



**University of California, Berkeley**

***\* Insert Your Department\****

**Department Operations Plan  
(DOC)**

***\* Insert DATE\****

Proprietary to the University of California, Berkeley  
Contact the Office of Emergency Preparedness, (510) 642-1258,  
regarding the use of this document.

Version 4.1

---

## Department Approval and Distribution

**“Insert your department”**  
**Insert the name of the Department Head**

\_\_\_\_\_  
Signature, title

\_\_\_\_\_  
Date

Plan Distribution:

List all plan holders

Name	Title	Mail Stop	Plan #

---

## 1. TABLE OF CONTENTS

<b>SECTION 1</b>	<b>EXECUTIVE SUMMARY &amp; ACTIVATION</b>  I. Introduction II. Management of Emergency Operations III. Activation of the EOC IV. Off Campus Assistance & Mutual Aid V. Communications VI. Campus Evacuation Guidelines VII. Functional Roles VIII. DOC Activatio
<b>SECTION 2</b>	<b>DOC ORGANIZATION, MANAGEMENT, AND STAFF</b>  A. DOC Organization Chart B. DOC Staff Assignments and Contact Numbers
<b>SECTION 3</b>	<b>CHECKLISTS</b>
<b>SECTION 4</b>	<b>PLAN UPDATE, TRAINING, AND EXERCISES</b>  A. Plan Update and Master File B. DOC Staff Training C. Annual UCB Exercise
<b>SECTION 5</b>	<b>APPENDICES</b>



## I. INTRODUCTION

### A. PURPOSE

The purpose of the University of California, Berkeley (UCB) **Emergency Operations Plan (EOP)** is to establish policies, procedures, and an organizational structure for response to a major emergency. The Plan incorporates operating procedures from the "Incident Command System" (ICS) for handling emergencies resulting from fires, floods, storms, earthquakes, hazardous materials, incidents, and other potential disasters.

The UCB Emergency Operations Plan utilizes the Standardized Emergency Management System (SEMS), as described by Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS, adopted by California in 1995, incorporates the use of the Incident Command System (ICS), the Master Mutual Aid agreement, existing mutual aid systems, and County operational area concept, and inter-agency coordination. This system, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding agencies. After each major emergency, the plan calls for an analysis of actions taken during the emergency incident. SEMS is being reviewed for compliance with the new National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. Developed by the Department of Homeland Security and announced in March 2004, NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

### B. SCOPE

This Emergency Operations Plan is a campus-level plan that guides the emergency response of UCB personnel and resources during a major disaster. It is the official Emergency Operations Plan for UCB and supercedes previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgement and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

**The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.**

### C. AUTHORITY

This Plan is promulgated under the authority of the Chancellor and Vice Chancellor for Business and Administrative Services.



## D. MISSION

It shall be the mission of UCB to respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Life Safety;
- Priority II: Maintenance of Life Support and Assessment of Damages; and
- Priority III: Restoration of General Campus Operations

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the campus will transition from the EOP structure back to the normal UCB organizational structure. To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities.

# II. MANAGEMENT OF EMERGENCY OPERATIONS

## A. INCIDENT COMMAND SYSTEM

The Emergency Operations Plan uses a management system known as the **Incident Command System (ICS)**. The ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide management with the control necessary to direct and coordinate all operations and all agencies responding to emergency incidents;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote proper span of control and unity of command.

The organizational structure of the ICS may not resemble the day-to-day organization of the University. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the emergency increases, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

## B. COMMAND AUTHORITY & REPORTING STRUCTURE

Upon determination that a state of emergency exists, the highest ranking police department commander shall activate the EOC. This commander will continue to exercise EOC Management authority and will activate elements of the EOP as necessary.



## C. ORGANIZATION

The Responsibilities summarized below are elaborated in the **Emergency Operations Plan**. Communication flows both up and down within the command structure. The EOP consists of three major elements:

- **The Chancellor’s Emergency Policy Group;**
- **The Emergency Operations Center (EOC)**
- **The Department Operations Centers (DOCs)**

The **Chair of the Chancellor’s Emergency Policy Group** has ultimate responsibility for activation, oversight, and termination of the **Emergency Operations Center (EOC)**. The Chair of the Policy Group is advised by the **Chancellor’s Emergency Policy Group (CEPG, or “Policy Group”)**, an assemblage of University officials appointed by the Chancellor and the Vice Chancellor for Business and Administrative Services to advise and assist in making major emergency-related policy decisions. The Chair may declare a state of emergency throughout the whole campus or a portion of the campus, and he or she can officially downgrade the state of emergency to a business-as-usual state.

### 1. **EOC Management:**

There are five teams, or **Sections**, within the EOC. The five **EOC Sections** are:

- a) **Management:** The **EOC Director** has overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment. He or she also designates a leader for each of the other Sections, depending on the character and scale of the emergency. The Public Information, Student Affairs, Liaison and Safety Officers, as well as the EOC Coordinator report to and directly assist the EOC Director.
- 1) **Public Information Officer:** Is the liaison to the news media and provides news releases and other information as approved by the EOC Director, assuring that official statements are issued only by those administrators authorized to issue such statements. Provides information for the response to inquiries from the public relative to the disaster. Accredits bona fide members of the news media operating on campus. Coordinates the Public Affairs DOC and ensures that a multi-agency Joint Information Center (JIC) is staffed as required.
- 2) **Student Affairs Officer:** Monitors and evaluates the status of all students, coordinating both the emergency student/family message center and the short and long term recovery of class and related activities concerning students. Also responsible for coordination of student volunteers, care and shelter and emergency financial aid services for students.
- 3) **Liaison Officer:** Initiates and maintains contact with assisting public or private agencies (e.g. American Red Cross, FEMA, OES), utilizes Memorandums of Understanding when possible, and helps coordinate mutual aid support and assistance. May be used to establish a UCB position at the City of Berkeley, LBNL and/or Alameda County EOCs.

