6.0   EMERGENCY MANAGEMENT TEAM

Section 6 of the Emergency Operations Plan describes the way the college allocates various emergency responsibilities to faculty and staff. Everyone has some responsibilities based on his/her current job, and some people will have additional emergency responsibilities. While every job or position should have a specific person designated (and a back-up), it is important to note that **not every position may need to be activated on every incident**, depending on the nature and complexity of the specific emergency situation that arises.

>   *Management Section:*

6.5   Incident Commander

>   *Operations Section:*

6.9   Operations Section Chief

>   *Planning Section:*

6.20   Planning Section Chief
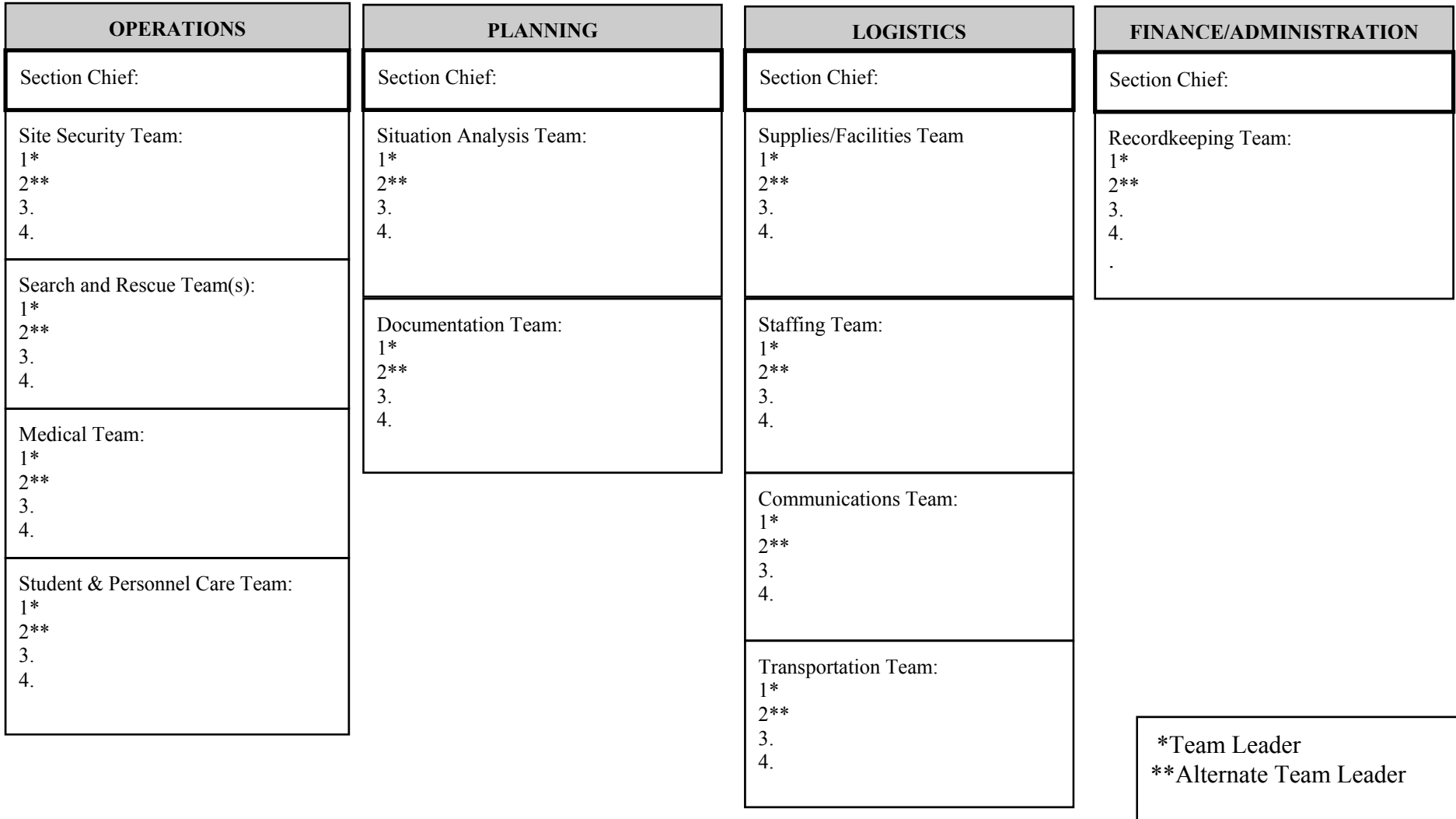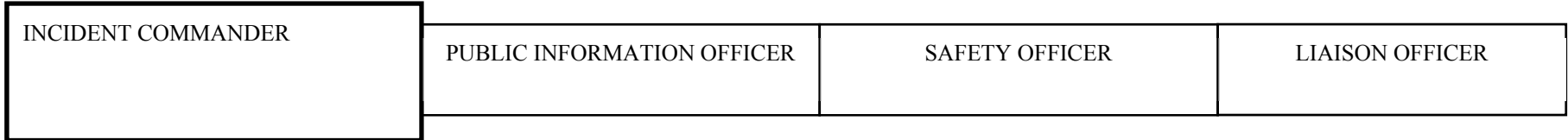
>   *Logistics Section:*

6.23   Logistics Section Chief

>   *Finance/Administration Section:*

6.28   Finance/Administration Section Chief

6.1   Emergency Organization Chart

INCIDENT COMMANDER	PUBLIC INFORMATION OFFICER	SAFETY OFFICER	LIAISON OFFICER

OPERATIONS

Section Chief:

Site Security Team:
1*
2**
3.
4.

Search and Rescue Team(s):
1*
2**
3.
4.

Medical Team:
1*
2**
3.
4.

Student & Personnel Care Team:
1*
2**
3.
4.

PLANNING

Section Chief:

Situation Analysis Team:
1*
2**
3.
4.

Documentation Team:
1*
2**
3.
4.

LOGISTICS

Section Chief:

Supplies/Facilities Team
1*
2**
3.
4.

Staffing Team:
1*
2**
3.
4.

Communications Team:
1*
2**
3.
4.

Transportation Team:
1*
2**
3.
4.

FINANCE/ADMINISTRATION

Section Chief:

Recordkeeping Team:
1*
2**
3.
4.
.

