Engineers to assist in the inspection of structures. Provide personnel to act as guides for the engineers.

- Provide, as required, damage assessment teams to survey structures and potential shelter sites after the emergency.
- Provide as required, damage assessment teams to inspect and mark hazardous structures and record damage. City damage records are utilized by State and federal agencies as a basis for federal assistance money.
- Coordinate with utilities, Red Cross, and the County on damage assessment.
- Coordinate with all departments for possible information on damage to structures.
- Coordinate with the following groups for field information and Damage Assessment reports:
  - RACES (Amateur Radio)
  - CERT Leaders
  - CALTRANS
  - School District
  - SCE
  - Media Sources
- Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

**DOCUMENTATION UNIT LEADER**

Maintain and file a copy of all EOC messages; file, maintain and store all documents relating to the emergency; maintain the official history of the emergency; assist in preparation of situation summaries and damage assessment reports; provide duplication services as required; prepare an AFTER ACTION REPORT at the deactivation of the EOC.

**Action Checklist**

- Identify yourself as the Documentation Unit Leader.
- Read the entire checklist.
- Log onto WebEOC
- Obtain a briefing on the extent of the emergency from the Planning Section Chief.
- Establish incident files relating to the emergency.
- Check the accuracy and completeness of records submitted for file.
- Maintain a file on all EOC messages.
- Establish duplication services and provide as required (duplicate official forms, etc.)
- Correct any errors by checking with the appropriate EOC personnel.
- File, store and maintain files for legal, analytical and historical purposes.
- Coordinate with the units of the Planning and Intelligence Section.
- Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- Complete the AFTER ACTION REPORT, which should indicate what Corrective Actions are needed, including who is responsible for the actions and when they are to be completed.

# Logistics Section



**LOGISTICS SECTION CHIEF**

Responsible for all the services and support needs of the event. This includes procuring and maintaining essential personnel, facilities, transportation, equipment and supplies.

**Action Checklist**

- Identify yourself as the Logistics Section Chief.
- Read this entire Action Checklist.
- Log onto WebEOC.
- Obtain a briefing on the extent of the emergency from the Management Staff.
- Obtain initial instructions concerning Logistics work activities/priorities.
- Based on severity of emergency, and guidance on initial work activities, determine logistics unit personnel requirements. For extended operations, consideration should be given to relief personnel. Shifts should not exceed 12 hour periods. Establish personnel schedule and rosters.
- Confirm that all Logistics Section members or alternates are in the EOC or have been notified.
- Assemble and brief Logistics Section staff.
- Provide summary on incident
- Assign work locations and preliminary work tasks to section personnel
- Present procedures and limitations on purchasing or expenditures
- Provide administrative and personnel reporting guidance
- Notify the Situation Status Unit of the names and locations of all assigned personnel.
- Review with other Section Chiefs of existing logistics resources and logistics requirements for planned and expected operations.
- Identify and coordinate for the procurement of additional service and support requirements of personnel, supplies and equipment to support planned and expected operations.

- Brief and update the Director of Emergency Services of all logistics resources and support concerns. Information that should be provided includes:
  - Priority logistics requirements filled/completed
  - Logistics shortfalls/unresolved problems
  - Major new problems since previous briefing
  - Assistance needed from other agencies and status of mutual aid
  - Information developed by the logistics section that should be passed to other EOC sections or to the public
- Assist in the initial development and review of the ACTION PLAN.
- Prepare Logistics statements for inclusion in the ACTION PLAN.
- Ensure that Logistics staff have copies of ACTION PLAN.
- Continually coordinate with the Operations Section Chief and Planning and Intelligence Section Chief to ensure timely and efficient logistical support.
- Ensure that Logistics Section staff maintain a UNIT LOG. All documents prepared by the Logistics Section should be passes to the documentation unit in the planning section at the conclusion of the emergency. At a minimum the following records should be maintained:
  - Messages received and transmitted
  - Action Pending
  - Action Completed
  - Logistics EOC personnel and time on duty
  - Active Vendor Records
  - Non-Expendable Property Records

- Expendable Property Purchase Records
  - Facility Records
  - Facility Rental Contracts/Inspection Reports
  - Vehicle Records
  - Vehicle Accident Reports
  - After Action Report
- Maintain accountability of all logistics personnel assigned, both in the EOC and in the field. Work schedules, time sheets and casualty reports will be submitted to the human resources unit on a timely basis, but no less than once a day.
- Ensure for the general welfare and safety of all logistics section personnel.
- Establish turnover procedures and conduct shift change briefs at the end of each shift.
- Prior to the end of the operation obtain a demobilization plan from planning section.
- Prepare a LOGISTICS DEMOBILIZATION PLAN to ensure the efficient return of non-expendable property, the inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- Prior to the end of the operation collect the logistics unit documentation and AFTER ACTION REPORTS. Prepare and submit a consolidated LOGISTICS AFTER ACTION REPORT to the Director of the Emergency Services.
- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
- Issue
  - Corrective Action
  - Assigned to and due date for completion

**SUPPLIES UNIT LEADER**

The Supply Unit Leader is under the direction of the Logistics Chief and is primarily responsible for ordering, receiving, inventory, storage and distribution of supplies for the incident; and servicing non-expendable supplies and equipment.

