

Emergency Operations Center (EOC)

EMERGENCY RESPONSE ORGANIZATION

ICS Position Checklists, Charts, & Forms

CAMPUS EMERGENCY RESPONSE ORGANIZATION

Organization and Reporting Structure

The Citadel's organizational structure during an emergency response may not resemble its daytoday operations. Employees may report to individuals to whom they do not ordinarily report. Furthermore, if the severity of an emergency increases, assignments may adjust within the organizational structure, changing an employee's position during the course of a single event.

The Citadel's emergency response organization incorporates four primary areas of operation:

- □ Emergency first responders (e.g., Campus Public Safety)
- □ Policy Committee (Emergency Council/Crisis Management Team)
- □ Emergency Operations Center (EOC)
- □ Functional Support Teams

Note: links to campus emergency response planning documents located at: <u>http://www.bulldogalert.info/root/campus-emergency-response-plan.html</u>

During a serious campus emergency, many Citadel employees will be temporarily assigned to perform various emergency response-related duties that fall within one or more of these primary areas of response operations.

This guide summarizes key activities and duties of the campus Emergency Operations Center (EOC) Management Team.

EOC Management Team:

A fundamental component to the success of the college's emergency response efforts is an understanding of the EOC's organizational structure. The EOC Management Team serves as the tactical arm of the college's emergency management Policy Committee.

In its role, The EOC Management Team creates plans to implement the strategies developed by the Policy Committee, evaluates the incident as it unfolds, and further enhances strategies for an effective response.

Secondly, the EOC Management Team is the primary group that gathers information from various elements and seeks to understand the scope and direction of the emergency. This effort includes serving as the single point of contact and support for field emergency response operations (e.g., Public Safety, Charleston Police/Fire Department, Charleston County EMS).

Incident Commander: The Incident Commander (IC) or the Unified Command (UC) is responsible for all aspects of the response, including developing incident objectives and managing all incident operations. The IC (or UC) is assigned by virtue of explicit legal, agency, or delegated authority. The IC for any particular campus incident may be a Citadel employee, or a representative from an outside agency, depending upon actual incident requirements and individual qualification/experience.

EOC Director: The EOC Director is appointed by the Policy Committee (or in accordance with established plans) and has overall responsibility for the coordination of campus emergency response and recovery efforts. The EOC Director is responsible for activation of the Campus EOC and ensuring that emergency response functional support sections are activated or deactivated in accordance with incident requirements.

Deputy EOC Director: The Deputy EOC Director's role is to support the EOC Director. The Deputy EOC Director maintains the schedule of EOC Management Team meetings and acts to ensure members are informed of EOC Director's expectations or changes in the near-term schedule of EOC Management Team activities. The Deputy EOC Director may act as the primary liaison with the Policy Committee, outside of regularly scheduled briefings/updates.

Liaison Officer: Serves as the primary link for coordination between the Campus EOC and Department/Agency liaisons (internal and external).

Public Information Officer: Serves as the college's EOC Team representative for communication of information to internal and external stakeholders, including the media or other organizations seeking information about the incident or event.

Incident Safety Officer: Continuously monitors incident for hazardous situations and develops/recommends measures for ensuring health/safety of responders and the public.

Operations Section Chief: Coordinates and supervises activities of response teams and other agencies directly involved with achieving primary response objectives.

Planning Section Chief: Coordinates and supervises the collection, evaluation and dissemination of tactical information related to the incident, and prepares Incident Action Plans (IAP's) and other key incident documentation.

Logistics Section Chief: Coordinates and supervises the facilities, services, equipment, and materials necessary to support incident response activities and operations.

Finance-Administration Section Chief: Coordinates and supervises the financial, administrative, and cost analysis aspects of emergency incident response.

EOC Staff:

Department Liaisons /Agency Representatives: Ensure coordination of key response and recovery activities, and serve as primary link between the Campus EOC (via Liaison Officer) and their "home" Department Operations Center (DOC).

Medical Unit Leader: Primarily responsible for the development of the incident Medical Plan, obtaining medical care and transportation for injured and ill incident personnel, coordinating with medical control/regulatory offices, and the preparation of associated reports and records.

Facilities Unit Leader: Primarily responsible for the layout and activation of incident facilities, (e.g., bases, camps, meeting rooms, and the Incident Command Post/EOC). The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel and manages facility operations.