 *Team Leader
**Alternate Team Leader

EMERGENCY MANAGEMENT TEAM ORGANIZATIONAL CHART

6.2   Emergency Management Team Rosters

Management Section Roster

- **Incident Commander**

Chair, Emergency Operations Committee	Contact Info:
1st Alternate – Public Safety Director	Contact Info:
2nd Alternate – Student Services VP	Contact Info:
3rd Alternate – Facilities Management Director	Contact Info:
4th Alternate – Enrollment Management & Marketing VP	Contact Info:
Incident Command Post	Financial Services Conference Room
Equipment/Supplies Location:	

- **Public Information Officer**

Enrollment Management & Marketing VP	Contact Info:
1st Alternate -	Contact Info:
2nd Alternate -	Contact Info:
Equipment/Supplies Location:	Public Relations Office

- **Safety Officer**

Risk Manager	Contact Info:
1st Alternate -	Contact Info:
2nd Alternate -	Contact Info:
Equipment/Supplies Location:	Financial Services Building

- **Liaison Officer**

Public Safety Director	Contact Info:
Public Safety Assistant Director	Contact Info:
Public Safety Dispatcher	Contact Info:
Alternate -	Contact Info:
Equipment/Supplies Location:	Public Safety Office

Operations Section Roster

- **Section Chief**

?????   Contact Info:

Designee: Contact Info:

Designee: Contact Info:

Equipment/Supplies Location:

- **Site Security Team Leader**

?????   Contact Info:

Designee: Contact Info:

Designee: Contact Info:

Equipment/Supplies Location:

- **Search and Rescue Team Leader**

?????   Contact Info:

Designee: Contact Info:

Designee: Contact Info:

Equipment/Supplies Location:

- **Medical Team Leader**

Director, Health Services   Contact Info:

Nursing Department Rep   Contact Info:

Designee: Contact Info:

Equipment/Supplies Location:

- **Student & Personnel Care Team Leader**

Director, Counseling Center   Contact Info:

Designee: Contact Info:

Designee: Contact Info:

Equipment/Supplies Location:

Planning Section Roster

- **Section Chief**

  ?????   Contact Info:

  Designee: Contact Info:

  Designee: Contact Info:

  Equipment/Supplies Location:

- **Situation Analysis Unit Leader**

  ?????   Contact Info:

  Designee: Contact Info:

  Designee: Contact Info:

  Equipment/Supplies Location:

- **Documentation Unit Leader**

  ?????   Contact Info:

  Designee: Contact Info:

  Designee: Contact Info:

  Equipment/Supplies Location:

Logistics Section Roster

- **Section Chief**

?????	Contact Info:
Designee:	Contact Info:
Designee:	Contact Info:

Equipment/Supplies Location:

- **Supplies/Facilities Unit Leader**

?????	Contact Info:
Designee:	Contact Info:
Designee:	Contact Info:

Equipment/Supplies Location:

- **Staffing Unit Leader**

?????	Contact Info:
Designee:	Contact Info:
Designee:	Contact Info:

Equipment/Supplies Location:

- **Communications Unit Leader**

?????	Contact Info:
Designee:	Contact Info:
Designee:	Contact Info:

Equipment/Supplies Location:

- **Transportation Unit Leader**

?????	Contact Info:
Designee:	Contact Info:
Designee:	Contact Info:

Equipment/Supplies Location:

Finance/Administration Section Roster

- **Section Chief**

?????   Contact Info:

Designee: Contact Info:

Designee: Contact Info:

Equipment/Supplies Location:

- **Recordkeeping Unit Leader**

?????   Contact Info:

Designee: Contact Info:

Designee: Contact Info:

Equipment/Supplies Location:

6.3 **General**

Personnel Care Responsibilities

☐ Assess situation and remain calm.
☐ If ground is shaking, lead **Duck, Cover, and Hold On**.
☐ Calm, direct, and give aid to students, faculty, and staff. Assist seriously injured individuals if possible.

Lockdown or Shelter in Place:
☐ If gunfire or explosions are heard, get everyone to lie flat on the floor.
☐ If Shelter in Place is activated, follow procedures.

Evacuation:
☐ Check with co-workers and assist as necessary.
☐ Evacuate to emergency assembly area:
   • Check with co-workers and assist if necessary or evacuate area if warranted.
   • Use safest route, alert for hazards; quickly and quietly.
   • Door closed but unlocked for Search & Rescue access.

Assembly Area:
☐ Instruct individuals to remain in the assembly area.
☐ Take note of persons present on the "Personnel Accounting Form."
☐ Take accounting forms to Documentation and reports for assignment at Incident Command Post.

The institution needs to speak with one voice. Only the Public Information Officer will release information to the general public.

Remaining Personnel:
☐ Supervise and reassure all individuals.
☐ Administer first aid as necessary, or send student to designated First Aid area.
☐ Fill out "Notice of First Aid Care" form if First Aid is given.
☐ Keep a record of location of all individuals at all times, using the Personnel Accounting Form.
☐ Be alert for latent signs of injury/shock in *all* individuals.

Support Responsibilities

☐ Follow standard safety procedures.
☐ Check in at Incident Command Post for assignment.
☐ Report any known injuries or damage.
☐ Use safety equipment and follow directions.

6.4   INCIDENT JOB DESCRIPTIONS AND CHECKLISTS

6.5   Incident Commander

Section: Management/Command
Incident Commander

Responsibilities: **The Incident Commander (IC) is solely responsible for emergency/disaster operations and shall remain at the Incident Command Post (ICP) to observe and direct all operations**.
Ensure the safety of students, faculty, and staff and others on campus.
Lead by example: *Your behavior sets the tone for faculty, staff, and students.*

Start-up Actions:
☐ Obtain your personal safety equipment; i.e., hardhat, vest, clipboard (with job description sheet).
☐ Assess type and scope of emergency.
☐ Determine threat to human life and structures.
☐ **Implement the Emergency Operations Plan and relevant hazard specific procedures.**
☐ Assume the duties of ALL incident positions until faculty and staff are assigned and available.
☐ Activate functions (assign positions) as needed.
   • fill in "Organization Assignment List"
   • appoint a backup or alternate Incident Commander
☐ Assign faculty or staff to initiate check-in procedures.
☐ Ensure that an incident organization and staffing chart is posted and arriving personnel are assigned by name.
☐ Ensure that the Incident Command Post is properly set up and ready for operation.
☐ Ensure that telephone and/or radio communications with other facilities are established and tested.
☐ In conjunction with the Planning Section Chief, develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
☐ Open and maintain a position log.

Ongoing Operational Duties:
☐ Continue to monitor and assess total situation:
   • View site map periodically for Search & Rescue progress and damage assessment information.
   • Check with section chiefs for periodic updates.
   • Reassign personnel as needed.
☐ Report (through Communications) to Administration on status of students, faculty, and staff, and campus as needed. (Site Status Report).
☐ Establish contact with the local Sheriff and/or Fire Department and other agencies, as needed, to provide assistance and/or to keep informed of the college's disaster status.
☐ Develop and communicate (with Planning Section) revised incident action plans as needed.
☐ In conjunction with the Public Information Officer, conduct press briefings and review media releases as required. Establish procedures for information releases and press briefings.
☐ Utilize your back up or alternate Incident Commander; plan and take regular breaks, 5-10 minutes/hour, relocate away from the ICP.

□ Plan regular breaks for all personnel and volunteers. **Take care of your caregivers!**

□ Thoroughly brief your relief upon shift change.

