

MESD EOC POSITION CHECKLISTS

EMERGENCY OPERATIONS CENTER (EOC) OVERVIEW

The MESD Emergency Operations Center is designed to enable the MESD to manage incidents and disasters utilizing the Incident Command System. The MESD EOC is located at [ADD]. The MESD Alternate EOC is located at [ADD].

General information on EOC operations can be found in the MESD Emergency Operations Basic Plan. This Annex provides detailed information on the ICS positions most likely to be active in the MESD EOC.

EMERGENCY OPERATIONS CENTER FLOOR PLAN

EMERGENCY OPERATIONS CENTER ORGANIZATION CHART

COMMAND STAFF

OVERVIEW

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Command Staff of the MESD EOC. The checklists are meant to guide the activities that should be considered by personnel assigned to section positions. They are not meant to list required activities, nor should the items in the checklists be interpreted as being in desired chronological order.

EOC MANAGER

The EOC Manager reports to the MESD Superintendent. The EOC Manager has overall responsibility and authority delegated from the MESD Superintendent for the operation of the EOC, including the development and implementation of strategy and the ordering and releasing of resources. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Manager's reporting relationship to the Superintendent and the County EOC may vary depending upon the Level of Emergency as described in the EOP Concept of Operations.

The EOC Manager will delegate authority as appropriate and necessary to members of the Command Staff and to the General Staff.

Positions reporting to the EOC Manager are:

Management/Command Staff:

Public Information Officer (PIO)

Liaison Officer

Safety Officer

MESD Agency Representative to the County EOC

Section Chiefs (General Staff):

Operations Section Chief

Planning Section Chief

Logistics Section Chief

Finance/Administration Section Chief

RESPONSIBILITIES

Establish the appropriate staffing level for the MESD EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

With input from EOC staff, set MESD priorities and objectives for response efforts.

Ensure that all MESD objectives are accomplished to meet established priorities.

Exercise overall management responsibility for the coordination between schools and other MESD facilities.

Ensure that inter-agency coordination is accomplished effectively between the MESD and other outside agencies.

EOC MANAGER CHECKLISTS

ACTIVATION PHASE:

Place Emergency Operations Center (EOC) staff on standby.

Make contact with and brief the Superintendent.

Ensure notification to school Principals/Component District Superintendents as appropriate.

If required, activate the Emergency Operations Center.

Determine appropriate level of EOC activation based on best available information.

Coordinate with MESD schools and facilities to ensure appropriate levels of activation are in place.

Mobilize appropriate personnel for the initial activation of the EOC. Have Finance/Administration Section Chief (Personnel/Volunteer Unit) notify requested personnel on the EOC callout list.

Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.

Establish and maintain an Event Log that chronologically describes your actions taken during your shift.

Verify activation of individual schools' Incident Command System.

Ensure that the MESD EOC is properly set up and ready for operations.

	Ensure that a MESD EOC check-in procedure is established immediately.
	Ensure that a MESD EOC organization and staffing chart is completed and posted.
	Determine which sections are needed, assign Section Chiefs as appropriate.
	Determine which Command Staff positions are required and assign appropriate personnel.
	Determine need for a MESD Agency Representative at the County EOC.
	Provide a list of activated Command Staff personnel to the Volunteer/ Personnel Unit Leader.
	Ensure that telephone and/or radio communications with individual schools, MESD facilities and the County EOC are established and functioning.
	Schedule the initial EOC Planning meeting.
	Based on current status reports, establish initial objectives for the EOC.
OPERATIONAL PHASE:	
	Monitor Command Staff activities to ensure that all appropriate actions are being taken.
	If the incident may last for more than one operational period, prepare EOC objectives for the initial Planning Meeting that include the following:
	Overall strategy and objectives.
	Estimate of incident duration.
	Incident priorities to meet the objectives.
	Staffing organization chart and second shift.
	Convene the initial Planning Meeting. Ensure that all Section Chiefs, Command Staff, and other key representatives are in attendance. Ensure that appropriate Planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning Section Chief.
	Once the EOC Incident Action Plan (IAP) is completed, review, approve and authorize its implementation and have it distributed.
	Brief the Superintendent on the status of the emergency and the EOC IAP.
	In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following MESD procedures for information releases and media briefings.
	Ensure the County Office of Emergency Management is notified of the emergency. Coordinate with the County via the County EOC if appropriate.
	Coordinate MESD priorities and objectives with the County and with other emergency response agencies, as appropriate.
	Report situation, including any school evacuations and support requirements to the County EOC or County OEM.
	Request assistance from the County OEM/EOC as required.
	Conduct periodic reviews with the General Staff to ensure EOC objectives are current and appropriate.
	Conduct periodic briefings for the Superintendent as appropriate.
	Brief your relief at shift change using the MESD IAP, ensuring that ongoing activities are identified and follow-up requirements are known.
DEMOBILIZATION PHASE:	
	Authorize demobilization of Sections and Units when they are no longer required.
	Notify the Superintendent, schools and MESD facilities and the County EOC of the planned demobilization.
	Ensure that any open actions not yet completed will be handled after demobilization.
	Ensure that all required forms or reports are completed prior to demobilization.
	Notify all Sections to collect documentation to provide input to the After Action Report/Improvement Plan. (AAR/IP)
	Ensure the Planning Section has collected all relevant documentation and begins the process of After Action review and Improvement Planning.
	Ensure each Section provides the Finance/Administration Section with appropriate records and information to documented disaster related costs.
	Make sure that staff receive debriefing and counseling, as needed.
	Deactivate the EOC at the designated time.
	As soon as possible, while interest in emergency preparedness is still high, recommend that the Superintendent place emergency preparedness and hazard mitigation proposals on the MESD Board agenda. Suggestions for these include, but are not limited to:
	Debrief and critique of the emergency response effort using AAR/IP.
	Having the MESD and individual schools review their plans and procedures.
	Discussions of the recovery effort.
	Ensure that fiscal records are submitted to the Finance/Administration Section.
PUBLIC INFORMATION OFFICER	

The Public Information Officer (PIO) is the primary point of contact between the Superintendent, MESD EOC Manager, the County PIO, the media and the public. The Public Information Officer reports to the MESD EOC Manager.

The PIO is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations. The PIO shall coordinate directly with the EOC Manager to ensure uniformity and consistency of information publicly disseminated. The PIO prepares information releases, briefs media representatives, and provides for press conferences. The PIO also conducts rumor control activity. All messages from the PIO must be approved by the EOC Manager before being released. The PIO will provide guidance as appropriate to MESD staff on the release of emergency related information.

Assistant Public Information Officers may be assigned as needed. The Assistants may be assigned to handle specific Information

JOINT INFORMATION CENTER

For large and complex events, a Joint Information Center (JIC) may be activated, from which all incident information will be managed. PIOs from all responding and assisting agencies will then operate out of the Joint Information Center. The MESD PIO must obtain approval from the MESD EOC Manager before releasing any information, regardless of whether s/he is operating out of the MESD EOC or the JIC.

RESPONSIBILITIES:

Coordinate all public and agency messages with the EOC Manager and obtain approval for all outgoing communications with the media.

Serve as the central coordination point for the MESD for all media releases.

Establish a "Disaster Hotline" with an up-to-date recorded message.

Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital

information. Ensure that all rumors are controlled in a timely manner and with factual information.

Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as

Develop the format for press conferences, in conjunction with the EOC Manager.

Maintain a positive relationship with the media representatives.

PUBLIC INFORMATION OFFICER CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Set up your workstation and review your position responsibilities.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. Obtain supplies from the Logistics Section as needed.
	Determine staffing requirements and make required personnel assignments for the Public Information function as necessary.

