

STANDARDIZED

EMERGENCY

MANAGEMENT

SYSTEM

***Santa Clara University EOC
POSITION CHECKLISTS***

July 10, 2001

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SANTA CLARA UNIVERSITY
Emergency Operations Center

Generic Checklist
(For All Positions)

Activation Phase

1. Check in with the Security Officer upon arrival at the EOC. If unsure of position, report to Personnel Unit in Logistics Section for assignment.
2. Report to Management Section Chief, Operations/Logistics/Planning/Finance Section Chief, Branch Coordinator, or other assigned Supervisor.
3. Set up your workstation and review your position responsibilities.
4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
5. Evaluate resource needs (such as a computer, phone, plan copies, and other reference documents), and request missing items from the Logistics Chief.

Demobilization Phase:

1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
2. 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.
3. Be prepared to provide input to the after-action report.
4. If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
5. Clean up your work area before you leave.
6. Leave a forwarding phone number where you can be reached.

Santa Clara University

EOC

Management Section

MANAGEMENT SECTION CHIEF

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

Responsibilities:

1. Establish the appropriate Staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination among Emergency Response Agencies within the University. In conjunction with the Policy Group, set priorities for response efforts in the University. Ensure that all University agency actions are accomplished within the priorities established.

Activation Phase:

1. Determine appropriate level of activation based on situation as known.
2. Mobilize appropriate personnel for the initial activation of the University EOC.
3. Respond immediately to EOC site and determine operational status.
4. Obtain briefing from whatever sources are available.
5. Ensure that the EOC is properly set up and ready for operations.
6. Ensure that an EOC check-in procedure is established immediately.
7. Ensure that an EOC organization and staffing chart is posted and completed.
8. Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
 - a. Operations Section Chief
 - b. Logistics Section Chief
 - c. Planning/Intelligence Section Chief
 - d. Finance/Administration Section Chief
9. Determine which Management Section positions are required and ensure they are filled as soon as possible.
 - a. Liaison Officer
 - b.** EOC Coordinator
 - c. Rumor Control Coordinator
 - d. Safety Officer
 - e. Security Officer
10. Schedule the initial Action Planning meeting.
11. Confer with the Sections Chiefs to determine what representation is needed at the University EOC from other emergency response agencies.
12. Assign a liaison officer to coordinate outside agency response to the University EOC, and to assist as necessary in establishing an Interagency Coordination Group.

Operational Phase:

1. Monitor staff activities to ensure that all appropriate actions are being taken.
2. In conjunction with the Public Information Officer of the Policy Group, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
3. Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
4. Based on current status reports, establish initial strategic objectives for the University EOC.
5. In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
6. Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (refer to EOC Action Planning Checklist.) Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.
7. Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
8. Conduct periodic briefings with the General Staff to ensure strategic objectives are current and appropriate.
9. Conduct periodic briefings for University officials.
10. Formally issue Emergency Proclamation for the University, and coordinate proclamations with other emergency response agencies, as appropriate.
11. Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

1. Authorize demobilization of sections, branches and units when they are no longer required.
2. Ensure that any open actions not yet completed will be handled after demobilization.
3. Ensure that all required forms or reports are completed prior to demobilization.
4. Be prepared to provide input to the after action report.
5. Deactivate the University EOC at the designated time, as appropriate.
6. Proclaim termination of the emergency response and proceed with recovery operations.

Rumor Control Unit Leader

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

Responsibilities:

1. Provide staffing for rumor control telephone bank and media monitoring team.
2. Establish a "Disaster Hotline" with an up-to-date recorded message.
3. Supervise the Rumor Control Unit.

Activation Phase:

Follow generic Activation Phase Checklist.

Operational Phase:

1. Obtain "confirmed" disaster information.
2. Operate a telephone bank for receiving incoming inquiries from the campus community.
3. Correct rumors by providing factual information based on confirmed data.
4. Establish a "Disaster Hotline" recorded message and provide updated message information periodically.
5. Refer inquiries from members of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:

1. Follow generic Demobilization Phase Checklist.

Liaison Officer

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

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the University EOC.
2. Establish and maintain a central location for incoming agency representatives, providing
3. workspace and support as needed.
4. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan are provided to Agency Representatives upon check-in.
5. Provide orientations for VIPs and other visitors to the EOC.
6. Ensure that demobilization is accomplished when directed by the Management Section Chief.

