

EMERGENCY OPERATIONS CENTER MANAGER RESPONSIBILITIES

Emergency Operations Center (EOC) Manager

The **EOC Manager** is the single highest authority for all incidents that require an EOC response and will provide overall leadership for the College's response to an emergency, establishes strategies to mitigate emergent conditions and directs all college employees in responding to the emergency:

- The EOC Manager may delegate authority to others to initiate emergency response actions, or assist in implementing strategies to the incident.
- The EOC Manager will retain responsibility for any components of the incident management organization not filled.
- The EOC Manager may pass command to others based upon the arrival of someone higher on the ERP Incident Command list or based on other considerations such as expertise and the nature of the incident.



The EOC Manager is responsible for:

- Assessing the situation and determining the resources that are available to deal with the situation.
- Determining the strategy for implementing the plan of action.
- Monitoring how the plan is working.
- Adjusting the plan to meet the realities of the situation.
- Making sure that the response is being documented with as much detail as possible for legal / financial reasons.
- Coordinating all response activities through the section chiefs and liaisons.
- Notify nearby campus affiliates potentially affected by events: Connite House, ECEAP, NCTA etc.

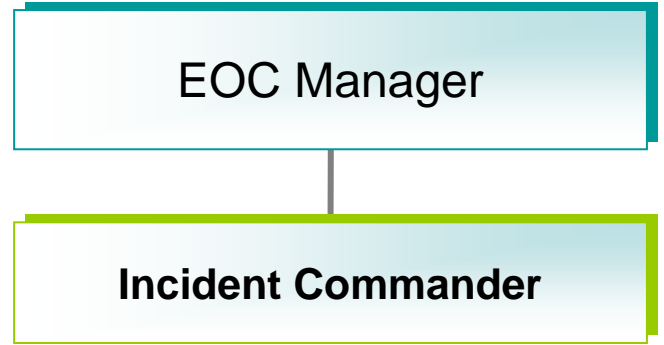
APPENDIX A: Core EOC, Full EOC and Annexes Staff Assignments

| Complete | EOC Manager Major Responsibilities |
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| | Upon notification of emergency, determine if Emergency Response Plan implementation is needed. If a Type 3 or above condition is present, activate EOC, or prepare to respond as SVC representative to another agency's EOC. |
| | Communicate with the Core EOC Staff members (Information Officer, Safety Officer/Student Advocate, and Operations Section Chief) to coordinate remotely or report to the EOC if possible. |
| | Initiate documentation of pertinent facts that describe the initial assessment, the development of strategies to manage the incident and the record of decisions. |
| | Based on the scale of the incident, gather EOC Response Team at the primary or alternate site. Establish communications, and ensure all who are present are briefed. |
| | Meet with available Core EOC Staff to develop a strategy to manage the incident with objectives and a time frame to meet those objectives. |
| | Activate functions (assign positions) as needed. Activate other EOC staff positions as needed. |
| | Establish and manage informational Round Robin. |
| | Implement emergency/disaster plan and/or hazard specific procedures. |
| | Repeat and modify safety message as events dictate. Authorize release of information through the PIO. |
| | Communicate with Operations Section Chief to activate and direct Division Supervisors and Building Captains as necessary, in their response to the emergency. |
| | Recommend student shelter/lockdown/evacuation/release if appropriate. |
| | Communicate and work closely with EOC staff to develop a Plan of Action. Modify plan and strategy with inputs from Incident Commander, other liaisons as events unfold. |
| | Direct support staff to maintain site maps for progress and damage assessment information. Reassign personnel as needed. If necessary, report and update the Board of Trustees to appraise operational situation. |
| | Communicate with other agencies' representatives as necessary, Emergency Services, Police/Fire District Chiefs. Request mutual aid from other agencies/ organizations as need is apparent. |
| | Develop & communicate a revised Plan of Action(s) to internal/external stakeholders as needed. |
| | Implement Continuity of Operations Plan (COOP) and Business Operations as required. |
| | Release staff and positions as appropriate. |
| | Remain at and in charge of the EOC. |
| | When emergency conditions subside, announce conclusion and declare the incident "All Clear" to the campus community. |
| | Conduct debrief of the incident, including EOC Staff and others as appropriate. |
| | Collect completed checklists at the end of the incident for documentation and lessons learned discussions. |

INCIDENT COMMANDER RESPONSIBILITIES

The **Incident Commander** is responsible for:

- Ensuring incident safety on the scene.
- Responsible for managing all tactical resources & operations at the scene
- Establishing and maintaining liaison with the EOC and other agencies participating in the incident.
- Providing information to internal and external stakeholders.
- The Incident Commander may pass command to others based upon the arrival of someone higher on the ERP Incident Command list or based on other considerations such as expertise and the nature of the incident.



The Incident Commander is the primary leader and the eyes and ears of the EOC at the scene of any incident.

The Incident Commander is responsible for:

- Making initial emergency notifications to first responders.
- Making contact with the College President or the designated administrator in charge to inform and recommend initial plans of action.
- Constantly assess the situation at the scene and recommend plans of actions to the President or the EOC.
- The Incident Commander reports to the College President or designated administrator in charge at the start of the incident, and then to the EOC Manager once the EOC is activated.
- Notify nearby campus affiliates potentially affected by events: Connite House, ECEAP, NCTA etc.

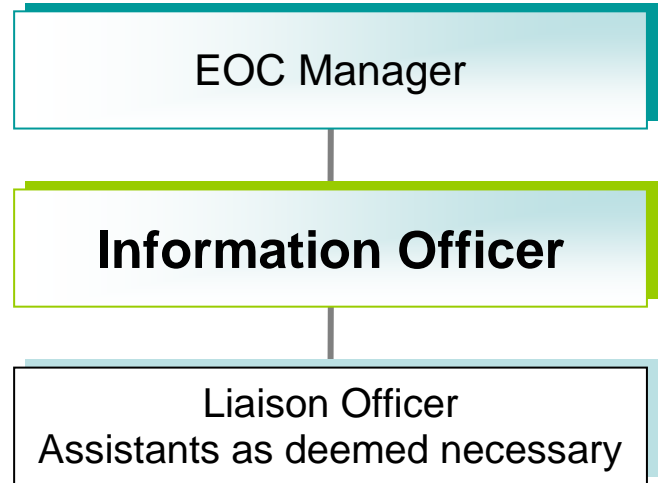
APPENDIX A: Core EOC, Full EOC and Annexes Staff Assignments

| Complete | Incident Commander Major Responsibilities |
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| | Upon notification of emergency, determine if Emergency Response Plan implementation is needed. If a Type 3 or above condition is present, activate the EOC, or prepare to respond as SVC representative to another agency's EOC. |
| | Communicate and work closely with the EOC Manager and/or Operations Section Chief. |
| | Activate functions (assign positions) as needed to manage the incident in the field. Recommend activation of other EOC staff positions. |
| | Implement emergency/disaster plan and/or hazard specific procedures as need is apparent. |
| | Communicate with Operations Section Chief to activate and direct Division Supervisors and Building Captains as necessary, in their response to the emergency. |
| | Keep EOC informed on incident-related problems and progress. |
| | Using information provided by Operations (via reports from Division Supervisors, Building Captains and others) monitor progress, modify tasks to suit needs of Operations and provide status updates to the EOC Manager and Information Officer. |
| | Attend and participate in Information Round Robin. Provide a summary of current incident activities. |
| | If requested, report and update the EOC to apprise of situation. Provide input on the need for critical resources. |
| | Act as liaison between incident responders and the EOC Manager and/or Operations Section Chief. |
| | Communicate and work closely with EOC staff to develop a Plan of Action. Assist in modifying plans and strategy providing inputs to the EOC Manager, other EOC Staff or liaisons as events unfold. |
| | Recommend wording for the safety message if appropriate. Recommend student shelter/lockdown/evacuation/release if appropriate. |
| | Request mutual aid from other agencies/ organizations as need is apparent or as directed by the EOC Manager. |
| | Update and maintain site maps with information from incident management in the field for use in progress and damage assessment. |
| | Reassign field personnel as needed. |
| | Ensure that adequate safety measures are in place. Participate in debrief as directed. |

INFORMATION OFFICER RESPONSIBILITIES

The **Information Officer** oversees the development of messages for use internally and externally:

- Develops messages in conjunction with the Emergency Manager, Operations Section, and EOC Staff.
- Coordinates the development and dissemination of communications to internal and external audiences.
- Coordinates media briefings and provides direction regarding the dissemination of information to the external media, social media and digital channels.
- In large incidents, functions as part of a team with representatives from responding agencies.