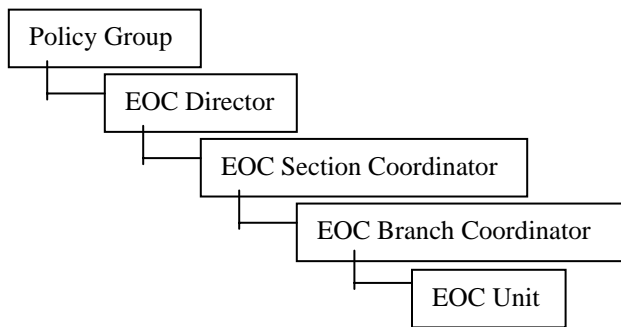


- 4) **Safety Officer:** Monitors and evaluates all operations for hazards and unsafe conditions and develops measures for assuring personnel safety during emergency response.
- 5) **EOC Coordinator:** Sets up facility, provides available supplies, communications and other equipment, and monitors communications flow through FAX and email. Establishes and manages a system of EOC and field runners, and manages the check-in area for EOC staff. Provides assistance to the EOC Director as necessary.
- b) **Operations Section:** Represents the campus emergency services units—the actual on-scene emergency responders. They are responsible for the assessment and implementation of field operations.
- c) **Planning and Intelligence Section:** Responsible for receiving, evaluating, and analyzing all disaster information and providing updated status reports to the EOC Management and field operations. It is also responsible for damage assessment and developing specialized technical assessments of the event.
- d) **Logistics Section:** Responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).
- e) **Finance and Administration Section:** Responsible for cost accountability and risk assessment. They document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develop FEMA documentation.

Each EOC Section is comprised of specific functions, called **Units** and **Branches**, and is overseen by the **EOC Section Coordinator** who reports directly to the EOC Director. It is essential that each ICS participant understands the reporting procedures and follows them throughout the course of an emergency incident:

- **Units** report to and take direction from their Branch Coordinators, and work with their Department Operations Center when applicable, and other Units within their Branch.
- **Branch Coordinators** report to and take direction from their EOC Section Coordinator. Members work with their staff, their Department Operations Center when applicable, and other Branches within their Section.
- **EOC Section Coordinators** report to and take direction from the EOC Director and work with their Units and other EOC Section Coordinators.
- **The EOC Director** reports to and takes direction from the Chair of the Policy Group and oversees the EOC Section Coordinators and Officers, and the EOC Coordinator.
- **The Chair of the Policy Group** oversees the disaster response operation in consultation with the EOC Director and the Policy Group.

This reporting structure can be seen below. Please also refer to the EOC Organizational Chart in Section II of the EOP binder for more detailed information.



Training is key to the success of this plan and an essential part of the ICS. All ICS participants and alternates will receive training in the ICS, in the functioning of the EOC, and in their primary role in the EOC. They will also receive an overview of the other EOC roles. This training includes an annual orientation to the EOC checklists and participation in exercises and drills.

**D. THE EMERGENCY OPERATIONS CENTER (EOC)**

The EOC, located in the basement of Barrows Hall (Rooms 50, 54, 56, and 60), is maintained in a state of readiness for conversion and activation. The facility is used for training and is a designated, but not a dedicated EOC facility. The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC. If an EOC member is unsure of whether to report, he or she should first contact the UC Police Communications Center at 642-6760 to determine when and where to report. In the event that the primary EOC in Barrows Hall cannot be used, personnel should report to the alternate EOC located at the Tang Center (the University Health Services Building) in the Education Center.



### III. ACTIVATION OF THE EOC

#### A. EMERGENCY LEVEL CLASSIFICATIONS

Three levels of operation have been identified, relative to the magnitude of the emergency:

- **Level 1 (“Standby/Alert”)**: The emergency includes incidents that can be managed using normal response operations. The EOC is not activated, but appropriate EOC personnel are informed and placed on alert status.
- **Level 2 (“Partial Activation”)**: The emergency can no longer be managed using normal procedures. The EOC is partially activated, i.e. some, but not all positions are filled, to coordinate and support the response to the incident. One or more DOCs may be activated, depending upon the nature of the incident. EOC staffing decisions are made by the EOC Director, and depend on the circumstances surrounding the event.
- **Level 3 (Full Activation)**: A major emergency, such as an earthquake or significant terrorist event. The EOC is activated in either its primary or secondary location. All or most EOC positions and DOCs are activated. All emergency personnel should report for duty. A campus proclamation of emergency is declared during a Level 3 emergency.

#### B. ACTIVATION OF THE EOC

***The decision to activate the EOC will be made by the Chancellor, the Vice Chancellor for Business and Administrative Services, or the senior Police commander on duty. Any of these positions may convene an ad-hoc advisory group (Pre-Activation Team) to assist in this determination.***

Upon declaration of the Level 2 or Level 3 emergency, the EOC Director shall determine which positions to activate and direct their activities.

Each Branch Coordinator will oversee the mobilization of their respective units, and be responsible for the activation of their Branches. The Branch Coordinators may also work with the Public Information Officer to send announcements to the media notifying selected groups of employees that they are or are not to report to work.

*(See “EOC Activation Guide” on next page)*

**EOC ACTIVATION GUIDE**

Event/Situation	Activation Level	EOC Staffing	DOCs Activated
Severe Weather Advisory Moderate incidents involving 2 or more departments Earthquake Advisory Flood Watch Localized power failures	One  (Standby/alert)	EOC Director Planning Section Coordinator	One or more DOCs may be activated
Moderate Earthquake Wildfire affecting campus Major wind or rain storm Large incidents involving 2 or more DOCs Imminent Earthquake Alert Extended campus-wide power Outages	Two  (Partial activation)	EOC Director All Section Coordinators and Branches as appropriate to situation	Multiple DOCs activated
Major campus or regional emergency. Multiple DOCs and all departments, with heavy resource involvement Major earthquake Significant Terrorist Event	Three  (Full activation)	<i>All EOC Positions</i>	All DOCs activated

**C. DEPARTMENT OPERATIONS CENTERS (DOCs)**

Essential response departments have Department Operations Centers (DOCs) and DOC Plans to coordinate the actions of their personnel and to facilitate communication to and from the EOC. Campus DOCs include:

- Police Department
- Physical Plant-Campus Services
- Environment, Health & Safety
- Residential & Student Service Programs
- Capital Projects
- University Health Services
- Information Systems & Technology
- Public Affairs
- Human Resources

DOCs may activate independently, in response to localized events that require extraordinary attention (e.g. power failure, Internet failure or attack, civil disturbance, etc.) Upon independent DOC activation, DOC Director shall contact the senior campus police commander to apprise her/him of the situation. DOCs may also be directed by the EOC to activate during an emergency.



The EOC will provide interdepartmental coordination of activities and will establish operational priorities for the DOCs. The DOCs will automatically work to restore their critical business functions and will take action on pre-determined high priority response activities.

#### **D. COMMAND POSTS**

The campus has been divided into zones called Emergency Management Areas (EMAs), where field Command Posts will be established in a campus-wide emergency. These Command Posts, staffed by Police personnel at each EMA assembly area, will provide a standardized process for site incident command of emergency operations in the field. Command posts will also provide a contact point for teams and arriving resources, radio communications with the EOC, a process for requesting resources, and assisting people on site to emergency services (i.e., medical, care & shelter). This is also where EMA Coordinators will be stationed to receive status reports and requests for assistance from Building Coordinators.