OPERATIONAL PHASE:

	Obtain policy guidance from the EOC Manager with regard to media releases. Ensure EOC Manager approves all messages before release.
	Keep the EOC Manager advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
	Coordinate with the Documentation Unit and identify the method for obtaining and verifying significant information as it is developed.
	Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
	Implement and maintain an overall information release program.
	Establish a Media Information Center, as required, providing necessary space, materials, telephones and electrical power.
	Maintain up-to-date status boards and other references at the Joint Information Center. Provide adequate staff to answer questions from members of the media.
	Interact with other EOC PIOs and obtain information relative to public information operations.
	Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
	In coordination with other EOC sections, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. These advisories and instructions must be approved by the EOC Manager.
	At the request of the EOC Manager, prepare media briefings for members of the agencies or jurisdiction policy groups and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
	Ensure that a rumor control function is established to correct false or erroneous information.

	Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas as needed.
	Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
	Update the MESD web site with current news releases as appropriate.
	Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
	Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
	Monitor broadcast media, using information to develop follow-up news releases and rumor control.
	Ensure that file copies are maintained of all information released.
	Provide copies of all media releases to the EOC Manager.
	Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
	Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Manager.
	Complete all required forms, reports, and other documentation.
	Provide input to the After Action/Corrective Action report.
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
LIAISON OFFICER	
The MESD Liaison Officer is the primary point of contact for coordination with any supporting or assisting Agency Representatives assigned to the MESD EOC. The Liaison Officer also ensures that the EOC Manager is kept informed of what agencies are represented in the MESD EOC and as the primary contact, relieves the EOC Manager from acting as their point of contact.	
RESPONSIBILITIES:	
Oversee all liaison activities; coordinate with outside agency representatives assigned to the MESD EOC.	
Work with EOC Section Chiefs to determine their needs for agency representatives and private sector representatives to meet operational requirements.	
Maintain a location for incoming agency representatives, providing workspace and support as needed. Ensure function specific guidelines, status reports, and the EOC Incident Action Plan is provided to agency representatives on check-in.	
In conjunction with the EOC Manager, provide orientations for VIPs and other visitors to the EOC.	
LIAISON OFFICER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing.
	Report to EOC Manager or other assigned Supervisor.
	Set up your workstation and review your position responsibilities.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
	Obtain assistance for your position through the Supply Unit in Logistics, as required.
OPERATIONAL PHASE:	
	Contact Agency Representatives already on-site, ensuring that they:
	Have signed into the EOC,
	Understand their role in the EOC,
	Know their work locations,
	Understand the EOC organization and floor plan.
	Determine if additional representation is required from the County EOC or other agencies.
	In conjunction with the EOC Manager, coordinate with any outside Agency Representatives or County representatives not assigned to specific sections within the EOC.
	Assist the EOC Manager in conducting regular briefings for any Agency Representatives and with distribution of the current EOC Incident Action Plan and any other status reports.
	Request that any Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
	Maintain a roster of any Agency Representatives located at the EOC. Roster should include assignment within the EOC and should be distributed internally on a regular basis as it is updated.

DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Manager.
	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan.
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
SAFETY OFFICER	
The Safety Officer reports to the MESD EOC Manager.	
The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although he or she may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.	
He or she maintains awareness of active and developing situations, approves the medical plan, and includes safety messages in internal written communications issued by the EOC Manager. The Safety Officer ensures a safe working environment is established and maintained within the MESD EOC.	
RESPONSIBILITIES:	
Ensure that all buildings and other facilities used in support of the MESD EOC are in a safe operating condition.	
Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.	
Stop or modify all unsafe operations, notifying the EOC Manager of actions taken.	
SAFETY OFFICER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Report to EOC Manager.
	Set up your workstation and review your position responsibilities.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
OPERATIONAL PHASE:	
	Tour the entire MESD EOC facility and evaluate conditions; advise the EOC Manager of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.). Ensure that unsafe conditions are corrected.
	Survey the MESD EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
	Be familiar with particularly hazardous conditions in the facility; take action when necessary.
	Prepare and present safety briefings for the EOC Manager and EOC Staff at appropriate meetings.
	Be prepared to develop any Safety Plans required by the incident.
	If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
	Ensure that the MESD EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
	Keep the EOC Manager advised of unsafe conditions; take action when necessary.
	Coordinate with schools and MESD facilities with respect to any safety information and feedback about safety at their facilities; provide guidance when necessary.
	Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Manager.
	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/ Improvement Plan.
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
MESD AGENCY REPRESENTATIVE	

The EOC Manager may elect to send an MESD Agency Representative to the County EOC or some other location. In doing so, the EOC Manager may delegate whatever authority to the Agency Representative that the situation requires to share information, report back regarding County priorities and objectives, or to speak on behalf of the EOC Manager. The Agency Representative should have the authority to commit MESD resources and set MESD policy. Because of this, the person assigned as the Agency Representative should be a senior official of MESD.

RESPONSIBILITIES:

Represent the MESD EOC Manager and the MESD at the County EOC

Ensure the EOC Manager or designated point of contact is kept informed of County priorities, objectives and action plans.

Be the primary point of contact and coordination between the MESD EOC and the County EOC.

Other responsibilities as delegated by the EOC Manager depending upon the circumstances.

AGENCY REPRESENTATIVE CHECKLISTS

ACTIVATION PHASE:

Report to EOC Manager or other assigned Supervisor.

Determine your Point of Contact at the County EOC or location to which you are being assigned (usually the Liaison of the agency EOC).

Determine reporting schedule to the MESD EOC.

Establish and maintain an Event Log that chronologically describes your actions taken during your shift.

Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Deploy to the County EOC or other location as directed.

OPERATIONAL PHASE:

Meet with your point of contact (POC) at the County EOC (usually the County Liaison).

Identify your duty station and ensure you have proper equipment, connectivity, and communications with the MESD EOC.

Obtain briefing from your point of contact or other authority.

Keep the County Liaison informed of MESD EOC priorities, objectives and action plans.

Act as the primary point of contact for MESD EOC staff contact with the County EOC.

Accomplish other duties and requests as assigned.

Attend briefings and planning meetings as required.

Provide input on the use of MESD resources or facilities.

Advise your point of contact (County EOC Liaison) of any special agency needs or requirements.

Report to the MESD EOC on the pre-arranged schedule.

DEMOBILIZATION PHASE:

Deactivate your assigned position and close out logs when authorized by the EOC Manager or your supervisor.

Complete all required forms, reports, and other documentation.

Be prepared to provide input to the After Action Report/ Improvement Plan.

If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

Clean up your work area before you leave.

Leave a forwarding phone number where you can be reached.

OPERATIONS SECTION

OVERVIEW

The Operations section is responsible for managing operations directed towards reducing the immediate hazard at the incident site. For MESD, the Operations Section functions to support incident response activities at schools and other MESD facilities.

STAFFING

The determination of the appropriate level of staffing to manage the function is the responsibility of the Section Chief. In general the following conditions will apply.

Maintain a span of control not to exceed one supervisor for up to seven subordinates.

One person may have delegated authority for more than one area of responsibility.

Each of these functional areas can be expanded as needed with further delegation of authority. If a section is not activated, the EOC Manager will perform its responsibilities.

OPERATIONS SECTION CHIEF

The Operations Section Chief reports to the EOC Manager.

The Operations Section Chief directly manages all incident tactical activities and implements the Incident Action Plan (IAP). The Operations Section Chief should be designated for each operational period and will have direct involvement in the development of the IAP for the next operational period.