The Information Officer is responsible for:

- Creating emergency messages when directed by the EOC Manager or his/her representative.
- Continuously assessing and evaluating the quality of all incoming information and information sources.
- Maintaining and coordinating the operation of the Emergency Communications System.
- Establishing and maintaining contact with other district facilities as required.
- Receiving and interpreting information from internal and external sources and reporting this information to the EOC staff to inform and improve strategy and in the development of a Plan of Action.
- Communicating with liaisons to report campus threats or response or recovery activities.
- Assisting the EOC Manager in crafting and/or delivering public information or safety statements to the public, media and students (in coordination with the Safety Officer/Student Advocate).
- Notify nearby campus affiliates potentially affected by events: Connite House, ECEAP, NCTA etc.

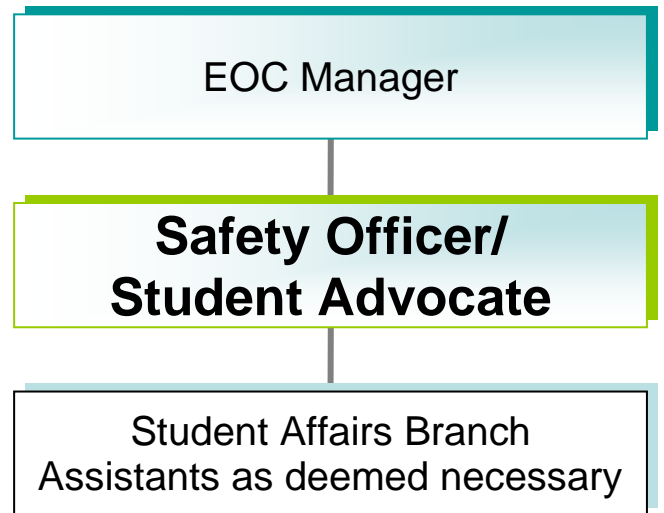
APPENDIX A: Core EOC, Full EOC and Annexes Staff Assignments

| Complete | Information Officer Major Responsibilities |
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| | Upon notification of emergency, respond to the EOC. In the case of a Type 3 or higher incident, the Emergency Manager will decide whether it is beneficial for the Information Officer to be deployed to the scene. |
| | Communicate with other Core EOC Staff members (EOC Manager, Safety Officer/Student Advocate, and Operations Section Chief) coordinate remotely or report to the EOC if possible. |
| | When directed meet with available EOC Staff to assist in developing communication objectives for the Plan of Action and a time frame to meet those objectives. |
| | Attend and participate in Information Round Robin (incident debriefing). |
| | Establish communications with key people in the field and throughout the incident and determine if communication is consistent and reliable. Determines if communication is established in the affected area(s)/ buildings. |
| | Establishes and maintains communications with EOC staff, district, liaisons and external agencies as directed by the Emergency Manager. |
| | Throughout the incident determine if all facilities and visitors, buildings, campuses have been notified. |
| | Delivers the Safety Message (repeat and modify as events dictate) as directed by the EOC Manager. |
| | Delivers incoming communications to the EOC Manager and staff as they become available. |
| | Keeps apprised of developments and reports to the EOC Manager and staff. Provides information updates and conveys updates to EOC staff, liaisons, and external agencies as directed. |
| | Ensures announcements & necessary information is translated into other languages as needed (provides list of available translators). Monitors news broadcasts about incident. Corrects any misinformation heard. |
| | Assists in crafting or developing a public statement as directed by the EOC Manager, providing information the EOC Manager wishes to be released to the public. Updates social media and College website. |
| | Keeps all documentation to support the history of the event. Develop material for use in media briefings |
| | Determine from the EOC Manager if there are any limits on information release prior to approval of media releases. |
| | Inform media and conduct media briefings on a scheduled and unscheduled basis as information develops. |
| | Participate in planning meetings, providing current resource status, including limitations and capabilities of assisting agency resources. |
| | Arrange for tours and other interviews or briefings that may be required. |
| | Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel. |
| | Maintain Unit/Activity Log (ICS Form 214, see Exhibit 2). |
| | Implement Continuity of Operations and Continuity of Business Plan as required. |
| | Release Information Office staff in accordance to direction from the EOC Manager. |
| | Participate in debrief as directed. |

SAFETY OFFICER/STUDENT ADVOCATE RESPONSIBILITIES

The **Safety Officer/Student Advocate**:

- Advises the EOC Manager on issues regarding emergency responder incident safety.
- Works with the Operations Section to ensure the safety of field personnel by either modifying response activities or terminating response activities until undue safety hazards are addressed to ensure the safety of responders.



The **Safety Officer/Student Advocate** is responsible for:

- Ensuring that the safety of students, staff and others on the site is the highest priority.
- Assessing the situational status of the incident and knowing what resources are available to promote safety.
- Ensuring that all activities are conducted in as safe a manner as possible under the circumstances.
- Assisting the EOC Manager and EOC staff in determining strategy and a Plan of Action to handle the incident always keeping the impact on students in mind.
- Monitoring how well (or poorly) safety measures are working.
- Notify nearby campus affiliates potentially affected by events: Connite House, ECEAP, NCTA etc.

APPENDIX A: Core EOC, Full EOC and Annexes Staff Assignments

| Complete | Safety Officer/Student Advocate Major Responsibilities |
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| | Upon notification of emergency, respond to the EOC. In the case of a Type 3 or higher incident, the Emergency Manager will decide whether it is beneficial for the Safety Officer/Student Advocate to be deployed to the scene. |
| | Communicate with other Core EOC Staff members (EOC Manager, Information Officer, and Operations Section Chief) coordinate remotely or report to the EOC if possible. |
| | When directed meet with available EOC Staff to assist in developing safety objectives for the Plan of Action and a time frame to meet those objectives. |
| | Attend and participate in Information Round Robin (incident debriefing). |
| | Assist in determining threat to human life and structures. Identify what safety factors to consider in developing a Plan of Action that includes safety objectives and a time frame to meet those objectives (unsafe conditions, unsafe actions, weather, terrain, and trained field staff). |
| | Provides input to EOC Manager and EOC Staff to assist in the development of strategy and a Plan of Action from a safety standpoint. |
| | Document pertinent facts and decisions and include information that relates to operational status as the incident evolves; including field activities, operational response, resource requests, or activation of subordinate sections. |
| | Assign assistants as needed; one should maintain Unit/Activity Log (ICS Form 214, see Exhibit 2). |
| | Identify hazardous situations associated with the incident and Informs EOC staff of occupational safety issues or concerns. |
| | Review the Incident Plan of Action developed by EOC Staff for safety implications. |
| | Exercise emergency authority to stop and prevent unsafe acts. |
| | Prepare a site-specific Safety and Occupational Health Plan and publish a Site Safety Plan summary on ICS Form 208 (see Exhibit 1). |
| | Identify and cause correction of occupational safety and health hazards. |
| | Continuously monitor workers for exposure to safety or health hazardous conditions. |
| | Alter, suspend, evacuate or terminate activities that may pose imminent safety or health danger to the workers. |
| | Take appropriate action to mitigate or eliminate unsafe conditions, operations or hazards. |
| | Provide training and safety and health information. |
| | Perform assessment of engineering controls and personal protective equipment (PPE). |
| | Comply with OSHA Standards. |
| | Investigate accidents that have occurred within the incident area. |
| | Implement Continuity of Operations Plan and Continuity of Business Operations as required. |
| | Release Safety staff in accordance to direction from the EOC Manager. |
| | Access Student Database when necessary. |
| | Draft and prepare messaging for parents and coordinate parent requests. |
| | Participate in debrief as directed. |