#### **E. DEMOBILIZATION AND TERMINATION OF THE EOC**

The Chair of the Policy Group, advised by the EOC Director, will determine when to deactivate the EOC and transition to normal campus operations. There may be several levels of transition prior to the eventual resumption of normal operations.

### **IV. OFF-CAMPUS ASSISTANCE AND MUTUAL AID**

Neither UCB nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources. These mutual aid providers may be generally divided into two categories: Inter-campus and Non-University.

#### **A. INTER-CAMPUS**

Within the ten-campus University of California system, a variety of support resources exist that generally mirror the resources available at each campus. These resources include Physical Plant, Police, Fire, EH&S and other specialized personnel. Each campus has designated an Emergency Preparedness Coordinator who may be requested to serve as a contact person for requested resources.

#### **B. NON-UNIVERSITY**

The EOC Director may request local, county, and state mutual aid resources. These specifically include fire and police resources, although other specialized resources may be requested through specific procedures. State-level resources may be requested through protocol established by the State Office of Emergency Services. The University may call upon local mutual aid, requesting City resources first and then assistance from the Alameda County Operational Area to access state resources. In addition, the University Health Services is part of the Alameda County Emergency Medical System and may call upon, or be called upon, by this system for medical services support and supplies. The Campus may also participate in disaster sheltering activities in conjunction with the American Red Cross.

### **V. COMMUNICATIONS**



## **A. FIELD COMMUNICATIONS**

Relaying Building Information to the EOC: The Department and Building Coordinators act as the “eyes and ears” of the EOC, providing accurate up-to-date information about emergency incidents. Department Safety Coordinators should provide information concerning injuries, damage, evacuation, and resources to their Building Coordinators. The Building Coordinator then compiles this information from all departments/units and submits it to the EMA Coordinator, who is equipped with a radio. The EMA Coordinator relays status information and requests for assistance to the EMA Liaison, a member of the Planning & Intelligence Section in the EOC. The Operations Section will also receive emergency information directly from emergency personnel in the field. Together, this information provides the basis for initiating the emergency response and mutual aid support.

Relaying Information from the EOC to Buildings: EMA Coordinators will disseminate information received over their radio or via runners from the EOC to those assembled at their EMA. The campus Public Information Officer will prepare public announcements regarding the status of the campus. These announcements will be recorded at the campus emergency telephone number (1-800-705-9998), posted on the campus emergency web site (<http://emergency.berkeley.edu>), and broadcast on the campus radio station, (KALX, 90.7 FM). Announcements regarding the campus and surrounding area may be made by radio on the City of Berkeley’s Emergency Broadcast Station (1610 AM), and through the mass media. The campus may also make announcements over the Public Address system if necessary. The Building Coordinator information line, (510) 642-4258, may also be activated for direction to Building Coordinators if the phone system is operable.

Use of the Campus Alerting and Warning System: The EOC has a number of redundant methods of communicating with the campus community and general public after a disaster. The campus Alerting and Warning System (AWS) is implemented by UC Police and Public Affairs simultaneously. Announcements may be made using the AWS sirens and/or public address system. Public announcements may be made to the mass media through the Public Information officer. These and other announcements will also be recorded at the campus emergency telephone number (1-800-705-9998), posted at the campus emergency web site, (<http://emergency.berkeley.edu>), and broadcast on the campus radio station (KALX, 90.7 FM). The City of Berkeley’s Emergency Broadcast Station (1610 AM) may also carry messages regarding the status of the campus and surrounding areas. Depending on the scope of the disaster and the type of information to be disseminated, the EOC may also use one or a combination of the following methods to provide information: e-mail, web sites, electronic bulletin boards, voice mail, and phone trees implemented by EMA Coordinators and Building Coordinators.

## **VI. CAMPUS EVACUATION GUIDELINES**

Should it become necessary to evacuate the entire campus, one area, or just one building the campus has procedures in place. The following information is a distillation of these procedures; please also refer to campus policy on the evacuation of disabled persons.

### **A. CAMPUS-WIDE EVACUATIONS**



In a campus-wide emergency the decision to implement evacuation procedures rests with the Police department or the EOC Director if the EOC is activated. In situations requiring immediate action, public safety responders (Police, Fire, EH&S) can also order a local area evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials. In a major earthquake, individuals should “duck, cover, and hold”: take cover until the shaking stops, and then evacuate to their building’s EAA and wait for information from campus emergency services personnel.

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

## **B. BUILDING EVACUATIONS**

These emergencies may include a building fire or fire drill, localized hazardous materials spill, or bomb threat. In a building-specific incident, follow these evacuation guidelines: When a fire alarm sounds everyone must evacuate, in accordance with California state regulations. In the event of a bomb threat, the UC Police Department has sole authority to assess the credibility of the threat and to determine whether to evacuate the site. For incidents involving hazardous materials, established department protocols for notification and response should be followed.

Department Safety Coordinators will ensure that all members of their Department (and any related students or visitors) proceed to the Emergency Assembly Area (EAA) for their particular building. The Department Safety Coordinator serves as liaison with the Building Coordinator to assure that the building is appropriately secured and that all personnel are accounted for.



---

## **VII. FUNCTIONAL ROLES**

Every UCB employee and student can potentially play a role in Campus Emergency Operations Plan. Perhaps the most critical aspect of the EOP is communication; accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of evolving incidents.

### **A. ROLE OF STUDENTS**

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. The Office of Emergency Preparedness provides information and training to help students know what to do in emergencies and how they can prepare ahead of time.

### **B. ROLE OF FACULTY AND STAFF**

Every member of the faculty and staff should read and understand both their Building and Department Emergency Plans and familiarize themselves with campus emergency procedures and building evacuation routes. Employees should be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action. They should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention, establish contact with their Department Safety Coordinator, and evacuate the building to pre-designated areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

### **C. ROLE OF THE DEPARTMENT SAFETY COORDINATOR**

The Department Safety Coordinator, designated by the Department Head, is responsible for implementation of a Department Emergency Plan, participation in the Building Safety Committee, and coordination of their Department Safety Committee. In the event of an emergency, the Department Safety Coordinator is responsible for assisting with the safe evacuation of their Department (with the assistance of the Floor Monitors), assessing injuries and damage to Department personnel and property, and providing status reports to their Building Coordinators.