Procurement Unit Leader: Primarily responsible for administering all matters pertaining to resource purchasing, vendor contracts, leases, and fiscal agreements.

Information Technology Unit Leader: Primarily responsible for ensuring the EOC Team and other response teams are supported via available technology. In addition, the IT Unit Leader will provide status updates on college IT systems impacted by the emergency, and will coordinate IT-related response/recovery activities.

Security Manager: Primarily responsible for implementing EOC access control and providing safeguards necessary to protect personnel and property from loss or damage.

Other EOC Staff: Additional incident operations or EOC support staff may be required depending upon incident scope and complexity. The Incident Commander, EOC Director, or General Staff Section Chiefs may request activation of additional staff positions at any point during an incident response. Requests for additional staff support will be routed to appropriate Department/Agency DOC via EOC liaisons.



Emergency Operations Center (EOC)

Checklists, Charts, & Forms

ICS/EOC Staff - Common Responsibilities

The following is a checklist applicable to all personnel assigned to the ICS organization as part of campus emergency incident response:

Receive assignment from your department/agency, including:

- Specific job/task assignment (e.g., section, team designation, position, etc.).
- Initial reporting location.
- Reporting time.
- Duration of current assignment.
- Relief information/instructions.
- Special instructions.

Check-in at appropriate reporting location:

- Incident Command Post (ICP)
- Emergency Operations Center (EOC)
- Emergency Council (EC) Chambers
- Base or Camp location
- Staging Area
- Department/Agency Representatives report to the Liaison Officer (LNO) at the ICP/EOC after completing initial check-in.
- Receive Incident Briefing from IC, LNO, or immediate supervisor.
- Review specific job/task checklist for currently assigned position.
- Acquire necessary work materials.
- Maintain accountability for any assigned personnel with regards to exact location(s) and welfare at all times, especially when working at or nearby hazardous incident operations.
- Organize and brief subordinates (if assigned).
- Know assigned communications frequency(s) and contact numbers for assigned area of responsibility, and ensure equipment is operating properly.
- Use clear text and terminology (no codes) in all communications. All radio communications to the designated incident communications center will be addressed: "(Incident Name) Communications" (e.g., "Citadel Campus Communications...").
- Complete forms and reports required of the assigned position and send through the supervisor to the Documentation Unit.
- Respond to demobilization or assignment change orders and re-brief subordinates, as appropriate.

Incident Commander (IC)

The Incident Commander (IC) or the Unified Command (UC) is responsible for all aspects of the response, including developing incident objectives and managing all incident operations. The IC (or UC) is assigned by virtue of explicit legal, agency, or delegated authority. The IC for any particular campus incident may be a Citadel employee or a representative from an outside agency, depending upon actual incident requirements and individual qualification/experience.

Primary Responsibilities:

The IC is faced with many responsibilities when he/she arrives on scene. Until specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC. Some of the more complex responsibilities include:

- Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively.
- Determine incident objectives and strategy to achieve the objectives.
- Provide direction and control of response activities.
- Coordinate communications and resources.
- Establish and monitor incident organization.
- Ensure adequate health and safety measures are in place.
- Coordinate with EOC Director on campus EOC activation/operation and assignment of EOC staff.
- Approve and supervise implementation of the **Incident Action Plan** (IAP).
- Prepare/approve incident briefings.
- Review checklist: "ICS/EOC Staff Common Responsibilities".

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Incident Commander (IC)



Department Liaison / Agency Representative

During campus emergency response operations, college departments and activities may be required to designate a representative for assignment to the Campus Emergency Operations Center (EOC). Department representatives will assist with coordination of key response and recovery operations, and serve as primary liaison between the Campus EOC and their "home" Department Operations Center (DOC).

Department Liaisons/Agency Representatives to the Campus EOC are individuals who have been delegated for assignment and provided with appropriate authority to make decisions on all matters affecting "home" Department participation in response and recovery efforts.