**Action Checklist**

- Identify yourself as the Supply Unit Leader.
- Read this entire Action Checklist.
- Log onto WebEOC.
- Obtain a briefing on the extent of the emergency from the Logistics Section chief and priorities of supplies required to support emergency operations.
- Participate in the Logistics Section planning.
- Assign personnel as required to adequately staff the Supply position. Be prepared for manual operations.
- Provides administrative supplies as required to the Management, Operations, Planning and Intelligence, Logistics, and Finance Sections.
- Prepare inventory of all warehoused supplies. Research the availability of resources and prepare a report to the Logistics Chief.
- Coordinate with the Finance Section for the administration of all financial matters pertaining to vendor contracts and open purchase orders.
- Stockpile, maintain, deploy and reserve critical supplies and equipment. Maintain an inventory of all supplies expended during the operation.
- Coordinate with other jurisdictions and private companies on sources of equipment and supply.
- Alert supply personnel, mutual aid providers, contractors and emergency vendors of any possible needs.
- Provide a forecast of the District's ability to survive on current inventories and locally procured items.

- Process all administrative paperwork associated with equipment rental (copy and FAX machines) and supply contracts. Forward all this information to the Finance Section.
- Open and maintain a Unit Log. Insure that all documents prepared by the Logistics Section are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency. This will include:
  - Documented messages received/transmitted
  - Action taken.
  - Requests filled.
  - EOC personnel and time on duty.
  - Active Vendor Records
  - Non-Expendable Property Records
  - Expendable Property Purchase Records
- Obtain LOGISTICS DEMOBILIZATION PLAN from the Logistics Chief. Recommend release of unit resources in conformity with demobilization plan.
- Prepare a SUPPLIES DEACTIVATION PLAN to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- Upon completion of operation complete a SUPPLIES AFTER ACTION REPORT.
- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

**PERSONNEL UNIT LEADER**

Support human resource needs of the emergency; coordinate use of volunteers; document names, assignments, and duty hours of all personnel committed to the operation.

**Action Checklist**

- Identify yourself as the Personnel Unit Leader.
- Read this entire checklist.
- Log onto WebEOC.
- Obtain a briefing from the Logistics Section Chief.
- If the Logistics Section Chief is not available, assume the position of Logistics Section Chief.
- Canvas the Operations and Plans and Intelligence Sections to determine immediate needs for volunteer or other support. Determine what types of skills are needed, where, and for how long.
- If volunteers are needed, contact the INCERT NAME HERE County EOC for local or in-county regional assistance through an Emergency Volunteer Center. Refer to Annex \* for establishment of an EVC.
- Ensure that volunteers are registered as Disaster Service Volunteer Workers. Refer to the State Disaster Service Worker Volunteer Program Guidance handbook.
- Determine the number and location of City personnel assigned to field activities.
- Determine the status of personnel in each department and request employees that can be utilized for more urgent assignments.
- Develop a relief plan and coordinate with all sections.
- Fill requests for personnel needs.
- Identify the number of "On Duty" personnel available for assignment.
- Maintain a personnel resource pool.

- Forward all personnel time records and documentation to the Time Unit of the Finance Section. If this unit has not been established, maintain time and assignment records for all volunteers.
- Open and maintain a Unit Log.
- Insure that all documents prepared by the Logistics Section are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency:
  - Messages received and transmitted
  - Action Pending
  - Action Completed
  - Logistics EOC personnel and time on duty
  - After Action Report
- Obtain DEMOBILIZATION PLAN from the Logistics Section Chief.
- Supervise the demobilization of the personnel unit to include return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- Upon completion of operation, compile and prepare the PERSONNEL AFTER ACTION REPORT.
- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

**CARE AND SHELTER UNIT LEADER**

Provide for the food, clothing and shelter needs of City employees, their families; and victims of the emergency; provide for a central registration and inquiry service.

**Action Checklist**

- Read entire Action Checklist.
- Log onto WebEOC.
- Obtain a briefing from the Logistics Section Chief.
- Based on information provided from the Operations Section, determine shelter site requirements for City personnel, their families and civilian victims requiring shelter, food and water. Request necessary food supplies, equipment and other supplies to operate shelter sites with the coordination of the Red Cross.
- Ensure shelter managers complete shelter registration, a welfare inquiry system and a message board. Ensure shelters report the health and welfare status of all sheltered persons to central registration.
- Obtain and maintain an updated list of victims and their locations from City Shelter Managers and the American Red Cross Chapter.
- Record and evaluate information regarding requests, activities, expenditures, damage and casualties.
- Report all statistical information to the Situation Status Unit:
  - Displaced persons
  - Shelter sites
  - Type of shelter
  - Number of people in shelters
  - Number of people that can be accommodated.
- Assist in the evacuation of institutionalized persons in threatened areas.
- Periodically update shelter related information to the Public Information Officer.



- Using available safe public structures, provide shelter for mutual aid workers, volunteers, and others as required.
- Plan and provide for the feeding of mutual aid workers, volunteers, field personnel, and others as required.
- Consider the needs (as required) for the care of unattended children, senior citizens, and people with disabilities. Coordinate with the Red Cross and other non-profit agencies where assistance is needed with these vulnerable populations and other special needs residents.
- Coordinate with the County Health Officer to determine public health hazards and establish standards for control of public health issues.
- Coordinate with Transportation Unit to transport evacuees to and from shelters.
- Relocate any mass care facilities which become endangered by any hazardous conditions.
- Maintain log of all messages received and sent and all significant actions taken. Maintain record of all care and shelter personnel participating and their hours on duty.
  - Shelter Information
  - Victim Rosters
  - Messages received and transmitted
  - Action Pending
  - Action Completed
  - EOC personnel and time on duty
- Upon completion of operation complete a CARE AND SHELTER AFTER ACTION REPORT to be included in the City's AFTER ACTION REPORT.
- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion



**TRANSPORTATION UNIT LEADER**

Coordinate the allocation of transportation resources required to move people, equipment and essential supplies. Coordinates the maintenance of all City owned equipment and agencies assisting via Mutual Aid.

**Action Checklist**

- Identify yourself as the Transportation Unit Leader.
- Read this entire Action Checklist.
- Log onto WebEOC.
- Obtain a briefing on the extent of the emergency, existing transportation requirements and priorities from the Logistics Chief.
- Analyze existing transportation capabilities of the City and surrounding communities.
- Prioritize transportation requirements required to support immediate and extended operations.
- Make a prioritized list of equipment and personnel shortfalls.
- With the approval of the Logistics Chief, place request for additional vehicles, drivers and support personnel, purpose for which they will be used, estimated duration of assignment and locations.
- Establish procedures to control transportation assets. If possible, assign a full time staff member.
- Requests for evacuations of schools or other groups of civilians and driver safety are paramount and should receive priority over movement of crews, supplies or material.
- Provide transportation for the Director of Emergency Services, VIPs, and academic research teams to on-site inspections as required.
- Coordinate transportation needs with volunteer organizations.
- Open and maintain the following records on vehicles:
  - Vehicle Status
  - Vehicle Records

- Vehicle Accident Reports
  - Vehicle Maintenance
- Open and maintain a TRANSPORTATION UNIT LOG. Insure that all documents prepared by the Transportation Unit are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency.
- Document messages received/transmitted
  - Action taken.
  - Requests filled.
  - EOC personnel and time on duty.
  - Active Vendor Records
  - Non-Expendable Property Records
  - Expendable Property Purchase Records
- Obtain LOGISTICS DEMOBILIZATION PLAN from the Logistics Chief. Recommend release of unit resources in conformity with demobilization plan.
- Prepare a TRANSPORTATION DEACTIVATION PLAN to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- Upon completion of operation complete a TRANSPORTATION AFTER ACTION REPORT. The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
- Issue
  - Corrective Action
  - Assigned to and due date for completion

## UTILITIES UNIT LEADER

The Utilities Unit Leader, under the direction of the Logistics Chief, is responsible for providing emergency power, natural gas, water, and waste management for the EOC and City departments. The Utilities Unit Leader will coordinate with County OES and appropriate utility agencies as required.

### Action Checklist

- Identify yourself as the Utilities Unit Leader.
- Read this entire Action Checklist
- Log onto WebEOC
- Obtain a briefing on the extent of the emergency from the Logistics Chief. Obtain information concerning power and water priorities.
- Analyze existing power and water capabilities of EOC and all essential City needs.
- Set priorities for utility requirements to support immediate and extended operations. Coordinate with utility agencies (PG&E) and County OES to correct deficiencies.
- Make a prioritized list of City specific equipment and personnel shortfalls required to meet operational requirements with the approval of the Logistics Chief.
- Maintain accounting records of expenditures to facilitate payment of vendors, and completion of after action reports.
- Obtain LOGISTICS DEMOBILIZATION PLAN from Logistics Chief. Recommend release of unit resources in conformity with demobilization plan.
- Open and maintain a UTILITIES UNIT LOG. Insure that all documents prepared by the Utilities Unit are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency.
  - Document messages received/transmitted
  - Action taken.
  - Requests filled.
  - EOC personnel and time on duty.