The Operations Section Chief determines and directs the execution of the strategies and tactics necessary to achieve the incident objectives as written in the Incident Action Plan.

RESPONSIBILITIES:

Ensure that operational objectives identified in the Incident Action Plan are carried out effectively.

Establish the appropriate level of Unit organizations within the Operations Section needed to accomplish incident objectives.

Continuously monitor the organizational effectiveness and modify as necessary.

Exercise overall responsibility for the coordination of Unit activities within the Operations Section.

Ensure that the Planning Section is provided with status reports as needed.

Conduct periodic Operations briefings for the EOC Manager as required or requested.

Participate in the development of the IAP for the next operational period.

OPERATIONS SECTION CHIEF CHECKLISTS

ACTIVATION PHASE:

Respond immediately to the EOC, identify yourself, locate your work area, and determine EOC operational status, and obtain a briefing from available sources.

Establish and maintain an Event Log that chronologically describes your actions taken during your shift.

Ensure that the Operations Section is set up and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

Meet with Planning Section Chief; obtain a preliminary situation briefing.

Coordinate with the Planning Section Chief to determine the need for any special skills, such as GIS.

Based on the situation, activate Units within section as needed and designate Unit Leaders for each element.

Provide a list of Section personnel to the Volunteer/Personnel Unit Leader

Ensure that sufficient staffing is in place to provide for coordinating services to meet MESD responsibilities.

Request additional personnel for the section as necessary for 24-hour operations, if needed.

Obtain a current communications status briefing from the Communications Unit in Logistics. Ensure that there is adequate equipment and radio frequencies available as necessary for the section.

Establish radio or phone communications with the County EOC.

Coordinate with the EOC Manager regarding the need for Agency Representatives in the Operations Section.

Based on the situation known or forecasted, determine likely future needs of the Operations Section.

OPERATIONAL PHASE:

Ensure Operations Section position logs and other necessary files are maintained.

Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including status reports and other reports as required.

Ensure that all media contacts are referred to the MESD Public Information Officer.

Conduct periodic briefings as needed.

Attend and participate in Planning Meetings.

Determine the strategies and tactics necessary to carry out the incident objectives as identified in the IAP.

Continually monitor Operations Section strategies for effectiveness.

Ensure that the Units coordinate all resource needs through the Logistics Section.

Ensure that intelligence information from each Unit is made available to the Planning Section in a timely manner.

Brief the EOC Manager on all major developments.

Ensure that situation status information is disseminated to EOC staff, to the MESD Agency Representative at the County EOC and to others as required.

Brief Units periodically on any updated information you may have received. Share status information with other sections as appropriate.

If the Section has any fiscal records, ensure they are turned over to the Finance/Administration Section.

DEMOBILIZATION PHASE:

Deactivate your assigned position and close out logs when authorized by the EOC Manager.

Complete all required forms, reports, and other documentation.

Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).

If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

Clean up your work area before you leave.

Leave a forwarding phone number where you can be reached.

EVACUATION/SHELTER UNIT LEADER

The Evacuation/Shelter Unit Leader reports to the Operations Section Chief.

The Evacuation/Shelter Unit is responsible for linking the MESD EOC to County evacuation and shelter operations being coordinated by the County EOC and, as appropriate, to individual school Incident Commanders on incidents under the management of County evacuation and shelter operations. This is done through the MESD Agency Representative at the County EOC.

The Evacuation/Shelter Unit Leader is responsible for coordinating activities of one or more site based evacuation efforts (likely conducted by school student release teams). This Leader shall also coordinate the relocation of students that cannot go home to MESD school shelters.

The Evacuation/Shelter Unit Leader will determine which shelter sites should be used. Additionally s/he will confer with other Unit Leaders and school or facility to track which evacuees were released, sheltered, and/or hospitalized, or to whom they were released. S/he will work with the Facilities, Supply, Transportation, and Food Units.

The Unit will obtain status reports, requests for resource support for schools/districts, and be the primary link from the MESD EOC to the MESD Agency Representative at the County EOC and will supply the County EOC with information developed in the MESD EOC.

RESPONSIBILITIES:

Determine the scope of evacuation and shelter needs and operations throughout the MESD.

Assist the County EOC with MESD information as needed.

Support the coordination, mobilization and transportation of MESD resources through the Logistics Section.

Complete and maintain status reports for major incidents involving evacuation and sheltering operations in MESD facilities.

Coordinate with the County EOC on MESD evacuation and shelter activities.

Assist in mobilizing support to evacuation and shelter operations and ensure that deployed teams are provided with adequate support.

Coordinate with the American Red Cross and other community based organizations through the County EOC to provide food, potable

Assist with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.

Implement strategies and tactics necessary to address the Evacuation/Shelter objectives of the IAP.

EVACUATION/SHELTER UNIT LEADER CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
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	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
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	Ensure that the Evacuation/Shelter Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
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	Coordinate with the Operations Section Chief if additional staff are necessary.
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	Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief.
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	Prepare objectives for the Evacuation/Shelter Unit; provide them to the Operations Section Chief prior to the first Planning Meeting.
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OPERATIONAL PHASE:

	Ensure that Unit position logs and other necessary files are maintained.
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	Work with all Operations Section Unit Leaders to determine the scope of evacuation and shelter assistance required.
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	Obtain and maintain current status on evacuation and shelter operations being conducted in the MESD.
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	Provide the Operations Section Chief and the Planning Section with an overall summary of Evacuation/Shelter Unit operations periodically or as requested during the operational period.
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	On a regular basis, complete and maintain the Evacuation/Shelter Status report forms.
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	Refer all contacts with the media to the Public Information Officer.
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	Mobilize and deploy resources to support evacuation and shelter operations.
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	Establish radio or phone communication with evacuation and shelter team leaders to determine the scope of support required.
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	Coordinate with the Medical Unit to provide on-site assistance to evacuated and sheltered victims requiring medical assistance.
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	Monitor and track the progress and status of evacuation and shelter operations.
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	Prepare objectives for the Evacuation/Shelter Unit for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
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	Provide your relief with a briefing at shift change; inform him/her of all on going activities, Unit objectives for the next operational period, and any other pertinent information.
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	Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Red Cross Agency Representative to coordinate all shelter and congregate care activity.
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	Ensure coordination of shelter activities with the County EOC.
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	In coordination with the County EOC, provide information to support activated registry services to reunite families and respond to inquiries from relatives or friends.
	Assist the County EOC and the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
	Refer all contacts with the media to the Public Information Officer.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Operations Section Chief.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
SEARCH/RESCUE UNIT LEADER	
The Search/Rescue Unit Leader reports to the Operations Section Chief.	
The Search/Rescue Unit is responsible for linking the MESD EOC to County rescue operations being coordinated by the County EOC and, as appropriate, to individual school Incident Command on incidents under the management of County Search/Rescue services at the respective schools. This is accomplished through the MESD Agency Representative at the County EOC.	
The Search and Rescue Unit Leader is responsible for coordinating the dissemination of relevant information to County Search and Rescue teams to best assist them in conducting technical SAR activities. He or she ensures that relevant information regarding missing people is gathered, maintained, and provided to County SAR when appropriate.	
The Unit will obtain status reports, requests for resource support for schools, and be the primary link from the MESD EOC to the MESD Agency Representative at the County EOC.	
RESPONSIBILITIES:	
Assist Fire & Rescue/SAR responders with MESD information as needed.	
Complete and maintain status reports for major incidents involving search and rescue operations in MESD facilities.	
Coordinate MESD Search & Rescue activities with the MESD Agency Representative at the County EOC. Note: MESD SAR activities should be limited to hasty searches of safe areas.	
Support fatality management with identifying the location of fatalities in coordination with County EOC.	
Implement objectives of the Incident Action Plan assigned to the Search/Rescue Unit.	
SEARCH/RESCUE UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Search/Rescue Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
	Coordinate with the Operations Section Chief if additional staff are necessary.
	Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief.
	Prepare objectives for the Search/Rescue Unit; provide them to the Operations Section Chief prior to the first Action Planning meeting.
OPERATIONAL PHASE:	
	Ensure that Unit position logs and other necessary files are maintained.
	Work with all Operations Section Unit Leaders to determine the scope of search & rescue assistance required.
	Obtain and maintain current status on Search/Rescue missions being conducted in the MESD.
	Provide the Operations Section Chief and the Planning Section with an overall summary of Search/Rescue Unit operations periodically or as requested during the operational period.
	On a regular basis, complete and maintain the Search/Rescue status report forms.
	Refer all contacts with the media to the Public Information Officer.
	Work with the MESD Agency Representative at the County EOC to request SAR resources from the County.
	Ensure that all MESD locations where fatalities are discovered are secured and appropriate authorities are notified.
	Monitor and track the progress and status of each search & rescue mission.
	Prepare objectives for the Search/Rescue Unit for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
	Provide your relief with a briefing at shift change; inform him/her of all on going activities, Unit objectives for the next operational period, and any other pertinent information.

	Refer all contacts with the media to the Public Information Officer.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Operations Section Chief.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
TACTICAL CONTINGENCY UNIT LEADER	
The Tactical Contingency Unit Leader reports to the Operations Section Chief.	
The Tactical Contingency Unit Leader is responsible for coordinating any necessary tactical responses other than the reasonably foreseen SAR, medical, evacuation, and sheltering operations mentioned above. The possibilities for additional tactical responses are many, but could potentially include security, traffic control, crowd control, flood water diversion or removal, snow removal, road debris removal, and resource staging area supervision.	
RESPONSIBILITIES:	
Coordinate with other Units to identify tactical needs.	
Ensure appropriate resources to carry out responsibilities.	
TACTICAL CONTINGENCY UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Tactical Contingency Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
	Prepare and submit a preliminary status report and status reports as appropriate to the Operations Section Chief.
	Prepare objectives for the Tactical Contingency Unit; provide them to the Operations Section Chief prior to the first Planning Meeting.
OPERATIONAL PHASE:	
	Refer all contacts with the media to the Public Information Officer.
	Coordinate with the other Operations Sections Units
	Work with EOC if outside agency assistance is needed in performing operations.
	Keep Operations Section Chief briefed.
	Obtain additional equipment and materials as needed.
	Maintain communications and place a priority on safety.
	Ensure that effective strategies and tactics are utilized to achieve identified objectives.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Operations Section Chief.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
PLANNING SECTION	
OVERVIEW	
The Planning Section is responsible for collecting, evaluating, and disseminating operational information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans and incident maps, and gathers and disseminates information critical to the incident.	
STAFFING	
The determination of the appropriate level of staffing is the responsibility of the EOC Manager. In general the following conditions will Staff the section with the persons assigned by the MESD.	
Maintain a span of control not to exceed one supervisor for up to seven subordinates.	

One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.

Each of these functional areas can be expanded as needed into additional organizational Units with further delegation of authority. If a section is not activated, the EOC Manager will perform its responsibilities.

PLANNING SECTION FUNCTIONAL DESCRIPTION

The Planning Section in the MESD EOC acts as the primary element of the MESD EOC that manages information and develops the EOC Incident Action Plan (IAP) when there are ongoing operations past one operational period.

Planning Section positions activated will vary depending upon the need. These positions may be activated at a Unit level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

Staff assigned to the Units within the EOC Planning Section receive incoming status reports, MESD status reports, weather reports and other field intelligence. Incoming information is documented and routed to the appropriate EOC section.

The Planning Section ensures adequate documentation and information flow for the EOC Manager.

PLANNING SECTION CHIEF

The Planning Section Chief reports to the EOC Manager.

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, conducts Planning Meetings, and prepares the IAP for each operational period. gathers information from a variety of sources, analyzes and verifies information, and prepares and updates EOC information and displays. He or she is responsible for the identification of alternate strategies, the prediction of incident potential, the identification of needed specialized resources and demobilization and business resumption.

The Planning Section oversees the planning meetings and prepares the EOC Incident Action Plan. The Section will collect EOC documentation, and prepare advance planning information and the After Action Report/Improvement Plan.

The Planning Section Chief supervises the Documentation, Resource, Facility Assessment and Situation Units, to the extent these Units are activated.

RESPONSIBILITIES:

Collect, analyze, and display situation information.

Prepare periodic status reports.

Prepare and distribute the EOC Incident Action Plan.

Facilitate Planning Meetings.

Conduct Advance Planning activities and report.

Provide technical support services to the various EOC sections and Units, and document and maintain files on all EOC activities, including the After Action Report/Improvement Plan (AAR/IP).

Establish the appropriate level of organization for the Planning Section.

Exercise overall responsibility for the coordination of Unit activities within the section.

Keep the EOC Manager informed of significant issues affecting the Planning Section.

In coordination with the other Section Chiefs, ensure that status reports are completed and utilized as a basis for situation analysis reports, and the EOC Incident Action Plan.

PLANNING SECTION CHIEF CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, and determine EOC operational status, and obtain a briefing from available sources.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Planning Section is set up and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
	Based on the situation, activate Units within section as needed and designate Unit Leaders for each element:
	Documentation Unit
	Resource Unit
	Facility Assessment Unit
	Situation Unit
	Provide a list of Section personnel to the Volunteer/Personnel Unit Leader
	Request additional personnel as necessary to maintain a 24-hour operation.

	Establish contact with the Operations Section to receive status reports through the MESD Agency Representative at the County EOC.
	Meet with Operations Section Chief; obtain and review any major incident reports.
	Develop plans for carrying out all Unit responsibilities in the Section.
	Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
	Keep the EOC Manager informed of significant events.
OPERATIONAL PHASE:	
	Ensure that Planning Section position logs and other necessary files are maintained.
	Ensure that Documentation Unit is maintaining current information for the Incident Action Plan (IAP) and any other situation status reports.
	Ensure that the Incident Action Plan (IAP) is produced and distributed.
	Develop additional situation status reports as requested by the EOC Manager.
	Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
	Facilitate the Planning Meetings approximately two hours before the end of each operational period.
	Ensure that objectives for each section are completed, collected and posted in preparation for the next Planning Meeting.
	Ensure that the Incident Action Plan is completed and distributed prior to the start of the next operational period.
	Work with each Unit within the Planning Section to ensure the section objectives, as defined in the current IAP are being addressed.
	If the Section has any fiscal records, ensure they are turned over to the Finance/Administration Section.
	Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required, and assists in preparing the After Action Report/Improvement Plan (AAR/IP).
	Provide technical specialists to all EOC sections as required.
	Monitor the current situation report to include recent updates and determine overall impacts of the emergency.
	Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
	Facilitate recovery planning meetings involving appropriate Command and General Staff personnel.
	Develop a recovery plan and strategy for the MESD.
	Coordinate with the Finance/Administration Section to ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Manager.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to and to complete the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
DOCUMENTATION UNIT LEADER	
<p>The Documentation Unit Leader reports to the Planning Section Chief.</p> <p>The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files, for performing document copying and document distribution, and for file storage. This Unit maintains official records of the EOC, assists other parts of the organization in setting up and maintaining files, journals, and special reports. The Unit maintains a complete record of the major steps taken to resolve the incident. The Unit compiles and publishes the IAP and maintains the files and records that are developed as part of the overall IAP and planning function.</p>	
RESPONSIBILITIES:	
Oversee the collection, organization, and analysis of information related to the incident.	
Ensure that the IAP is compiled and published.	
Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, IAPs and any other related information, just prior to the end of each operational period.	
Provide document reproduction services to MESD EOC staff.	
Distribute EOC status reports, IAP, and other documents, as required.	
Maintain a permanent electronic archive of all Status reports and Action Plans associated with the emergency.	
DOCUMENTATION UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	

	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
OPERATIONAL PHASE:	
	Establish and maintain a position log and other necessary files.
	Oversee the collection and analysis of all emergency related information.
	Ensure that the Documentation Unit publishes and distributes the IAP prior to the beginning of the next operational period.
	Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
	Reproduce and distribute any Status reports and IAPs.
	Keep extra copies of reports and plans available for special distribution as required.
	Set up and maintain document reproduction services for the EOC.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Planning Section Chief.
	Complete all required forms, reports, and other documentation. Collect all forms submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
RESOURCE UNIT LEADER	
The Resource Unit Leader reports to the Planning Section Chief.	
The Resource Unit Leader is responsible for maintaining the status of all equipment and other resources assigned to an incident. He or she oversees the ordering, check-in, movement, and check-out of equipment and assets, and maintains a record system for resources available and resources in use. The Resource Unit Leader ensures that all assigned personnel and resources have checked in at the incident.	
The Resource Unit also maintains a system for keeping track of the current location and status of all assigned resources and maintains a master list of all resources committed to incident operations.	
RESPONSIBILITIES	
Coordinate with the Logistics Section to capture and centralize necessary resource/ location status information.	
Develop and maintain resource status/location boards for all resources assigned to the incident. Resources should have one of three status conditions: Assigned (checked in and cleared to work), Available (resources that have been assigned to an incident and are ready to be assigned to a work detail) or Out of Service (unable to function or work on the incident).	
Develop and maintain master list of all resources committed to incident operations.	
Reclassify resources whose status has changed.	
RESOURCE UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Coordinate with the Operations Section to receive any relevant information from the MESD Agency Representative to the County EOC.
OPERATIONAL PHASE:	
	Coordinate with all MESD EOC Sections and Units to keep resource status boards up to date.
	Continually track status conditions of resources.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Planning Section Chief.
	Complete all required forms, reports, and other documentation. Collect all forms submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
FACILITY ASSESSMENT UNIT LEADER	

The Facility Assessment Unit Leader reports to the Planning Section Chief.

The Facility Assessment Unit Leader is responsible for maintaining an up-to-date status of the condition of MESD school buildings and facilities. He or she collects, processes, and organizes all information, including maps, field reports, news reports, intelligence, and status reports related to the condition of MESD Facilities.

The Facility Assessment Unit Leader also has the responsibility of ensuring that all buildings suspected of being damaged are surveyed. He or she dispatches field inspectors, processes the information contained in their reports, and requests assistance as required. This person makes the final determinations regarding what buildings can be safely occupied, and what steps can be taken to render safe those structures which are judged dangerous.

Finally, the Facility Assessment Unit Leader is responsible for tracking any activities in the repair and restoration of MESD Facilities. He or she determines and communicates when and to what extent sites are safe for entry by recovery personnel or MESD staff.

RESPONSIBILITIES:

Collect initial damage/safety assessment information from other Units within the MESD EOC.

If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of all

Provide detailed damage/safety assessment information to the Planning Section, with associated loss damage estimates.

Maintain detailed records on damaged areas and structures.

Initiate requests for Engineers, to inspect structures and/or facilities.

FACILITY ASSESSMENT UNIT LEADER CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Facility Assessment Unit is set up properly and that appropriate personnel, equipment, maps, status boards and supplies are in place.
	Coordinate with the Planning Section Chief if additional staff are necessary.
	Prepare and submit a preliminary status report and status reports as appropriate to the Planning Section Chief.
	Prepare objectives for the Facility Assessment Unit; provide them to the Planning Section Chief prior to the first Action Planning meeting.

OPERATIONAL PHASE:

	Establish and maintain a position log and other necessary files.
	Obtain initial damage/safety assessment information from the Schools Unit, the Situation Unit, MESD Agency Representative at the County EOC, and other Units.
	Coordinate with utility service providers, and other sources for additional damage/safety assessment information.
	Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning Section Chief.
	Ensure that each structure and/or facility inspected are clearly labeled in accordance with ATC-20 standards and guidelines.
	Maintain a list of school structures and facilities requiring immediate inspection or engineering assessment.
	Refer all contacts with the media to the Public Information Officer.

DEMOBILIZATION PHASE:

	Deactivate your assigned position and close out logs when authorized by the Planning Section Chief.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.

SITUATION UNIT LEADER

The Situation Unit Leader reports to the Planning Section Chief. The Situation Unit collects, processes, and organizes ongoing situation information, prepares situation summaries, and develops projections and forecasts of future events related to the incident. The Situation Unit prepares maps and also gathers and disseminates information and intelligence for use in the IAP. The Unit provides timely situation reports at the request of the Planning Section Chief or IC.

The Situation Unit Leader is responsible for maintaining an up-to-date status record of the disaster incident. He or she collects, processes, and organizes all incident information, including maps, field incident reports, police reports, news reports, intelligence, and status reports from other EOC units and outside sources. This includes overall situational awareness of the incident to establish a common operating picture for EOC Operations.

The Situation Unit Leader is responsible for the internal display or dissemination of and briefing information prepared through the analysis of these raw reports and materials.

RESPONSIBILITIES:

Collect, process, and organize situation information.

Prepare situation summaries

Develop projections and forecasts of future events related to the incident.

Prepare maps and other situation information and disseminate throughout the EOC.

Provide situation reports as scheduled or at the request of the PSC or IC/EOC Manager.

SITUATION UNIT LEADER CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, and determine EOC operational status.
	Obtain briefing from available sources.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Situation Unit is set up properly and that appropriate personnel, equipment, supplies, maps and status boards are in place.
	Based on the situation, activate additional staff if necessary.
	Prepare and submit an initial situation report to the Planning Section Chief.

OPERATIONAL PHASE:

	Establish and maintain a position log and other necessary files.
	Obtain initial damage and situation assessment information from the Schools Unit, County EOCs and other Units as necessary.
	Coordinate with utility service providers, and other sources for additional damage and situation assessment information.
	Collect information about the current incident including, but not limited to, the current weather and weather forecasts, information from the news media, information from the County EOC and other public agencies, and from other Units in the EOC.
	Keep all status boards in the EOC up to date.
	Prepare a situational summary for each action planning cycle.
	Refer all contacts with the media to the Public Information Officer.

DEMOBILIZATION PHASE:

	Deactivate your assigned position and close out logs when authorized by the Planning Section Chief.
	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.

LOGISTICS SECTION

OVERVIEW

The Logistics Section provides for all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.

STAFFING

The determination of the appropriate level of staffing is the responsibility of the EOC Manager. In general the following conditions will apply:

Staff the section with the persons assigned by the MESD.

Maintain a span of control not to exceed one supervisor for up to seven subordinates.

One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.

Each of these functional areas can be expanded as needed into additional organizational Units with further delegation of authority. If a section is not activated, the EOC Manager will perform its responsibilities.

LOGISTICS SECTION FUNCTIONAL DESCRIPTION

The Logistics Section in the MESD EOC acts as the primary element of the MESD EOC that manages services and support to the various Sections in the MESD EOC and to individual MESD schools and facilities.

Logistics Section positions activated will vary depending upon the need. These positions may be activated at a Unit level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed. Staff assigned to the Units within the EOC Logistics Section receive and manage incoming information about MESD resources and capabilities to support MESD operations, including locating outside resources that are needed. Incoming information is documented and routed to the appropriate EOC section.

The Logistics Section ensures that the EOC Manager has the resources needed to support MESD operations, staff, students and facilities.

LOGISTICS SECTION CHIEF

The Logistics Section Chief reports to the EOC Manager.

The Logistics Section Chief manages and coordinates logistical efforts. He or she identifies anticipated and known incident service and support requirements, and requests additional resources as required.

The Logistics Section Chief supervises the Communications, Facilities, Food, Supply, and Transportation Units, to the extent these Units are activated.

RESPONSIBILITIES:

Provide communication services, care and shelter, resource tracking; acquiring equipment, supplies, personnel, facilities, animal care, and transportation services; as well as arranging for food, lodging, and other support services for incident personnel as required.

Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period or within the estimated time frame.

Coordinate with the Operations Section Chief to establish priorities for resource allocation to meet both county and local government requests.

Keep the EOC Manager informed of all significant issues relating to the Logistics Section.

Ensure communications services are established and maintained to support the MESD and the MESD EOC.

LOGISTICS SECTION CHIEF CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, and determine EOC operational status, and obtain a briefing from available sources.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
	Based on the situation, activate Units within section as needed and designate Unit Leaders for each element:
	Communications Unit
	Facilities Unit
	Food Unit
	Supply Unit
	Transportation Unit
	Advise Logistics Section Units to coordinate with appropriate Units in the Operations Section to prioritize and validate resource requests from MESD schools and facilities. This should be done prior to acting on the request.
	Meet with the EOC Manager and Command Staff and identify resource needs.
	Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
	Assist Unit Leaders in developing objectives for the section for the first operational period
	Provide periodic Section status reports to the EOC Manager.

OPERATIONAL PHASE:

	Ensure that Logistics Section position logs and other necessary files are maintained.
	Attend and participate in EOC Incident Action Planning meetings.
	Ensure that the Supply Unit coordinates with the Procurement Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
	Ensure that transportation requirements in support of response operations are met.
	Ensure that all requests for facilities and facility support are addressed.
	Ensure that all MESD resources are tracked and accounted for, as well as outside resources ordered through the County EOC.
	Provide section staff with information updates as required.

	Refer all contacts with the media to the Public Information Officer.
	If the Section has any fiscal records, ensure they are turned over to the Finance/Administration Section.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Manager.
	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
COMMUNICATIONS UNIT LEADER	
<p>The Communications Unit Leader reports to the Logistics Section Chief.</p> <p>The Communications Unit is responsible for effective incident communications planning including the use of radio frequencies, setting up on-scene telephone and public address equipment, and providing any required off-site communication links.</p> <p>The Communications Unit develops the Communications Plan (ICS 205) to make the most effective use of the communications equipment and facilities assigned to the incident. This unit installs and tests all communications equipment, supervises and operates the incident communications center, manages the distribution and recovery of communication equipment assigned to incident personnel, and maintains and repairs communications equipment on-site.</p>	
RESPONSIBILITIES:	
Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.	
Attend all Planning Meetings to ensure that communications systems available for the incident can support tactical operations planned for the next operational period.	
Oversee the installation of communications resources within the EOC. Ensure that communications links are established with the MESD Agency Representative at the County EOC.	
Determine specific computer requirements for all EOC positions.	
Ensure that the EOC Communications Unit is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.	
Develop and distribute a Communications Plan (ICS 205) that identifies all systems in use and lists specific capabilities and frequencies allotted for the emergency.	
Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.	
Acquire radio frequencies as necessary to facilitate operations.	
Assign Amateur Radio Operators as needed to augment primary communications networks.	
COMMUNICATIONS UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Support EOC set-up as requested and as necessary.
	Ensure adequate staff is available to support communications for MESD EOC Sections.
OPERATIONAL PHASE:	
	Keep all sections informed of the status of the communications systems, particularly those that are being restored.
	Coordinate with all EOC Units regarding the use of all communication systems.
	Ensure that the EOC Sections are able to receive and direct all emergency related communications to appropriate destinations within the EOC.
	Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
	Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
	Ensure that technical personnel are available for communications equipment maintenance and repair.
	Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
	Keep the Logistics Section Chief informed of the status of the communications systems.
	Continually monitor and test the activated radio and telephone systems. Keep the Logistics Section Chief informed of system failures and restoration activities.

	Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
	Meet periodically with the Operations Section Units to ensure that their communications capabilities are adequate. Make modifications as necessary to maintain their operational capability.
	Refer all contacts with the media to the Public Information Officer.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Logistics Section Chief.
	Complete all required forms, reports, and other documentation. Collect all forms submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	If the MESD EOC is closing, secure EOC communications equipment.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
FACILITIES UNIT LEADER	
The Facilities Unit Leader reports to the Logistics Section Chief.	
The Facilities Unit Leader coordinates all infrastructure related activities during an emergency. The Facilities Unit sets up, maintains, and demobilizes all facilities used in support of incident operations. The Unit also provides facility maintenance. The Facilities Unit sets up the Incident Command Post (for instance, trailers or other forms of shelter for use in and around the incident area, if necessary). The Unit also provides and sets up necessary personnel support facilities, such as food and hydration service, sleeping areas, sanitation and showers, etc.	
The Facilities Unit Leader sets up the MESD's EOC, and provides for on-site sheltering of EOC personnel if necessary. He or she also arranges for custodial services at EOCs, shelters, or other facilities supporting the response effort.	
RESPONSIBILITIES:	
Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.	
Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.	
Survey all utility systems serving the MESD, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.	
Assist other sections and Units, as needed.	
FACILITIES UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Facilities Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
	Coordinate with the Logistics Section Chief if additional staff are necessary.
	Prepare and submit a preliminary status report and status reports as appropriate to the Logistics Section Chief.
	Prepare objectives for the Facilities Unit; provide them to the Operations Section Chief prior to the first Action Planning meeting.
OPERATIONAL PHASE:	
	Work with the Logistics Section Chief and other sections in determining facilities and furnishings required for effective operation of the EOC.
	Coordinate with the Operations Section to determine if assistance with facility acquisition and support is needed at the local government level.
	Arrange for continuous maintenance of MESD facilities, to include ensuring that utilities and restrooms are operating properly.
	Develop and maintain a status board, map, or other reference which depicts the location of each MESD incident facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the appropriate Point of Contact (POC).
	Ensure all structures are safe for occupancy and that they comply with ADA requirements.

	If facilities are vacated, coordinate with the facility POC to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
	Ensure that Unit position logs and other necessary files are maintained.
	Provide the Operations Section Chief and the Planning Section with an overall summary of Facilities Unit activities periodically during the operational period or as requested.
	Refer all contacts with the media to the Public Information Officer.
	Prepare objectives for the Facilities Unit for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Planning Meeting.
	Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Unit objectives for the next operational period, and any other pertinent information.
	Inform the Logistics Section Chief of significant issues affecting the Facilities Unit.
	Refer all contacts with the media to the Public Information Officer.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Logistics Section Chief.
	Complete all required forms, reports, and other documentation. Collect all forms submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
MEDICAL UNIT LEADER	
The Medical Unit Leader reports to the Logistics Section Chief.	
The Medical Unit is responsible for coordination of any medical needs of MESD Administration Staff and supporting staff at schools helping school staff and students affected by the emergency. The Unit will also provide coordination with outside emergency medical providers, public mental health providers and public health providers, facilities and services to obtain needed services for MESD Admin staff.	
The Unit will coordinate the care giving activities through medical & health resources available through the County, or by obtaining such services as required from the County through the MESD Agency Representative at the County EOC.	
RESPONSIBILITIES:	
Coordinate the provision of emergency medical and counselling services to MESD personnel and staff responding to the emergency. (The MU serves the <u>responders only</u> , not victims of the incident, who are served through County EMS.)	
Ensure that emergency medical and counselling services adequate to the needs of the staff are in place and functioning properly.	
Maintain contact with other MESD EOC Units to identify and prioritize medical, mental health and public health needs and resources.	
MEDICAL UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Medical Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
	Coordinate with the Operations Section Chief if additional staff are necessary.
	Prepare and submit a preliminary status report and status reports as appropriate to the Operations Section Chief.
	Prepare objectives for the Medical Unit; provide them to the Operations Section Chief prior to the first Action Planning meeting.
OPERATIONAL PHASE:	
	Ensure Medical Unit position logs and other necessary files are maintained.
	Work with all Operations Section Unit Leaders to determine the scope of emergency medical and counseling assistance required.
	Provide the Operations Section Chief and the Planning Section with an overall summary of Medical Unit operational status periodically during the operations period or as requested.
	Determine status and availability of specialized treatment such as burn centers.
	Assist in obtaining and providing triage services for extricated victims.

	Establish and maintain communication with the MESD Agency Representative at the County EOC to determine status and availability of medical and counseling resources.
	Refer all contacts with the media to the Public Information Officer.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Operations Section Chief.
	Complete all required forms, reports, and other documentation.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
FOOD UNIT LEADER	
The Food Unit Leader reports to the Logistics Section Chief.	
The Food Unit Leader is responsible for determining and meeting the feeding requirements of responders to the incident whose presence is under MESD jurisdiction. Duties include menu planning, food preparation, food transportation, and possibly food service and dishwashing. In event of water utility interruption, he or she is also responsible for the production of water at all MESD sites remaining operational.	
The Food Unit Leader may handle these activities directly, or request them through outside agencies such as the Salvation Army or the Red Cross via the County EOC.	
RESPONSIBILITIES:	
In coordination with the Operations and Planning Sections, develop a food and water plan to support EOC operations.	
Arrange for the acquisition and use of required food and water resources.	
Anticipate incident food needs.	
Supply food needs for the entire incident response staff.	
FOOD UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Food Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
	Coordinate with the Logistics Section Chief if additional staff are necessary.
	Prepare and submit a preliminary status report and major incident reports as appropriate to the Logistics Section Chief.
	Prepare objectives for the Food Unit; provide them to the Operations Section Chief prior to the first Action Planning meeting.
OPERATIONAL PHASE:	
	Coordinate with district sites to develop nutrition requirements
	Determine requirements for food and water for all involved personnel
	Obtain food and water as needed
	Determine and implement method of feeding
	Maintain food service areas and manage food preparation and distribution
	Ensure health and safety measures are being followed
	Refer all contacts with the media to the Public Information Officer.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Logistics Section Chief.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
SUPPLY UNIT LEADER	
The Supply Unit Leader reports to the Logistics Section Chief.	
The Supply Unit orders, receives, processes, stores, inventories, and distributes all incident-related resources and supplies. The Supply Unit has the basic responsibility for all off-incident ordering, including all tactical and support resources (including personnel) and all expendable and nonexpendable supplies required for incident support.	

The Supply Unit Leader is responsible for ordering, transporting, receiving, processing, and storing consumable supplies (paper products, sanitation products, office supplies, blankets, etc.) needed for the incident response efforts.

The Supply Unit assists in projecting resource needs based on information provided in the IAP.

RESPONSIBILITIES:

Receive, process, store, inventory, and distribute all incident-related resources and supplies.

Arrange for the acquisition or use of required administrative supplies.

Assist in project resource needs based on the information in the IAP.

SUPPLY UNIT LEADER CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Supply Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
	Coordinate with the Logistics Section Chief if additional staff are necessary.
	Prepare and submit a preliminary status report and major incident reports as appropriate to the Logistics Section Chief.
	Prepare objectives for the Supply Unit; provide them to the Operations Section Chief prior to the first Action Planning meeting.

OPERATIONAL PHASE:

	Determine type and amount of supplies needed
	Order, receive, distribute, and store supplies and equipment.
	Maintain inventory of supplies and equipment
	Service equipment, if needed
	Provide for delivery of supplies and equipment to requesting units
	Refer all contacts with the media to the Public Information Officer.

DEMOBILIZATION PHASE:

	Deactivate your assigned position and close out logs when authorized by the Logistics Section Chief.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.

TRANSPORTATION UNIT LEADER

The Transportation Unit Leader reports to the Logistics Section Chief.

The Transportation Unit Leader is responsible for accommodating the transportation needs of incident personnel.

RESPONSIBILITIES:

In coordination with the Operations and Planning Sections, develop a transportation plan to support EOC operations.

Arrange for the acquisition or use of required transportation resources.

Project transportation needs based on the information in the IAP.

TRANSPORTATION UNIT LEADER CHECKLISTS

ACTIVATION PHASE:

	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Transportation Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
	Coordinate with the Logistics Section Chief if additional staff are necessary.
	Prepare and submit a preliminary status report and major incident reports as appropriate to the Logistics Section Chief.
	Prepare objectives for the Transportation Unit; provide them to the Operations Section Chief prior to the first Action Planning meeting.

OPERATIONAL PHASE:

	Routinely coordinate with the Planning or Operations Sections to determine the status of transportation routes in and around the affected area.
	Coordinate all transportation needs of incident personnel.
	Anticipate transportation needs for the next operational period based on the information in the IAP.

	If requested by the EOC Manager, develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of MESD Transportation resources.
	Through the MESD Agency Representative at the County EOC establish contact with local transportation agencies to establish availability of equipment and transportation resources.
	Inform the Logistics Section Chief of significant issues affecting the Transportation Unit.
	Refer all contacts with the media to the Public Information Officer.
DEMobilization Phase:	
	Deactivate your assigned position and close out logs when authorized by the Logistics Section Chief.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
FINANCE/ADMINISTRATION SECTION	
OVERVIEW	
<p>The Finance/Administration Section is established when there is a specific need for financial and/or administrative services to support incident management activities. Large or evolving scenarios may involve significant funding originating from multiple sources. In addition to monitoring these sources, the Section Chief must track and report to the EOC Manager the accrued cost as the incident progresses. This allows the EOC Manager to forecast the need for additional funds before operations are negatively affected. The Section Chief may also need to monitor expenditures to ensure that applicable statutory rules are met.</p>	
STAFFING	
<p>The determination of the appropriate level of staffing is the responsibility of the EOC Manager. In general the following conditions will apply:</p> <p>Staff the section with the persons assigned by the MESD.</p> <p>Maintain a span of control not to exceed one supervisor for up to seven subordinates.</p> <p>One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.</p> <p>Each of these functional areas can be expanded as needed into additional organizational Units with further delegation of authority. If a section is not activated, the EOC Manager will perform its responsibilities.</p>	
FINANCE/ADMINISTRATION SECTION FUNCTIONAL DESCRIPTION	
<p>The Finance/Administration Section acts as the primary element of the MESD EOC that manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.</p> <p>Finance/Administration Section positions activated will vary depending upon the need. These positions may be activated at a Unit level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.</p> <p>Staff assigned to the Units within the EOC Finance/Administration Section receive financial and administrative information from schools as well as MESD Administration. Incoming information is documented and routed to the appropriate EOC section.</p> <p>The Finance/Administration Section positions are extremely important in that they ensure appropriate financial accountability for the EOC Manager.</p>	
FINANCE/ADMINISTRATION SECTION CHIEF	
<p>The Finance/Administration Section Chief reports to the EOC Manager.</p> <p>The Finance/Administration function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.</p>	
RESPONSIBILITIES:	
Ensure that all financial records are maintained throughout the emergency.	
Ensure that all on-duty time is recorded for all emergency response personnel.	
Ensure that all on-duty time sheets are collected from MESD EOC assigned personnel and that Sections are collecting this information from their staffs.	
Ensure there is a continuum of the payroll process for all MESD employees responding to the emergency.	
Determine purchase order limits for the procurement function in Logistics.	
Ensure that all workers compensation claims resulting from the emergency are turned over to the MESD Risk Manager.	
Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.	
Provide administrative support to all EOC Sections as required, in coordination with the Personnel/Volunteer Unit.	