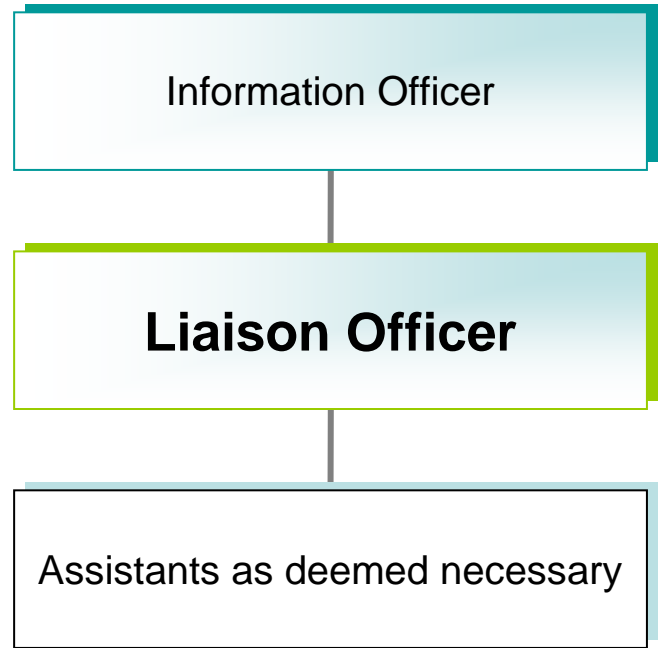
LIAISON OFFICER RESPONSIBILITIES

The **Liaison Officer:**

- Assists the EOC Manager by serving as a point of contact for outside agency representatives who are helping to support the operation.
- Provides briefings to and answers questions from supporting agencies.

The **Liaison officer** is responsible for:

- Serving as the point of contact for outside agencies during Incidents that are multi-jurisdictional, or have several agencies involved.
- Helping in the preparation of briefings to other agencies.
- Routing all questions from outside agencies to the EOC and expediting responses.

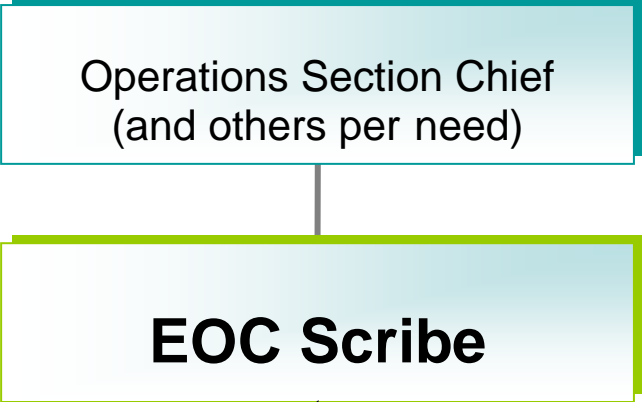


| Complete | Liaison Officer Major Responsibilities |
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| | Upon notification of emergency, report to the EOC as directed. |
| | Communicate with other Core EOC Staff members (EOC Manager, Information Officer, Operations Section Chief) coordinate remotely or report to the EOC if possible. |
| | When directed meet with available EOC Staff to assist in establishing and coordinating interagency contacts. |
| | Attend and participate in Information Round Robin (incident debriefing). |
| | The Liaison Officer checks in agency representatives from assisting or cooperating agencies who report to the EOC to provide assistance to the College. |
| | Maintain a list of assisting and cooperating agencies and Agency Representatives. |
| | In cooperation with the Information Officer, keep agencies supporting the incident aware of the incident status. |
| | Monitor incident operations to identify current or potential inter-organizational problems. |
| | Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources. |
| | Ensure that all required agency forms, reports and documents are completed prior to demobilization. |
| | Implement Continuity of Operations Plan as and Continuity of Business Operations as required. |
| | Release Liaison staff in accordance to direction from the EOC Manager. |
| | Participate in debrief as directed. |

EOC SCRIBE RESPONSIBILITIES

The EOC Scribe:

- Assists as a support member of the EOC by documenting all activities in a timeline “log” format and posting them, thereby facilitating non-verbal communication of the incident status as it unfolds.
- Activity messages may be developed individually or as directed by members of the EOC Staff. Messages may be posted on flip charts, computers, status boards, or other communications mediums.

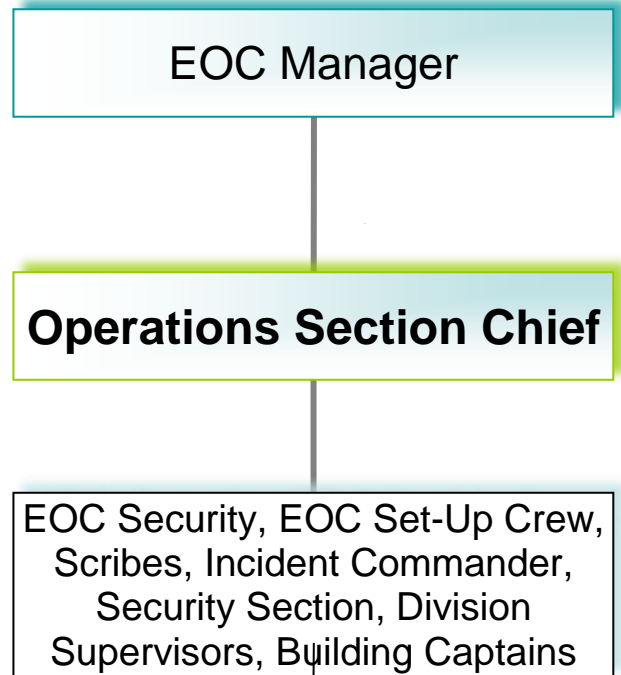


| Complete | EOC Scribe Primary Responsibilities |
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| | Upon notification of emergency, responds to the EOC. |
| | Receives briefing from EOC Manager or his/her designee as to incident status. |
| | May be assigned to either EOC Manager or any member of EOC Staff to provide scribe assistance. |
| | Reconstructs a time line for the onset of the incident, significant events and actions which have taken place, and logs them on a chronological timeline. |
| | Based upon the last entry of the chronological timeline to this point, synchronizes all EOC watches and clocks in order to reflect common understanding of the time. |
| | As pertinent details are developed in the incident, logs these details on the timeline. |
| | Briefs EOC Manager as to important time details of the incident. |
| | Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel as directed by the Information Officer. |
| | Notifies Planning Section Chief of the approach of critical operational timelines. |
| | Documents planning, logistics, and operational meetings. |
| | Maintain Unit/Activity Log (ICS Form 214). |
| | Participate in incident debrief as directed. |

OPERATIONS SECTION CHIEF RESPONSIBILITIES

The **Operations Section Chief** reports to the EOC when activated and provides support to the EOC Manager. The Operations Section Chief:

- Contacts and activates the appropriate Emergency Response Divisions.
- Directs the response activities of all subordinate personnel, organizing, assigning, and supervising field personnel.
- Develops and implements tactics to carry out the incident strategies set by the EOC Manager.
- Keeps EOC Staff updated on the situation and the likelihood of tactical objectives to be met.
- Establishes and supervises operations and personnel in Assembly Point Areas.