□ If incident becomes Unified Command, thoroughly brief your co-Incident Commander(s).

Closing Down:

□ Authorize deactivation of sections, branches, or units when they are no longer required.

□ Deactivate the entire emergency response when appropriate.

□ Ensure that any open actions not yet completed will be taken care of after deactivation.

□ Ensure the return of all equipment and reusable supplies to Logistics.

□ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.

□ Proclaim termination of the emergency and proceed with recovery operations if necessary.

Incident Command Post Equipment/ Supplies:

CRISIS BOX:
Campus map
Job description clipboards
Master keys
Pens, etc.
Faculty, staff, & student rosters
Disaster response forms
Campus 2-way radios
Emergency Operations Plan
Duplicate rosters (2 sets)

EMERGENCY BOX:
(Located in office /room of Designee)
AM / FM radio (battery)
Campus 2-way radios
Bullhorn
Table / chair (if ICP outdoors)
Emergency Vest (labeled)
Forms: Activity Log

6.6   Safety Officer

Section: Management/Command
<u>Safety Officer</u>

Responsibilities: The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

Start-Up Actions:
☐ Check in with Incident Commander for situation briefing.
☐ Obtain necessary equipment and supplies from Logistics.
☐ Put on position identifier, such as vest, if available.
☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
  • Messages received
  • Action taken
  • Decision justification and documentation
  • Requests filled

Operational Duties:
☐ Monitor drills, exercises, and emergency response activities for safety.
☐ Identify and mitigate safety hazards and situations.
☐ Stop or modify all unsafe operations.
☐ Ensure that responders use appropriate safety equipment.
☐ Think ahead and anticipate situations and problems before they occur.
☐ Anticipate situation changes, such as severe aftershocks, in all planning.
☐ Ensure personnel have adequate intake of water and healthy meals, in the event of a prolonged activation.
☐ Keep the Incident Commander (IC) advised of your status and activity and on any problem areas that now need or will require solutions.

Closing Down:
☐ When authorized by IC, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.
☐ Return equipment and reusable supplies to Logistics.

Equipment/ Supplies: **EMERGENCY BOX:** (Located in office /room of designee)
Vest or position identifier
Hardhat,
Clipboard, paper, pens
Two-way radio
Forms: Activity Log

Section: Management/Command
<u>Public Information Officer (PIO)</u>

Responsibilities: The Public Information Officer (PIO) acts as the official spokesperson for the college in an emergency situation. If a college PIO is available, he/she will be the official spokesperson.

Policy: The public has the right and need to know important information related to emergencies/disaster at the college *as soon as it is available.*

News media can play a key role assisting the college in getting emergency/disaster related information to the public (parents). Information released must be consistent, accurate, and timely.

Start-Up Actions:
- ☐ Determine a possible "news center" site as a media reception area (located away from the Incident Command Post and students). Get approval from the Incident Commander (IC).
- ☐ Identify yourself as the "PIO" (vest, visor, sign, etc.).
- ☐ Consult with administration to coordinate information release.
- ☐ Assess situation and obtain statement from IC. Voice record if possible.
- ☐ Advise arriving media that the college is preparing a press release and approximate time of its issue.
- ☐ Open and maintain a position log of your actions and all communications. If possible, voice record media briefings. Keep all documentation to support the history of the event.
- ☐ Contact local Emergency Operations Center PIO to coordinate incident specific information to be released to media (i.e.; size of earthquake, etc.).

Operational Duties:
- ☐ Keep up-to-date on the situation.
- ☐ Statements must be approved by the IC and should reflect:
  - • Reassurance — EGBOK — "Everything's going to be OK."
  - • Incident or disaster cause and time of origin.
  - • Size and scope of the incident.
  - • Current situation — condition of college, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
  - • Resources in use.
  - • Best routes to college if known and appropriate.
  - • Any information the college wishes to be released to the public.
- ☐ **Read** statements if possible.
- ☐ When answering questions, be complete & truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."
- ☐ **Remind college staff and volunteers to refer *all* questions from media or the public to the PIO.**
- ☐ Update information periodically with IC.
- ☐ Ensure announcements & other information are translated into other languages as needed.

	☐ Monitor news broadcasts about incident. Correct any misinformation heard.
Closing Down:	☐ At the Incident Commander's direction, release PIO staff no longer needed.
	☐ Return equipment and reusable supplies to Logistics.
	☐ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.
Equipment/ Supplies:	**EMERGENCY BOX:** (Located in office /room of designee)

Public information kit consists of:
ID vest
Battery operated AM/FM radio
Paper/pencils/marking pens
Scotch tape/masking tape
Scissors
School site map(s) and area maps
• 8-1/2 x 11 handouts
• Laminated poster board size
  for display
Forms: Public Information Release Work Sheet
             College Profile
           Activity Log

6.8   Liaison Officer

Section: Management/Command
<u>Liaison Officer</u>

Responsibilities: The Liaison Officer serves as the point of contact for outside Agency Representatives offering organizational assistance during college emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information.

Start-Up Actions:
☐ Check in with Incident Commander (IC) for situation briefing.
☐ Determine your personal operating location and set up as necessary. All command staff should be congregated in one location at an Emergency Operations Center (EOC). (An Incident Command Post is established by operations in the field and reports to the EOC).
☐ Obtain necessary equipment and supplies from Logistics.
☐ Put on position identifier, such as vest, if available.
☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.

Operational Duties:
☐ Brief Agency Representatives on current situation, priorities and incident action plan.
☐ Ensure coordination of efforts by keeping IC informed of agencies' action plans.
☐ Provide periodic update briefings to Agency Representatives as necessary.
☐ If the Red Cross has a pre-disaster contract with the college they should be contacted to provide a representative to the site.

Closing Down:
☐ At the Incident Commander's direction, deactivate the Liaison Officer position and release personnel no longer needed.
☐ Return equipment and reusable supplies to Logistics.
☐ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies: **EMERGENCY BOX:** (Located in office /room of designee)
Vest or position identifier
Two-way radio
Clipboard, paper, pens
Forms: Activity Log

Section: Operations
Operations Section Chief

Responsibilities: The Operations Chief manages the direct response to the disaster, which can include the following teams: Site Security, Search & Rescue, Student Care, Medical, and Student Release.

Start-Up Actions: □ Check in with Incident Commander for situation briefing.
□ Obtain necessary equipment and supplies from Logistics.
□ Assume the duties of ALL Operations Section positions until staff is available and assigned.
□ Activate Team Leaders.
□ Meet with Team Leaders and intitiate response activities.
□ Open and maintain activity log.
□ Put on position identifier, such as vest, if available.

Operational Duties: □ As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
□ If additional supplies or personnel are needed for the Operations Section, notify Logistics. When additional personnel arrive, brief them on the situation, and assign them as needed.
□ Coordinate Search & Rescue operations. Appoint S&R Team Leader to direct their operations if necessary.
□ As information is received from operations staff, pass it on to Situation Analysis and/or the Incident Commander.
□ Inform the Incident Commander regarding tasks and priorities.
□ Make sure that Operations staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
□ Schedule breaks and reassign Operations staff within the section as needed.