### **D. ROLE OF THE ROLL TAKER**

The Roll Taker is responsible for the accounting of occupants at the pre-designated emergency assembly area, and reports any injuries or damage to their Department Safety Coordinator. He or she is assisted by Floor Monitors who are responsible for monitoring persons in their assigned areas and assisting in the notification and safe evacuation of the occupants. They may also be stationed at doors to ensure that people do not re-enter an evacuated building. Building Coordinators and Department Safety Coordinators designate floor monitors.

### **E. ROLE OF THE BUILDING COORDINATOR (BC)**



Each Building Coordinator is responsible for developing a Building Emergency Plan and building evacuation plans, and designating an Emergency Assembly Area in advance. Building Coordinators are responsible for coordinating the Building Safety Committee and ensuring that floor monitors are designated. In the event of an emergency, the Building Coordinator is responsible for coordinating safe evacuation (with the assistance of the Floor Monitors). The Building Coordinator acts as the liaison between the Department Safety Coordinators and the EMA Coordinator.

***F. ROLE OF THE EMERGENCY MANAGEMENT AREA (EMA) COORDINATOR***

The EMA Coordinator participates as the liaison between the Building and Department Safety coordinators and the EOC. He or she is responsible for relaying area status information to the EOC, and for disseminating information to building occupants from the EOC.

## VIII. DOC ACTIVATION

### A. Who can activate

#### 1. Automatic Activation

This plan is automatically activated during an immediate emergency which:

- threatens lives
- University property or assets, or
- causes a severe interruption of University Programs.

During an automatic activation, the highest ranking person in the **“Insert your Department”** Department NOT AT THE EOC assumes the role of DOC Manager and is authorized to activate all functions necessary.

#### 2. Activated by the DOC Manager

This plan is activated by the DOC Manager at the direction of the EOC. The following persons are the designated DOC Manager for the **“Insert your Department”**

Department:

- **“Insert name #1”**
- **“Insert name #2”**
- **“Insert name #3”**



**“Insert your department” DOC Location**

DOC	Building	Room
Primary		
Alternate		
Additional Sites	Building	Room
Function:		
Function:		
Function:		
Function:		

**“Insert your department” DOC Contact #’ –Telephone, Radio, Fax, Cellular**

DOC	Telephone	Radio Talk Group	FAX	Cellular
Primary				
Alternate				
Additional Sites	Telephone	Radio Talk Group	FAX	Cellular
Function:				
Function:				
Function:				
Function:				



SECTION II  
DOC ORGANIZATION, MANAGEMENT  
AND STAFF ASSIGNMENTS

**A. DOC Organization Chart**

“Insert your department” Department DOC Organization is consistent with the Incident Command System (ICS) model and is standardized with the UCB DOC organization model. During an activation of the DOC, the following organizational structure will be in effect.



“Insert your Department” DOC Organization

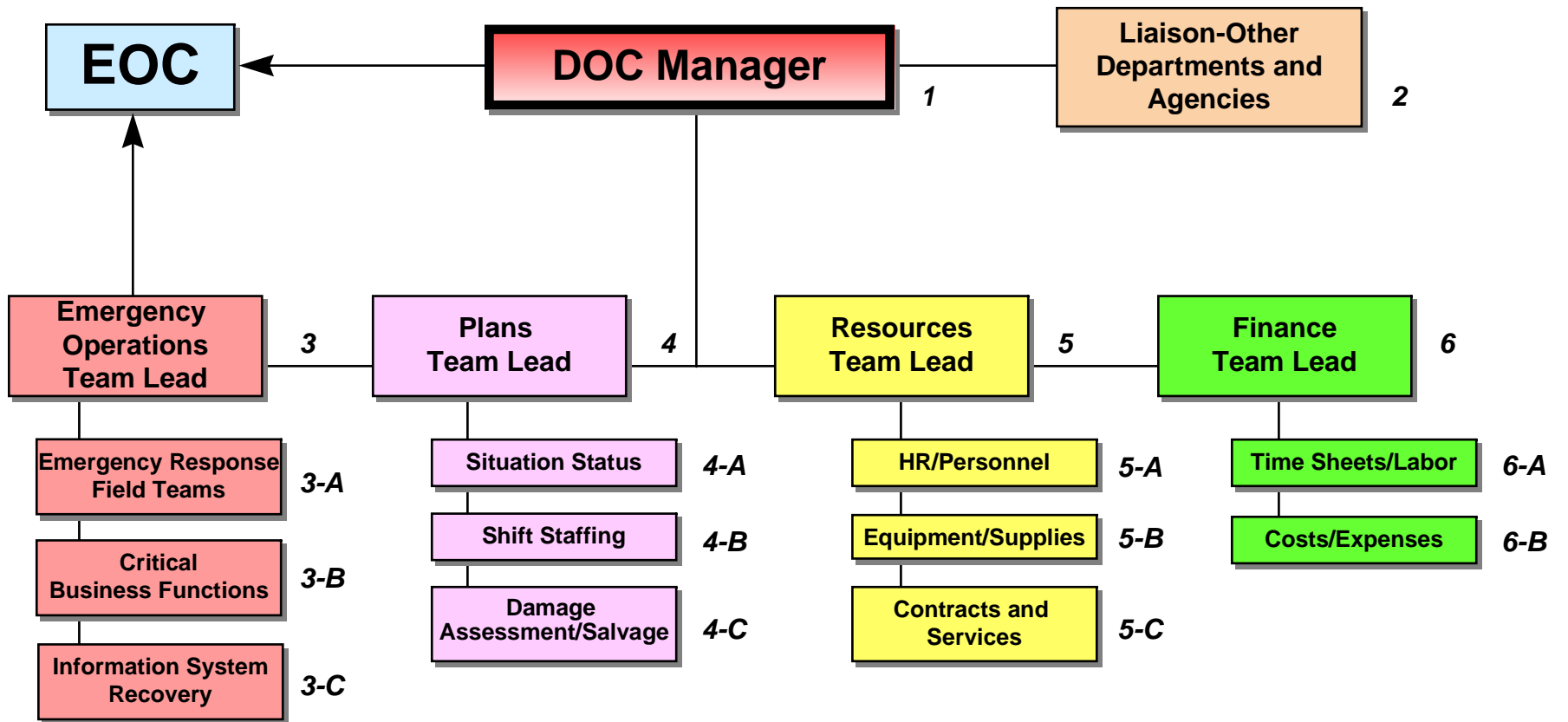


Figure 1: DOC Organization Model



**SECTION II. DOC ORGANIZATION, MANAGEMENT, AND STAFF ASSIGNMENTS**

**B. DOC Staff Assignments and Contact Numbers**

<b>Position</b>	<b>Primary</b>	<b>Telephone</b>	<b>Radio Talk Group</b>	<b>Back up</b>	<b>Telephone</b>	<b>Radio Talk Group</b>
DOC Manager						
Liaison						
Emergency Operations Team Lead						
Emergency Response Field Teams						
Critical Business Functions						
Information System Recovery						
Plans Team Lead						
Situation Status						
Shift Staffing						
Damage Assessment/Salvage						
Resources Team Lead						
HR/Personnel						
Equipment/Supplies						
Contracts and Services						
Finance Team Lead						
Time Sheets/Labor						
Costs/Expenses						