Primary Responsibilities:

Department Representatives report to the Liaison Officer (LNO); or directly to the Incident Commander (IC). The major responsibilities of the Department Representatives are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Once checked-in to EOC (or Command Post), inform 'home" Department that position is active.
- Obtain Incident Briefing from the LNO (or IC if LNO position is not currently established).
- Attend all briefings and planning meetings, as required.
- Ensure that all resources of assigning Department are properly checked-in/out of the incident.
- Provide input and coordination on the use of Department/agency resources (unless resource Technical Specialists are assigned by Department).
- Cooperate/coordinate with the IC and the General Staff, as requested.
- Be prepared to serve as a Section Chief, Branch Director, or other ICS position, as qualified.
- Monitor/ensure the well-being of other "home" Department personnel assigned to the incident.
- Advise the LNO (or IC) of any special needs or requirements of assigning Department.
- Report to "home" Department Operations Center (DOC) on regular, pre-arranged schedule.
- Ensure that all Department personnel and equipment are properly accounted for and released prior to relief, reassignment, or demobilization.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- Obtain debriefing from LNO (or IC) before demobilization.
- Maintain Unit/Activity Log (ICS Form 214).

Department Liaison / Agency Representative



Public Information Officer (PIO)

The Public Information Officer (PIO) is assigned to the Command Staff and is responsible for coordinating with the Incident Commander and/or Emergency Council on the development and release of incident-related information to the news media, response personnel, and to other appropriate agencies and organizations.

Only one PIO will be assigned for each incident, including incidents operating under Unified Command (UC) and multi-jurisdiction incidents. The PIO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Primary Responsibilities:

The following are the major responsibilities of the PIO, which would generally apply to any incident. The major responsibilities of the PIO are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Determine incident-related information release policy, process and/or limitations.
- Develop material for use in media briefings.
- Obtain appropriate IC/EC approval of proposed media releases.
- Coordinate media and conduct media briefings.
- Arrange site tours and interviews that may be requested or required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
- Maintain Unit/Activity Log (ICS Form 214).

Public Information Officer (PIO)



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Incident Safety Officer (SO)

The Incident Safety Officer (SO) function is to develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations. Only one SO will be assigned for each incident.

Primary Responsibilities:

The Incident Safety Officer is assigned to the Command Staff and works as a support officer for the Incident Commander (IC). The SO may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities, such as air operations, hazardous materials, etc. The Incident Safety Officer may perform the following functions:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Prepare a site-specific Safety and Health Plan and publish Site Safety Plan Summary (ICS Form 208) as required.
- Identify and mitigate incident response-related occupational safety and health hazards.
- Continuously monitor responders for exposure to safety or health hazardous conditions.
- Alter, suspend, evacuate or terminate activities that may pose immanent safety or health danger to the responders/workers.
- Take appropriate action to mitigate or eliminate unsafe conditions, operations, or hazards.
- Provide training and safety and health information.
- Perform assessment of engineering controls and PPE.
- Ensure compliance with OSHA Standards and other applicable regulations.
- Document both safe and unsafe acts, corrective actions taken on the scene, accidents or injuries, and methods to improve safety on future incidents.
- Participate in planning meetings.
- Review the Incident Action Plan (IAP) for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants, as needed.
- Review and approve the medical plan.
- Maintain Unit/Activity Log (ICS Form 214).

Incident Safety Officer



Liaison Officer (LNO)

Incidents that are large-scale, multi-jurisdictional, or have several cooperating agencies involved, may warrant the establishment of the Command Staff LNO position.

Only one LNO will be assigned for each incident, including incidents operating under UC and multijurisdiction incidents. The LNO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Primary Responsibilities:

The LNO is assigned to the Command Staff and is the point-of-contact for all assisting and/or cooperating Department Liaisons and/or Agency Representatives.

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Serve as contact point for all internal and outside agency representatives.
- Assist as liaison to college's Emergency Council (EC) and County/State EOC, as needed.
- Maintain a list of assisting and cooperating agencies, departments, and representatives. Monitor check-in sheets daily to ensure that all representatives are identified.
- Assist in establishing and coordinating inter-agency contacts.
- Coordinate activities of visiting dignitaries and officials.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting department/agency resources.
- Coordinate response resource needs for Natural Resource Damage Assessment and Restoration (NRDAR) activities with the Operations Section Chief (OPS) during oil and HAZMAT responses. Coordinate response resource needs for incident investigation activities with the OPS.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- Participate in debriefing session with Incident Commander (IC) prior to departure.
- Maintain Unit/Activity Log (ICS Form 214).