Activate Units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.	
Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to Operations Section for transmittal to the MESD EOC.	
FINANCE/ADMINISTRATION SECTION CHIEF CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, and determine EOC operational status, and obtain a briefing from available sources.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Based on the situation, activate Units within section as needed and designate Unit Leaders for each element:
	Cost/Accounting Unit
	Personnel/Volunteer Unit
	Procurement Unit
	Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
	Meet with all Section Unit Leaders and ensure that responsibilities are clearly understood.
	Notify the EOC Manager when the Finance/Administration Section is operational.
OPERATIONAL PHASE:	
	Ensure that Finance/Administration Section position logs and other necessary files are maintained.
	Ensure that displays associated with the Finance/Administration Section are current, and that information is posted in a legible and concise manner.
	Participate in all Planning Meetings.
	Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the IAP.
	Keep the EOC Manager, General Staff, and Section Chiefs aware of the current fiscal situation and other related matters, on an on-going basis.
	Ensure that the Section maintains all financial records throughout the emergency.
	In coordination with the EOC Manager, ensure that the Procurement Unit processes purchase orders and develops contracts in a timely manner.
	Ensure that all workers compensation claims resulting from the emergency are turned over to the MESD Risk Manager.
	Ensure that the Personnel/Volunteer Unit processes all timesheets and travel expense claims promptly.
	Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
	Monitor expenditures and apply applicable statutory rules as necessary.
	Coordinate closely with Planning and Logistics Sections to ensure that operational records can be reconciled with financial documents.
	If the Section has any fiscal records, ensure they are turned over to the Finance/Administration Section.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Manager.
	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
COST/ACCOUNTING UNIT LEADER	
The Cost/Accounting Unit Leader reports to the Finance/Administration Section Chief.	
The Cost/Accounting Unit provides cost analysis data for the incident. This Unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use to the Planning Section. The Cost Unit must maintain accurate information on the actual costs of all assigned resources.	
The Cost Unit Leader is also responsible for providing cost analysis data related to the incident to help the planning and recovery efforts. He or she must ensure that all pieces of equipment and personnel that require repayment are properly identified, obtain and record all cost data, analyze and prepare estimates of incident costs, and maintain accurate records of incident costs.	
RESPONSIBILITIES:	

Collect cost information, performing cost-effectiveness analysis and providing cost estimates and cost savings recommendations.	
Prepare estimates of incident costs.	
COST/ACCOUNTING UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
	Ensure there adequate staff is available to collect and analyze incoming information, maintain situation reporting and facilitate the Action Planning process.
	Prepare Cost/Accounting Unit objectives for the initial Action Planning meeting.
OPERATIONAL PHASE:	
	Implement the MESD accounting system and special cost codes associated with this emergency to monitor all emergency expenditures.
	Ensure that all sections and Units are documenting cost related information and submitting them the end of each shift.
	Obtain and record all cost data to cover:
	Personnel and Equipment
	Rental/Contract Equipment
	Supplies from outside vendors
	Contracts for special or emergency services
	Coordinate with the Documentation Unit in the Planning Section on content and format of cost related files to be transferred.
	Review existing documentation to determine if there are additional cost items that may have been overlooked.
	Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings if required.
	Compile cumulative cost records on a daily basis.
	Ensure that estimate costs are replaced with actual costs where known.
	Provide reports to the Finance/Administration Section Chief upon request.
	Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency.
	Organize and prepare records for audits as necessary.
	Prepare all required state and federal documentation as necessary to recover allowable costs.
	Keep the Finance/Administration Section Chief informed of significant issues affecting the Cost/Accounting Unit.
DEMobilization PHASE:	
	Deactivate your assigned position and close out logs when authorized by the Finance/Administration Section Chief.
	Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action Report/Improvement Plan (AAR/IP).
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
PROCUREMENT UNIT LEADER	
The Procurement Unit Leader reports to the Finance/Administration Section Chief.	
The Procurement Unit Leader is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, and fiscal agreements, and tracks all expenditures.	
He or she is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources.	
RESPONSIBILITIES:	
Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.	
Coordinate procurement actions with the Finance/Administration Section.	
Coordinate delivery of supplies and material as required.	
Coordinate vendor contracts not previously addressed by existing approved vendor lists.	
Coordinate with Supply Unit in the Logistics Section on all matters involving the need to exceed established purchase order limits.	
PROCUREMENT UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	

	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
OPERATIONAL PHASE:	
	Determine if requested types and quantities of supplies and material are available in inventory.
	Determine procurement spending limits with the Procurement Unit in the Finance/Administration Section. Obtain a list of pre-designated emergency purchase orders as required.
	In conjunction with the Resource Unit in the Planning Section, maintain a status board or other reference depicting procurement actions in progress and their current status.
	Determine if the procurement item can be provided without cost from another jurisdiction or through the MESD.
	Determine costs of supplies and material from suppliers and vendors and if they will accept purchase orders prior to completing the order.
	Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
	Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit in the Logistics Section.
	Review the emergency purchasing procedures.
	Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/Administration Section Chief.
	Ensure that all contracts identify the scope of work and specific site locations.
	Negotiate rental rates not already established, or purchase price with vendors as required.
	Finalize all agreements and contracts, as required.
	Complete final processing and send documents to the Cost/Accounting Unit for payment.
	Verify costs data in the pre-established vendor contracts and/or agreements.
	Keep the Finance/Administration Section Chief informed of all significant issues involving the Procurement Unit.
	Refer all contacts with the media to the Public Information Officer.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Manager.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action/Corrective Action report.
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.
TIME UNIT LEADER	
The Time Unit is responsible primarily for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies. The Time Unit also ensures that the Logistics Section records or otherwise captures equipment run-time.	
TIME UNIT LEADER CHECKLISTS	
ACTIVATION PHASE:	
	Respond immediately to the EOC, identify yourself, locate your work area, determine EOC operational status, and obtain a briefing from available staff.
	Establish and maintain an Event Log that chronologically describes your actions taken during your shift.
OPERATIONAL PHASE:	
	Collect and process personnel time records
	Verify all records and check for accuracy
	Determine all excess hours worked and maintain as a separate log.
	Coordinate with Logistics Section to ensure equipment use-time is being captured or recorded.
DEMOBILIZATION PHASE:	
	Deactivate your assigned position and close out logs when authorized by the EOC Manager.
	Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
	Be prepared to provide input to the After Action/Corrective Action report.
	If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	Clean up your work area before you leave.
	Leave a forwarding phone number where you can be reached.