Closing Down: □ At the Incident Commander's (IC) direction, release Operations personnel no longer needed.
□ Return equipment and reusable supplies to Logistics.
□ When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies: **EMERGENCY BOX:** (Located in office /room of designee)
Vest or position identifier   Two-way radio
S&R equipment   Job description
clipboard, paper, pens
Forms: Search & Rescue maps, large campus map.
     Search & Rescue Teams Worksheet.
     Activity Log.

Section: Operations
Site Security Team Leader:

Personnel: Staff as assigned. Work in pairs.

Responsibilities: Assess, identify and mitigate (to the extent possible) campus hazards during and immediately following an on-site disaster/emergency. This team is also responsible for campus security for the duration of the incident, or until the arrival of first responders that assume responsibility.

Start-Up Actions: □ Attend a briefing with the Operations Section Chief and other Operations Team Leaders.
                        □ Open and maintain position activity log.
                        □ Assess available personnel and make appropriate assignments.
                        □ Assume all Team duties until staff is assigned and available.
                        □ Survey on-campus hazards and prioritize team response.
                        □ Wear hardhat and orange identification vest if available.
                        □ Take appropriate tools, job description clipboard, and radio.*
                        □ Put batteries in flashlight if necessary.

**Operational
Duties:**   □ Coordinates activities of Site Security Team.
                        □ Verify the shut-off of utilities as necessary.
                        □ Determine integrity of on-campus water system and report this information to the Operations Section Chief.
                        □ Directs the suppression of small fires.
                        □ Coordinate the location of existing and potential hazards.
                        □ Facilitates emergency vehicle access to the campus.
                        □ Oversees/Monitors campus security/perimeter control.
                        □ Secures campus and buildings from un-authorized access.

Closing Down: □ Return equipment and reusable supplies to Logistics.
                        □ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**Equipment/
Supplies:**   Wear vest, hardhat, work gloves, and whistle.
                        Carry campus 2-way radio, master keys, and clipboard with job description.
                        Carry bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools — for gas & crescent wrench.
                        Forms: Activity Log.

*Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations
<u>Site Security Team</u>

Personnel: Staff as assigned. Work in pairs.

Responsibilities: Identify and mitigate on-site hazards following a campus emergency and oversee site security until the arrival of first responders. Take no action that will endanger you.

Start-Up Actions:
☐ Report to Site Security Team Leader for briefing and assignments.
☐ Gather all supplies and personal safety gear.
☐ Check radios and flashlights.

Operational Duties:

☐ As you do the following, observe the campus and report any damage by radio to the Incident Command Post. *
☐ Locate/control/extinguish small fires as necessary.
☐ Check gas meter and, ***if gas is leaking,*** shut down gas supply.
☐ Shut down electricity only if building has clear structural damage or advised to do so by Incident Command Post (ICP).
☐ Determine the integrity of on-campus water system and report this information to the Operations Section Chief.
☐ Survey buildings for potential hazards and post warnings with signs and yellow caution tape.
☐ Lock gates and major external doors.
☐ Verify that campus is "locked down" and report it to ICP.
☐ Oversee campus security and perimeter control.
☐ Advise ICP of all actions taken for information and proper logging.
☐ Be sure that the entire campus has been checked for safety hazards and damage.
☐ No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.
☐ Route fire, rescue, police, etc. as appropriate.
☐ Direct all requests for information to the Public Information Officer.

Closing Down:
☐ Return equipment and reusable supplies to Logistics.
☐ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies   Wear vest, hardhat, work gloves, and whistle.
Carry campus 2-way radio, master keys, and clipboard with job description.
Carry bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools — for gas & (crescent wrench).
Forms: Activity Log.

Section: Operations
Search and Rescue Team Leader

Safety Rules:	**Buddy system: Minimum of 2 persons per team.**
	Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
	Follow all operational and safety procedures.

Start-up Actions:
- ☐ Obtain all necessary equipment. See list below.
- ☐ Obtain briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.
- ☐ Assume all Team duties until staff is assigned and available
- ☐ Assign teams based on available personnel, minimum 2 persons per team.

Operational Duties:
- ☐ Perform visual check of outfitted team leaving ICP; include radio check. Teams must wear sturdy shoes and safety equipment.
- ☐ Record names and assignments before deploying teams.
- ☐ Dispatch teams to high priority areas first, then to search the campus using specific planned routes.
- ☐ Send a specific map assignment with each team.
- ☐ Remain at Incident Command Post (ICP) in radio contact with S&R Teams.
- ☐ Record all teams' progress and reports on site map, keeping others at ICP informed of problems. When a room is reported clear, mark a "C" on the map.
- ☐ If injured students are located, consult Operations Chief for response. Utilize Transport teams, or send a First Aid Team.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map).
- ☐ Keep radio communication brief and simple. No codes.*****

Closing Down:
- ☐ Record the return of each S&R team. Direct them to return equipment and report for additional assignment to Logistics.
- ☐ Provide maps & logs to the Documentation Unit.

Equipment/ Supplies:
Teams wear vest, hardhat, work and latex gloves, & whistle with master keys on lanyard. One member wears first aid backpack.
Teams carry campus 2-way radio and clipboard with job description and map indicating search plan.
Teams carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.
Forms: Search & Rescue Teams Worksheet, Activity Log.

* Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations
Search and Rescue Teams

Safety: **Buddy system: Minimum of 2 persons per team.**
                         Take no action that might endanger you. Do not work beyond your
                         expertise. Use appropriate safety gear. Size up the situation first.
                         Follow all operational and safety procedures.

Start-up Actions: ☐ Report to Search and Rescue Team Leader for briefing and
                            assignments.
                         ☐ Gather all S & R equipment and personal safety gear.
                         ☐ Check flashlight and radio batteries; perform radio check
                         ☐ Visually inspect each other's gear.
                         ☐ Make sure you and your partner have college site maps and are clear on
                            your assignment.

**Operational
Duties:**   ☐ Report gas leaks, fires, or structural damage to ICP immediately upon
                            discovery. Shut off gas or extinguish fires if possible.
                         ☐ Before entering a building, inspect complete exterior of building. Report
                            structural damage to team leader. Use yellow caution tape to barricade
                            hazardous areas. **Do not enter severely damaged buildings.**
                         ☐ If building is safe to enter, search assigned area (following map) using orderly
                            pattern. Check all rooms. Use chalk or grease pencil to mark slash on door
                            when entering room. Check under desks and tables. Search visually and
                            vocally. Listen. When leaving each room, close slash to form "X" on door.
                            Report by radio to Incident Command Post that room has been cleared (ex:
                            "Room A-123 is clear"). *****
                         ☐ When injured victim is located, team transmits location, number, and
                            condition of injured to ICP. Do not use names of students, faculty, or
                            staff. Follow directions from ICP.
                         ☐ Record exact location of damage and triage tally (I=immediate,
                            D=delayed, DEAD=dead on map) and report information to ICP.
                         ☐ Keep radio communication brief and simple. No codes.