Liaison Officer (LNO)



ICS General Staff (Section Chiefs)

The ICS General Staff provides primary coordination and oversight of incident-related Operations, Planning, Logistics, and Finance/Administrative management functions. For all incidents, these responsibilities are initially assigned to the Incident Commander (IC), and remain with the IC until they are established as separate functional areas and delegated to other individuals.

When established as separate functions under the ICS, incident response-related Operations, Planning, Logistics and Finance-Administrative responsibilities are managed by a **Section Chief**, with subordinate functional support units (e.g. Branches, Divisions, Units, Task Forces, etc) activated, as needed.

- The **Operations** Staff is responsible for all operations directly applicable to the primary mission of the response.
- The **Planning** Staff is responsible for collecting, evaluating, and disseminating the tactical information related to the incident, and for preparing and documenting Incident Action Plans (IAP's).
- The **Logistics** Staff is responsible for providing facilities, services, and materials for the incident response.
- The **Finance and Administrative** Staff is responsible for all financial, administrative, and cost analysis aspects of the incident.

The following is a list of key responsibilities that the IC (or UC) of a response organization should perform or delegate to appropriate Command Staff or General Staff team members:

- Establish incident priorities;
- Develop mutually agreed-upon incident objectives and approve response strategies;
- Provide direction and control of response activities;
- Coordinate effective communication;
- Coordinate resources;
- Develop, review and approve Incident Action Plans (IAP's);
- Assign objectives to the response structure;
- Ensure integration of response organizations into the ICS/UC;
- Establish protocols;
- Ensure responder/worker and public health and safety;
- Inform the media and other interested stakeholders; and,
- Ensure documentation of all response-related activity.

ICS General Staff



Operations Section Chief

The Operations Section Chief (OPS), a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission.

Primary Responsibilities:

The Operations Section Chief (OPS) activates and supervises organization elements in accordance with the Incident Action Plan (IAP) and directs its execution. The OPS also directs the preparation of Unit operational plans, requests or releases resources makes expedient changes to the IAP, as necessary; and reports such to the Incident Command (IC). The major responsibilities of the Operations Section Chief are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Develop Operations portion of Incident Action Plan (IAP).
- Brief and assign Operations Section personnel in accordance with the IAP.
- Supervise Operations Section.
- Determine needs and request additional resources.
- Provide support to EOC Director (site setup and operations), as needed.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble Response/Strike Teams assigned to the Operations Section.
- Report information about special activities, events, and occurrences to the IC.
- Respond to resource requests in support of Natural Resource Damage Assessment (NRDAR) activities.
- Maintain Unit/Activity Log (ICS Form 214).

Operations Section



Planning Section Chief

The **Planning Section Chief** (PSC), a member of the General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. This information is needed to:

- Understand the current situation
- Predict the probable course of incident events; and
- Prepare alternative strategies for the incident.

Primary Responsibilities:

The major responsibilities of the Planning Section Chief are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Collect and process situation information about the incident.
- Supervise preparation of the **Incident Action Plan** (IAP).
- Provide input to the Incident Commander (IC) and the Operations Section Chief (OPS) in preparing the IAP.
- Chair planning meetings and participate in other meetings as required.
- Recommend/execute reassignment of out-of-service personnel already onsite to other Incident Command System (ICS) positions, as appropriate.
- Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation Units).
- Determine the need for any specialized resources in support of the incident.
- If requested, assemble and disassemble Strike Teams and Task Forces not assigned to Operations.
- Establish special information collection activities as necessary (e.g., weather, environmental, hazardous materials, etc.).
- Assemble information on possible response strategies and alternatives.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of the Incident Demobilization Plan.
- Incorporate plans (e.g., Traffic, Medical, Communications, Site Safety) into the IAP.
- Maintain Unit/Activity Log (ICS Form 214).

Planning Section



Logistics Section Chief

The Logistics Section Chief (LSC), a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The LSC participates in the development and implementation of the Incident Action Plan (IAP) and activates and supervises the Branches and Units within the Logistics Section.