## SECTION III CHECKLISTS

The following checklists are included in this section:

Checklist 1	DOC Manager
Checklist 2	Liaison
Checklist 3	Emergency Operations Team Leader
Checklist 3-A	Field Teams
Checklist 3-B	Business Functions
Checklist 3-C	Information Systems
Checklist 4	Plans Team Lead
Checklist 4-A	Situation Status
Checklist 4-B	Shift Staffing
Checklist 4-C	Damage Assessment/Salvage
Checklist 5	Resources Team Lead
Checklist 5-A	HR/Personnel
Checklist 5-B	Equipment/Supplies
Checklist 5-C	Contracts and Services
Checklist 6	Finance Team Lead
Checklist 6-A	Time Sheets/Labor
Checklist 6-B	Costs/Expenses

## CHECKLIST 1

# DOC MANAGER

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	<b>“insert the location of the primary doc”</b>	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Activate and manage the “Insert your Department” DOC</li> <li>• Determine the priorities of emergency response operations</li> <li>• Determine which functions should be staffed in the DOC</li> <li>• Ensure that there are staff assigned as Team Leaders for the (4) DOC teams</li> <li>• Ensure that Critical Business Resumption Functions are activated</li> <li>• Coordinate all primary DOC operations with the EOC</li> <li>• Provide status reports and updates to the EOC, as needed</li> <li>• Deactivate the DOC and manage the transition to normal operations</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• List outside agencies or other entities your DOC supports</li> <li>• List other UCB DOCs that may need your support</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Upon Notification of the activation, report to “insert the DOC location” and activate the DOC	
2.	Activate all communications and test with the EOC to ensure adequate communications	
3.	Assign staff to lead each team. With each team leader, determine the immediate functions that will be activated.	
4.	Assess the overall status of department staff on-duty and on-site. Ask for a Roll Call and status report from the Operations Team Leader.	
5.	Ensure that field teams are assembled and ready to deploy.	
6.	Confer with the EOC to determine the operational priorities for the DOC.	
7.	Coordinate all major field operations with the EOC. Contact other DOC managers, if necessary to confirm direction from the EOC. <b><u>DO NOT MAKE OPERATIONAL DECISIONS WITH OTHER DOCS WITHOUT CONTACTING AND VERIFYING WITH THE EOC!</u></b>	
8.	With your team leaders, assess the overall DOC operations and establish operational priorities. Ensure that everyone in the DOC knows and understands the operational priorities and is supporting operations.	

## CHECKLIST 1 (Cont.)

## DOC MANAGER

PROCEDURES	DATE/TIME
9. Determine if all critical business functions are needed and, if so, activate List here:	
10. Every two hours prepare a summary report of all operations. Include: <ul style="list-style-type: none"> <li>▪ # of people working – assignment</li> <li>▪ general status of Department Staff</li> <li>▪ # of unaccounted for staff – potential reasons (off duty, etc.)</li> <li>▪ general status of Department equipment and supplies</li> <li>▪ Top five operational priorities</li> <li>▪ Top Five requests for additional resources</li> <li>▪ Anticipated decisions and operations for the next 8/24 hours</li> <li>▪ Outstanding problems</li> <li>▪ Estimated time when the Department will return to normal operations</li> <li>▪ Estimated costs and damage assessment</li> </ul>	
11. Forward the summary report to the EOC contact: List here	
12. Provide information to all department personnel as it becomes available – Disseminate through the HR/Personnel position to staff who are off-duty	
13. As emergency conditions subside, deactivate emergency functions in the DOC and resume normal operations	
14. Ensure that all logs and notes are kept on file	
15. Prepare a summary report of the emergency operation including: <ul style="list-style-type: none"> <li>▪ Status of all Department Staff</li> <li>▪ # of staff who worked, labor hours and costs</li> <li>▪ # of equipment and supplies used, hours and associated costs</li> <li>▪ Damage to Department facilities, equipment and supplies</li> <li>▪ Impacts to resuming normal operations</li> <li>▪ Conditions for full restoration of services</li> <li>▪ Estimated total fiscal impact to Department</li> </ul>	

## CHECKLIST 2

## LIAISON

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	"insert the location of the primary doc"	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>Establish communication with key outside agencies, per emergency plans and procedures</li> <li>Represent the "insert your department name" DOC as needed to external agencies and UCB entities</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>Provide support and assistance to the DOC Manager with communications, relaying messages and information and coordinating operations with outside entities</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Contact the following agencies, organizations, and/or departments  (list here and ensure contact numbers are included in Appendix B – list of Resources)	
2.	Assist the DOC Manager with communication and coordination of operations with external agencies and internal UCB entities.	

## CHECKLIST 3

## EMERGENCY OPERATIONS TEAM LEADER

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	"insert the location of the primary doc"	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Activate and manage all field operations</li> <li>• Activate and manage Critical Business Functions</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support the DOC Manager with communications and coordination of operations with the EOC</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the "insert your department" DOC at "insert the location"	
2.	Conduct a full roll call of all on-duty staff. Determine the following: <ul style="list-style-type: none"> <li>▪ How many staff are on-duty</li> <li>▪ How many are available to dispatch</li> <li>▪ Status of all staff</li> <li>▪ # of injured, missing</li> </ul>	
3.	Provide a report to the DOC Manager and advise the Resources Team Leader of the status of staff and equipment, as this information becomes known	
4.	Determine the immediate emergency response priorities for the department. Pre-established priorities are: <ul style="list-style-type: none"> <li>▪ "list pre-established operational priorities"</li> </ul>	
5.	With the DOC Manager, determine field operations and assign field staff. Ensure that Supervisors check for proper safety equipment and radios for staff. Ensure that field teams check in with the Incident Commanders at the EMA Command Posts BEFORE entering buildings and closed facilities to ensure safe coordination of field operations.	
6.	Work with the Plans Team Leader to keep the Status Board updated.	
7.	As requests for field resources and assignments come in from the EOC, reassign and allocated department resources to support EOC operations.	
8.	Relay operational reports to the EOC directly or provide reports to the DOC Manager. Also, relay general announcements and field information provided from the EOC	
9.	Continually review operational priorities and the status of field resources.	
10.	Provide frequent updates of operational status to the DOC Manager	