From the EOC, the Operations Section Chief oversees all emergency response activities: The **Operations Section Chief** is responsible for:

- Coordinating all activities of the EOC.
- Evaluating and acting on operational information.
- Directing staging of the EOC
- Directing and coordinating all tactical responses and operations
- Determining resources necessary to manage the incident (people, materials, financial resources).
- Requesting and approving resources for the incident, approving their use and determining when they are no longer necessary.
- Notify nearby campus affiliates potentially affected by events: Connite House, ECEAP, NCTA etc.

| Complete | Operations Section Chief Major Responsibilities |
|----------|--|
| | Upon notification of emergency, respond as directed by the EOC Manager. Monitor available information sources. If a Type 3 or above condition is present, prepare to report physically to the EOC or to coordinate remotely when unable to attend in person. |
| | Communicates with other Core EOC Staff members (EOC Manager, Information Officer, Safety Officer/Student Advocate, and Incident Commander). |
| | Determine who the key people in the field are and who has assumed the role of Incident Commander on the scene. |
| | Determine the level of communication in the affected area(s)/ buildings and whether communication is consistent and reliable to best determine operational activities and to inform the EOC of accurate situational awareness. |

| Complete | Operations Section Chief Major Responsibilities |
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| | Post security outside perimeter of Emergency Operations Center (monitor with a log who enters and exits the EOC). |
| | Attend and participate in Information Round Robin (incident debriefing). |
| | Provides input to EOC Manager and EOC staff to assist in the development of strategy and a Plan of Action from an operational standpoint, ensuring the EOC manager and EOC staff are briefed on situation and responsibilities. |
| | Establishes and maintains communications with EOC staff, district, and liaisons and external agencies. |
| | Maintains communications link between Field Command Posts and the EOC for the purpose of coordinating the overall response, resource requests and operational status. |
| | <ul style="list-style-type: none"> ✓ Determines immediate actions needed for tactical support of field operations. Determines resources needed for tactical support of field operations. ✓ Determines other factors that may influence operations, (resource availability, weather, terrain, trained field staff). ✓ Determines staffing levels needed within the EOC Operations Section. ✓ Coordinates activities in the field, revises and adapts activities as required to manage the incident. ✓ Coordinates activities with other EOC staff. |
| | <ul style="list-style-type: none"> ✓ Develops and implements tactics to carry out the incident strategies set by the EOC Manager; in support of the Incident Commander and field staff. ✓ The Section Chief is responsible to EOC Manager for the direct management of all incident-related tactical activities. ✓ Keeps EOC Staff updated on the situation and the likelihood of tactical objectives being met. ✓ Establishes and supervises operations and personnel in the Assembly Point Areas. ✓ The Operations Section Chief may activate additional units as necessary to manage the incident. |
| | Manage tactical operations through Operations Section personnel (Division Supervisors and Building Captains, primarily). Maintain efficiency with span-of-control limits (3-7 maximum persons/supervisor). |
| | Supervise the execution of the operations. |
| | Make or approve expedient changes to the Incident Plan of Action as necessary and request additional resources to support tactical operations. |
| | Ensure safety of Operations Section personnel. |
| | Ensure interagency coordination and collaboration where appropriate. |
| | Communicate situation and resource status reports and updates to the EOC. Complete paperwork appropriate to the position, and keep notes. |
| | Maintain close contact with subordinate positions. |
| | Release staff in accordance to direction from the EOC Manager. |
| | Participate in debrief as directed. |

PLANNING SECTION CHIEF RESPONSIBILITIES

The **Planning Section Chief**:

- Reports to the EOC when summoned.
- Leads development of alternate strategies for consideration by the EOC Manager.
- Gathers, analyzes, and disseminates information and intelligence regarding situation status and resource status.
- Provides detailed diagrams and specifications for campus and buildings.
- Manages the planning process using assigned staff.
- Compiles the Incident Plan of Action.
- Identifies and manages Technical Specialists, such as hazardous materials specialists, structural engineers, transportation planners and others.



The **Planning Section Chief** is responsible for:

- The collection, evaluation, dissemination and use of information about the development of the incident and the status of resources.
- Providing the EOC Staff the information needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies for the use of all resources (facilities, utilities, equipment, vehicles, and any other resources).
- Managing the planning process by collecting and evaluating incident information regarding the situation status and resource status providing information through the use of maps and blueprints.
- Initiating additional units if the scale of the incident requires: a Health Unit, Food Services Unit, Resources Unit, Situation Unit, and Documentation Unit, Demobilization Unit or the services of Technical Specialists.
- Maintaining incident documentation and assists in compiling the (Incident) Plan of Action.
- Maintaining status of resources assigned to the incident.
- Conducting long-range planning, including identifying and managing technical specialists (ex. hazardous materials, structural engineers).
- Developing demobilization plans.

APPENDIX A: Core EOC, Full EOC and Annexes Staff Assignments

| Complete | Planning Section Chief Major Responsibilities |
|-----------------|--|
| | Upon notification of emergency, respond as directed to the EOC. |
| | Attend briefing and participate in Information Round Robin. Communicate with other Core EOC Staff members (EOC Manager, Information Officer, Safety Officer/Student Advocate, Operations Section Chief, and Incident Commander). |
| | Collect and evaluate all operational data about the incident. |
| | Provide input to the EOC Manager and Operations Section Chief in preparing the plan of action. |
| | Supervise preparation and documentation of the Incident Plan of Action. |
| | As required, you may create an Industrial Hygiene/Occupational Safety Branch, Food Services Branch, Resources Unit, Situation Unit, Demobilization Unit, Documentation Unit, and Technical Specialists Unit. |
| | Conduct and facilitate planning meetings. |
| | Assign available on-scene personnel who are uncommitted, to EOC organizational positions within the Planning Section as necessary. |
| | Evaluate span of control within the EOC (3 to 7 persons/supervisor). |
| | Evaluate real-time performance of incident operations with the EOC Manager. |
| | Establish information requirements and reporting schedules for resources. |
| | Determine need for any specialized resources in support of incident operations. |
| | Assemble information on alternative strategies. |
| | Provide periodic assessments on incident potential. |
| | Implement Continuity of Operations Plan as required (SVC COOP Plan under development). |
| | Supervise preparation of an incident demobilization plan. |
| | Release staff in accordance to direction from the EOC Manager. |
| | Participate in debrief as directed. |

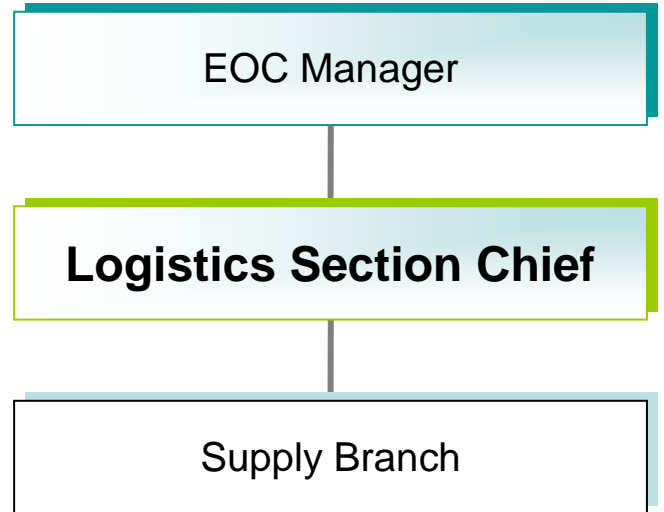
LOGISTICS SECTION CHIEF RESPONSIBILITIES

The **Logistics Section Chief** reports to the EOC Staff when directed. The Logistics Section Chief:

- Provides resources and services required to support incident activities.
- Develops portions of the Incident Plan of Action and forwards them to the Planning Section.
- Contracts for and purchases goods and services needed at the incident.