Primary Responsibilities:

The major responsibilities of the Logistics Section Chief are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Plan the organization of the Logistics Section.
- Assign work locations and preliminary work tasks to Section personnel.
- Notify the Resources Unit of the Logistics Section units activated including names and locations of assigned personnel.
- Assemble and brief Branch Directors and Unit Leaders.
- Participate in preparation of the Incident Action Plan (IAP).
- Identify service and support requirements for planned and expected operations.
- Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
- Coordinate and process requests for additional resources.
- Review the IAP and estimate Section needs for the next operational period.
- Advise on current service and support capabilities.
- Prepare service and support elements of the IAP.
- Estimate future service and support requirements.
- Receive Incident Demobilization Plan from Planning Section.
- Recommend release of Unit resources in conformity with Incident Demobilization Plan.
- Ensure the general welfare and safety of Logistics Section personnel.
- Maintain Unit/Activity Log (ICS Form 214).

Logistics Section



Finance-Administration Section Chief

The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

Primary Responsibilities:

The major responsibilities of the Finance/Administration Section Chief are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Attend planning meetings as required.
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with Assisting and Cooperating Agency Representatives, as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home/assisting agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- Maintain Unit/Activity Log (ICS Form 214).

Finance-Administration Section



EOC Director

The EOC Director is responsible for coordinating the activation, operation, and deactivation of the Campus Emergency Operations Center (facilities, personnel, services, and equipment) in support of emergency incident response and recovery operations.

Primary Responsibilities:

The EOC Director reports to the Incident Commander (IC); or directly to the Emergency Council (EC). The major responsibilities of the EOC Director are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Coordinate Emergency Operations Center (EOC) activation, operations, and deactivation.
- Coordinate implementation of college Response and Recovery Plans and policy/protocol.
- Assist with coordination of Departmental Response and Recovery Plans and EOC position assignments and/or operations.
- Attend all briefings and planning meetings, as required.
- Coordinate with the IC and the General Staff, as requested.
- Maintain Unit/Activity Log (ICS Form 214).

Procedures:

- 1. Notify Public Safety Dispatch and VP of Operations of intent to activate the EOC. Activate EOC in accordance with emergency plan provisions or Emergency Council (EC) direction, and inform:
 - (a) Level of EOC activation,
 - (b) Location of Primary EOC and/or Alternate EOC,
 - (c) Staff personnel to be notified/activated (per applicable plan; or as IC/EC directs)
- 2. Begin your **EOC Activity Log** and document actions.
- 3. Setup the EOC site as follows:
 - Contact the Facilities Director (Operations Team) for assistance with site setup and logistics.
 - If electric power is out, coordinate with Operations Team (or Facilities) to arrange for emergency power/generators. If water service is out, coordinate with the Operations Team or Logistics Team to arrange EOC drinking water and temporary sanitary facilities.
 - Establish EOC access list and access control point. Assign a staff member (Security Manager) responsibility for control of access point. Implement an **EOC Check-In Sheet.**
 - Obtain a summary of responding staff from Public Safety Dispatch. If primary or alternate Section Leaders are not currently available, appoint staff to temporarily fill these Positions (as required, per IC/EC direction).
- 4. Coordinate ongoing EOC operations with IC/EC (or Crisis Management Team), as necessary.
- 5. Deactivate EOC when response/recovery operations cease, or as directed by IC/EC.

Facilities Director/Unit Leader

The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities, (e.g., Base, Camp(s), meeting rooms, and Incident Command Post/EOC). The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel and manages facility operations. Each facility is assigned an operations manager who reports to the Facilities Unit Leader. The basic functions or activities of the facility managers are to provide security, service, and general maintenance. The Facility Unit Leader reports to the Logistics Section Chief (or Logistics Support Branch Director).

Primary Responsibilities:

The major responsibilities of the Facilities Unit Leader are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Obtain a briefing from the Support Branch Director or the Logistics Section Chief.
- Receive and review a copy of the Incident Action Plan IAP.
- Participate in Logistics Section/Support Branch planning activities.
- Determine requirements for each facility, including the ICP/EOC.
- Create facility layouts and prepare use information/instructions for Unit Leaders and users.
- Activate incident facilities.
- Provide Facility Managers and support personnel to operate facilities.
- Provide sleeping facilities, as requested.
- Assist with providing security services.
- Provide facility maintenance services (e.g., sanitation, lighting, clean up).
- Demobilize facilities.
- Maintain facility records, when required.
- Maintain Unit/Activity Log (ICS Form 214).

Medical Unit Leader

The Medical Unit Leader, under the direction of the Logistics Section Chief (or Logistics Service Branch Director) is primarily responsible for the development of the Medical Plan, obtaining medical care and transportation for injured and ill incident personnel, and the preparation of reports and records.