Closing Down: ☐ Return equipment to Logistics. Provide maps and logs to the
                            Documentation Unit.

**Equipment/
Supplies:**   Wear vest, hardhat, work and latex gloves, & whistle with master
                         keys on neck lanyard. Wear first aid backpack.
                         Carry campus 2-way radio and clipboard with job description & map
                         indicating search plan.
                         Carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar,
                         grease pencil, pencils, duct tape, masking tape.
                         Forms: Activity Log.

*Remember: If you are not acknowledged, you have not been heard. Repeat your
                         transmission, being aware of other simultaneous transmissions.

Section: Operations
<u>Medical Team Leader</u>

Responsibilities: The Medical Team Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or Incident Commander (IC) when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.

Start-Up Actions:
- ☐ Establish scope of disaster with IC and determine probability of outside emergency medical support and transport needs.
- ☐ Assume all Team duties until staff is assigned and available.
- ☐ Make Team personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.
- ☐ Set up first aid area in a safe place, away from students and public, with access to emergency vehicles. Obtain equipment/supplies (see list below).
- ☐ Assess available inventory of supplies & equipment.
- ☐ Review safety procedures and assignments with personnel.
- ☐ Establish point of entry ("triage") into treatment area.
- ☐ Establish "immediate" and "delayed" treatment areas.
- ☐ Set up a separate Psychological First Aid area if staff levels are sufficient.

Operational Duties:
- ☐ Oversee care, treatment, and assessment of patients.
- ☐ Ensure caregiver and rescuer safety
  - • Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- ☐ Make sure that accurate records are kept.
- ☐ Provide personnel response for injuries in remote locations or request Transport Team from Logistics.
- ☐ If needed, request additional personnel from Logistics.
- ☐ Brief newly assigned personnel.
- ☐ Report deaths immediately to Operations Chief.
- ☐ Keep Operations Chief informed of overall status.
- ☐ Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.
- ☐ Stay alert for communicable diseases and isolate as appropriate.
- ☐ Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, etc.).

Closing Down:
- ☐ At the Incident Commander's direction, release Medical personnel no longer needed.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/   First Aid Supplies: See list below
Supplies: Job description clipboards
                      Marking pens
                      Stretchers
                      Blankets
                      Vests, if available
                      Quick reference medical guides
                      Tables & chairs
                      Ground cover/tarps
                      Faculty, staff, and student medication from health office
                      Forms: Notice of First Aid Care
                                Medical Treatment Victim Log
                                Activity Log.

Recommended First Aid Supplies:

4 x 4" compress: 1000 per 500 students
8 x 10" compress: 150 per 500 students
Kerlix bandaging: 1 per student
Ace wrap: 2-inch: 12 per campus
              4-inch: 12 per campus
Triangular bandage: 24 per campus
Cardboard splints: 24 each, sm, med. lg.
Steri-strips or butterfly bandages:
        50/campus
Aqua-Blox (water) cases:
        0.016 x students + staff = # cases
        (for flushing wounds, etc.)
Neosporin: 144 squeeze packs/campus
Hydrogen peroxide: 10 pints/campus
Bleach, 1 small bottle

Plastic basket or wire basket stretchers or
backboards: 1.5/100 students
Scissors, paramedic: 4 per campus
Tweezers: 3 assorted per campus
Triage tags: 50 per 500 students
Latex gloves: 100 per 500 students
Oval eye patch: 50 per campus
Tapes: 1" cloth: 50 rolls/campus
              2" cloth: 24 per campus
Dust masks: 25/100 students
Disposable blanket: 10 per 100 students
First Aid Books: 2 standard and 2
advanced per campus
Space blankets: 1/student and faculty/staff
Heavy duty rubber gloves, 4 pair

Section: Operations
<u>Medical Team</u>

Personnel: First-aid trained personnel and volunteers

Responsibilities: ☐ Use approved safety equipment and techniques.

Start-Up Actions: ☐ Obtain & wear personal safety equipment including latex gloves.
☐ Check with Medical Team Leader for assignment.

Operational
Duties: ☐ Administer appropriate first aid.
☐ **Keep accurate records of care given**.
☐ Continue to assess victims at regular intervals.
☐ Report deaths immediately to Medical Team Leader.
☐ If & when transport is available, do final assessment and document on triage tag. Keep and file records for reference—**do not send with victim.**
☐ Student's Emergency Card must accompany student removed from campus to receive advanced medical attention. Send emergency out of-area phone number if available.

Triage Entry
Area: ☐ Staffed with minimum of 2 trained team members, if possible.
• One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Assess if not tagged.
• Second team member logs victims' names on form and sends forms to ICP as completed.

Treatment Areas ("Immediate" & Delayed")
☐ Staff with minimum of 2 team members per area, if possible.
☐ One member completes secondary head-to-toe assessment.
☐ Second member records information on triage tag and on-site treatment records.
☐ Follow categories: Immediate, Delayed, Dead.
☐ When using 2-way radio, do not use names of injured or dead.

Closing Down: ☐ Return equipment and unused supplies to Logistics.
☐ Clean up first aid area. Dispose of hazardous waste safely.
☐ Complete all paperwork and turn into the Documentation Unit.

Equipment/   First-aid supplies (See list below)
Supplies: Job description clipboards
Marking pens
Stretchers
Blankets
Vests, if available
Quick reference medical guides
Tables & chairs
Ground cover/tarps

Faculty, staff, and student medication from health office
Forms: Notice of First Aid Care
Medical Treatment Victim Log
Activity Log

Recommended First Aid Supplies:

4 x 4" compress: 1000 per 500 students
8 x 10" compress: 150 per 500 students
Kerlix bandaging: 1 per student
Ace wrap: 2-inch: 12 per campus
4-inch: 12 per campus
Triangular bandage: 24 per campus
Cardboard splints: 24 each, sm, med. lg.
Steri-strips or butterfly bandages:
50/campus
Aqua-Blox (water) cases:
0.016 x students + staff = # cases
(for flushing wounds, etc.)
Neosporin: 144 squeeze packs/campus
Hydrogen peroxide: 10 pints/campus
Bleach, 1 small bottle

Plastic basket or wire basket stretchers
or backboards: 1.5/100 students
Scissors, paramedic: 4 per campus
Tweezers: 3 assorted per campus
Triage tags: 50 per 500 students
Latex gloves: 100 per 500 students
Oval eye patch: 50 per campus
Tapes: 1" cloth: 50 rolls/campus
2" cloth: 24 per campus
Dust masks: 25/100 students
Disposable blanket: 10 per 100 students
First Aid Books 2 standard and 2
advanced per campus
Space blankets. 1/student and faculty/staff

Section: Operations
Student and Personnel Care Team Leader

Personnel: Faculty and staff as assigned.