The **Logistics Section Chief** is responsible for:

- Obtaining and maintaining all the services and support needs of an incident. This may include essential personnel, facilities, equipment, and supplies.
- Participating in the development and implementation of the Plan of Action.
- Activating and supervising the units within the Logistics Section.

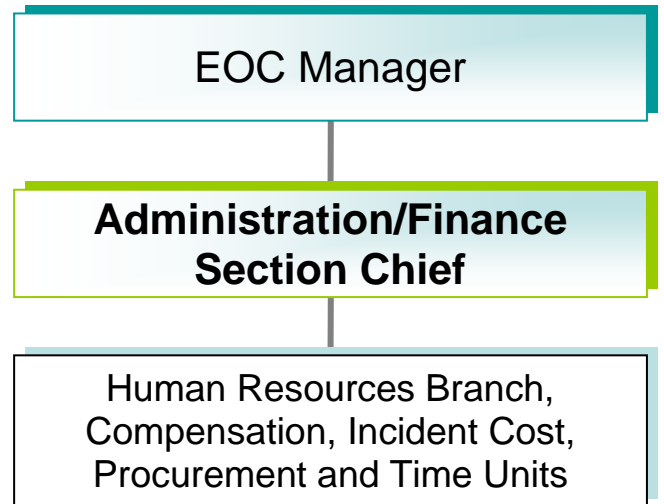


| Complete | Logistics Section Chief Major Responsibilities |
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| | Upon notification of emergency, respond as directed to the EOC. |
| | When directed, meet with available EOC Staff to assist in developing a Plan of Action that includes logistics planning and objectives and a time frame to meet those objectives. |
| | Plan the organization of the Logistics Section. Depending upon size and scope of the incident, implement a Supply Branch. |
| | Work closely with the Operations Section Chief, Safety Officer and Planning Section Chief and provide input to review the Operations Plan, Communications Plan, and Traffic Plan. |
| | Coordinate and process requests for additional resources. |
| | Advise EOC Staff on current service and support capabilities. |
| | Determine need for any specialized resources in support of incident operations. Identify service and support requirements for planned and expected operations. |
| | Estimate future service and support requirements. |
| | Assign work locations and preliminary work tasks to Section personnel. |
| | Request personnel, equipment, and supplies to support on-scene incident operations. As required, you may create Resources Unit, Situation Unit, Demobilization Unit, Documentation Unit, and Technical Specialists Unit. |
| | Assists in implementing the Continuity of Operations Plan (SVC COOP under development) as required. |
| | Ensure the general welfare and safety of Logistics Section personnel. |
| | Assist in preparation of an incident demobilization plan. |
| | Release staff in accordance to direction from the EOC Manager/Incident Commander. |
| | Participate in debrief as directed. |

ADMINISTRATION/FINANCE SECTION CHIEF RESPONSIBILITIES

The **Administration/Finance Section Chief** reports to the EOC Staff when directed:

- Performs financial and cost analysis of the incident response.
- Provides purchasing information, records and/or other financial information as requested by the EOC Staff.
- Oversees contract negotiations with outside vendors used in the emergency response.
- Tracks emergency response personnel and equipment time.
- Provides guidance and assistance in collecting and maintaining documentation for insurance or other purposes.
- Processes claims for accidents and injuries to those responding to the emergency.
- Secures emergency access funds in the form of credit cards with increased limits and blocks removed.
- Implements payroll emergency procedures and other financial emergency procedures if necessary.
- Works with Logistics to ensure outside resources are procured.



The Administration/ Finance Section Chief is responsible for:

- Setting up on-site financial management for larger incidents that require Finance/Administration Sections to monitor costs and track claims for insurance or government funds.
- Ensuring that all personnel time records are accurately completed and transmitted, according to policy.
- Performing financial and cost analysis of the incident response.
- Managing all financial aspects of an incident.

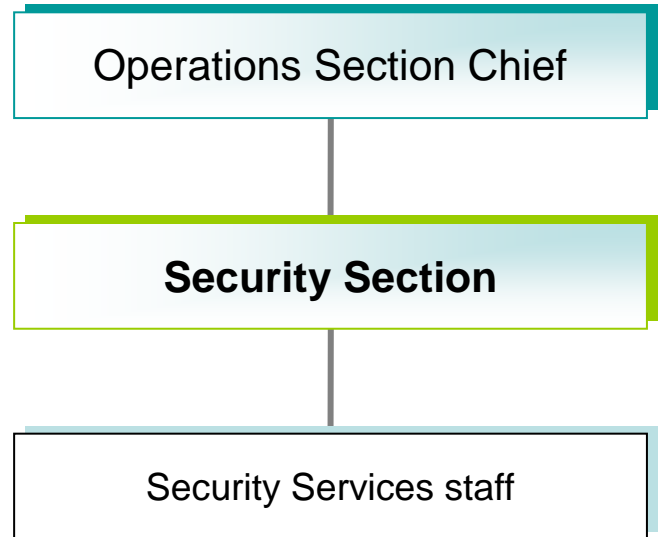
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| Complete | Administration/Finance Section Chief Major Responsibilities |
|-----------------|--|
| | Upon notification of emergency, respond as directed to the EOC. |
| | Depending upon size and scope of the incident, implement units to assist in compensation claims, incident costs, procurement, and time (salaries/benefits). |
| | Compensation/claims—complete all forms for worker’s compensation; maintain files of all injuries and illnesses associated with the incident. Investigate all claims, including tort claims filed against responders. |
| | Incident Costs—collect all cost data, perform cost-effectiveness analysis, and provide cost estimates and recommendations for reducing incident costs. |
| | Procurement—administers all financial matters relating to vendor contracts and rentals. |
| | Personnel Time—ensure preparation of daily personnel time recording documents and compliance with agency time policy. |
| | Confirms equipment time and operational costs through Logistics Section. |
| | Assists in implementing the Continuity of Operations Plan and Continuity of Business Operations as required. |
| | Assists in preparation of an incident demobilization plan. |
| | Release staff in accordance to direction from the EOC Manager. |
| | Participate in debrief as directed. |

SECURITY SECTION RESPONSIBILITIES

The **Security Section**:

- Provides assistance during building evacuations, campus evacuations, and/or shelter in place.
- Assists in providing communication with the Building Captains.
- Provides assistance to and point of contact between first responders and the EOC Staff.
- Through the Operations Sections Chief maintains contact with the EOC and provides incident updates from first responders to the EOC Staff.
- Implements Security checkpoint at entrance to the EOC to preclude intrusion and manage entry.