Primary Responsibilities:

The major responsibilities of the Medical Unit Leader are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Participate in Logistics Section/Service Branch planning activities.
- Establish and operate the Medical Unit.
- Prepare the **Medical Plan** (ICS Form 206).
- Provide direct support to Operations Section (Medical Branch/Group), as needed.
- Define/declare "major medical emergency incident", as appropriate.
- Develop/implement procedure(s) for management of major medical emergency incident.
- Respond to Section requests for medical aid, medical transportation, and medical supplies.
- Coordinate with Federal, State, and local medical control/regulatory agencies or offices.
- Prepare and submit necessary documentation.
- Maintain Unit/Activity Log (ICS Form 214).

Procurement Unit Leader

The Procurement Unit Leader, under the direction of the Finance-Administration Section Chief (or Logistics Support Branch Director), is responsible for administering all matters pertaining to purchasing, vendor contracts, leases, and fiscal agreements.

Primary Responsibilities:

The major responsibilities of the Procurement Unit Leader are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Review incident needs and any special procedures with Unit Leaders, as needed.
- Coordinate with local jurisdiction on plans and supply sources.
- Assist with development of an incident **Procurement Plan**.
- Prepare and authorize land-use contracts and agreements.
- Draft memoranda of understanding as necessary.
- Establish contracts and agreements with resource vendors.
- Provide coordination between the Logistics Section Supply Unit (ordering, receiving and distribution) and all other active procurement organizations supporting the incident.
- Ensure that a system is in place that meets agency property management requirements.
- Ensure proper accounting of college property.
- Interpret contracts and agreements; resolve disputes within delegated authority.
- Coordinate with the Compensation/Claims Unit for processing claims.
- Coordinate with Finance/Administration Section Chief on use of funds, as required.
- Complete final processing of contracts and process documents for payment.
- Brief the Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit/Activity Log (ICS Form 214).

Security Manager

The Security Manager, under the direction of the Logistics Section Chief (or Logistics Support Branch Director), is responsible for providing safeguards needed to protect personnel and property from loss or damage.

Primary Responsibilities:

The major responsibilities of the Security Manager are:

- Review checklist: "ICS/EOC Staff Common Responsibilities".
- Establish contact with local law enforcement agencies, as required.
- Contact the Resource Use Specialist or Agency Representatives to discuss any special custodial requirements that may affect operations.
- Request required personnel support to accomplish work assignments.
- Ensure that support personnel are qualified to manage security problems.
- Develop **Security Plan** for incident facilities and manage Command Post/EOC access list.
- Adjust Security Plan for personnel and equipment changes and releases.
- Coordinate security activities with appropriate incident personnel.
- Keep the peace and settle disputes through coordination with Department/Agency Representatives.
- Prevent theft/loss of college and personal property.
- Document all complaints and suspicious occurrences.
- Maintain Unit/Activity Log (ICS Form 214).

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ICS FORM 214 – Unit/Activity Log

EMERGENCY CONTACT DIRECTORY

LOCATION	TELEPHONE NUMBER	LINE TYPE		
EOC 1 - Public Safety Office	953-7023	Digital		
EOC 2 - Public Safety Office	953-7024	Digital		
EOC 3 - Public Safety Office	953-7025	Digital		
EOC 4 - Public Safety Office (FAX)	953-7022	Analog – EOC Fax		
EOC - Public Safety Office	S.C.Emerg Comm Net	NOTE: Number assigned when activated.		
Alternate EOC 1 (Grimsley Hall)	953-7027	Digital – Alt. EOC – Copeland Auditorium		
Alternate EOC 2 (Grimsley Hall)	953-7028	Digital – Alt. EOC – Copeland Auditorium		
Bond Hall -514 - Emerg Council Room	953-4887	Analog		
Bond Hall - President's Office	S.C. Emerg Comm Net	NOTE: Number assigned when activated		
Bond Hall - President's Office	953-6805	Digital		
Bond Hall – Executive Conf Room (FAX)	953-7030	Analog – Fax Machine		
Bond Hall – Executive Conf Room	953-7032	Digital		
Bond Hall – Executive Conf Room	953-7088	Analog		
Physical Plant Conf Room	S.C. Emerg Comm Net	NOTE: Number assigned when activated		