Responsibilities: The Student and Personnel Care Team Leader is responsible for providing for the safe sheltering and care of students, faculty, and staff while on-site during an emergency. This person is also in charge of facilitating campus evacuation when the school site is deemed by the Management Team, to be unsafe.

Start-Up Actions: ☐ Wear identification vest if available.
☐ Take job description clipboard, & radio.
☐ Check in with Operations Chief for situation briefing.
☐ Assume all Team duties until staff is assigned and available.
☐ Assign personnel to assignments as needed.
☐ If designated assembly/shelter site is destroyed or inaccessible, consult with Operations Section Chief and determine alternate location(s).
☐ If school is evacuating:
   • Verify that the assembly area and routes to it are safe.
   • Count or observe the classrooms as they exit, to make sure that all classes evacuate.
   • Initiate the set-up of portable toilet facilities and hand-washing stations.

Operational Duties: ☐ Ensure initial record or all students, faculty, and staff in shelter/assembly area is made and that it is updated regularly during the disaster.
☐ Monitor the safety and well being of the students, faculty, and staff in the shelter/assembly area.
☐ Oversee the procurement and distribution of food and water
☐ Direct set-up of sanitary facilities when necessary.
☐ Coordinate Student Release with Student Release Team Leader when directed by Operations Section Chief.
☐ Administer *minor* first aid, as needed.
☐ Determine the need for setting up a counseling/mental health site.
☐ Communicate need to Operations Section Chief.
☐ Arrange for counseling and mental health intervention as needed.
☐ Coordinate with Medical Branch for treatment of more serious physical and mental health care.

Closing Down: ☐ Close shelter per direction of Operations Section Chief.
☐ Return equipment and reusable supplies to Logistics.
☐ When authorized by IC, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/
Supplies: Vest, campus 2-way radio
Clipboard with job description
Ground cover tarps
First aid kit, water, food, sanitation supplies
Forms: Notice of First Aid Care
    Student Accounting Form
    Activity Log

Section: Operations
<u>Student and Personnel Care Team</u>

Personnel: Faculty and staff as assigned.

Responsibilities: Provide for the safe sheltering and care of students, faculty, and staff while on-site during an emergency. This team is also responsible for facilitating campus evacuation when the school site is deemed by the Management Team, to be unsafe.

Start-Up Actions:
- ☐ Meet with Student and Personnel Care Team Leader.
- ☐ Secure assembly site or set-up shelter per direction of Student and Personnel Care Team Leader.
- ☐ Gather all supplies from storage locker(s) and transport to assembly/shelter site.
- ☐ Conduct initial population assessment.

Operational Duties:
- ☐ Facilitate the orderly distribution of food and water.
- ☐ Set-up sanitary facilities per direction of Student and Personnel Care Team Leader.
- ☐ Make arrangements to provide shelter for students, faculty, and staff.
- ☐ Maintain and update student, faculty, and staff population log.
- ☐ Ensure initial record or all students, faculty, and staff in shelter/assembly area is made and that it is updated regularly during the disaster.
- ☐ Monitor the safety and well being of the students, faculty, and staff in the shelter/assembly area.
- ☐ Administer minor first aid as needed.
- ☐ Administer counseling and mental health intervention as needed.
- ☐ Maintain log of all assistance given and nature of that assistance.
- ☐ Cooperate with Student Release Team to facilitate orderly Student Release (when directed by Student and Personnel Care Team Leader).
- ☐ Update records of the number of students, faculty, and staff in the assembly area (or in the buildings).
- ☐ Direct all requests for information to the PIO.

Closing Down:
- ☐ Close shelter per direction of Operations Section Chief.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by IC, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies:
Vest, campus 2-way radio
Clipboard with job description
Ground cover, tarps
First aid kit, water, food, sanitation supplies
Forms: Student Accounting Form
      Notice of First Aid Care

Section: Operations
Student Release Team Leader
(Spanish fluency recommended)

Personnel: Available staff. Use buddy system. Student Release process is supported by student runners.

Responsibilities: Oversee the reunification of students with their parents or authorized adult through separate Request and Release Gates.

Start-Up Actions: ☐   Attend a briefing with the Operations Section Chief and other Operations Team Leaders.
        ☐   Open and maintain position activity log.
        ☐   Assume all Team duties until staff is assigned and available
        ☐   Assign staff and volunteers to teams.
        ☐   Designate secure areas for student request and release and authorize set-up.
        ☐   Set up Request Gate at the main student access gate if possible (note: Release Gate should be some distance from Request Gate).
        ☐   Obtain and wear vest or position identifier, if available.
        ☐   Obtain necessary equipment and forms from Logistics.

**Operational
Duties:**   ☐   Monitor request and release operations.
        ☐   Oversees Student Release Team "Procedures" for request and release of students.
        ☐   Assist with the location/verification of missing students.
        ☐   Stay in contact with Student Care, Site Security, and Medical Team Leaders.

Closing Down: ☐   At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
        ☐   Complete all paperwork and turn into the Documentation Unit.

**Equipment/
Supplies:**   Job description clipboards
        Pens, stapler
        Box(es) of Emergency Cards
        Signs to mark Parent Request Gate and Release Gate
        Signs for alphabetical grouping to organize the parents (A-F, etc.)
        Empty file boxes to use as out boxes
        Forms: Student Release Form (copies for every student)
          Student Release Log

Section: Operations
<u>Student Release Team</u>
(Spanish fluency recommended)

Personnel: Available staff. Use buddy system. Student Release process is supported by student runners.

Responsibilities: Oversee the reunification of students with their parents or authorized adult through separate Request and Release Gates. Maintain Student Release Log.

Start-Up Actions: ☐ Report to Student Release Team Leader for briefing and assignments.
☐ Gather all student release equipment and supplies
☐ Set up Request Gate at the main student access gate.
☐ Post alphabetical signage on Request Table to organize parent requests (example: A-F, G-L, M-R, S-Z).
☐ Have Student Release Forms available for parents outside of fence at Request Gate. Assign volunteers to assist, as needed.
☐ Set up Release Gate some distance from Request Gate.
☐ Have Student Release Forms available on clipboards.
☐ Secure area against unauthorized access. Mark gates with signs.
☐ Obtain and wear vest or position identifier, if available.
☐ Obtain necessary equipment and forms from Logistics.

**Operational
Duties:**   ☐   Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
☐ **Refer all requests for information to the Public Information Officer. Do not spread rumors!**
☐ Maintain log of students released.

Procedures: ☐ Divide Student Emergency Cards according to alphabetical groupings posted at Request Table.
☐ Requesting adult fills out Student Release Form, gives it to staff member, and shows identification.
☐ Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is listed on the card.
☐ Staff instructs the requester to proceed to the Release Gate.
☐ If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.
☐ Runner takes form(s) to the designated classroom.