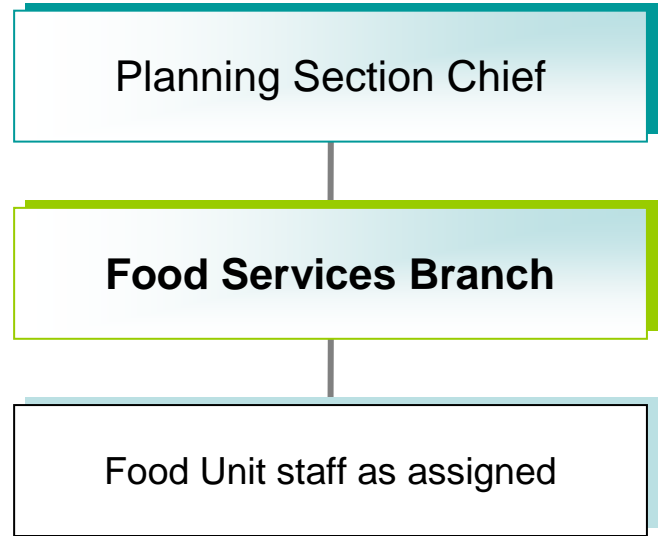


| Complete | Security Section Major Responsibilities |
|----------|---|
| | Upon notification of emergency, respond as directed to the EOC. |
| | Depending upon size and scope of the incident, begin gathering information related to operational and information security. |
| | Ensure the secure transfer of any sensitive information or materials between intended parties at the incident. |
| | Support the Information Officer’s handling of any informational and operational security matters with the media and public awareness initiatives. |
| | Provide security over the EOC while it is in operation, as needed. |
| | Assist in conducting risk and/or threat assessments. |
| | Gather short-term and long-range weather information as appropriate. |
| | Assist in preparation of an incident demobilization plan. |
| | Release staff in accordance to direction from the EOC Manager. |
| | Participate in debrief as directed. |

FOOD SERVICES BRANCH RESPONSIBILITIES

Under the supervision of the Planning Section Chief, the **Food Services Branch**:

- Determines inventory of food on hand and forecasts a timeline that current inventory will last.
- Recruits food service workers to assist in all phases of food service.
- Processes requests for emergency procurement of food service materials based upon need.
- Maintains a healthful area for food service to those who need it.
- Arranges for food transport to remote locations if necessary.

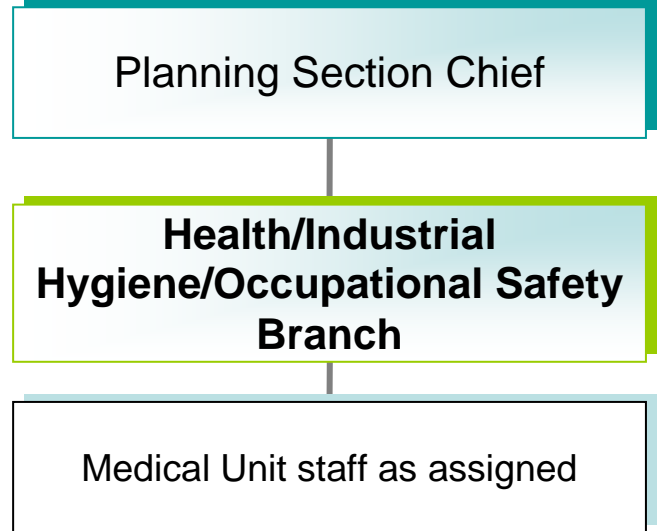


| Complete | Food Services Branch Major Responsibilities |
|----------|---|
| | Upon notification of emergency, respond as directed to the EOC. |
| | Depending upon size and scope of the incident, begin gathering information related to numbers of responders or victims requiring food. Maintain a list of assisting or cooperating Agencies and Agency Representatives. |
| | Determine food and hydration requirements. |
| | Determine the method of feeding to best fit each facility or situation. |
| | Obtain necessary equipment and supplies and establish cooking facilities. Assist in establishing proper food handling and food storage. |
| | Ensure that well-balanced menus are provided (be mindful of food allergies and post notification of common food reactions (example: peanuts, shellfish)). |
| | Order sufficient food and potable water. |
| | Maintain and inventory of food and water. |
| | Maintain food service areas, ensuring that all appropriate health and safety measures are being followed. |
| | Supervise caterers, cooks, and other Food Unit personnel as appropriate. |
| | Release staff in accordance to direction from the EOC Manager. |
| | Debrief as directed. |

HEALTH/INDUSTRIAL HYGIENE/OCCUPATIONAL SAFETY BRANCH RESPONSIBILITIES

Under the supervision of the Planning Section Chief, the **Health/Industrial Hygiene/Occupational Safety Branch**:

- Provides guidance and technical assistance in hazardous materials incident.
- Provides all chemical inventory records for all campuses to first responders.
- Provides guidance and technical assistance with all OSHA related incidents.
- Provides guidance and assistance in determining safety conditions for buildings, grounds or other affected areas.



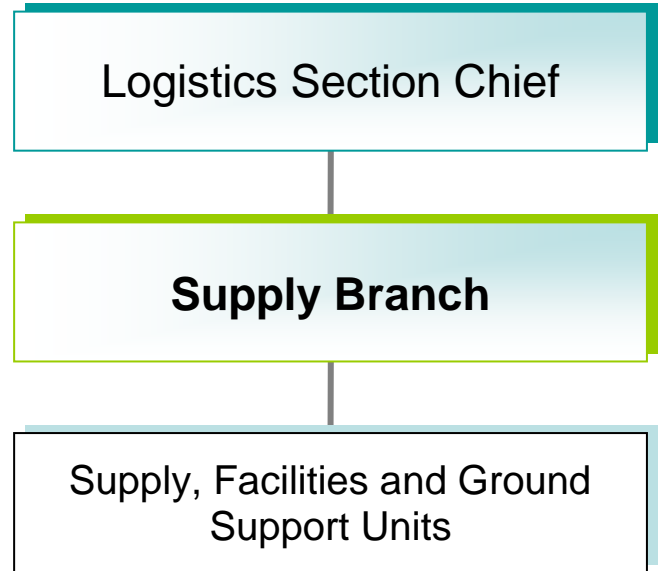
APPENDIX A: Core EOC, Full EOC and Annexes Staff Assignments

| Complete | Health/Industrial Hygiene/Occupational Safety Branch Major Responsibilities |
|----------|--|
| | Upon notification of emergency, respond as directed to the EOC. |
| | Attend briefing and participate in Information Round Robin. Communicate with other Core EOC Staff members (EOC Manager, Information Officer, Safety Officer/Student Advocate, Operations Section Chief, and Incident Commander). |
| | Collect and evaluate all data about the incident. |
| | Provide input to the EOC Manager and Planning Section Chief in Occupational Safety/Industrial Hygiene needs. |
| | ✓ Attend briefings as directed. Communicate with and coordinate activities through the Planning Section Chief and Safety Officer. |
| | ✓ Maintain careful records of guidance provided to responders in the field (hazardous materials, safety conditions of buildings). Provide documentation if requested. |
| | Maintain a list of technical information and resources to assist in managing the incident. |
| | ✓ Set up safe work procedures based on an analysis of the hazards in your workplace and ensure that employees understand and follow them. |
| | Prepare and submit an analysis of the incident, brief EOC Staff of potential hazards. |
| | Enforce the rules for safe work procedures and when necessary, ensure that personal protective equipment (PPE) is used. |
| | Ensure the ready availability of medical personnel for advice and consultation on matters of personnel health and the procedure for reporting injuries and illnesses is understood. |
| | Release staff in accordance to direction from the EOC Manager. |
| | Debrief as directed. |

SUPPLY BRANCH RESPONSIBILITIES

Under the supervision of the Logistics Section Chief, the **Supply Branch**, when activated, is responsible for the development and implementation of logistics plans in support of the Incident Plan of Action. The Supply Branch supervises the operations of the Supply, Facilities and/or Ground Support Units.

- **Facilities:** Provides equipment and personnel using college assets to assist in building shutdowns, emergency repairs, and debris removal.
- **Ground Support:** Places college transportation resources in ready and available position to assist in relocating employees, students and visitors to or from the campus.