Activation Phase:

1. Follow generic Activation Phase Checklist.
2. Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

1. Contact Agency Representatives already on-site, ensuring that they:
2. Have signed into the EOC,
3. Understand their assigned functions,
4. Know their work locations,
5. Understand University organization and floor plan.
6. Determine if additional representation is required from:
7. Other agencies,
8. Volunteer organizations,
9. Private organizations,
10. Utilities not already represented.
11. Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
12. Maintain a roster of agency representatives located at the University EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase:

1. Follow generic Demobilization Phase Checklist
2. Release agency representatives that are no longer required in the University EOC when authorized by the Management Section Chief.

Agency Representatives

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

Responsibilities:

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the University.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the University EOC.

Activation Phase:

1. Follow generic Activation Phase Checklist.
2. Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the University EOC.
3. Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
4. Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.
5. Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
6. Contact the University EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operational Phase:

1. Facilitate requests for support or information that your agency can provide.
2. Keep current on the general status of resources and activity associated with your agency.
3. Provide appropriate situation information to the Planning/Intelligence Section.
4. Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
5. Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the University Management Section Chief as required.
6. On a regular basis, inform your agency of the University EOC priorities and actions that may be of interest.
7. Maintain logs and files associated with your position.

Demobilization Phase:

1. Follow generic Demobilization Phase Checklist.
2. When demobilization is approved by the Management Section Chief, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
3. Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
4. Ensure copies of all documentation generated during the operation are submitted to the

Planning/Intelligence Section.

Safety Officer

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

Responsibilities:

1. Ensure that all buildings and other facilities used in support of the University EOC are in a safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.
3. Ensure shift change is established at the first EOC Action Planning Meeting, and personnel are notified to fill the second shift positions.
4. Ensure that arrangements are made for appropriate meals to be served in the EOC considering the existing situation and conditions.

Activation Phase:

1. Follow generic Activation Phase Checklist.

Operational Phase:

1. Tour the entire EOC facility and evaluate conditions; advise the Management Section Chief of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)
2. Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
3. Be familiar with particularly hazardous conditions in the facility; take action when necessary.
4. Prepare and present safety briefings for the Management Section Chief and Section Chiefs at appropriate meetings.
5. If the event which caused activation was an earthquake, provide guidance regarding
6. actions to be taken in preparation for aftershocks.
7. Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
8. Keep the Management Section Chief advised of unsafe conditions; take action when necessary.
9. Coordinate with the Finance/Administration Section in preparing any personnel injury
10. claims or records necessary for proper case evaluation and closure.

Demobilization Phase:

1. Follow generic Demobilization Phase Checklist.

Security Officer

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

Responsibilities:

1. Provide 24-hour security for the University EOC.
2. Control personnel access to the University EOC in accordance with policies established by the Management Section Chief, including Check In and Check Out by all personnel.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Determine the current EOC security requirements and arrange for staffing as needed.
2. Determine needs for special access to EOC facilities.
3. Provide executive and V.I.P. security as appropriate and required.
4. Provide recommendations as appropriate to Management Section Chief.
5. Prepare and present security briefings for the Management Section Chief and General Staff at appropriate meetings.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Santa Clara University

EOC

Operations Section

Operations Section Chief

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

Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the University EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports.
6. Conduct periodic Informational Briefings for the Management Section Chief as required or requested.
7. Maintain overall supervision of the Operations Section.

Activation Phase:

1. Follow the generic Activation Phase Checklist.
2. Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
3. Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
4. Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
 - a. Campus Safety
 - b. Facilities
 - c. Care and Shelter
 - d. Medical
5. Determine need for outside assistance.
6. Request additional personnel for the section as necessary for 24-hour operation.
7. Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment, and that frequencies are available for the section.
8. Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
9. Confer with the Management Section Chief to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
10. Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
11. Establish radio or cell-phone communications with Incident Commander(s) operating in University, and coordinate accordingly.
12. Based on the situation known or forecasted, determine likely future needs of the Operations Section.
13. Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period
14. Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.

15. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

1. Ensure that all section personnel are maintaining their individual position logs.
2. Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports.
3. Ensure that all media contacts are referred to the Public Information Branch.
4. Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
5. Attend and participate in Management Section Chief's Action Planning meetings.
6. Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
7. Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
8. Ensure that the branches coordinate all resource needs through the Logistics Section.
9. Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
10. Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
11. Brief the Management Section Chief on all major incidents.
12. Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
13. Brief Branch Coordinators periodically on any updated information you may have received.
14. Share status information with other sections as appropriate.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Campus Safety Branch Coordinator

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

Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations, using both campus resources and City of Santa Clara resources.
2. Coordinate the mobilization and transportation of all resources through the Logistics Section.
3. Complete and maintain branch status reports for major incidents requiring or potentially requiring state and federal response.
4. Implement the objectives of the EOC Action Plan assigned to the Campus Safety Branch.
5. Coordinate law enforcement and traffic control operations during the disaster.
6. Coordinate site security at incidents.
7. Maintain overall supervision of the Campus Safety Branch.

Activation Phase:

1. Follow the generic Activation Phase Checklist.
2. Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
3. Prepare objectives for the Campus Safety Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

1. Ensure that Branch and Unit position logs and other files are maintained.
2. Maintain current status on Campus Safety missions being conducted in the University.
3. Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Campus Safety Branch operations periodically or as requested during the operational period.
4. On a regular basis, complete and maintain the Campus Safety Branch Status Report.
5. Refer all contacts with the media to the Public Information Branch.
6. Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
7. Prepare objectives for the Campus Safety Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
8. Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Disaster Medical Unit Leader

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

Responsibilities:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Posts and Department Operations Centers in establishing triage teams.
3. Determine the status of medical facilities on campus and within the affected area.
4. Coordinate the transportation of injured victims to appropriate medical facilities as required.
5. Supervise the disaster Medical Unit.

Activation Phase:

1. Follow generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain position logs and other necessary files.
2. Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
3. Determine the status and availability of medical mutual aid resources in the Operational Area; specifically paramedics and ambulances.
4. Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
5. Determine status and availability of specialized treatment such as burn centers.
6. Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
7. Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.
8. Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
9. Inform the Campus Safety Branch Coordinator of all significant events.
10. Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Evacuation Teams Unit Leader

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

Responsibilities:

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Building Evacuation Teams at the request of University Department Operations Centers or Field Incident Commanders.
3. Ensure that deployed teams are provided with adequate support.
4. Supervise the Evacuation Teams Unit.

Activation Phase:

1. Follow generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain position log and other appropriate files.
2. Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
3. Coordinate with the Campus Safety Branch Coordinator to determine missions for Building Evacuation teams based on established priorities.
4. Mobilize and deploy available Building Evacuation teams to locations within the University, in a manner consistent with established policies and priorities
5. Establish radio or cell-phone communication with all deployed Building Evacuation team leaders to determine the scope of support required.
6. Work closely with the Logistics Section to determine the status and availability of search and rescue resources from the City of Santa Clara.
7. Coordinate with Facilities to provide on-site assistance with rescue operations at the request of team leaders.
8. Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
9. Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.
10. Ensure that each team leader develops a safety plan for each assigned mission.
11. Monitor and track the progress and status of each team.
12. Ensure that team leaders report all significant events.
13. Inform the Campus Safety Branch Coordinator of all significant events.
14. Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Facilities Branch Coordinator

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

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the University.
4. Assist other sections, branches, and units as needed.
5. Supervise the Construction/Engineering Branch.

Activation Phase:

1. Follow the generic Activation Phase Checklist.
2. Based on the situation, activate the necessary units within the Construction/Engineering Branch:
 - a. Utilities Unit
 - b. Public Works Unit
3. Provide an initial situation report to the Operations Section Chief.
4. Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

1. Ensure that branch and unit position logs and other necessary files are maintained.
2. Maintain current status on all construction/engineering activities being conducted in the University.
3. Ensure that damage and safety assessments are being carried out for campus facilities.
4. Determine and document the status of transportation routes into and within affected areas.
5. Coordinate debris removal services as required.
6. Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Facilities Branch activities periodically during the operational period or as requested.
7. Ensure that all Utilities and Facilities Status Reports, as well as the Initial Damage Estimation are completed and maintained.
8. Refer all contacts with the media to the Public Information Branch.
9. Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
10. Prepare objectives for the Facilities Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
11. Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Damage/Safety Assessment Unit Leader

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

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
3. Maintain detailed records on damaged areas and structures.
4. Initiate requests to the city of Santa Clara to inspect structures and/or facilities, as needed. Contact the University's contract structural engineer for inspection and building certification services.
5. Supervise the Damage/Safety Assessment Unit.

Activation Phase:

1. Follow generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Obtain initial damage/safety assessment information from Campus Safety Branch, Utilities Unit and other branches/units as necessary.
3. Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
4. Prepare detailed damage/safety assessment information, including estimate of value of the campus facility losses, and provide to the Planning/Intelligence Section.
5. Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
6. Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
7. Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
8. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Care and Shelter Branch Coordinator

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

Responsibilities:

1. Safeguard the public health of the campus community, by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims within the University.
3. Supervise the Health and Welfare Branch.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain Care and Shelter Unit position logs and other necessary files.
2. Ensure that all potable water supplies remain safe, and free from contaminants.
3. Ensure that sanitation systems are operating effectively and not contaminating water supplies.
4. Ensure that a vector control plan is established and implemented for the affected area(s).
5. Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Care and Shelter Branch Operational conditions periodically during the operations period or as requested.
6. Complete and maintain the Care & Shelter Status Reports.
7. Ensure that the Public Health Branch is available to assist the Coroner Unit in managing mass fatality situations.
8. Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.
9. Prepare objectives for the Care and Shelter Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
10. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Care & Shelter Unit Leader

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

Responsibilities:

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the University.
2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to restoration of separate dormitory spaces or individual housing.
4. Supervise the Care & Shelter Unit.

Activation Phase:

1. Follow generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain your position log and other necessary files.
2. Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
3. Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs; and to support special needs populations.
4. Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.
5. Assist the American Red Cross in staffing and managing the shelters to the extent possible.
6. In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
7. Assist the American Red Cross with the transition from operating shelters for displaced persons to separate dormitory spaces or individual housing.
8. Complete and maintain the Care and Shelter Status Report Form.
9. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Public Health Unit Leader

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

Responsibilities:

1. Assess the status and availability of potable water within the University
2. Assess the status of the sanitation system within the University.
3. Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility.
4. Assess the need for a vector control plan for the affected disaster area(s) within the University.
5. Supervise the Public Health Unit.

Activation Phase:

1. Follow generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems.
3. If systems are damaged, request assistance from Santa Clara County Public Health to assess drinking water quality and potential health risks from ruptured sewer / sanitation systems.
4. Develop a distribution system for drinking water throughout the University as required.
5. Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
6. Inspect emergency supplies to be used in the EOC or by field emergency responders, such as foodstuffs, drugs, and other consumables for purity and utility.
7. Determine the need for vector control, and coordinate with Santa Clara County Public Health for Vector control services as required.
8. Inform the Care and Shelter Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.
9. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist

Santa Clara University

EOC

Planning/Intelligence

Section

Planning/Intelligence Section Chief

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

Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
 - a. Collecting, analyzing, and displaying situation information,
 - b. Preparing periodic Situation Reports,
 - c. Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting
 - d. Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
 - e. Collect and analyze damage assessment information for campus property.
2. Establish the appropriate level of organization for the Planning/Intelligence Section.
3. Exercise overall responsibility for the coordination of branch/unit activities within the section.
4. Keep the Management Section Chief informed of significant issues affecting the Planning/Intelligence Section.
5. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
6. Supervise the Planning/Intelligence Section.

Activation Phase:

1. Follow the generic Activation Phase Checklist.
2. Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
3. Based on the situation, activate branches within section as needed and designate Branch or Unit Leaders for each element:
 - a. Situation Analysis Unit
 - b. Advance Planning Unit
 - c. Documentation Unit
 - d. Technical Services Unit
 - e. Damage Assessment Unit
4. Request additional personnel for the section as necessary to maintain a 24-hour operation.
5. Meet with Operations Section Chief; obtain and review any major incident reports.
6. Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
7. Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
8. Keep the Management Section Chief informed of significant events.
9. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

1. Ensure that Planning/Intelligence position logs and other necessary files are maintained.
2. Ensure that the Situation Analysis Unit is maintaining current information for the situation status report.
3. Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence
4. Ensure that a situation status report is produced and distributed to EOC Sections and City EOC at least once, prior to the end of the operational period.
5. Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
6. Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.
7. Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
8. Facilitate the Management Section Chief's Action Planning meetings approximately one hour before the end of each operational period.
9. Ensure that objectives for each section are completed ,collected and posted in preparation for the next Action Planning meeting.
10. Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
11. Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan, are being addressed.
12. Ensure that the advance planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the University EOC (e.g., weather conditions, opening of a public shelter).
13. Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
14. Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.
15. Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Situation Analysis Unit Leader

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

Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation status reports are developed for dissemination to EOC staff.
4. Ensure that an EOC Action Plan is developed for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise Situation Analysis Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.
2. Ensure there are adequate staff available to collect and analyze incoming information, maintain the Situation Status Report, and facilitate the Action Planning process.
3. Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:

1. Ensure position logs and other necessary files are maintained.
2. Oversee the collection and analysis of all event/or disaster related information.
3. Oversee the preparation and distribution of the Situation Status Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
4. Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports on a regular basis.
5. Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.
6. Prepare a situation summary for the EOC Action Planning meeting.
7. Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
8. Convene and facilitate the Action Planning meeting following the meeting process guidelines.
9. In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.)
10. Following the meeting, ensure that the Documentation Unit publishes and distributes the action plan prior to the beginning of the next operational period.
11. Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Damage Assessment Unit Leader

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

Responsibilities:

1. Collect initial damage/safety assessment information for campus property from other branches/units within the Operations Section.
2. Inspect and post all campus buildings.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Maintain records of building-related losses needed for risk management and insurance adjusters.
6. Supervise the Damage Assessment Unit.

Activation Phase:

1. Follow generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Obtain initial damage/safety assessment information from Campus Safety Branch, Utilities Unit and other branches/units as necessary.
3. Coordinate with utility service providers, and other sources for additional damage/safety assessment information.
4. Prepare detailed damage/safety assessment information, including estimate of value of the campus facility losses, and provide to the Planning/Intelligence Section.
5. Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
6. Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
7. Initiate all requests for engineering assessment services.
8. Keep the Planning/Intelligence Branch Chief informed of the inspection and engineering assessment status.
9. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Documentation Unit Leader

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

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, including: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the Santa Clara University EOC situation status reports, EOC Action Plan, and other documents, as required.
4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
5. Assist the EOC Coordinator in the preparation and distribution of the After-action Report.
6. Supervise the Documentation Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Maintain a position log.
2. Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
3. Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
4. Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
5. Reproduce and distribute the Situation Status Reports and Action Plans
6. Keep extra copies of reports and plans available for special distribution as required.
7. Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Advance Planning/Recovery Unit Leader

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

Responsibilities:

1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the Management Section Chief and General Staff addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Maintain a position log.
2. Monitor the current situation report to include recent updates.
3. Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster.
4. Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
5. Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the General Staff and Management Section Chief.
6. Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the Management Section Chief when EOC activity shifts predominately to recovery operations.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Demobilization Unit Leader

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

Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
2. Supervise personnel assigned to the Demobilization Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Monitor the current situation report including recent updates.
2. Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.
3. Meet with the Management Section Chief and administer the Management Section Chief's worksheet for the Demobilization Plan.
4. Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.
5. Finalize the Demobilization Plan for approval by the Management Section Chief.
6. Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
7. Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

Santa Clara University EOC

Logistics Section

Logistics Section Chief

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

Responsibilities:

1. Ensure the Logistics function is carried out in support of the University EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for operations and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activities within the University.
5. Keep the Management Section Chief informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

Activation Phase:

1. Follow the generic Activation Phase Checklist.
2. Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
3. Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:
 - a. Communications Branch
 - b. Personnel Unit
 - c. Transportation Unit
 - d. Facilities Unit – Operations Section
 - e. Supply/Purchasing Unit
 - f. Resource Status Unit
4. Mobilize sufficient section staffing for 24 hour operations.
5. Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from the field. This should be done prior to acting on the request.
6. Meet with the Management Section Chief and staff and identify immediate resource needs.
7. Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section and release of restrictions on p-cards.
8. Assist Branch and Unit Leaders in developing objectives and plans for the section to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
9. Provide periodic Section Status Reports to the Management Section Chief.
10. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

1. Ensure that Logistic Section position logs and other necessary files are maintained.
2. Meet regularly with section staff and work to reach consensus on section objectives for forthcoming

operational periods.

3. Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
4. Attend and participate in EOC Action Planning meetings.
5. Ensure that the Supply/Purchasing Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
6. Ensure that transportation requirements, in support of response operations, are met.
7. Ensure that all requests for facilities and facility support are addressed.
8. Ensure that all University resources are tracked and accounted for.
9. Provide section staff with information updates as required.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Communications Branch Coordinator

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

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources, as needed, within the University EOC. Ensure that a communications link is established with the city.
3. Determine specific computer requirements for all EOC positions.
4. Implement a system for internal information management, including message and e-mail systems.
5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
6. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
7. Supervise the communications branch.

Activation Phase:

1. Follow the generic Activation Phase Checklist.
2. Based on the situation, activate the necessary units within the Communications Branch:
 - a. Communications Unit
 - b. Information Systems Unit
3. Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

1. Ensure that communication branch position logs and other necessary files are maintained.
2. Keep all sections informed of the status of communications systems, particularly those that are being restored.
3. Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
4. Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
5. Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
6. Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
7. Ensure that technical personnel are available for communications equipment maintenance and repair.
8. Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
9. Keep the Logistics Section Chief informed of the status of communications systems.
10. Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
11. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Communications Unit Leader

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

Responsibilities:

1. Install, activate, and maintain telephone and radio systems for all University EOC positions.
2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
3. Acquire radio frequencies as necessary to facilitate operations.
4. Coordinate with Amateur Radio Operators, and request their assignment, as needed, to augment primary communications networks.
5. Supervise the EOC Communications Center and the Communications Unit.

Activation Phase:

1. Follow generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.
3. Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
4. Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
5. Coordinate with Pacific Bell Telephone Company to obtain portable telephone banks, as necessary.
6. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Information Systems Unit Leader

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

Responsibilities:

1. Install, activate, and maintain information systems for the Santa Clara University EOC .
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Supervise the Information Systems Unit.

Activation Phase:

1. Follow generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Keep the Communications Branch Coordinator informed of system failures and restoration activities.
3. Develop instructional guidance for use of computers and computer programs. Be prepared to conduct training sessions for EOC staff as necessary.
4. Request additional computer equipment as required through the Communications Branch Coordinator.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Transportation Unit Leader

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

Responsibilities:

1. In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation resources.
3. Supervise the Transportation Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the University.
3. Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.
4. Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
5. Establish contact with local transportation agencies, schools and the Airport to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
6. Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Personnel Unit Leader

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

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit and register volunteer campus emergency responders as required.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain personnel log and other necessary files.
2. In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
3. Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check-in.
4. Establish communications with volunteer agencies and other organizations that can provide personnel resources.
5. Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival.
6. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
7. Maintain a status board or other reference to keep track of incoming personnel resources.
8. Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
9. Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
10. Accept requests for field personnel resources only through the EOC Operations Section.
11. In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
12. Arrange for child care services for EOC personnel as required.
13. Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Supply/Purchasing Unit Leader

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

Responsibilities:

1. Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.
2. Report daily any procurement actions to the Finance /Administration Section.
3. Coordinate vendor contracts, delivery of supplies and materiel as required.
4. Supervise the Supply/Purchasing Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Determine if requested types and quantities of supplies and materiel are available in University inventory.
3. Determine procurement spending limits with the Purchasing Unit in Finance/ Administration. Create a list of pre-designated emergency purchase orders as required.
4. Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
5. In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.