- Active Vendor Records
  - Non-Expendable Property Records
  - Expendable Property Purchase Records
- Prepare a Utility Deactivation Plan to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- Upon completion of operation complete a UTILITIES AFTER ACTION REPORT.
- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
- Issue
  - Corrective Action
  - Assigned to and due date for completion

# Finance and Administration Section

**FINANCE AND ADMINISTRATION SECTION CHIEF**

Provide advice and support to Director of Emergency Services regarding financial issues; insure that adequate records are maintained to support requests for State and federal assistance; track time worked by all emergency personnel involved in the incident; provide cost analysis and projections.

**Action Checklist**

- Identify yourself as the Finance Section Chief.
- Read this entire checklist.
- Log onto WebEOC.
- Obtain a briefing on the extent of the emergency from the Logistic Section Chief.
- Obtain initial instructions concerning work activities and priorities.
- Establish sub-units as required: Compensation / Claims Unit, Time Unit, and Cost Unit.
- Obtain inputs from the various units to determine projected cost of supplies and materials to support the emergency.
- Collect cost data, complete cost effectiveness analysis and determine cost estimates and make recommendations for cost savings.
- Insure that Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.
- Insure that Claims Unit manages all legal claims for compensation filed against the City.
- Insure that a Finance Section log is maintained, noting messages received, decisions made and actions taken, and personnel on duty.
- Complete a Finance AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion



## COMPENSATION AND CLAIMS UNIT LEADER

The Claims Unit manages all legal claims for compensation filed against the City. It advises the Director of Emergency Services in areas of claims for bodily injury and property damage compensation presented to the City.

### Action Checklist

- Identify yourself as the Compensation / Claims Unit Leader.
- Read this entire checklist.
- Log onto WebEOC.
- Obtain briefing from Finance Section Chief.
- Establish contact with incident Safety Officers (field) and Liaison Officer or agency representatives if no Liaison Officer is assigned.
- Determine the need for Compensation for Injury and Claims Specialist positions, assign Injury and Claims Specialists, and obtain other personnel if needed.
- Establish compensation for injury work area with the medical unit whenever feasible.
- Obtain a copy of the Medical Plan if one is required.
- Insure that compensation for injury and claims specialists have adequate work space and supplies.
- Brief compensation/claims specialists on incident activity.
- Coordinate with Logistics Supply Unit on procedures for handling claims.
- Periodically review all logs and forms produced by compensation/claims specialists to insure:
  - Work is complete.
  - Entries are accurate and timely.
  - Work is in compliance with agency requirements and policies.
- Keep Finance Section Chief briefed on unit status and activity.

- Obtain Demobilization Plan, and insure that compensation for injury and claims specialists are adequately briefed on Demobilization Plan.
- Insure that all Compensation for Injury and Claims Logs and forms are up-to-date, and routed to the proper agency for post-incident processing prior to demobilization.
- Demobilize Unit in accordance with Demobilization Plan.
- Maintain Unit Log.
- Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action
  - Assigned to and due date for completion

## COST UNIT LEADER

The Cost Unit leader is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

### Action Checklist

- Identify yourself as the Cost Unit Leader.
- Read this entire checklist.
- Log onto WebEOC.
- Obtain briefing from Finance Section Chief.
- Coordinate with Finance Section on cost reporting procedures.
- Obtain and record all cost data.
- Prepare incident cost summaries.
- Prepare resources-use cost estimates for planning.
- Make recommendations for cost savings to Finance Section Chief.
- Maintain cumulative incident cost records.
- Insure that all cost documents are accurately prepared.
- Complete all records prior to demobilization.
- Provide for records security.
- Brief Logistics Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Log.
- Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action and Assigned to and due date for completion.

## TIME UNIT LEADER

The Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

### Action Checklist

- Identify yourself as the Time Unit Leader.
- Read this entire checklist.
- Log onto WebEOC.
- Obtain a briefing from Finance Section Chief.
- Determine incident requirements for time recording function.
- Establish contact with appropriate agency personnel / representatives.
- Organize and establish Time Unit.
- Establish Unit objectives, make assignments, and evaluate performance.
- Insure that daily personnel time recording documents are prepared, and are in compliance to time policy, and that they are secure.
- Submit cost estimate data forms to Cost Unit as required.
- Insure that all records are current or complete prior to demobilization.
- Time reports from assisting agencies should be released to the respective Agency Representatives prior to demobilization.
- Brief Finance Section Chief on current problems recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Log.
- Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
  - Issue
  - Corrective Action and Assigned to and due date for completion.