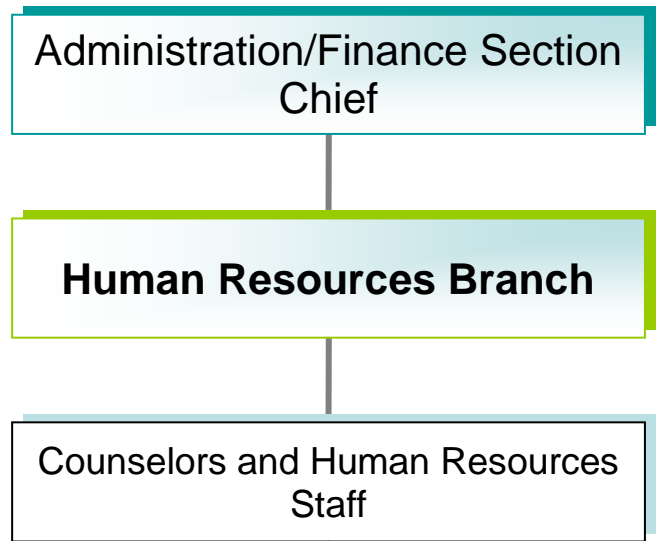


| Complete | Supply Branch Major Responsibilities |
|----------|--|
| | Upon notification of emergency, respond as directed by the EOC. |
| | Depending upon size and scope of the incident, begin gathering working materials. |
| | Identify Support Branch personnel and the level of service required to support Unit operations as assigned. |
| | Participate in planning meetings of Logistic Section personnel. |
| | Review the Incident Plan of Action. |
| | Organize, prepare assignments, and coordinate activities for Support Branch personnel as appropriate. |
| | Inform the Logistics Section Chief of Support Branch activities as required, and if Support Branch resources are sufficient. |
| | Resolve Support Branch problems that are associated with requests from the Operations Section. |
| | Maintain Unit/Activity Log (ICS Form 214). |
| | Release staff in accordance to direction from the EOC Manager. |
| | Debrief as directed. |

HUMAN RESOURCES BRANCH RESPONSIBILITIES

Under the supervision of the Administration/Finance Section Chief, the **Human Resources Branch**, when activated, is responsible for the development and implementation of plans to support employees and students:

- Provides direction and ensures accountability with provisions of laws and rules governing human resources.
- Provides employee information to the EOC Staff as directed.
- Provides personnel for crisis debriefing or psychological counseling to employee and student victims.
- Provides information on employee roles and responsibilities to the EOC Staff.
- Ensures that all personnel time records are accurately completed and transmitted, according to policy.
- Manages all Human Resource aspects of an incident.

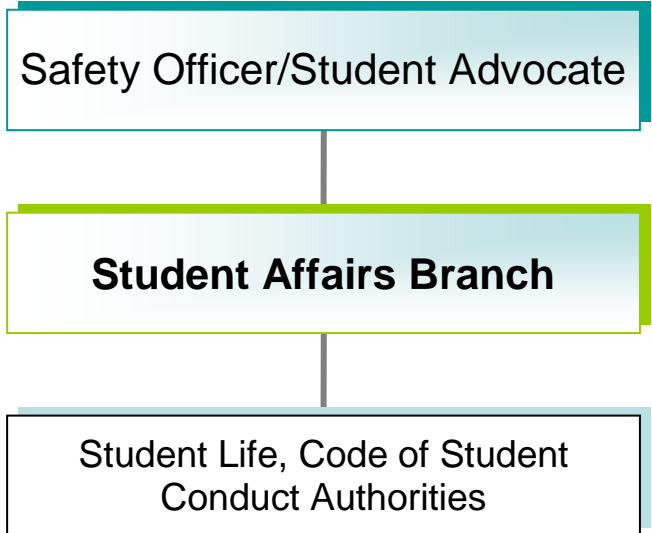


| Complete | Human Resources Branch Major Responsibilities |
|----------|--|
| | Upon notification of emergency, respond as directed by the EOC. |
| | Provide the EOC Staff with an analysis to assist in understanding human resources associated with the Incident; projecting the needs of personnel. |
| | Provide documentation required by compensation/claims related to injury or illness of personnel that occur during the management of the Incident, contract negotiation for external resources, purchasing, payroll, emergency funds and costs associated with the Continuity of Operations and Continuity of Business Plans. |
| | <ul style="list-style-type: none"> ✓ Communicate with the Administration/Finance Section Chief or designee to determine level of Human Resource support required. ✓ Participate in planning meetings. ✓ Organize, prepare assignments, and coordinate activities to ensure adherence to Human Resources rules, agency laws, and federal laws. ✓ After consultation, prepare to offer counseling sessions in a wide array of areas to support employees, students, and families impacted by the situation. ✓ Work individually and collectively with staff regarding time loss, injury reporting, etc. ✓ Collect and evaluate all Human Resource data about the incident. <p>Provide guidance on Human Resource issues to the EOC Manager / Incident Commander, Operations Section Chief, and Logistics Section Chief in the preparation of planning.</p> |
| | <ul style="list-style-type: none"> ✓ Track emergency response personnel and payroll emergency procedures. ✓ Ensure preparation of daily personnel time recording documents and compliance with college policy. <p>Provide guidance and assistance in collecting and maintaining documentation for insurance and other purposes.</p> |
| | Organize, prepare assignments, and coordinate activities to ensure adherence to Human Resources rules, agency laws, and federal Title IX, VAWA, FMLA, and discrimination reporting, etc. |
| | Communicate with the Administration/Finance Section Chief or designee to determine exposure of employees and students to situation at hand. |
| | Participate in planning meetings of Administration/Finance Section personnel. |
| | After consultation, prepare to offer counseling sessions in a wide array of areas to support employees, students, and families impacted by the situation. |
| | Work individually and collectively with staff regarding time loss, injury reporting, etc. |
| | Maintain Unit/Activity Log (ICS Form 214, see Exhibit 2). |
| | Assist in implementing the Continuity of Operations Plan and Continuity of Business Operations as required. |
| | Release staff in accordance to direction from the EOC Manager. |
| | Debrief as directed. |

STUDENT AFFAIRS BRANCH RESPONSIBILITIES

Under the supervision of the Safety Officer/Student Advocate, the **Student Affairs Branch**, when activated, is responsible for the development and implementation of plans to support students:

- Manages and coordinates student activities
- Provides student information to EOC Staff as directed.
- Provides personnel for crisis debriefing or psychological counseling for student victims.

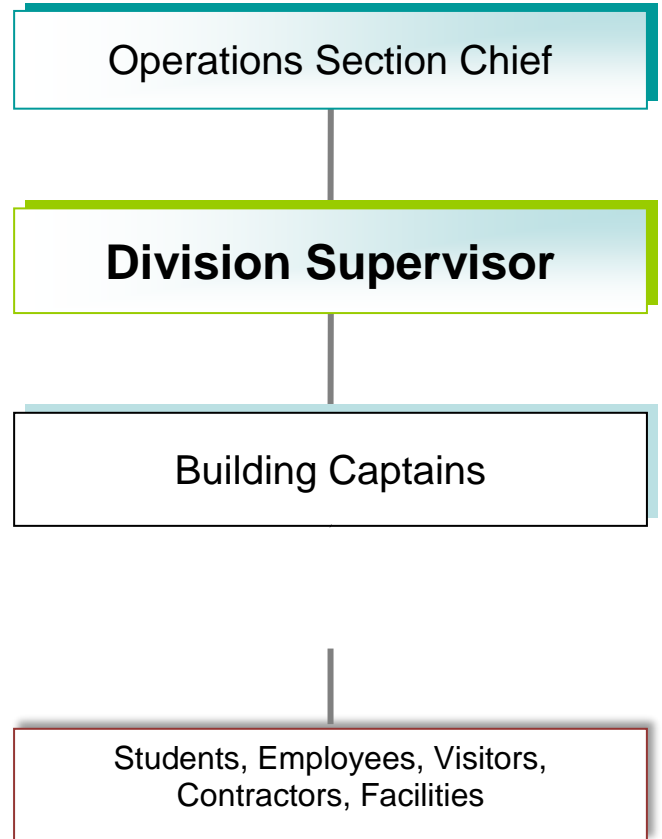


| Complete | Student Affairs Branch Major Responsibilities |
|----------|--|
| | Upon notification of emergency, respond as directed by the EOC. |
| | Depending upon size and scope of the incident, begin gathering working materials. |
| | Communicate with the Director of Student Life, the Vice President of Student Services, and the Vice President of Instruction to determine exposure of students to situation at hand. |
| | Participate in planning meetings of Administration/Finance Section personnel. |
| | Review the Incident Plan of Action. |
| | Organize, prepare assignments, and coordinate activities in support of Student Affairs. |
| | After consultation, prepare to cancel, re-schedule or adjust student programs as necessary. |
| | Report instances of student misconduct to the Director of Student Life as required. |
| | Maintain Unit/Activity Log (ICS Form 214, see Exhibit 2). |
| | Release staff in accordance to direction from the EOC Manager. |
| | Debrief as directed. |