Note: If a parent refuses to wait in line, don't argue. Note time with appropriate comments on Emergency Card and place in out box.

If student is with class:
- ☐ Runner shows Student Release Form to the teacher
- ☐ Teacher makes notation, "***Sent with Runner***."
- ☐ If appropriate, teacher sends parent copy of first aid form with the runner.
- ☐ Runner walks student(s) to Release Gate.
- ☐ Runner hands paperwork to release personnel.
- ☐ Release staff match student to requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release Form, and release student. Parents are given the Notice of First Aid Care Given, if applicable.

If student is not with the class:
- ☐ Teacher makes appropriate notation on Student Release Form:

  *"**Absent**"* if student was never in school that day.
  *"**First Aid**"* if student is in Medical Treatment Area.
  *"**Missing**"* if student was in school but now cannot be located.

- ☐ Runner takes Student Release Form to Student Release Team Leader.
- ☐ Student Release Team Leader verifies student location with ICP (if known) and meets with parent(s).
- ☐ If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to Student Release Team Leader for verification.
- ☐ Parent should be notified of missing student status and escorted to crisis counselor.
- ☐ If student is in first aid, parent should be escorted to Medical Treatment Area.
- ☐ If student was marked absent, Student Release Team Leader member will notify parent.

Closing Down:
- ☐ Close Request and Release tables when directed by the Student Release Team Leader.
- ☐ Make sure all confidential information (student emergency contact cards) is returned to Team Leader for secure storage.
- ☐ Return all equipment to Logistics.
- ☐ Complete/close-out all logs and turn them over to Documentation Unit.

Equipment/ Supplies:
Job description clipboards
Pens, stapler
Box(es) of Emergency Cards
Signs to mark Parent Request Gate and Release Gate
Signs for alphabetical grouping to organize the parents (A-F, etc.)
Empty file boxes to use as out boxes
Forms: Student Release Form (copies for every student)
      Student Release Log

Section: Planning
<u>Planning Section Chief</u>

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status. Work with the Incident Commander to develop the Incident Action Plan. The Section is made up of the Documentation Unit and the Situation Analysis Unit.

Start-Up Actions: ☐ Check in with Incident Commander (IC) for situation briefing.
☐ Obtain necessary equipment and supplies from Logistics.
☐ Open and maintain activity log.
☐ Assume duties of ALL Planning Section positions until staff is assigned and available.
☐ Activate Unit Leaders as needed.
☐ Put on position identifier, such as vest, if available.

Operational Duties:
☐ **Assume the duties of all Planning Section positions until staff is available and assigned.**
☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
☐ Assist IC in writing Action Plans (see template, Section 7.7)

Closing Down: ☐ At the IC's direction, deactivate the section and close out all logs.
☐ Verify that closing tasks of all Planning/Intelligence positions have been accomplished.
☐ Return equipment and reusable supplies to Logistics.

Equipment/ Supplies: 2-way radio
Paper, pens
File box(es)
Job description clipboard
Dry-erase pens
Tissues
Large site map of campus, laminated or covered with Plexiglas
Forms: Situation/Status Report
　　　　 Situation/Status Update
　　　　 Activity log
　　　　 Student Accounting Form
　　　　 Incident Action Plan template (Section 7.7)

Section: Planning
<u>Documentation Unit</u>

Responsibilities: This unit is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-Up Actions:
- ☐ Check in with Planning Chief for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Determine whether there will be a Staffing Unit and a Finance/Administration Section. If there is neither, **the Documentation Unit will be responsible for maintaining all records of any expenditures as well as all personnel time keeping records**.

Operational Duties:
- ☐ Maintain time log of the Incident, noting all actions and reports. (See sample log in Appendix.)
- ☐ Record content of all communication with administration.
- ☐ Record verbal communication for basic content.
- ☐ Log in all written reports.
- ☐ File all reports for reference (file box).
  Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—**they are legal documents.**

Student, Faculty, and Staff Accounting:
- ☐ Receive, record, and analyze Student Accounting forms.
- ☐ Coordinate with the Staffing Unit in Logistics to ensure that staff sign in, recording name, assignment, and time on-duty and off-duty.
- ☐ Check off staff roster. Compute number of students, faculty, staff, and others on campus for Situation Analysis. Update periodically.
- ☐ Report missing persons and site damage to Incident Command Post.
- ☐ Report first aid needs to medical team leader.
- ☐ File forms for reference.

Closing Down:
- ☐ Collect and file all paperwork and documentation from deactivating sections.
- ☐ Securely package and store these documents for future use.
- ☐ Return equipment and reusable supplies to Logistics.

Equipment/ Supplies:
2-way radio
paper, pens
File box(es)
Job description clipboard
Forms: Situation/Status Report
            Situation/Status Update
            Activity Log
            Student Accounting Form

Section: Planning
Situation Analysis Unit

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:
- ☐ Check in with Planning Chief for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

Operational Duties:

Situation Status (Map):
- ☐ Collect, organize and analyze situation information.
- ☐ Mark site map appropriately as related reports are received. This includes but is not limited to S&R reports and damage updates, giving a concise picture status of campus.
- ☐ Preserve map as legal document until photographed.
- ☐ Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situation Analysis:
- ☐ Provide current situation assessments based on analysis of information received.
- ☐ Develop situation reports for the Incident Command Post (ICP) to support the action planning process.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ **Report only to ICP personnel. Refer all other requests to Public Information Officer**.

Closing Down:
- ☐ Close out all logs and turn all documents into Documentation.
- ☐ Return equipment and reusable supplies to Logistics.

Equipment/
Supplies: 2-way radio
Paper, pens, dry-erase pens, tissues
Job description clipboards
Large site map(s) of campus, laminated or covered with Plexiglas
File box(es)
Map of county or local area
Forms: Situation/Status Report
         Situation/Status Update
         Activity Log
         Student Accounting Form

Section: Logistics
Logistics Section Chief

Responsibilities: The Logistics Section is responsible for providing facilities, services, personnel, equipment, materials, and forms in support of the incident. The Section sets up and maintains an Incident Check-in Roster. The Section is made up of the following units: Supplies/Facilities, Staffing, and Communications.

Start-Up Actions:
- ☐ Check in with Incident Commander (IC) for situation briefing.
- ☐ Obtain on-site supplies and open facilities.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Assume lead of all Logistics positions until staffed.
- ☐ Activate team leaders.
- ☐ Begin distribution of supplies and equipment as needed.

Operational Duties:
- ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ Ensure that the Incident Command Post and other facilities are properly set-up.
- ☐ Coordinate supplies, equipment, and personnel needs with the IC.
- ☐ Maintain security of stored supplies and equipment.
- ☐ Oversee distribution of supplies and equipment where and as needed.

Closing Down:
- ☐ At the IC's direction, deactivate the section and close out all logs.
- ☐ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Equipment/ Supplies:
2-way radio
Job description clipboard
Paper, pens
Cargo container or other storage facility and all emergency supplies stored on campus
Clipboards with volunteer sign-in sheets
Forms: Incident Check-In Roster.
       Inventory of emergency supplies on campus
       Blank copies of ALL forms to be available for any Incident need.

Section: Logistics
Supplies/Facilities Unit

Responsibilities: This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.

Start-Up Actions:
- ☐ Check in with Logistics Chief for situation briefing.
- ☐ Open supplies container or other storage facility if necessary.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Begin distribution of supplies and equipment as needed.
- ☐ Set up the Incident Command Post.

Operational Duties:
- ☐ Maintain security of supplies and equipment.
- ☐ Distribute supplies and equipment as needed.
- ☐ Assist team members in locating appropriate supplies and equipment.
- ☐ Set up Staging Area, Sanitation Area, Feeding Area, and other facilities as needed.

Closing Down:
- ☐ At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned.
- ☐ Secure all equipment and supplies.

Equipment/ Supplies:
2-way radio
Job description clipboard
Paper, pens
Cargo container or other storage facility and all emergency supplies stored on campus
Forms: Inventory of emergency supplies on campus

Section: Logistics
<u>Staffing Unit</u>

Responsibilities: This unit is responsible for coordinating the check-in and assignment of personnel (faculty, staff, students, disaster volunteers) in support of the incident.

Start-Up Actions:
☐ Check in with Logistics Chief for situation briefing.
☐ Put on position identifier, such as vest, if available.
☐ Establish a check-in location to ensure that all personnel working on the incident are accounted for.
☐ Post signs so that personnel can easily find incident check-in location.

Operational Duties:
☐ Open three logs to list faculty, staff, volunteers, and students who are awaiting assignment.
☐ Ensure that personnel sign in, recording name, assignment, and time on-duty and off-duty. Make photocopies for the Documentation Unit in the Planning Section.
☐ Deploy personnel as requested by the IC.
☐ Sign in volunteers, making sure that volunteers are wearing their I.D. badges and are on the site disaster volunteer list. Unregistered volunteers should be sent to the city library to register.

Closing Down:
☐ Ask volunteers to sign out.
☐ At the Logistic Chief's direction, close out all logs and turn them in to Documentation Unit.
☐ Return all equipment and supplies.

Equipment/ Supplies:
2-way radio
Job description clipboard
Paper, pens
Cargo container or other storage facility and all emergency supplies stored on campus.
Clipboards with volunteer sign-in sheets
Forms: Incident Check-in Roster
           Inventory of emergency supplies on campus
           List of registered disaster volunteers
           Personnel Roster

Section: Logistics
<u>Communications Unit</u>

Responsibilities: This unit is responsible for establishing, coordinating, and directing verbal and written communications within the disaster site and with Administration. Communications may be made with outside agencies when necessary.

Personnel: **School faculty or staff member with campus two way radio**, supported by student or disaster volunteer runners, and if available, a **Disaster volunteer who is a qualified amateur radio operator**.

Start-Up Actions:
  ☐ Set up Communications station in a quiet location with access to the Incident Command Post (ICP).
  ☐ Turn on radios and advise ICP when ready to accept traffic.

Operational Duties:
  ☐ Coordinate all communications between school and local EOC.
  ☐ Use runners to deliver messages to the IC with copies to the Planning Section Chief.
  ☐ Maintain Communications Log: date/time/originator/recipient
  ☐ Monitor AM/FM radio stations for local emergency news.
  ☐ Direct the media or the public to the Public Information Officer.

Closing Down:
  ☐ Close out all logs, message forms, etc. and turn them over to Documentation.
  ☐ Return all equipment and unused supplies to Logistics.

Equipment/ Supplies: 2-way radios with spare batteries for each
Job description clipboard
paper, pens
Table and chairs
AM/FM radio
File boxes, tote tray for outgoing messages
Forms: Activity Log
          Message forms

Section: Logistics
<u>Transportation Unit</u>

Responsibilities: The Transportation Unit is responsible for implementing the transportation plan during emergencies. Part of those responsibilities include assessing the need for buses and trucks for the ferrying of students, faculty, staff, and/or supplies, and directing vehicles to where they are needed.

Start-Up Actions:
☐ Attend a briefing with the Logistics Section Chief and the Supplies and Staffing Team Leader.
☐ Open and maintain position activity log.
☐ Gather all supplies and personal safety gear.

Operational Duties:
☐ Implement various components of the transportation plan.
☐ Direct the use of vehicles on campus.
☐ Stay in contact with Section Chief about the needs of other sections.

Closing Down:
☐ Release personnel and volunteers per direction of IC.
☐ Arrange for the return of vehicles to vendors.
☐ Make sure all equipment and re-usable supplies are safely and securely stored.
☐ Close out all logs, message forms, etc. and turn them over to Documentation.
☐ Return all equipment and unused supplies to Logistics.

Equipment/ Supplies:
2-way radios with spare batteries for each
Job description clipboard
paper, pens
Table and chairs
AM/FM radio
File boxes, tote tray for outgoing messages
Forms: Activity log
       Message forms

Section: Finance/Administration
<u>Finance/Administration Section Chief</u>

Responsibilities:	The Finance/Administration Section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. Maintain financial records, track and record personnel hours.

Start-Up Actions:
- ☐ Check in with Incident Commander (IC) for situation briefing.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Locate and set up workspace.
- ☐ Check in with the Documentation Clerk to collect records and information, which relate to personnel time keeping and/or purchasing.

Operational Duties:
- ☐ **Assume all duties of the Recordkeeping Unit until staff is available and assigned.**
- ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ Document all expenses for possible future reimbursement.

Closing Down:
- ☐ At the IC's direction, deactivate the section and close out all logs.
- ☐ Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.

Equipment/ Supplies:
Job description clipboard
Paper, pens
Forms: copies of Check-In Roster(s)
　　　　Activity Log

Section: Finance/Administration
<u>Recordkeeping Unit</u>

Responsibilities: The Recordkeeping Unit is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost recovery are maintained during campus emergencies.

Start-up Actions: ☐ Attend a briefing with Finance/Administration Section Chief.
                        ☐ Locate all supplies.
                        ☐ Activate personnel and make appropriate assignments.

**Operational
Duties:**

                        ☐ Monitor the tracking of personnel and volunteer hours.
                        ☐ Monitor the tracking of response-related requests and purchases.
                        ☐ Facilitate the processing of purchase requests from Logistics Section Chief.

Closing Down: ☐ Release personnel and volunteers per direction of Section Chief.
                        ☐ Make sure all equipment and unused supplies are returned to Logistics.
                        ☐ Complete/close-out all logs and turn them over to Documentation Team.

**Equipment/
Supplies:**   Job description clipboard
                        Paper, pens, File boxes
                        Forms: copies of Check-In Log(s)