Purchasing Unit Leader

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

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain position logs and other necessary files.
2. Review the University's emergency purchasing procedures.
3. Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
4. Ensure that all contracts identify the scope of work and specific site locations.
5. Negotiate rental rates not already established, or purchase price with vendors as required.
6. Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
7. Finalize all agreements and contracts, as required.
8. Complete final processing and send documents to Accounts Payable for payment.
9. Verify costs data in the pre-established vendor contracts and/or agreements.
10. In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
11. Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.
2. Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
3. Orders exceeding the purchase order limit must be approved by the Finance/ Administration Section before the order can be completed.
4. If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
5. Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
6. In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
7. Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Facilities Unit Leader

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

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to - the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.
3. Supervise the facilities unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
3. Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
4. Arrange for continuous maintenance of acquired facilities, including ensuring that utilities and restrooms are operating properly.
5. If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
6. Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
7. Ensure all structures are safe for occupancy and that they comply with ADA requirements.
8. As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility
9. Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Resource Status Unit Leader

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

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.
2. Develop and maintain resource status boards in the Logistics Section.
3. Supervise the Resource Status Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, personnel, and transportation.
3. As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
4. Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
5. Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
6. An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Santa Clara University EOC

Finance/Administration Section

Finance/Administration Section Chief

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

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all University emergency response personnel.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all University employees responding to the event or disaster.
5. Ensure that workers compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
6. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
7. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
8. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
9. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
10. Supervise the Finance/Administration Section.

Activation Phase:

1. Follow the generic Activation Phase Checklist.
2. Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
3. Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:
 - a. Time Keeping Unit
 - b. Compensation & Claims Unit
 - c. Recovery Unit
4. Ensure that sufficient staff are available for a 24-hour schedule, or as required.
5. 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 Logistics Section.
6. Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
7. In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
8. Notify the Management Section Chief when the Finance/Administration Section is operational.
9. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

1. Ensure that Finance/Administration position logs and other necessary files are maintained.
2. Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
3. Participate in all Action Planning meetings.
4. Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
5. Keep the Management Section Chief, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.
6. Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
7. Ensure that the Time Keeping Unit tracks and records all agency staff time.
8. In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
9. Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time-frame, given the nature of the situation.
10. Ensure that the Time-Keeping Unit processes all time-sheets and travel expense claims promptly.
11. Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
12. Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Time Keeping Unit Leader

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

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to University budget and payroll office.
3. Supervise the time keeping unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain position logs and other necessary files.
2. Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with University policy.
3. Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
4. Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
5. Establish a file for each employee or volunteer within the first operational period; maintain a fiscal record for as long as the employee is assigned to the response.
6. Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Compensation and Claims Unit Leader

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

Responsibilities:

1. Oversee the investigation of injuries and property / equipment damage claims involving the University, arising out of the event or disaster.
2. Complete all forms required by worker's compensation program.
3. Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain a position log and other necessary files.
2. Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
3. Investigate all injury and damage claims as soon as possible.
4. Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with University Policy & procedures.
5. Coordinate with the Safety Officer regarding the mitigation of hazards.
6. Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
7. Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist.

Recovery Unit Leader

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

Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement from insurers and/or responsible parties.
2. Coordinate all fiscal recovery with disaster assistance resources.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Recovery Unit and all recovery operations.

Activation Phase:

1. Follow the generic Activation Phase Checklist.

Operational Phase:

1. Establish and maintain position log and other necessary files.
2. In conjunction with Budget Office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
3. Obtain information from the Resources Status Unit regarding equipment use times.
4. Ensure that the Budget Office establishes a disaster accounting system, including an exclusive cost code for disaster response.
5. Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.
6. Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.
7. Act as the liaison for the Santa Clara University EOC, with the county and other disaster assistance agencies to coordinate the cost recovery process, if applicable.
8. Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.
9. Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.
10. Prepare and maintain a cost report for the Finance/Administration Chief, Management Section Chief, and University Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the University.
11. Organize and prepare records for final audit.
12. Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:

1. Follow the generic Demobilization Phase Checklist