DIVISION SUPERVISOR RESPONSIBILITIES

Division Supervisor:

- Upon notification from the Operations Section Chief, responds to determine extent of emergency and affected buildings and people within his/her Division, and reports status back.
- Activates Building Captains as necessary, and provides incident briefing.
- The Division Supervisor directs Building Captains in their response to the emergency.
- Using information provided by Building Captains, modifies tasks as needed and provides status reports to Operations.

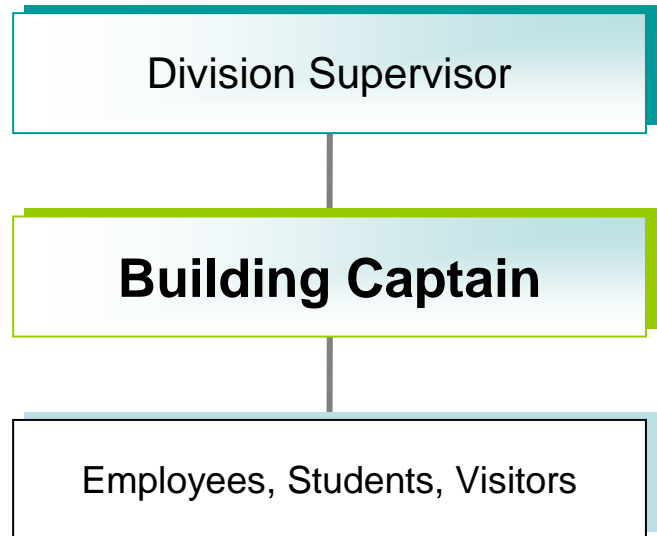


| Complete | Division Supervisor Major Responsibilities |
|----------|--|
| | Upon notification of Emergency Response Plan implementation, report to assigned area. |
| | Activate and direct Building Captains as necessary, in their response to the emergency. |
| | Communicate with the Operations Section Chief to determine or relay the type and extent of the emergency, and to obtain any specific instructions. Note: methods of communication must remain flexible due to the unpredictable nature of different types of emergencies. Emergency radios, text messaging, use of hard-wired telephones and runners between buildings (if conditions are safe) are preferred methods of communication in most situations. |
| | Using information provided by Building Captains, monitor progress, modify tasks to suit needs of Operations, and provide status reports to the EOC via the Operations Section Chief. |
| | Submit situation report and resource status to the Operations Section Chief as requested. Report suspected hazards, suspicious activities, any injuries, and attendance status to the Operations Section Chief. |
| | Verify that the “All Clear” signal, when announced, is received by all Building Captains and is communicated. |
| | Collect Building Captain reports. |
| | Submit completed checklist to Operations Section Chief at the end of the incident. |
| | Participate in debrief as directed. |

BUILDING CAPTAIN RESPONSIBILITIES

Building Captain:

- Makes contact with Division Supervisor to determine extent of emergency and the need to begin emergency operations in building.
- Introduces self to individuals in the building and identifies self as a Building Captain; directs students, employees and visitors in their building during an evacuation, lockdown or shelter in place activity; reports any injuries, suspected hazards or suspicious activities to Division Supervisor.
- During an evacuation, makes contact with Division Supervisor to determine need to activate primary and/or secondary assembly points.
- Receives evacuated employees and students as they enter primary assembly point, providing information and direction and keeping them in the Assembly Point area until instructed otherwise.



| Complete | Building Captain Major Responsibilities |
|----------|---|
| | <p>Fire Alarm:</p> <ul style="list-style-type: none"> • From outside the building, direct evacuees toward their designated Emergency Assembly Point. • As directed by Security Services, post yourself at exterior doors to prohibit entry until the “All Clear” notification is given by Fire Department Personnel and the alarm is silenced. |
| | <p>Building Evacuation:</p> <ul style="list-style-type: none"> • Ensure that occupants take their belongings and know the designated Emergency Assembly Point to which they are to go. • Close, but do not lock, classroom and office doors. • Once at the Emergency Assembly Point, make a written notation regarding who is there for the record. |
| | <p>Campus Evacuation:</p> <ul style="list-style-type: none"> • Ensure that occupants take their belongings. • From outside the building, direct evacuees toward their designated evacuation route. • As needed, assist Campus Security to close and lock doors to classrooms and offices. |
| | <p>Shelter in Place:</p> <ul style="list-style-type: none"> • Assist staff in their efforts to close doors, windows and blinds until further notice. • Reinforce need for calm but prompt compliance. • People should not leave the building; to do so may put them at risk. |
| | <p>Lockdown:</p> <ul style="list-style-type: none"> • Assist staff in their efforts to lock doors, turn off lights and close windows and blinds until further notice. • Remind them of the need to move to solid walls, maintain silence, crouch or sit low, and not to allow anyone to enter or leave the room. • Reinforce need for calm but prompt compliance. |
| | <p>Other: At each room, identify yourself as the Building Captain and briefly note the nature of the emergency and the need to follow the instructions you give. Keep Division Supervisor informed of progress and any changes when requested. Do not tie up phone lines or radio traffic. Report suspected hazards, suspicious activities or any injuries to Division Supervisor. Submit situation and resource status information to Division Supervisor as requested. Participate in debrief as directed. Submit completed checklist to Division Supervisor at the end of the incident.</p> |

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any EOC level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after- action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various EOC positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Unit Name | Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, and Strike Team). |
| 4 | EOC Position | Enter the name and EOC position of the individual in charge of the Unit. |
| 5 | Home Agency (and Unit) | Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline. |
| 6 | Resources Assigned | Enter the following information for resources assigned: |
| | <ul style="list-style-type: none"> • Name | Use this section to enter the resource’s name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option. |
| | <ul style="list-style-type: none"> • EOC Position | Use this section to enter the resource’s EOC position (e.g., Finance Section Chief). |
| | <ul style="list-style-type: none"> • Unit | Use this section to enter the EOC unit. |
| 7 | Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities | <ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as “Action Required,” “Delegated To,” “Status,” etc. |
| 8 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, EOC position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |



Exhibit 2: ICS Form 208

Skagit Valley College – SAFETY MESSAGE/PLAN (ICS 208)

| | | | |
|--|-------------------------------|--------------------------|----------------------|
| 1. Incident Name: | 2. Operational Period: | Date From: Time From: | Date To: Time To: |
| 3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan: | | | |
| | | | |
| 4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At: | | | |
| 5. Prepared by: | Name: | Position/Title: | Signature: _____ |
| ICS 208 | IAP Page | Date/Time: | |

ICS 208 Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Plan of Action (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan | Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached. |
| 4 | Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> | Check whether or not a site safety plan is required for this incident. |
| | Approved Site Safety Plan(s) Located At | Enter where the approved Site Safety Plan(s) is located. |
| 5 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, EOC position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |