

The Claremont Colleges Services

# EMERGENCY OPERATIONS PLAN







*The Emergency Operations Plan (EOP) of The Claremont Colleges Services (TCCS) was created in adherence to California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines, recommendations, and requirements. This comprehensive plan takes into account a wide range of emergencies and disasters, whether they are caused by natural events or human activities. While the plan provides valuable guidance, it is designed to allow Incident Commanders and the Incident Management Team the flexibility to adapt procedures and organizational structures as needed to effectively respond to and recover from specific hazard scenarios.*

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## PLAN PROMOLGATION

The Claremont Colleges Services Emergency Operations Plan describes the duties and responsibilities of designated emergency response personnel in the event of a disaster.

The plan directs individuals to provide guidance, relief, and assistance as necessary to mitigate, prepare for, respond to, and recover from the effects of a disaster that might or has occurred at The Claremont Colleges (TCC). The plan is written with explicit interest in the welfare and safety of the faculty, staff, students, and visitors of The Claremont Colleges. It provides the opportunity to be better prepared for and to quickly recover from disaster(s), thereby saving lives, resources and assets. In accordance with the Homeland Security Presidential Directive (HSPD) 5, The Claremont Colleges Services (TCCS) will utilize the components of the National Incident Management System (NIMS), and California's Standardized Emergency Management System (SEMS) for emergency management activities. NIMS and SEMS allows and insures proper coordination between local, state, and federal organizations in emergency response. Furthermore, the Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

Under the authority of the Chief Executive Officer of The Claremont Colleges Services, this emergency operations plan, its attachments, appendices, and annexes are adopted as policy. Each TCCS manager is directed to take the necessary actions to support the plan and promote disaster preparedness. All previous TCCS Emergency Planning documents should be destroyed.

The Emergency Preparedness Program Manager is designated as the responsible official to coordinate, implement, and supervise emergency operations on behalf of the Chief Executive Officer, and other Administrative Officers of the Consortium. The Emergency Preparedness Program Manager is empowered to coordinate with other local, state, and federal emergency operations agencies in the event of disasters that may require implementation of this plan.

This plan and its provisions will become official when it has been signed and dated below by the concurring officials.

*Stig Lanesskog*

**Stig Lanesskog**  
CEO

June 12, 2023

Date

*Michael Hallinan*

**Mike Hallinan**

AVP & Director of Campus Safety and Emergency Services

June 8, 2023

Date

## RECORD OF CHANGES

## Change

[illegible]

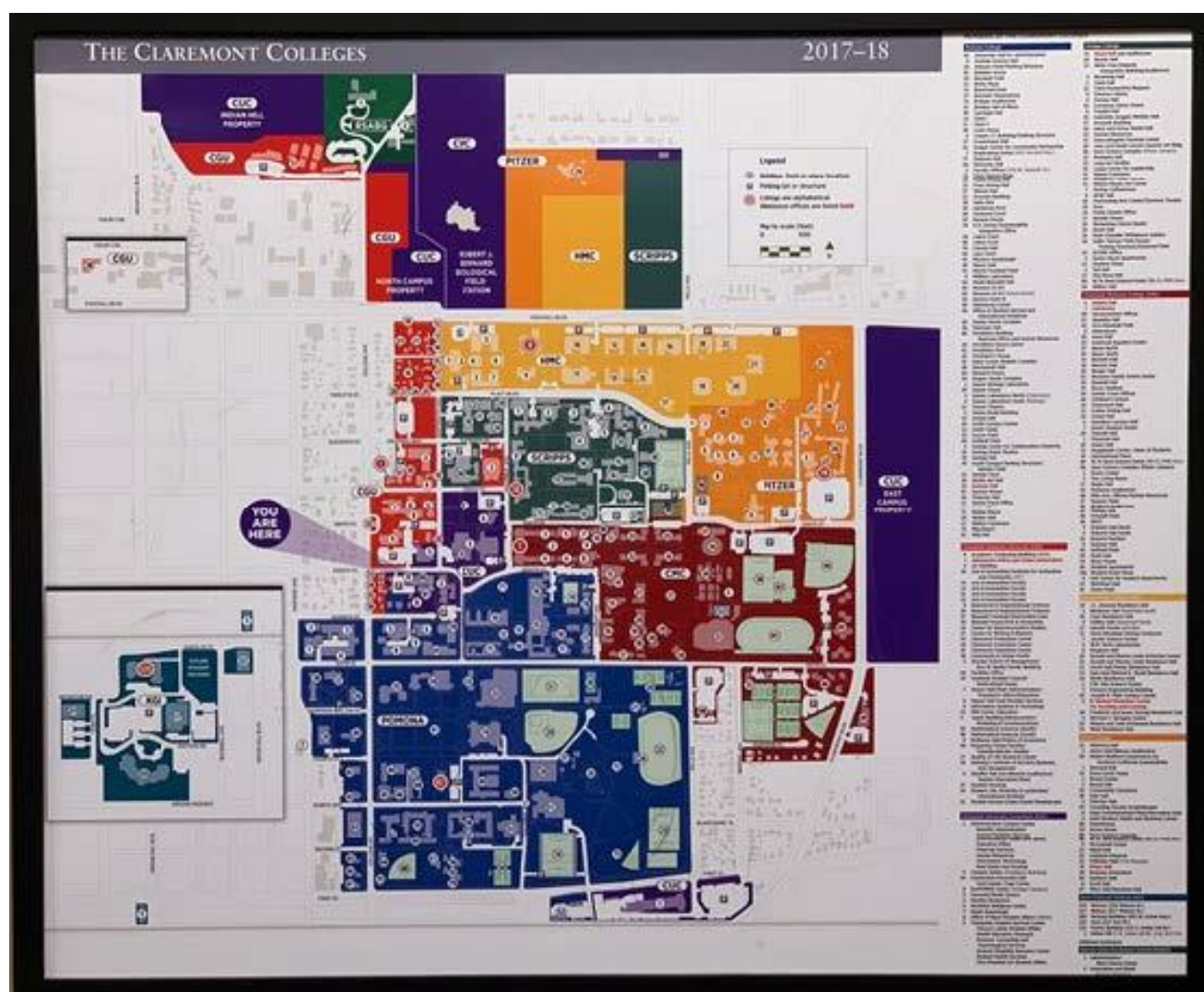
## PLAN DISTRIBUTION

A copy of The Claremont Colleges Services Emergency Operations Plan has been distributed to all Emergency Response Personnel staff listed below as well as their alternates. Emergency Response Personnel have access to the plan through the Rapid Responder System.

## Distribution List

Executive Oversight  
EOC Director  
Public Information Officer  
Safety Officer  
Liaison Officer  
EOC Technician  
Operations Section Chief  
Public Safety Unit Leader  
Medical Unit Leader  
Facilities Unit Leader  
Chaplain Services Unit Leader  
Incident Status/Intel Unit Leader  
Planning Section Chief  
Administration Unit

TCCS Unit  
City Liaison Officer  
Logistics Section Chief  
Supply and Equipment Unit  
Food and Water Unit  
Care and Shelter Unit  
Personnel Unit  
Telephone Unit  
Finance Section Chief  
Accounting Unit  
Purchasing Unit  
Contracts Unit  
Time Unit  
Claims and Risk Management Unit





## **PART I – PLAN FOUNDATION**

### **1. INTRODUCTION**

The Claremont Colleges Services Emergency Operations Plan establishes the core structure, functional organization, key roles, protocols, and procedures for disaster mitigation, preparedness, response, and recovery. The plan also addresses the integration and coordination with The Claremont Colleges, and local, county, state, and federal governmental levels when required.

The plan is based on the concepts and principles of the National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS) which are based on the Incident Command System (ICS), and identifies how the consortium fits within the overall national emergency response structure.

The plan addresses how the campus will mitigate against, prepare for, respond to, and recover from all-hazard situations that might occur. A risk assessment has been included on page 5 which provides a subjective ranking of possible threats that may impact the Consortium based on the threats likelihood of occurring over the next 10 years, and the impact it would have on human, facility, and normal operations. This assessment provides a basis for prioritizing planning activities and resource acquisition.

### **2. PURPOSE**

The purpose of the Emergency Operations Plan is to establish the system in which TCCS may implement, and continually improve, in order to effectively mitigate against, prepare for, respond to, and recover from manmade and natural disasters.

### **3. ASSUMPTIONS**

This plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as guidelines and may require on the spot modification in order to meet the requirements of the incident. Additional assumptions include:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- Disasters may affect a larger geographic area than just The Claremont Colleges, therefore, city, county, state, and federal emergency assistance may not be available for an extended period of time.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, cellular telephones, and information systems.
- Public safety fire departments, police, and full medical facilities may not be available.
- Major roads and local streets will be damaged.
- Buildings and structures, including student housing, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Hundreds and possibly thousands of TCC faculty, staff, students, and visitors may not be able to leave the campus for several days due to wide-spread transportation system damage.

- A large number of the surrounding community may arrive at TCC seeking care and shelter including medical treatment. These individuals may likely arrive in procession of various weapons.
- Emergency conditions may last weeks or months, and full recovery could take years.

#### **4. PLAN ACTIVATION**

The plan is activated whenever an emergency condition exists in which normal operations cannot be performed and immediate emergency action is required. The incident may impact TCCS, or one or more of TCC campuses. Activation of the plan may result in the activation of the Emergency Operations Center to provide support for mitigation, preparedness, response, and recovery activities. At any time that one or more of TCC campuses has activate an emergency operations center, TCCS Emergency Operations Center will be activated. Immediate goals are to:

1. Protection of Life Safety
2. Incident Stabilization
3. Protection of Facilities and the Environment

#### **5. ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN**

The Claremont Colleges Services Emergency Management Plan is organized into four main sections:

- Part I. The Plan Foundation section describes planning requirements and background.
- Part II. The Emergency Plans section establishes protocols and procedures for disaster mitigation, preparedness, response, and recovery activities.
- Part III. The Emergency Response Functional Annexes section provides detailed procedures for how supporting disaster resources will be organized and deployed.
- Part IV. The Incident Management Team (IMT) Roles and Responsibilities section contains position checklists for each position to be used for training and guidance during disaster response operations.

#### **6. INCIDENT COMMAND SYSTEM (ICS)**

The Emergency Operations Plan incorporates operating procedures from the Incident Command System (ICS) for handling all-hazard emergencies, as well as potential disasters. ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity and size. It also provides the flexibility needed to respond to an incident as it escalates in severity. All TCCS Incident Management Team personnel must be training and be able to function within the Incident Command System.

The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide management with the control necessary to direct and coordinate all operations and all

- agencies responding to emergency incidents;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote proper span of control and unity of command.

The organizational structure of ICS includes the Command Staff supported by four Sections: Planning, Operations, Logistics, and Finance. The appropriate TCCS departments will be tasked with supplying personnel to fill the Incident Management Team (IMT) functions within the ICS organizational structure. (Refer to IMT Organization Chart, page 9)

## 7. STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Emergency Operations Plan utilizes the Standardized Emergency Management System (SEMS), as described by Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS, adopted by California in 1995, incorporates the use of ICS, the Master Mutual Aid agreement, existing mutual aid systems, and county operational area concept, and inter-agency coordination. SEMS, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding agencies. SEMS is continuously updated for compliance with the National Incident Management System (NIMS).

## 8. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System is a nationwide standardized approach to incident management and response. It was developed by the Department of Homeland Security and announced in March 2004 (Homeland Security Presidential Directive-5: Management of Domestic Incidents). NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

## 9. INCIDENT MANAGEMENT TEAM ORGANIZATION

The Claremont Colleges Services will be responsible for directing and coordinating available resources at all phases of emergency management through a predefined emergency organization. The emergency organization follows the Incident Command System in establishing a structure of TCCS personnel who will be utilized for emergency mitigation, preparedness, response, and recovery activities. The organizational components are comprised of Command (EOC Director), Planning, Operations, Logistics, and Finance functions. These functions as well supporting components of these functions may be activated as needed to support any mitigation, preparedness, response, and recovery activity.

Complete position check lists for each function identified in the emergency organization can be found in Part IV of this plan.





## **10. EMERGENCY OPERATIONS CENTER (EOC)**

The Emergency Operations Center (EOC) is a location where the emergency organization may conduct all necessary functions involved in supporting the mitigation, preparedness, response, and recovery activities. TCCS has a primary and backup Emergency Operations Center which may be activated during an incident which may require resources beyond normal day-to-day operations, or whenever necessary to support a planned or unplanned event. When activated, the EOC will be supported by the emergency organization to the extent required as determined by the EOC Director and the Section Chiefs. The EOC Director and Section Chiefs are expected to report to the EOC following an emergency as soon as it is appropriate depending on the nature of the incident. Additional personnel will be activated by the Section Chiefs based on the needs of the incident.

## **11. PLAN MAINTENANCE**

TCCS Emergency Operations Plan will be a fluid document which will be updated and revised as often as areas for improvements are identified. The plan will be reviewed and revised if necessary on at least an annual basis by the Emergency Preparedness Program Manager. The areas for plan improvements will arise from Incident Management Team exercises, disaster drills, and interactions with Campus Safety, TCC campuses, and external emergency response agencies.

## **12. AUTHORITY AND REFERENCES**

### **Federal**

- National Incident Management System (NIMS)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
- Federal Civil Defense Act of 1950
- Homeland Security Presidential Directives 5 & 8

### **State**

- Standardized Emergency Management System (SEMS) Regulations
- California Emergency Services Act (Chapter 7, Division 1 of Title 2 Government Code)
- California Natural Disaster Act (Chapter 7.5, Division 1 of Title 2 Government Code)
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117

### **References**

- National Incident Management System, U.S. Department of Homeland Security
- National Response Framework, U.S. Department of Homeland Security
- Disaster Assistance Procedure Manual (State CalEMA)
- California Emergency Plan

TCCS RISK AND THREAT ASSESSMENT TABLE

A	B	C	D	E	F
				(B X .5) + (C X .25) + (D X .25)	(A X E)
PROBABILITY (10 YEAR PERIOD)	HUMAN IMPACT 50%	FACILITIES IMPACT 25%	OPERATIONAL IMPACT 25%	SEVERITY	RELATIVE RISK
RELATIVE LIKELIHOOD THIS WILL OCCUR	POTENTIAL DEATH OR INJURY	PHYSICAL LOSSES AND DAMAGES	OPERATIONAL INTERRUPTION	RELATIVE SEVERITY (OVERALL IMPACT)	(PROBABILITY TIMES SEVERITY)
1 = NEVER 2 = VERY LOW 3 = LOW 4 = MEDIUM 5 = HIGH	1 = MINIMAL 2 = MINOR 3 = MODERATE 4 = SIGNIFICANT 5 = SEVERE	1 = MINIMAL 2 = MINOR 3 = MODERATE 4 = SIGNIFICANT 5 = SEVERE	1 = MINIMAL 2 = MINOR 3 = MODERATE 4 = SIGNIFICANT 5 = SEVERE	IMPACTED WEIGHTED SUM	1 = LOWEST 25 = HIGHEST
<b>RISK EVENT</b>					
1 EARTHQUAKE (MAJOR)	4	4	5	4.25	17
2 CONTAGIOUS DISEASE (Pandemic)	5	1	4	3.25	16.25
3 PLANE CRASH (SMALL)	5	2	1	3.25	16.25
4 SINGLE BUILDING FIRE	4	3	2	3.25	13
6 HAZMAT INCIDENT	5	1	2	2.25	11.25
7 SEVERE WEATHER (100 YEAR FLOOD)	3	4	4	3.5	10.5
5 CAMPUS SUICIDE	5	1	1	2	10
8 VIOLENT PROTEST/CIVIL UNREST	3	2	2	2.5	10
9 EXPLOSION	4	3	2	3.25	9.75
10 EARTHQUAKE (MODERATE)	5	2	1	1.75	8.75
11 TERRORIST EVENT	2	4	3	4.25	8.5
12 ACTIVE ASSAILANT	2	5	3	4	8
13 POWER FAILURE (12+ HOURS)	5	1	3	1.5	7.5
14 WATER SUPPLY DISRUPTION	4	1	2	1.75	7
15 TELECOM FAILURE (12+ HOURS)	5	1	2	1.25	6.25
16 IT FAILURE (12+ HOURS)	5	1	2	1.25	6.25
17 MULTIPLE BUILDING/LARGE SCALE FIRE	2	5	3	3	6
18 CAMPUS HOMICIDE	2	1	1	2.5	5
19 BOMB THREAT/SUSPICIOUS PACKAGE	3	1	1	1	3
PROBABILITY SCALE (10 YEAR PERIOD)	HUMAN IMPACT SCALE	FACILITIES IMPACT SCALE	COLLEGE OPERATIONAL IMPACT SCALE		
1. Never - Will not occur in next 10 years 2. Very Low - Not likely to occur in 10 years 3. Low - Low possibility of occurring in 10 years 4. Medium - May possibly occur in 10 years 5. High - Likely to occur in 10 years	1. None 2. Few minor injuries 3. Multiple minor injuries or possible major injury 4. Multiple major injuries or possible death 5. Multiple deaths and major injuries	1. Little or no damage 2. Mild damage to several facilities 3. Moderate damage to multiple/severe to one 4. Severe damage to multiple facilities 5. Extensive damage to most facilities	1. Hours 2. Days 3. Weeks 4. Months 5. Year or longer		

Revised 9/15/2019

## PART II – EMERGENCY PLANS

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific emergency situations. In coordination with the Operations Executive, the Incident Commander will determine the phase and initiate the appropriate level of response from campus emergency service agencies, including the activation of the Emergency Operations Center (EOC) as required.



### DISASTER RESPONSE PLAN

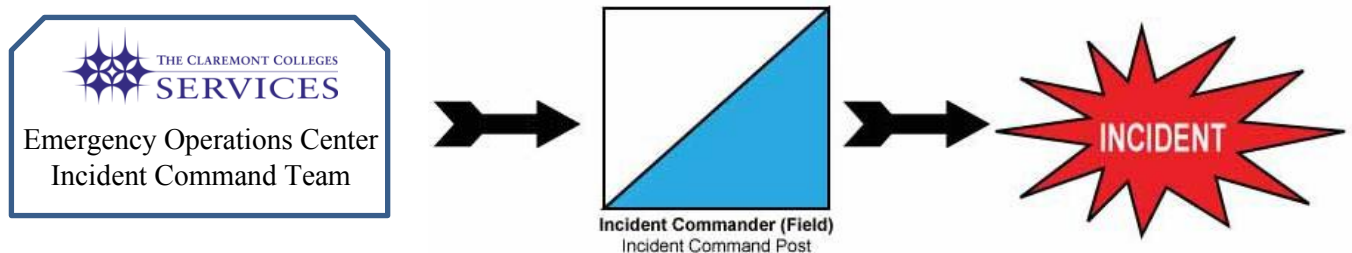
#### 1. RESPONSE PRIORITIES

The Claremont Colleges Services must be prepared for all- hazard incidents and be able to respond effectively to every emergency situations in a safe and timely manner. The priorities for disaster response will always follow:

- **Priority 1:** Life Safety - Protect and save the lives of staff, students, faculty, and visitors.
- **Priority 2:** Incident Stabilization – Control the threat or hazard from escalating and presenting additional risks to health and safety.
- **Priority 3:** Preservation of TCCS property and structures.
- **Priority 4:** Restoration of normal operations.

#### 2. CONCEPT OF OPERATIONS

The Disaster Response Plan provides the organized management system for The Claremont Colleges Services to follow during incidents, emergencies, and disasters. It is designed as a flexible plan in which part or all of the Disaster Response Plan may be activated, as appropriate to the situation. It establishes a support structure which may be activated to respond to and manage a worst-case scenario, and provides for the critical functions and roles of the Consortium during a response. This plan is a management tool that provides a structured organization and general procedures for the management of information, activities, and operations during an emergency.



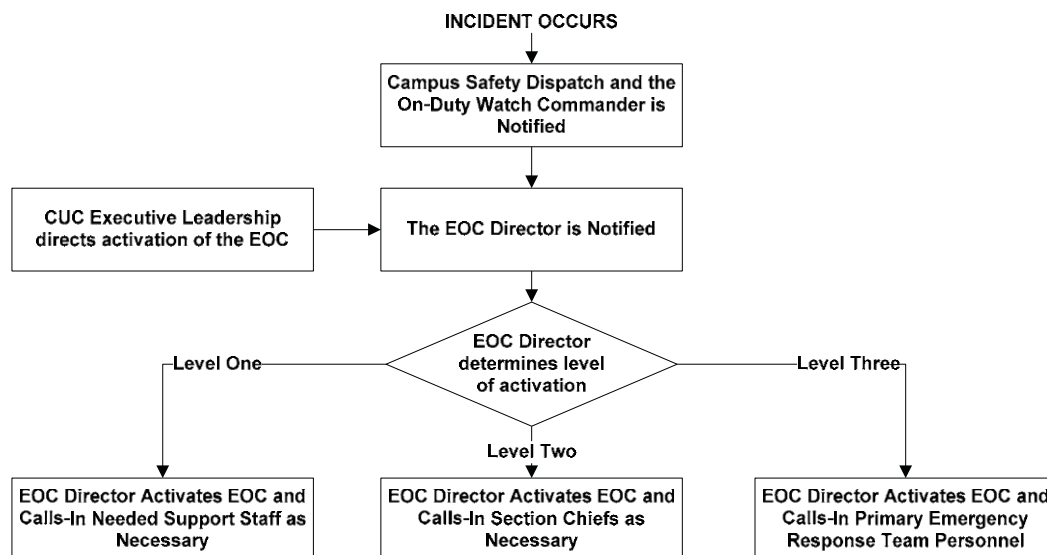


This Emergency Response Plan may be activated fully or in part depending on the type or severity of the event. The Claremont Colleges Services emergency response will generally be classified into one of four activation levels.

RESPONSE ACTIVATION LEVELS	
Level	Incident/Event <i>(example)</i>
<b><u>Emergency Watch Level (Advisory):</u></b> Precautionary notice or watch. Campus Safety staff, and EOC Incident Management Team put on alert status.	Advance warning of severe weather, power outages or similar events. Advanced notice of large events that may require EOC activation should an incident occur.
<b><u>Level 1 (Standby/Alert):</u></b> Incidents that are usually managed using normal response operations. EOC may or may not be activated at a minimal level. Campus Safety and EOC Incident Management Team put on alert status.	Severe weather, power outages or similar events that can disrupt campus operations. Moderate incidents involving multiple campuses. Special events. Public relations or communication incidents.
<b><u>Level 2 (Partial Activation):</u></b> The emergency can no longer be managed using normal day-to-day procedures. The EOC is activated to coordinate and support response to the incident. EOC staffing decisions are made by the EOC Director and Section Chiefs depending on the circumstances surrounding the event.	Events that cause significant damage or disruption to campus infrastructure or business operations.
<b><u>Level 3 (Full Activation):</u></b> The EOC is activated at either its primary or secondary location. All or most Incident Management Team positions are activated. A campus declaration of emergency is declared.	Events that threaten life safety, cause major damage to campus infrastructure or business operations. Regional events that effect the campus

### 3. CRITERIA FOR ACTIVATING EOC

The EOC is normally activated solely for substantial events when the establishment of resource management is required. The EOC will be activated at the discretion of Campus Safety or TCCS Executive Leadership.



#### 4. NOTIFICATION AND COMMUNICATION

Emergency response varies according to the type of emergency and the time of day the emergency first occurs. Most emergencies will be reported directly to the Department of Campus Safety. Communication in a major phone outage will be maintained through the Campus Safety two-way radio system, satellite phones, amateur radio, or handwritten communications via runners. For most emergencies Campus Safety will initiate appropriate notification to activate Incident Management Team personnel utilizing the Connect-ED system, or by direct phone calls. The EOC will communicate with non-campus emergency response personnel via the Public Information Officer if required.

#### 5. INCIDENT COMMAND SYSTEM & INCIDENT MANAGEMENT TEAM

Campus emergency response activities are primarily performed at the field level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System (ICS) to organize response to the emergency or disaster, incorporating the functions, principles, and components of ICS (i.e. unified command, incident action planning, span of control, unity of command, etc.). ICS uses common terminology and a standard organizational structure that allows quick mobilization and deployment of resources that can be adapted to any emergency.

It also allows for efficient communication between incident locations, emergency responders, and the Emergency Operations Center (EOC) if the EOC needs to be activated. The Claremont Colleges Services Incident Management Team is structured in line with the Incident Command System in order for effective utilization of response resources and to permit seamless integration of responders from all colleges and external emergency response agencies.

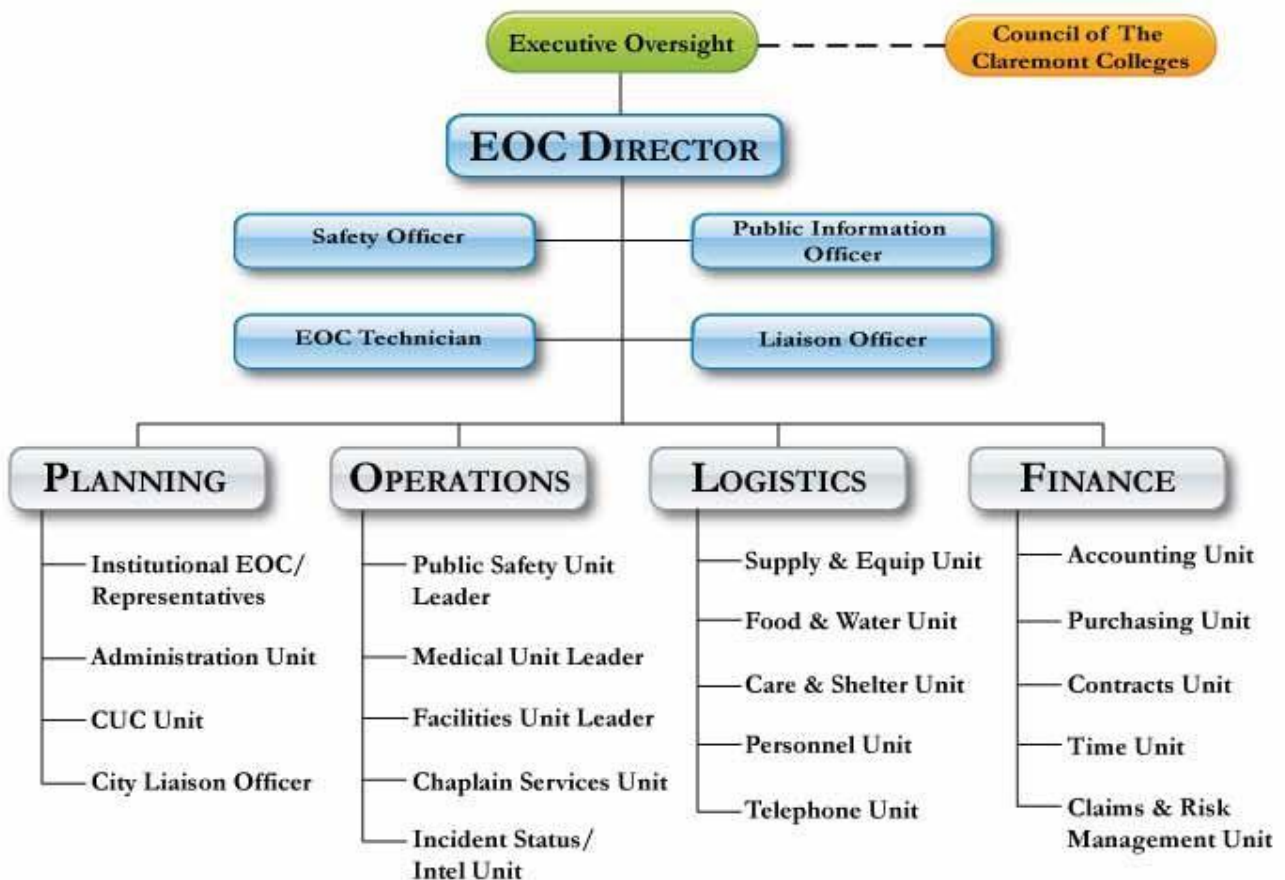
Utilizing the concepts and principles of the Incident Command System, the TCCS Incident Management Team will operate out of the Emergency Operations Center when any activation occurs. The Incident Management Team does not handle on-scene emergency operations, but provides support to the Incident Commander at the incident. The primary function of the Incident Management Team as a whole during an EOC activation and emergency response is to support the Incident Commander and the on-scene field response operations.

Incident Management Team/EOC responsibilities may include, but are not limited to, the following:

- Making all necessary notifications.
- Disseminating warnings, emergency public information, and instructions to campus community
- Conducting initial damage assessments and surveys.
- Assessing need for mutual aid assistance.
- Developing and implementing incident action plans.
- Preparing detailed damage assessments.
- Prioritizing resource allocation.
- Procuring required resources to sustain operations.
- Documenting situation status.
- Protecting, controlling, and allocating vital resources.
- Tracking resource allocation.
- Conducting advance planning activities.
- Documenting expenditures.
- Developing and implementing action plans for extended operations.
- Dissemination of emergency public information.

The Incident Management Team should have the resources, equipment, and supplies necessary to carry out the roles and responsibilities within the Emergency Operations Center. These resources include but are not limited to redundant communication capabilities, situational awareness capabilities, mass notification capabilities, emergency power, and care and shelter supplies.

The Incident Management Team organizational structure is pictured below.



## 6. ON-SCENE INCIDENT MANAGEMENT

The on-scene incident management is conducted at an Incident Command Post which is positioned close enough to the incident to monitor the situation, but at a safe distance generally up hill and up wind. The on-scene response is managed by the Incident Commander whose responsibilities may include, but are not limited to, the following:

- Conducting life safety and/or rescue operations.
- Clearing buildings and conducting evacuation operations.
- Conducting initial damage assessments and surveys.
- Protecting, controlling, and allocating vital resources.
- Restoring vital utility services.
- Restricting movement of traffic/people and unnecessary access to affected areas.

## 7. RESPONSIBILITIES OF ICS ROLES

<b>EOC Command Positions</b>	
<b>Position</b>	<b>Responsibility</b>
EOC Director	<ul style="list-style-type: none"> <li>Determines the level and staffing of the EOC activation.</li> <li>Provides leadership to the overall response effort, and serves as the point of contact for Executive Oversight.</li> <li>Direct activities and organization of the EOC.</li> </ul>
Public Information Officer	<ul style="list-style-type: none"> <li>Central point for dissemination of information to the media, campus population and general public.</li> <li>Organizes and distributes information required to be provided to local, county, state, or federal governmental representatives, assists Policy Group in coordination of any political representative site visits.</li> </ul>
Safety Officer	<ul style="list-style-type: none"> <li>Assesses hazardous and unsafe conditions.</li> <li>Develops measures for assuring the personal safety of responders.</li> <li>Has authority to stop unsafe acts if people are in life-threatening danger.</li> </ul>
Liaison Officer	<ul style="list-style-type: none"> <li>Central point of contact at incident for personnel from assisting or cooperating agencies, such as the local Fire Department, Police or Sheriff, California Highway Patrol, American Red Cross, or public utility agencies.</li> </ul>
EOC Technician	<ul style="list-style-type: none"> <li>Provides technical support to EOC operations.</li> <li>Ensures communications and support equipment are operational.</li> </ul>
<b>EOC General Staff Positions</b>	
<b>Position</b>	<b>Responsibility</b>
Planning Section Chief	<ul style="list-style-type: none"> <li>Collects, evaluates and distributes incident information.</li> <li>Maintains status of resources.</li> <li>Prepares incident action plans.</li> <li>Brings in Institutional EOC Representatives, Administration Unit, TCCS Unit, and City Liaison Officer as needed.</li> </ul>
Operations Section Chief	<ul style="list-style-type: none"> <li>Responsible for directing tactical actions to meet incident objectives.</li> <li>Brings in Public Safety, Medical, Facilities, Chaplain Services, and Incident Status/Intelligence Units as needed.</li> </ul>
Logistics Section Chief	<ul style="list-style-type: none"> <li>Provides service and support to meet incident needs.</li> <li>Brings in the Supply &amp; Equipment, Food &amp; Water, Care &amp; Shelter, Personnel, and Telephone Units as needed.</li> </ul>
Finance Section Chief	<ul style="list-style-type: none"> <li>Tracks all incident-related costs including personnel hours and equipment used.</li> <li>Provides payment to vendors for supplies/equipment.</li> <li>Provides documentation for required post-event reporting.</li> <li>Brings in Accounting, Purchasing, Contracts, Time, and Claims &amp; Risk Management Units as needed.</li> </ul>
<b>On-scene Incident Management</b>	
<b>Position</b>	<b>Responsibility</b>
Incident Commander	<ul style="list-style-type: none"> <li>Responsible for the incident.</li> <li>Has authority and responsibility over operation and incident.</li> <li>Establishes a command post.</li> <li>Determines level of response needed and develops initial organization.</li> <li>Develops and implements strategic decisions.</li> </ul>



Comprehensive position checklists for each Incident Management Team role is located in Part IV – Incident Management Team Roles and Responsibilities section of the Emergency Operations Plan. These checklists provide the primary reference and guidance for Incident Management Team personnel during an incident response.

## **8. EMERGENCY RESPONSE FUNCTIONS**

In order to effectively provide the greatest level of assistance following an emergency or disaster, it is essential to establish specific functions which may be performed utilizing available TCCS resources. Depending on the requirements of the incident, the Emergency Operations Center may activate one or more of the following emergency support functions:

- Joint Information System Function
- Public Safety Function
- Medical Response Function
  - Triage Operations Team
  - Medical Treatment Team
- Facility Operations Function
  - Search and Rescue Team
  - Fire Suppression Team
  - Care and Shelter Team
- Chaplain Services Function
- Status and Intelligence Function

Plans for how each of these support functions may be structured and utilized for emergency response is located in Part III – Emergency Response Functional Annexes of this Emergency Operations Plan.

## **DISASTER MITIGATION PLAN**

The primary purpose of The Claremont Colleges Services' Disaster Mitigation Plan is to establish an ongoing process in order to identify various hazards and anticipated risks and damages, and where feasible and cost effective bring forward possible actions that may be taken to reduce risks. The Claremont Colleges Services Disaster Mitigation Plan contains the following components:

- Adoption of the local Hazard Mitigation Plan
- Establishment of the Disaster Mitigation Committee
- Maintenance of a Hazard Vulnerability Analysis
- Annual assessment and reporting

Engaging in mitigation activities provides The Claremont Colleges Services with a number of benefits, including reduced loss of life, property, essential services, critical facilities and economic hardship; reduced short-term and long-term recovery and reconstruction costs; increased cooperation and communication within the community through the planning process; and increased potential for state and federal funding for recovery and reconstruction projects.

#### **A. ADOPTION OF THE LOCAL HAZARD MITIGATION PLAN**

Currently the City of Claremont has not submitted and received approval of a local hazard mitigation plan with the California Emergency Management Agency. Therefore, The Claremont Colleges Services will adopt and maintain awareness of the approved Los Angeles County Hazard Mitigation Plan until the City of Claremont receives local plan approval. The Emergency Preparedness Program Manager will regularly review the Los Angeles County Hazard Mitigation Plan and report relevant issues regarding The Claremont Colleges as well as plan updates and changes at an annual TCCS Disaster Mitigation Committee meetings.

#### **B. ESTABLISHMENT OF THE DISASTER MITIGATION COMMITTEE**

The Claremont Colleges Services will establish a Disaster Mitigation Committee with the purpose of reviewing, analyzing, and providing awareness of various hazards and threats that may impact The Claremont Colleges Services. The committee will be comprised of select Incident Management Team members or designees whose day-to-day responsibilities and expertise may be valuable to the success of the committee. Committee members will be appointed by the Emergency Preparedness Program Manager and should number no more than six members.

#### **C. MAINTENANCE OF A DISASTER RISK ASSESSMENT**

The Emergency Preparedness Program Manager will develop and maintain a disaster risk assessment which will be provided to the Disaster Mitigation Committee and members of the Incident Management Team as necessary. The maintenance of a disaster risk assessment will assist the Claremont Colleges Services in understanding, and remaining vigilant on the most critical disaster mitigation and preparedness activities. The disaster risk assessment will include the most hazardous natural, technological, and man-made disaster threats which are known, understood, or prevalent at any time. The disaster risk assessment will be reviewed and adjusted as knowledge of existing threats changes, or as the disaster environment of The Claremont Colleges Services changes. This review shall be conducted by the Emergency Preparedness Program Manager on at least an annual basis.

#### **D. ANNUAL ASSESSMENT AND REPORTING**

An annual hazard mitigation assessment will be conducted by the Disaster Mitigation Committee at every meeting. Should any mitigation issues be identified by the committee, it will be reported to The Claremont Colleges Services Executive Leadership (G5) following the annual meeting. The committee may also provide recommendations to G5 on matters that may prevent or reduce the likeness of manmade or natural disasters from occurring.

## DISASTER PREPAREDNESS PLAN

The primary purpose of The Claremont Colleges Services' Disaster Preparedness Plan is to establish a continual process of preparing for and readying all available resources in order to effectively deal with manmade or natural disasters. The Claremont Colleges Services Disaster Preparedness Plan contains the following components:

- Planning
- Organizing
- Training
- Equipping
- Exercising
- Evaluating
- Corrective Action



### A. PLANNING

Planning for manmade and natural disasters that may impact The Claremont Colleges Services is a constant endeavor. The establishment of this Emergency Operations Plan is the cornerstone of all planning activities. The Emergency Operations Plan is the result of extensive planning, and will be reviewed, tested, and adjusted to meet specific and changing needs of the consortium's disaster mitigation, preparedness, response, and recovery efforts. Planning activities will also include establishing function response capabilities, identifying external resources, building critical relationships with support agencies, establishing emergency agreements, and ensuring processes are in place to sufficiently equip and supply for emergency operations.

### B. ORGANIZING

The Claremont Colleges Services will prepare for manmade and natural disasters by organizing available personnel and resources in a fashion that will allow for effective response to all-hazard situations. The organizing phase of preparedness involves identification of Incident Management Team personnel and function support personnel.

### C. TRAINING

All of The Claremont Colleges Services emergency personnel will maintain the appropriate level of training as required to fulfill their individual responsibilities within the TCCS Emergency Management Program. Emergency personnel training requirements are outlined in the TCCS Training and Exercise Plan. Training will be provided on a regular basis throughout each year to ensure that emergency personnel are able to receive the necessary trainings.

### D. EQUIPMENT

The Claremont Colleges Services will strive to maintain appropriate levels of disaster equipment and supplies that will aid in the response to a manmade or natural disaster. The Emergency Preparedness Program Manager will conduct an inventory on existing equipment and supplies on at least an annual basis and will make recommendations for improvements as necessary to G5.

## **E. EXERCISING**

Disaster drills and exercises are an extremely valuable tool for preparing The Claremont Colleges Services for effectively managing all-hazard situations that may be experienced. Exercises assess and validate the speed, effectiveness and efficiency of capabilities, and test the adequacy of policies, plans, procedures, and protocols in a risk-free environment. Aside from actual events, they provide the best means of evaluating TCCS emergency management capabilities. TCCS emergency personnel will participate in emergency drills and exercises on a regular basis as outlined in the TCCS Training and Exercise Plan.

## **F. EVALUATING**

The evaluation of the TCCS Emergency Management Program is critical for continual program improvement. Program evaluation will be regularly conducted by the Emergency Preparedness Program Manager through tests, drills, exercises, and real-world disaster situations.

## **G. CORRECTIVE ACTION**

The Claremont Colleges Services Emergency Management Program will strive for continual advancement by identifying program deficiencies and areas for improvement by conducting disaster drills, exercises, and response to actual emergencies. Following the completion of drills, exercises, and actual emergency response, a participant debrief will be conducted and After-Action Reports (AAR) will be developed identifying corrective actions to be performed. The Emergency Preparedness Program Manager will work towards addressing identified corrective actions and where necessary make recommendations to G5 to address program improvement needs.



## DISASTER RECOVERY PLAN

As soon as possible during the emergency response phase, disaster recovery activities will commence. The Claremont Colleges Services will have the following recovery goals for the varying levels of disasters:

SEVERITY	RECOVERY GOAL
<b>Minor</b>	<b>24 Hours</b>
<b>Moderate</b>	<b>72 Hours - 1 Week</b>
<b>Major</b>	<b>2 Weeks – 1 Month</b>

The Claremont Colleges Services will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to The Consortium and provide for the basic needs of TCCS staff and The Claremont Colleges. Long-term recovery focuses on restoring the Consortium to normal operations.

- A. As the immediate threat to life, property, and the environment subsides, restoration of the ongoing mission of TCCS will begin through various recovery activities.
- B. Recovery activities involve restoring services to TCCS and resuming essential operations. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power to mitigation measures designed to prevent future occurrences of a given threat facing TCCS.
- C. Extended response activities may include, but are not limited to, the following:
  - Inspecting all facilities for safety, health, and structural integrity.
  - Restoring all utilities.
  - Establishing and returning to TCCS mission.
  - Applying for State and Federal assistance programs.
  - Conducting hazard mitigation analyses.
  - Identifying residual hazards.
  - Determining and recovering costs associated with response and recovery if available.

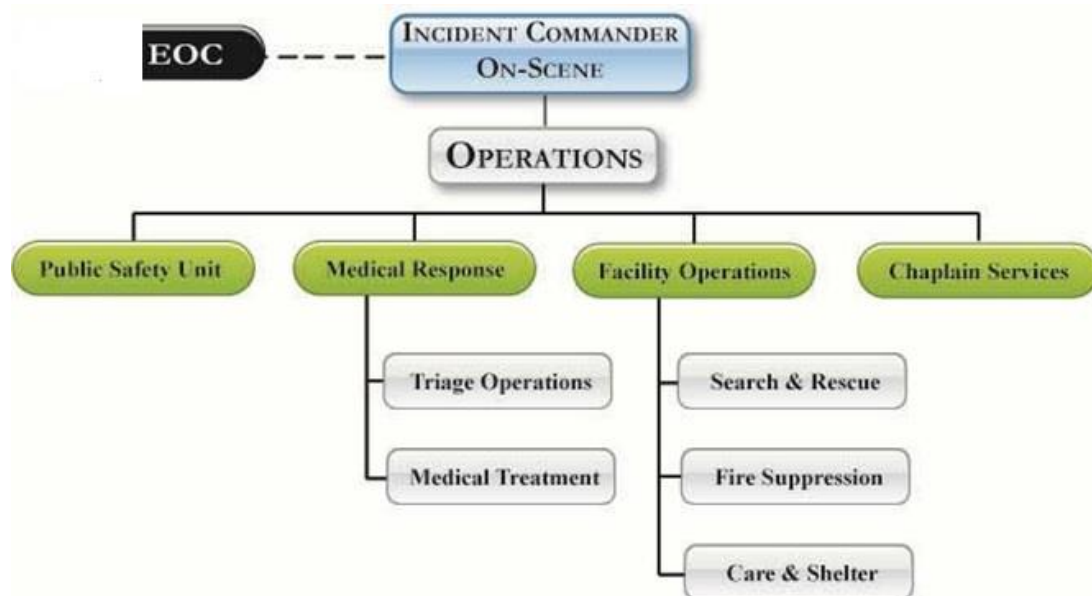
As disaster response transitions to disaster recovery, the existing Incident Management Team may be utilized to manage the recovery activities, or a custom recovery structure may be implemented based on the unique needs of the recovery process. The recovery activities may be coordinated within the TCCS Emergency Operations Center or any other feasible location.

A comprehensive business continuity program which includes planning for the recovery of individual TCCS departments and services will be implemented, and may be referred to as part of post-disaster recovery activities when available.

### PART III – FUNCTIONAL EMERGENCY RESPONSE ANNEX

The Functional Emergency Response Annex of the Emergency Operations Plan identifies functional resources that will be utilized by The Claremont Colleges Services during emergency response. When necessary, these functional resources will be activated by the Emergency Operations Center, staged at an appropriate location, and deployed as necessary by the Incident Commander during field operations. Field operations will be managed by the Incident Commander.

On-scene field command may be organized in the following structure or adjusted by the Incident Commander based on the unique requirements of the incident.



The Claremont Colleges Services has established the following functional response resources which may be utilized as necessary for on-scene field response:

- Joint Information System Function
- Public Safety Function
- Medical Response Function
  - Triage Operations Team
  - Medical Treatment Team
- Facility Operations Function
  - Search and Rescue Team
  - Fire Suppression Team
  - Care and Shelter Team
- Chaplain Services Function
- Status and Intelligence Function

## **JOINT INFORMATION SYSTEM**

The Joint Information System is a process that Public Information Officers within The Claremont Colleges may utilize to ensure consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The Joint Information System provides a structure and system for developing and delivering coordinated messages; developing, recommending, and executing public information strategies on behalf of The Claremont Colleges; advising the Incident Commanders and Emergency Operations Centers concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response and recovery effort.

The use of a Joint Information System will be beneficial where more than one of The Claremont College entities is impacted by the incident. The Claremont Colleges Joint Information System is comprised of the following elements.

### **A. Activation**

The Joint Information System will be activated by the Public Information Officer when multiple institutions of The Claremont Colleges are impacted by an incident requiring a coordinated and consistent public information effort.

### **B. Joint Information Center**

The Joint Information Center (JIC) is a central location that facilitates operation of the Joint Information System. The Claremont Colleges Joint Information Center's primary and secondary locations provide an environment where two or more Public Information Officers may coordinate and accomplish their responsibilities during emergency response and recovery operations. These locations will be made aware and understood by each of the campuses emergency operations centers prior to an incident occurring. Public Information Officers from The Claremont Colleges should practice utilizing the primary and secondary Joint Information Center and conduct exercises together at least once per year.

### **C. Procedures and Protocols**

When an incident occurs which impacts two or more institution of The Claremont Colleges and may require public information operations, the Joint Information System shall be utilized. The TCCS Public Information Officer will activate the Joint Information Center at an appropriate location considering the incident and will notify Public Information Officers from all colleges of the effective activation. All colleges interested in participating in the Joint Information System to assist in coordinated and consistent public information operations may staff public information personnel at the Joint Information Center. The Joint Information Center will coordinate with all emergency operation centers of The Claremont Colleges in drafting, approving, and disseminating media releases, and organizing all activities necessary for providing press briefings.

### **D. Pre-scripted Releases**

Pre-scripted public information releases, message templates, and sample releases from prior events should be available to assist the Joint Information System with the Joint Information Center.

## **PUBLIC SAFETY UNIT**

### **A. Activation**

The Public Safety Unit will be activated at the direction of the Operations Section Chief and supervised by the Public Safety Unit Leader when the incident requires the support of Campus Safety resources.

### **B. Procedures and Protocols**

The Public Safety Unit will be supervised by the Public Safety Unit Leader which is identified at any time as the on-duty Campus Safety Watch Commander. The Public Safety Unit Leader will utilize all available Campus Safety resources which includes equipment and personnel to achieve all tactical response objective identified by the Operations Section Chief and the Emergency Operations Center.

Based on the tactical objectives identified for the Public Safety Unit, the Public Safety Unit Leader will activate all on-duty Campus Safety Personnel and well as call in all necessary off-duty Campus Safety Sergeants and Officers. The Public Safety Unit Leader will direct all responding personnel to an appropriate staging area at a safe distance from the incident scene. Once personnel have arrived at the staging area they will be briefed on the situation, assigned responsible tasks, receive safety information, and will be dispatched to assist in accomplishing the tactical objectives.

The Public Safety Unit Leader will maintain regular communication with the Operations Section Chief and will provide status reports and resource requests as often as possible. The Public Safety Unit Leader will establish the operational period that will be followed by Public Safety Unit personnel and shall anticipate multi-operational period staffing requirements.

## **MEDICAL RESPONSE FUNCTION**

The Claremont Colleges Services' Medical Response Function is intended to be utilized when The Claremont Colleges experience an emergency which results in injuries, and external medical response support is limited or unavailable. There are two teams which comprise the Medical Response Function, the Triage Operations Team, and the Medical Treatment Team. These teams will be identified, organized, and trained by the TCCS Medical Unit Leader before emergencies occur. Each team will be comprised of a team leader, TCCS staff, and if necessary external resources to support effective medical response.

The Medical Response Function will be activated at the direction of the Operations Section Chief, and supervised by the Medical Unit Leader, when the incident involves injuries among students, faculty, staff, or visitors and external medical resources are limited or unavailable.

### **A. Triage Operations Team**

The Triage Operations Team is comprised of a team leader, a resource of TCCS staff, and if necessary external resources that may be activated by the Medical Unit Leader to assist the team leader in facilitating on-scene triage operations. The Triage Operations Team will be trained on triage procedures and will conduct exercises at least once a year.

### **B. Medical Treatment Team**

The Medical Treatment Team is comprised of a team leader, a resource of TCCS staff, and if necessary external resources that may be activated by the Medical Unit Leader to assist the team leader in



facilitating on-scene medical treatment. Agreements may be established with external medical professionals in order to provide support for the Medical Treatment Team should additional personnel be required. The Medical Treatment Team will conduct exercises at least once a year.

## **FACILITIES OPERATIONS FUNCTION**

The Facilities Operations Function is comprised of all available personnel and resources available within Central Facility Services. As needed these available resources may be activated and organized into one or more functional response teams. These functional response teams include a Search and Rescue Team, a Fire Suppression Team, and a Care and Shelter Team. To the greatest extent possible these teams will be established with designated personnel, will be trained to effectively perform the assigned operations, and appropriately equipped.

The Facilities Operations Function will be activated at the direction of the Operations Section Chief, and supervised by the Facilities Unit Leader, when Search and Rescue, Fire Suppression, or Care and Shelter operations are required and external emergency assistance is unavailable.

### **A. SEARCH AND RESCUE TEAM**

The Search and Rescue Team will be comprised of all available Central Facility Services staff that have completed training on search and rescue operations and relevant safety procedures. The Search and Rescue Team may perform various pre and post disaster activities including but not limited to, training and exercising, locating, extracting, and providing basic first aid to victims trapped in limited accessible locations. The Search and Rescue Team may be utilized during emergency incidents that involve locating missing persons, extrication of individuals if necessary, and relocating extricated individuals to areas for treatment.

### **B. FIRE SUPPRESSION TEAM**

The Fire Suppression Team will be comprised of all available Central Facility Services staff that have completed training on fire suppression operations and relevant safety procedures. The Fire Suppression Team may perform various pre and post disaster activities including but not limited to, training and exercising, firefighting, and utility shut-off operations when necessary. The Fire Suppression Team may be utilized during emergency incidents that involve uncontrolled fires when external fire support is unavailable.

### **C. CARE AND SHELTER TEAM**

The Care and Shelter Team will be comprised of all available Central Facility Services and TCCS Staff Volunteers that have completed training on care and shelter operations or are available and willing to assist in post disaster care and shelter operations. Untrained volunteers interested in assisting in care and shelter operations post-disaster will be supervised and provided guidance by previously trained Search and Rescue Team personnel. The Care and Shelter Team may perform various pre and post disaster activities including but not limited to, training and exercising, tent and shelter setup, food preparation and water distribution. The Care and Shelter Team may be utilized during emergency incidents that involve members of the community who are unable to utilize their normal shelter locations such as dormitories, offices, and buildings, and are unable to transit away from The Claremont Colleges for an extended period of time (8-12 hours or greater).

## **CHAPLAIN SERVICES FUNCTION**

The Chaplain Services Function is intended to provide counseling and support services to students, faculty, and staff of The Claremont Colleges during and following a disaster. The Chaplain Services Function will be activated at the direction of the Operations Section Chief, and supervised by the Chaplain Services Unit Leader. The Chaplain Services Function is facilitated by the Interfaith Chaplaincy at the Claremont Colleges and any pre-identified external resources that may be available to provide assistance. The Chaplain Services Unit Leader will provide activated Chaplain Services members an incident briefing, and will provide direction and guidance in establishing counseling and support services at needed locations as determined by the available intelligence.

The Chaplain Services Unit Leader may reach out to the individual colleges to assess the need for chaplain support, or may establish a centralized location to provide services. Once the plan for providing Chaplain Services has been identified, each of The Claremont Colleges' Emergency Operations Centers should be informed by the Chaplain Services Unit Leader.

## **STATUS AND INTELLIGENCE FUNCTION**

The Status and Intelligence Function is intended to provide additional means of gathering situational awareness for the Emergency Operations Center during an activation, where primary methods of communication and information gathering are limited or nonexistent. The Status and Intelligence Function is facilitated by the Status and Intel Team comprised of TCCS staff that will be called upon to assist the Incident Status/Intelligence Unit Leader in obtaining valuable situational awareness during an incident.

The Status and Intelligence Function will be activated at the direction of the Operations Section Chief, and supervised by the Incident Status/Intelligence Unit Leader. The Incident Status/Intelligence Unit Leader will provide activated team members an incident briefing, a two-way radio, and assign an area of responsibility for gathering on-scene intelligence and communicating back to the Incident Status/Intelligence Unit Leader in the Emergency Operations.

## **PART IV – INCIDENT MANAGEMENT TEAM ROLES AND RESPONSIBILITIES**

**POSITION CHECKLIST  
EXECUTIVE OVERSIGHT**

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**Actions**

Start Up:

- Make contact with the EOC Director for status report.
- Notify The Council of The Claremont Colleges of the situation.
- Declare a TCCS State of Emergency when warranted.
- Confer as needed with the EOC and other local and state officials.

Operational Duties:

- Maintain contact with the TCCS Emergency Operations Center.
- Provide policy direction and decisions on behalf of TCCS.
- Provide the delegated authority as appropriate to the TCCS Emergency Operations Center so that critical response activities may be efficiently executed.
- Evaluate the need for and length of TCCS closures.
- Review and approve media releases if necessary.
- Direct the EOC Director to initiate the TCCS recovery processes.

Deactivation/Demobilization:

- Be prepared to provide input to the After-Action Report.



**POSITION  
CHECKLIST EOC  
DIRECTOR**

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**Actions**

Activation

- Notify Executive Oversight and the Incident Management Team and determine appropriate level of activation based on the situation known (if time permits).
- Mobilize appropriate personnel for initial activation of the EOC.
- Respond immediately to the EOC and determine operational status.
- Obtain briefing from available sources.

Start Up:

- Assign staff to initiate check-in (SECURITY) procedures.
- Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.
- Ensure that the EOC is properly set up and ready for operation.
- Ensure that Section Chiefs are in place as soon as possible and are staffing their respective sections (as required).
- Ensure that all necessary command staff are activated.
- Ensure that telephone and radio communications with response personnel and other activated emergency operation centers at The Claremont Colleges are established and tested.
- Open and maintain a position log.
- Schedule the first planning meeting.
- If appropriate, confer with Operations Section Chief (if activated and assigned) and other general staff to determine what representation, if any, is needed at the EOC from other agencies.
- Request additional personnel support as needed for the organization. Operational

Duties:

- Establish and maintain contacts with activated emergency operation centers and external agencies as appropriate.
- Monitor section activities to ensure that all appropriate actions are being taken.
- Establish operational schedules and, in consultation with the EOC, establish incident objectives and response priorities.
- Thoroughly brief all incoming EOC personnel on the emergency.
- Provide periodic status updates to the EOC as requested or required.
- Meet with the PIO/Joint Information Center regarding public information operations, reviewing media releases, and conducting news briefings as appropriate.
- If activated and assigned, ensure that the Liaison Officer is providing for and maintaining positive and effective interagency coordination.
- Hold action-planning meetings with key staff (section chiefs and unit leaders) as appropriate.
- Thoroughly brief relief upon shift change.

Deactivation/Demobilization:

- Authorize deactivation of sections or units when they are no longer required.
- Deactivate the EOC and close out logs when the incident no longer requires activation.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
PUBLIC INFORMATION OFFICER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set up Unit work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Clarify any questions you may have regarding your assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Assist in the development and dissemination of all public information activities.
- Assist in establishing and coordinating multi-campus PIO contacts.
- Initiate and coordinate the use of the Joint Information System should the incident deem necessary and involve multiple campuses.
- Manage media relations, review media releases, and conduct news briefings as appropriate.
- Establish operational schedules for the PIO function following the established operational period.
- Thoroughly brief all incoming PIO personnel on the incident.
- Periodically, or as requested, brief the EOC Director and EOC on current public information operations.
- Maintain a list of assisting and cooperating agencies and their representatives.
- Keep agencies that are supporting university response operations aware of incident status.
- Participate in EOC Director's planning meetings.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from EOC Director to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Deactivate the EOC and close out logs when the situation no longer requires activation.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
SAFETY OFFICER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your authority and assignment.
- Review the organization in place and know where to go for information or support.
- Open and maintain accurate and detailed logs on activities.
- Determine need to activate EH&S resources.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Identify hazardous situations associated with incident.
- Establish reporting procedures with EOC personnel to ensure receipt of information regarding operational safety hazards from functional response teams.
- Note any identification of substance, quantity, and extent of release.
- Ascertain potential for fire, pollution.
- Review any operational action plans for safety implications.
- Establish operational schedules for the Safety Officer function following the established operational period.
- Exercise delegated emergency authority to stop or prevent unsafe acts.
- Periodically, or as requested, brief the EOC Director on operational safety issues.
- Coordinate the investigation of accidents that have occurred within the incident area.
- Participate in the EOC Director's planning meetings.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from the EOC Director to deactivate Unit operations.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled or transferred to other EOC personnel as required.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST LIAISON OFFICER

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### Actions

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Open and maintain accurate and detailed logs on activities.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Be a contact point for internal and external agency representatives.
- Assist in establishing and coordinating inter-agency contacts.
- Maintain a list of assisting and cooperating agencies and their representatives.
- Keep agencies that are supporting university response operations aware of incident status.
- Monitor incident response operations to identify current or potential inter-organizational problems.
- Establish operational schedules for the Liaison Officer function following the established operational period.
- Periodically, or as requested, brief the EOC Director on current resource status, including limitations and capability of assisting agency resources.
- Participate in EOC Director's planning meetings.
- Thoroughly brief your relief shift at change time.

#### Deactivation/Demobilization:

- Obtain authorization from EOC Director to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel as required.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST EOC TECHNICIAN

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### Actions

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Ensure all required equipment within the emergency operations center is turned on and functioning as needed.
- Verify all means of communication are operational and that EOC personnel receive the necessary assistance for effective operation of the equipment.
- Provide all necessary information technology support during EOC operations.
- Establish operational schedules for the EOC Technician function following the established operational period.
- Periodically, or as requested, brief the EOC Director and EOC personnel on current resource status.
- Thoroughly brief your relief shift at change time.

#### Deactivation/Demobilization:

- Obtain authorization from EOC Director to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel as required.
- Be prepared to provide input to the After-Action Report.



**POSITION CHECKLIST  
OPERATIONS SECTION CHIEF**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC and report to the EOC Director.
- Obtain a briefing on the situation.
- Activate necessary Operations Section Staff.
- Review your position responsibilities.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies (including maps and status boards) are in place.
- Review organization in place at EOC. Know where to go for information or support.
- Determine status of Operations sections at other campus EOCs.
- Determine status of any requests for assistance.
- Meet with Planning Section Chief. Obtain and review any major incident reports.
- Based on the situation as known or forecast, determine likely future Operation Section needs.
- Review responsibilities of all Operation Section units.
- Advise the EOC Director of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties:

- Ensure that section logs and files are maintained.
- Anticipate potential situation changes, such as severe aftershocks and develop backup planning.
- Keep up to date on situation and resources associated with your section. Maintain a current status at all times.
- Provide situation and resources information to the Planning Section on a periodic basis or as requested.
- Conduct periodic briefings with staff and work to reach a consensus on objectives for forthcoming operational periods.
- Attend and participate in EOC Director's planning meetings.
- Work closely with Operation Section Unit Leaders to ensure objectives are being met.
- Ensure all resource needs for your Section are coordinated through the Logistics Section.
- Ensure that intelligence gathered by Operations is made available to the Planning Section.
- Ensure all fiscal and administrative requirements are coordinated through the Finance Section.
- Brief EOC Director on major problems that need or will require solutions.
- Continuously share status information with other sections as appropriate.
- Brief your relief at shift change.

Deactivation/Demobilization:

- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure any open actions are assigned to the appropriate EOC personnel as required.
- Ensure required forms or reports are completed prior to your departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
PUBLIC SAFETY UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Assign subordinate Public Safety staff as operationally required.
- Review organization in place and know where to go for information or support.
- Clarify any questions you may have regarding your assignment.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Ensure accurate and detailed records are maintained on all Public Safety operations.
- Establish initial 24-hour shift coverage (operational Periods). Consider 12-hour assignments.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Manage the Public Safety Function.
- Call in additional Campus Safety Sergeants and Officers as necessary.
- In consultation with the Operations Section Chief and EOC Director, establish priorities for emergency response and assignments.
- Ensure that procedures have been initiated to establish communications with local emergency response agencies.
- Thoroughly brief all supporting personnel.
- Consult with other EOC Units to determine special security needs or problems.
- Receive status reports from field personnel and determine appropriate response.
- Provide recommendations for traffic control procedures to the Operations Section Chief and EOC Director.
- Provide recommendations for roadway and route debris clearance priorities.
- Based upon field reports and requests, ensure that hazardous areas are appropriately marked and barricaded to prevent entry.
- Supervise Public Safety staff if evacuations are ordered and assign appropriate units to assist.
- Depending on the nature of the incident or secondary hazards, ensure appropriate safety precautions are taken. (i.e., approach upwind/upstream in HAZMAT incidents; do not enter contaminated areas, flooded areas or collapsed structures cordoned off, etc.)
- Establish traffic and perimeter control as required for the affected area.
- Periodically, or as requested, brief and update the Operations Section Chief and the EOC Director on the status of Public Safety and traffic operations.
- Ensure requests for medical assistance from field personnel are coordinated with the Medical Unit.
- When feasible and appropriate, assign field personnel to assist the Search and Rescue Team.
- Coordinate assistance by field personnel to relocate persons near hazardous or threatened areas to safe locations.
- If established, provide security and crowd control services at care and shelter locations.

- Coordinate security and access control for evacuated areas.
- Call contracted towing vendor and put on standby to assist in removing disabled vehicles blocking evacuation routes or roadways.
- Ensure priorities for movement in impacted areas are provided to essential operations, i.e., law enforcement, EMS, fire and the delivery of essential provisions and resources.
- Perform other additional Public Safety or traffic related duties as assigned by the Operations Section Chief or EOC Director.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from the Operations Section Chief to return to normal Campus Safety operations.
- As appropriate close down staging areas and field command posts.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled by normal Campus Safety operations or transferred to other EOC Sections as required.
- If Mutual Aid resources were used, release personnel and equipment as appropriate.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
MEDICAL UNIT LEADER**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC and report to the Operations Section Chief.
- Obtain a briefing on the situation.
- Determine level of possible injuries and fatalities.
- Activate the Medical Response Functions as necessary.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Establish initial 24-hour shift coverage (operational Periods). Consider 12-hour assignments.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties:

- If necessary, identify operating locations and direct the Triage Operations Team and Medical Treatment Team to begin operations.
- Maintain communication with the Triage Operation Team and the Medical Treatment Team and provide status reports to the EOC Director and EOC.
- Coordinate with the Logistics Section to acquire needed supplies for medical operations.
- Assess whether an area or areas of the campus or any outlying areas need to be quarantined to prevent proliferation of impending health risk(s).
- Coordinate with the Medical Treatment Team to ensure that all necessary vaccines, medications, etc. are being issued to prevent worsening of emergency situation.
- Evaluate state of the medical situation; consult with local epidemiologists, public authorities, local medical facilities, etc. Assess whether state of quarantine (if issued) or other controls may be removed.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate the Triage Operations Team and Medical Treatment Team and close out logs when authorized by the EOC Director.
- Ensure any open actions are assigned to the appropriate EOC personnel as required.
- Ensure required forms or reports are completed prior to your departure.  
Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
FACILITY UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Assign subordinate Central Facility Services staff as operationally required.
- Review organization in place and know where to go for information or support.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Ensure accurate and detailed records are maintained on all Facility Unit operations.
- Establish initial 24-hour shift coverage (operational Periods). Consider 12-hour assignments.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Manage the Facility Operations Function.
- Activate all necessary Central Facility Services staff to support Search and Rescue, Fire Suppression, Building Inspection, and Utilities operations as required.
- Thoroughly brief all supporting personnel.
- Direct support personnel to accomplish set objectives and priorities, or dispatch teams to the Incident Command Post to receive direction from the Incident Commander.
- Receive status reports from field personnel and determine appropriate response.
- Report all available information received from field personnel to the EOC Director.
- Provide recommendations for Search and Rescue, Fire Suppression, Building Inspection, and Utilities operations to the Operation Section Chief and EOC Director.
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- Establish operational schedules for the Facility Unit Leader following the established operational period.
- Periodically, or as requested, brief the EOC Director and EOC on current Search and Rescue, Fire Suppression, Building Inspection, and Utilities operations.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from the Operations Section Chief to deactivate.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
CHAPLAIN SERVICES UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Ensure accurate and detailed records are maintained on all Chaplain Services Unit operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Manage the Chaplain Services Function.
- Activate all necessary Chaplain Services personnel.
- Thoroughly brief all supporting personnel.
- Direct support personnel to accomplish set objectives and priorities, or dispatch teams to the Incident Command Post to receive direction from the Incident Commander.
- Receive status reports from field personnel and determine appropriate response.
- Report all available information received from field personnel to the EOC Director.
- Provide recommendations for Chaplain Services to the Operation Section Chief and EOC Director.
- Establish operational schedules for the Chaplain Services personnel following the established operational period.
- Periodically, or as requested, brief the EOC Director and EOC on current Chaplain Services operations.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from the Operations Section Chief to deactivate.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.



**POSITION CHECKLIST**  
**INCIDENT STATUS/INTELLIGENCE UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Ensure accurate and detailed records are maintained on all Incident Status/Intelligence Unit Leader operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Manage the Incident Status/Intelligence Unit Leader.
- Activate all necessary Status and Intelligence personnel.
- Obtain Campus Safety radios and distribute to Status and Intelligence personnel.
- Thoroughly brief all supporting personnel including designated radio channel(s) for communications, and providing assignments for locations to gather intelligence.
- Direct support personnel to accomplish set objectives and priorities, or dispatch teams to the Incident Command Post to receive direction from the Incident Commander.
- Receive status reports from intelligence personnel and determine appropriate response.
- Report all available information received from intelligence personnel to the Operations Section Chief and the EOC Director.
- Provide recommendations for Incident Status/Intelligence to the Operation Section Chief and EOC Director.
- Establish operational schedules for the Incident Status/Intelligence personnel following the established operational period.
- Periodically, or as requested, brief the EOC Director and EOC on current Incident Status/Intelligence operations.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from the Operations Section Chief to deactivate.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
PLANNING SECTION CHIEF**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set up section workstation, including maps and status boards.
- Review organization in place in the EOC and know where to go for information o support.
- Obtain briefing on on-site and external communication capabilities and restrictions.
- Establish contact with other activated campus EOC's. Determine status of Planning/Intelligence Sections at other EOC's (i.e. individual campuses, City of Claremont, and if necessary, the OA).
- Develop a plan for carrying out all Section responsibilities.
- Activate organizational Planning Section personnel as needed.
- Make a list of key issues facing your section and establish action items to be accomplished over the next operational period or shorter.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Ensure that section logs and files are maintained.
- Anticipate potential \situation changes, such as severe aftershocks.
- Periodically meet with other Sections Chiefs and exchange available situation information.
- Based on the situation as known or forecast, determine likely future information and personnel support needs.
- Maintain current status at all times. The following information should be collected and displayed:
  - Status of incident (out of control, contained, controlled)
  - Special hazards
  - Status of critical facilities (structural collapse, utilities)
  - Number of persons injured, fatalities
  - Property damaged (estimate dollar loss). Pass information to Finance/ Administration.
  - Outside agencies/ mutual aid (called, arriving, in-place)
  - Road conditions
  - Weather conditions (present and pending)
  - Shelters activated or needed
- Conduct periodic briefing with section staff, particularly as regards priorities.
- Attend EOC Director's planning meetings. Use policies set by EOC Director and Executive Oversight to develop Incident Action Plan.
- Upon approval of the Incident Action Plan, disseminate to all Sections in EOC and PIO. Update the Incident Action Plan as needed.
- Brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure any open actions are assigned to the appropriate EOC personnel as required.
- Ensure required forms or reports are completed prior to your departure.  
Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
ADMINISTRATION UNIT**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC.
- Report to the Planning Section Chief.
- Facilitate activation of the EOC.
- Review position responsibilities.
- Begin running history of EOC activities.
- Establish documentation filing system.

Operational Duties:

- Document overall activities on the activity logs and status boards.
- Maintain master copies of message and activity logs.
- Maintain accurate, up to date, EOC activity files.
- Maintain storage of EOC files for legal, analytical and historical purposes.
- Supervise the development of summary reports, briefings, etc.
- Assist with the development of the Incident Action Plan.
- Review records for accuracy and completeness.
- Ensure all Documentation functions and personnel are prepared for the possibility of continuous 24-hour operation.

Deactivation/Demobilization:

- Deactivate when authorized by the Planning Section Chief.
- Ensure originals of all message forms, declarations, situation/status reports, surveys, activity logs, briefings, weather reports, road closures, news releases, and EBS/EAS messages are collected.
- Provide copies of pertinent information to Executive Oversight upon request.
- Begin preparation of the After-Action Report.
- Assist with the development of the Demobilization Plan and Recovery Plan.
- Continue to maintain data on the emergency.

## POSITION CHECKLIST TCCS UNIT

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### Actions

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the Planning Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Ensure accurate and detailed records are maintained on all TCCS Unit operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Maintain a global perspective of issues affecting TCCS staff, facilities, and operations.
- Obtain/acquire status reports on TCCS activities, threats, damages, and any pertinent disaster information.
- Report all available information received to the Planning Section Chief and the EOC Director.
- Provide recommendations for TCCS response activities to the Planning Section Chief and EOC Director.
- Thoroughly brief your relief at shift change time.

#### Deactivation/Demobilization:

- Obtain authorization from the Planning Section Chief to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

## **POSITION CHECKLIST CITY LIAISON OFFICER**

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### **Actions**

#### Start Up:

- Check in at the TCCS EOC with the Planning Section Chief before reporting the City of Claremont EOC.
- Obtain a briefing on the situation from the Planning Section Chief.
- Coordinate a communications protocol with the Planning Section Chief before leaving for the City of Claremont's EOC.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Ensure accurate and detailed records are maintained on all City Liaison operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.
- If activated go to the City of Claremont's EOC.

#### Operational Duties:

- Maintain a global perspective of issues affecting The Claremont Colleges.
- Obtain a briefing or gather currently available information at the city level and report back to the Planning Section Chief.
- Act as an intermediary between the City of Claremont EOC and the TCCS EOC.
- Report all available information received to the Planning Section Chief and the EOC Director.
- Participate in regular briefings and provide status reports to the City of Claremont EOC.
- If necessary notify the City of Claremont EOC of The Claremont Colleges resource needs.
- Maintain a communications link between the TCCS EOC and the City of Claremont EOC.
- Thoroughly brief your relief at shift change time.

#### Deactivation/Demobilization:

- Obtain authorization from the Planning Section Chief to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.



## POSITION CHECKLIST LOGISTICS SECTION CHIEF

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### Actions

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up section work station, including maps and status boards.
- Review organization in place in the EOC and know where to go for support and information.
- Periodically, meet with other Section Chiefs and obtain updated information on the incident, resource needs of other Sections and determine your level of purchasing authority.
- Based on the situation as known or forecast, determine likely logistics needs for resources and personnel.
- Review the responsibilities for the units in your section.
- Activate Logistics Section personnel as needed.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Ensure section logs and files are maintained.
- Anticipate potential situation changes, such as aftershocks, and plan accordingly.
- Maintain current section status at all times.
- Hold planning meetings with Logistics Section personnel.
- Ensure that orders for additional resources necessary to meet known or expected demands have been placed, and are being coordinated.
- As required, provide situation and resource information to the Planning Section.
- Conduct periodic briefings for section. Ensure that staff is aware of priorities and determine unmet needs or problems.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.

#### Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
SUPPLY AND EQUIPMENT UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organizations in place and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- In consultation with the EOC Director and other Section Chiefs, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate and provide procurement support for needed equipment, supplies and material.
- If necessary request additional support through the Logistics Section Chief.
- Pre-develop and have available, current vendor lists which include emergency and after hours contact phone numbers, available inventories, etc.
- Maintain an updated status of available resources and periodically, or as requested, brief the EOC Director and other Section Chiefs.
- When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.
- Coordinate arrangements regarding contract payments.
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.
- Periodically, or as requested, brief the EOC Director and Finance Section Chief on the status of all procurements and contracts in support of the emergency.
- In the event of an evacuation or campus closure, coordinate with Operations Section and take necessary organizational actions to ensure the security of supplies, equipment and material.
- Brief the EOC Director and Logistics Section Chief on major problem areas that now need or will require solutions.
- Brief your relief shift change time.

Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
FOOD AND WATER UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organizations in place and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- In consultation with the EOC Director and other Section Chiefs, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate and provide procurement support for needed food and water supplies.
- If necessary request additional support through the Logistics Section Chief.
- Pre-develop and have available, current vendor lists which include emergency and after hours contact phone numbers, available inventories, etc.
- Maintain an updated status of available resources and periodically, or as requested, brief the EOC Director and other Section Chiefs.
- When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.
- Coordinate arrangements regarding contract payments.
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.
- Periodically, or as requested, brief the EOC Director and Finance Section Chief on the status of all procurements and contracts in support of the emergency.
- Brief the EOC Director and Logistics Section Chief on major problem areas that now need or will require solutions.
- Brief your relief shift change time.

Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
CARE AND SHELTER UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Call out Care and Shelter Team personnel as appropriate.
- Review organization in place and know where to go for information or support.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Determine the number of TCC (students, faculty, and staff) that will require emergency care and shelter.
- When appropriate, and in coordination with the Logistics Section and the EOC Director, request formal assistance from the American Red Cross.
- In coordination with the Operations Section Chief, determine status and structural safety of TCCS facilities that may be used as care and shelter locations.
- Coordinate the Care and Shelter Team and provide status updates to the EOC.
- Brief and assign designated Care and Shelter staff.
- Set-up designated sites for Care and Shelter operations. Brief other Section Chiefs on locations.
- In coordination with Red Cross representatives, obtain required supplies.
- In coordination with Red Cross representatives, arrange for food service for sheltered and disaster service workers.
- When feasible, designate secondary shelter facilities in the event primary care centers become unsafe due to developing hazardous conditions.
- When normal water and sanitation facilities are unavailable, consider the following shelter planning guidelines.
  - Toilet per (40) persons.
  - 40 sq. /ft. for sleeping areas, (5'x8' space) per person.
  - Qt. of drinking water (minimum per person, per day). (5) Gals. Of water, per person per day for all uses.
  - 2500 calories per person per day. (Approximately 3.5 lbs. of unprepared food).
- Coordinate with Safety Officer for the inspection of shelters; toilet facilities, and water supplies.
- Ensure that updated rosters are maintained of those sheltered at all times.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
PERSONNEL UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed logs on your activities.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Contact Section Chiefs and determine:
  - Number of personnel needed and skills required.
  - Number injured and their status.
  - Number of facilities.
  - Any outstanding family needs of TCCS personnel.
- Perform an incident assessment with regards to personnel staffing. Coordinate with Section Chiefs on the best procedure for shift assignments for EOC staff.
- Maintain master file of shift schedules and work assignments submitted by Section Chiefs for their respective staffs.
- Establish a pool of available volunteers.
- Establish a staging area for volunteers to be temporarily located while awaiting assignments.
- Instruct all volunteers on Disaster Worker status and provide:
  - Identification
  - Volunteer employment certificate
  - Information on worker's compensation coverage
  - Briefing and emergency data concerning the incident
- Personnel priorities should be based on greatest health and safety needs.
- Maintaining records of all volunteer work assignments.
- Instruct volunteers to report back to staging area upon completion of assignment.
- Debriefing volunteers after assignments to obtain information possible operational improvements.
- Coordinate with Logistics Section Chief to provide food and drink for volunteers.
- Demobilize/release volunteers as soon as practicable.
- Periodically brief the EOC Director and the other Section Chiefs on the overall personnel situation.
- In the event of an evacuation, take necessary organizational actions to ensure the security of personnel records.
- Monitor activities and make adjustments as necessary.
- Brief the EOC Director on major problem areas that now need or will require solutions.
- Share status information with other Sections as appropriate.
- Brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.



**POSITION CHECKLIST  
TELEPHONE UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organizations in place and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- In consultation with the EOC Director and other Section Chiefs, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate and provide procurement support for needed telephone restoration and maintenance operations.
- If necessary request additional support through the Logistics Section Chief.
- Pre-develop and have available, current vendor lists which include emergency and after hours contact phone numbers, available inventories, etc.
- Provide regular status reports to the EOC Director and other Section Chiefs regarding telephone service and any repair operations..
- When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.
- Coordinate arrangements regarding contract payments.
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.
- Brief the EOC Director and Logistics Section Chief on major problem areas that now need or will require solutions.
- Brief your relief shift change time.

Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
FINANCE SECTION CHIEF**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up section work station, including maps and status boards.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed section logs.
- Determine appropriate purchasing limits to delegate to Logistics Section and brief the Logistics Section Chief.
- Meet with Operations and Logistics Section Chiefs to determine financial and administrative support needs.
- Based on the situation as known or forecast, determine likely future Finance Section personnel and support needs.
- Activate organizational Finance Section personnel as needed.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Ensure that section logs and files of all activities are maintained accurately and in detail.
- Maintain current status at all times.
- Provide situation and resource information to the Planning Section on a periodic basis or as required.
- Participate in the EOC Director's planning meetings.
- Provide assignments for support staff.
- In coordination with the Planning and Logistics Sections, collect and develop cost estimates of damage to facilities. (Ensure both written and photographic documentation of damages is obtained).
- In the event of an evacuation, take necessary organizational actions to ensure the security of records and funds.
- Ensure all operations utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.
- Provide the EOC Director with updates on cost related information as requested.
- Periodically brief Executive Oversight on all incident-related business management issues needing attention.
- Ensure that all time and cost expenditure records kept current and logged in a timely fashion.
- Conduct periodic section briefings. Ensure staff is aware of priorities.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST ACCOUNTING UNIT

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### Actions

#### Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed accounting logs.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Ensure that all accounting activities are documented accurately and in detail.
- Account for all expenditures related to the incident.
- In coordination with the Planning and Logistics Sections, collect and develop cost estimates of damage to facilities. (Ensure both written and photographic documentation of damages is obtained).
- Ensure all operations utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.
- Provide the EOC Director with updates on cost related information as requested.
- Ensure that all time and cost expenditure records kept current and logged in a timely fashion.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

#### Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

## **POSITION CHECKLIST PURCHASING UNIT**

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### **Actions**

#### Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed purchasing logs.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Coordinate with the Logistics Section to ensure that all necessary equipment and supplies are appropriately acquired.
- Ensure that all purchasing activities are documented accurately and in detail.
- Account for all expenditures related to the incident.
- Ensure all operations utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.
- Provide the EOC Director with updates on cost related information as requested.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

#### Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST CONTRACTS UNIT

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### Actions

#### Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Oversee all contracts related to the incident.
- Ensure that all activities follow applicable contracts.
- Account for all expenditures related to the incident.
- Ensure all operations utilizing private vendor or contractor services have appropriate contracts in place when necessary.
- Provide the EOC Director with updates on cost related information as requested.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

#### Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST**  
**TIME UNIT**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Initiate, gather, or update time reports from all personnel, including volunteers assigned to each shift. Ensure that time records are accurate and prepared in compliance with campus policy.
- Obtain complete personnel rosters
- Provide instructions to all supervisors to ensure that time sheets and expense claims are completed properly and signed by each employee prior to submission.
- Maintain files throughout the emergency and forward for documentation (it is helpful to organize the files as binders, with duplicates prepared for the disaster assistance program application to FEMA and CalEMA).
- Provide the EOC Director with updates on time related information as requested.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.



**POSITION CHECKLIST**  
**CLAIMS AND RISK MANAGEMENT UNIT**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Ensure that appropriate personnel, equipment, and supplies are in place to conduct claims and risk management activities.
- As soon as possible, provide current claims information to the Finance Section Chief, providing updated information as requested.
- Establish and maintain a position log and other necessary files. Maintain a chronological log of injuries, illnesses, and property damage reported during the event or disaster.
- Investigate all injury and damage claims as soon as possible.
- Prepare forms for all verifiable injury claims.
- Inform Finance Section Chief of significant issues affecting the Claims and Risk Management Unit.
- Coordinate with the Safety Officer regarding the mitigation of hazards. Provide the EOC Director with updates on claims related information as requested.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure. Be prepared to provide input to the After-Action Report.