**CHECKLIST 3 (Cont.)**

**EMERGENCY OPERATIONS TEAM LEADER**

<b>PROCEDURES</b>		<b>DATE/TIME</b>
11.	Assess the Critical Business Functions of the Department and activate, as necessary: <ul style="list-style-type: none"><li>List critical business functions</li></ul>	
12.	If there are not sufficient resources for field operations, advise the Resources Team Leader and the DOC Manager. The DOC Manager will work with the EOC to request further resources.	
13.	As emergency conditions subside, deactivate emergency functions and support the transition to normal operations	

**CHECKLIST 3-A**  
**FIELD TEAMS OR FUNCTIONS**  
 (INSERT NAME OF FIELD OR FUNCTION)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	"insert the location"	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Supervise and coordinate field team responses</li> <li>• Track field operations</li> <li>• Report Status to the Operations Team Leader</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Operations Team Leader with field operational priorities</li> <li>• Shift Staffing with advising field requirements</li> <li>• HR with status of field staff</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the "insert the location"	
2.	Conduct a roll call of all field staff. Determine who is available to for emergency operations.	
3.	Provide staff status report to the Operations Team Leader – indicate staff who are injured or missing.	
4.	Dispatch field staff on field operations, as follows: <ul style="list-style-type: none"> <li>▪ "list field operations"</li> </ul>	
5.	Track the progress of field staff. Ensure each team provides updates to the DOC every _____ minutes or hours	
6.	Ensure that field teams check in with the Incident Commander at the EMA Command Posts BEFORE ENTERING CLOSED OR SECURED BUILDINGS OR FACILITIES.	
7.	Relay information and situation updates to the Operations Team Leader.	
8.	Receive emergency assignments for field teams from the Operations Team Leader – per the direction of the Campus EOC. Assign field resources, as needed and report progress and updates to the Operations Team Leader.	
9.	Keep track of staff, labor hours, location worked, and equipment and supplies used (or have this done at the supervisor level). Provide reports at the end of each shift to the Operations Team Leader for documentation.	
10.	Check with the Operations Team Leader regarding the EOC's plan for providing food, water and rest areas for staff.	
11.	As resources – equipment and supplies – are used, advise the Operations Team Leader who will relay the request to the DOC Manager. The DOC Manager will request additional supplies and equipment through the EOC.	
12.	When de-activated, ensure are time and materials records are completed and forwarded to the Operations Team Leader.	

## CHECKLIST 3-B

## BUSINESS FUNCTIONS

"INSERT THE NAME OF THE BUSINESS FUNCTION"

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	Report to "insert the location"	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>Supervise Critical Business Functions: "NAME OR LIST FUNCTION"</li> <li>Report Status to the Operations Team Leader</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>Operations Team Leader with business priorities</li> <li>HR with status of staff</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the "insert the location"	
2.	Conduct a roll call of business staff. Assign to Business operations, as follows:.	
3.	Track the progress of business operations. Ensure each team provides updates to the DOC every _____ minutes or hours	
4.	If staff are in the field, ensure that staff check in with the Incident Commander at the EMA Command Posts BEFORE ENTERING CLOSED OR SECURED BUILDINGS OR FACILITIES.	
5.	Relay information and situation updates to the Operations Team Leader.	
6.	Keep track of staff, labor hours, location worked, and equipment and supplies used (or have this done at the supervisor level). Provide reports at the end of each shift to the Operations Team Leader for documentation.	
7.	Check with the Operations Team Leader regarding the EOC's plan for providing food, water and rest areas for staff.	
8.	As resources – equipment and supplies – are used, advise the Operations Team Leader who will relay the request to the DOC Manager. The DOC Manager will request additional supplies and equipment through the EOC.	
9.	When de-activated, ensure are time and materials records are completed and forwarded to the Operations Team Leader.	
10.	When de-activated, support the transition to normal operations	

## CHECKLIST 3-C

# INFORMATION SYSTEMS

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	"Insert the location"	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Restore Critical Information Systems to Support Operations</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Operations</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to "insert location"	
2.	Conduct an assessment of the status of the following systems: <ul style="list-style-type: none"> <li>▪ list systems</li> </ul>	
3.	Determine which systems can be restored, estimate time, manpower and resources needed. Provide a report to the Operations Team Leader regarding status and situation for the critical systems	
4.	Work with the Business Functions and other key staff to coordinate the restoration and use of systems.	
5.	Follow procedures for recovering systems.	
6.	If systems are non-recoverable, advise the Operations Team Leader. Meet and determine alternatives or immediate solutions, i.e. procurement of replacements, manual systems, etc.	
7.	Support Damage Assessment with the salvage of non-damaged equipment and data.	

## CHECKLIST 4

# PLANS TEAM LEAD

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	"insert location of primary DOC"	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Manage the receipt and posting of information</li> <li>• Conduct Advance planning to support on-going operations and determine time-based requirements</li> <li>• Assess damage and determine if department assets can be salvaged</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Operations with planning for next day operations</li> <li>• DOC Manager and team leads with updated status reports</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the "insert your department " DOC	
2.	Immediately start a log of all activities, actions and significant information. Maintain an updated log throughout the activation.	
3.	Assign staff to the Situation Status position. Track the progress of operations and incidents which involve the "insert your department" staff.	
4.	Assess all DOC operations. Project the staffing and other resources needs for the DOC for the next eight hours. Assign staff to begin next Shift Staffing, if needed.	
5.	If Department facilities and assets are damaged or are housed in damaged buildings and facilities, begin an assessment of which assets may be salvageable. Assign staff to Damage Assessment and Salvage, if needed.	
6.	Every hour prepare a situation report of DOC operations. Include: <ul style="list-style-type: none"> <li>▪ # of people working – general assignments</li> <li>▪ general status of Department Staff</li> <li>▪ # of unaccounted for staff – potential reasons (off duty, etc.)</li> <li>▪ general status of Department equipment and supplies</li> <li>▪ Anticipated decisions and operations for the next 8/24 hours</li> <li>▪ Estimated time when the Department will return to normal operations</li> <li>▪ Estimated costs and damage assessment</li> </ul>	
7.	Provide the updated report to the DOC Manager. Keep chronological records of situation reports.	
8.	Work closely with the Resources Team Leader to ensure staffing, equipment and supply resources are identified and procured to support operations.	
9.	Provide support to the DOC Manager with analyzing the ongoing operations and planning the transition to normal operations	

## CHECKLIST 4-A

# SITUATION STATUS

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	"insert your department" DOC	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Keeping track of all operational information</li> <li>• Updating DOC status Boards</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Per the direction of the Plans Team Leader, maintain the Activity Log</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the "insert your department" DOC	
2.	Set up the Situation Status Boards and Campus Maps	
3.	Track the progress and status of operations. Include: <ul style="list-style-type: none"> <li>▪ location and status of field teams</li> <li>▪ progress on pre-established field operational priorities</li> <li>▪ Weather and hazard information (you may have to contact the EOC to get this information)</li> <li>▪ General announcements and information from the EOC</li> <li>▪ Major issues</li> <li>▪ Damage and impacts to DOC operations</li> <li>▪ Total Cost – if available</li> </ul>	
4.	Per the direction of the Plans Team Leader, maintain the DOC log recording activities, actions and significant information.	
5.	Continually review the status board and maps to assess current status of teams and operations.	
6.	Keep records of reports and logs, as directed by the Plans Team Leader.	

## CHECKLIST 4-B

# SHIFT STAFFING

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	<b>“Insert your department” DOC</b>	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Determine next shift staffing needs</li> <li>• Assign staff to shifts</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assignment of vehicles, equipment and supplies to support next shift operations</li> <li>• HR with accounting for all staff</li> <li>• Finance Team with accounting for labor hours and location worked</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the <b>“Insert your department” DOC</b>	
2.	Review the department staff roster – check with the Operations Team Leader and the HR position to determine who is working now and who may be available to come in for the next shift.	
3.	Work with the Plans Team Leader to determine the next shift staffing needs. If there are field supervisors at other locations, contact them to find out their shift needs and determine if they are able to assign staff themselves.	
4.	Assign staff to fill needs.	
5.	Assess each staff position to determine resource requirements including vehicles, equipment and supplies.	
6.	Ensure that equipment and supplies is tracking available equipment and procuring needed resources.	
7.	Support Operations with assigning vehicles and other equipment, if needed.	
8.	Provide lists of assigned staff to the Resources Team for tracking.	
9.	Provide lists of assigned staff to the Finance Team for tracking labor hours.	

**CHECKLIST 4-C**  
**DAMAGE ASSESSMENT/SALVAGE**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	<b>Insert location</b>	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Determine if DOC Buildings, Facilities or assets have been damaged</li> <li>• Assess the value of the damaged assets</li> <li>• Determine if any non-damaged assets can be salvaged</li> <li>• Provide summary reports of damage and salvageable assets to the Plans Team Leader</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• In the recovery period, this position may be asked to assist with damage reports and records for the University's FEMA application</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to "insert the location"	
2.	Working with the Plans Team Leader and the DOC Manager, determine if Department buildings, facilities and/or assets have been damaged. Determine what Department assets are contained with damaged buildings.	
3.	Determine if non-damaged assets can be salvaged. This position may need to have direct contact with the Inspections or Damage Assessment position in the University EOC to get a report on the status of buildings and find out if DOC staff can enter the buildings.	
4.	As information becomes available on buildings and contents, keep track of Department assets. As operations progress, determine if non-damaged assets can be salvaged.	
5.	If not, keep track of damaged inventory and assess the value of the loss.	
6.	Provide reports to the Plans Team Leader.	
7.	After the Department resumes normal business, this position may be asked to assist with damage reports and records for the University's FEMA application	

## CHECKLIST 5

# RESOURCES TEAM LEAD

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	<b>Insert location</b>	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Keep track of all Department Resources</li> <li>• Coordinate the request for resources with the DOC Manager and the EOC</li> <li>• Coordinate contracts and services with the EOC</li> <li>• Keep track of all Department Staff</li> <li>• Provide communication to Department Staff from the DOC Manager and the EOC</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support operations with necessary human and material resources</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to “insert your department” DOC	
2.	Assign staff to track Human Resource.	
3.	Assign staff to track Contracts and Services.	
4.	Assign staff to track Equipment and Supplies.	
5.	Work with the Operations Team Leader and the Plans Team Leader to determine current status of operations, department staff and what will be needed.	
6.	Assign team members to support operational requests for staffing and resources.	
7.	If department contracts and services will be activated, work with the DOC Manager in coordinating with the Resources Team Leader in the EOC. If the DOC is going to manage the contracted services, advise the EOC and forward copies of records, if requested.	
8.	Ensure contractors and vendors are assigned to a DOC staff person in the field. Contractors should not be working without an appropriate University or department staff person with them during an emergency. Ensure contractors have all necessary safety equipment and that they understand the role and authority of the Incident Commanders.	
9.	Display the status of resources on the Resources Status Board – if requested.	
10.	Provide reports to the DOC Manager.	
11.	Forward requests for additional resources to the DOC Manager who will contact the EOC with the requests.	
12.	Keep track of all Department and contracted resources used and provide documentation to the Finance Team Leader for records.	

### CHECKLIST 5-A

## HR/PERSONNEL

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>		
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Request, maintain, and provide information on the status and availability of all Department staff</li> <li>• Communicate with the DOC Manager on all staff needs and requirements</li> <li>• Track and record status of all injured personnel, begin workers compensation or injury claims</li> <li>• Provide detailed reports on the status of all staff as needed</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support Shift Staffing with contacting department staff and keeping track of status</li> <li>• Communicate and assist other Resource teams, as needed</li> <li>• Supply Finance team leader with accurate records of time sheets, labor requests, costs, and expenses</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to "insert location.	
2.	Check with the Operations Team Lead to see if a roll call of all DOC field staff was conducted. Chart the status of all on-duty and off-duty field staff – follow up on all staff who are not accounted for. Keep an updated list of staff status and telephone contact numbers.	
3.	Check with other DOC locations to ensure that the above information is being tracked for Department employees. If not, assume the responsibility of tracking all employee status.	
4.	Assist with records of employee's hours, locations worked, and all payroll information. Ensure that this information is captured at the Operations Team. If not, set up a process to account for labor hours and location.	
5.	Set up an information status board for employees when telephones are not operating.	
6.	Establish a file and begin the initial case report on all injured employees. Assist the DOC Manager with contacting families, if requested.	
7.	Check with the DOC Manager to ensure that all staff in the DOC have food and water, supplies, or other personal needs. Food and water supplies may be requested by the DOC Manager to the EOC. If directed by the DOC Manager, contact the EOC to get information on food, water, rest areas and other personnel support requirements.	

**CHECKLIST 5-B**  
**EQUIPMENT/SUPPLIES**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	<b>“Insert location”</b>	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Collect and maintain status of all Department vehicles and equipment</li> <li>• Track, maintain, and request DOC resources as needed</li> <li>• Provide updated reports of resources used</li> <li>• Communicate with the Resources Team Lead on available resources, needs, or requests</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support the Operations Team leader with status of all available resources               <ul style="list-style-type: none"> <li>▪ Support the Shift Staffing with equipment needs</li> <li>▪ Support the Finance Team Leader with records and documentation</li> </ul> </li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the DOC, check in with Resources Team Lead.	
2.	Work with the Operations Team Lead and other DOC locations to identify current inventory of all Department staff vehicles and equipment.	
3.	Record current inventory of DOC vehicles and equipment on an Equipment/Supplies status board.	
4.	Monitor, assess, and update Resources Team Leader on current inventory of Department staff vehicles and equipment.	
5.	Analyze current inventory, request additional resources as needed.	
6.	Provide records of equipment and supplies used to the Finance Team Leader.	



**CHECKLIST 5-C  
CONTRACTS AND SERVICES**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Location:</b>	<b>"Insert location"</b>
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provide DOC Manager with a list of contingency contracts and/or service agreements available</li> <li>• Initiate and begin activation of contingency contracts and services agreements when requested</li> <li>• Keep accurate report of all contracts activated and associated costs</li> </ul>
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support and assist Finance Team Lead of contract and service agreements activated, cost analyses, updated reports of resources used</li> <li>• Notify Resource Team Lead of contract and service agreements activated so this information can be communicated to the EOC Resources team.</li> </ul>

<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the "insert location"	
2.	Check in with Resource Team Leader and determine if any contract or service agreements are needed.	
3.	Activate contingency contracts as requested	
4.	Track, monitor, and inform Finance Team lead with updated report of all contracts activated and associated costs	
5.	Assist Resource Team Lead as needed with reports to the EOC.	

## CHECKLIST 6

# FINANCE TEAM LEAD

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	<b>Insert location</b>	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Track staff labor hours, locations worked and associated costs</li> <li>• Track all other expenses</li> <li>• Provide summary reports to the DOC Manager</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• In the recovery period, this position may be asked to assist with damage reports and records for the University's FEMA application</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the "insert location"	
2.	Assign staff or set up a process to account for all department staff hours worked, as follows: <ul style="list-style-type: none"> <li>▪ Date</li> <li>▪ Employee name, SS# and work identification number</li> <li>▪ Location (specific building or location on campus) hours were worked.</li> </ul>	
3.	Assign staff or set up a process to track all other expenses incurred by the department including: <ul style="list-style-type: none"> <li>▪ department equipment used – hours and location</li> <li>▪ department supplies used – cost and location</li> <li>▪ outside services and contracts – costs and locations worked</li> </ul>	
4.	Ensure that for every cost (staff hour or material), there is a source document, including: <ul style="list-style-type: none"> <li>▪ time sheet or labor record</li> <li>▪ shift staffing log or record</li> <li>▪ shift work record</li> <li>▪ service request record</li> <li>▪ contract or purchase order</li> <li>▪ invoice or bill</li> <li>▪ receipts</li> </ul>	
5.	Provide summary reports to the DOC Manager every two hours, or as requested.	
6.	Maintain documentation for post-disaster recovery. This position may be asked to assist with damage reports and records for the University's FEMA application	

**CHECKLIST 6-A**  
**TIME SHEETS/LABOR**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	<b>“Insert location”</b>	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Receive, maintain and track names, hours worked, and locations for all Department staff members during an emergency</li> <li>• Provide Finance Team lead with a summary report on labor costs</li> <li>• Ensure that source documents are available for all hours reported and maintained</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assist Operation Team Lead with collecting reports of department staff members who are present and hours worked, as needed</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to the “Insert location”.	
2.	Receive from the Operations Team Leader, Shift Staffing and/or HR Personnel position lists of all department staff who have worked during the emergency..	
3.	Set up a record and account for all department staff hours worked, as follows: <ul style="list-style-type: none"> <li>▪ Date</li> <li>▪ Employee name, SS# and work identification number</li> <li>▪ Location (specific building or location on campus) hours were worked</li> </ul>	
	Ensure there is a source document for staff labor. Source documents include: <ul style="list-style-type: none"> <li>▪ time sheet or labor record</li> <li>▪ shift staffing log or record</li> <li>▪ shift work record</li> <li>▪ service request record</li> <li>▪ contract or purchase order</li> <li>▪ invoice or bill receipts</li> </ul>	
1.	Provide the Finance Team Leader summary reports on labor costs as needed	
2.	Maintain documentation for post-disaster recovery. This position may be asked to assist with damage reports and records for the University’s FEMA application	

## CHECKLIST 6-B

# COSTS/EXPENSES

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Location:</b>	"insert location"	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Keep an accurate record and account for all cost and expense incurred by the DOC</li> <li>• Provide summary reports on all cost and expense statements submitted to Finance Team lead as needed</li> <li>• Ensure that source documents are available for all costs/expenses incurred during the emergency</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• In the recovery period, this position may be asked to assist with damage reports and records for the University's FEMA application</li> </ul>	
<b>PROCEDURES</b>		<b>DATE/TIME</b>
1.	Report to "insert location".	
2.	Review the Situation Status Board and the use of all internal department equipment, supplies, external contracted services and other costs.	
3.	Set up a process to track all other expenses incurred by the department including: <ul style="list-style-type: none"> <li>▪ department equipment used – hours and location</li> <li>▪ department supplies used – cost and location</li> </ul> outside services and contracts – costs and locations worked	
4.	Ensure there is a source document for every expense. Source documents include: time sheet or labor record <ul style="list-style-type: none"> <li>▪ shift staffing log or record</li> <li>▪ shift work record</li> <li>▪ service request record</li> <li>▪ contract or purchase order</li> <li>▪ invoice or bill</li> <li>▪ receipts</li> </ul>	
5.	Provide reports to the Finance Team Leader, as needed	
6.	Maintain documentation for post-disaster recovery. This position may be asked to assist with damage reports and records for the University's FEMA application	



**SECTION IV  
PLAN UPDATE, TRAINING, AND EXERCISES**

**A. Plan Update and Master File**

This plan will be updated on:	(insert date)
The plan will be updated by:	(insert staff name)
The master file is named:	(insert file name)
The master file is kept at:	(insert location)

**B. DOC Staff Training**

DOC Staff orientation will be held on	(insert date)
DOC Table Top Exercise will be held on:	(insert date)
Department employees will be notified of assignments on:	(insert date)
UCB Office of Emergency Preparedness will be notified of completed update by::	(insert date)

**C. Annual UCB Exercise**

The annual UCB EOC – DOC training will be held on:	(insert date)
--	---------------



**Report of DOC Exercise or Training**

<b>DOC</b>	
<b>DATE of Training</b>	
<b>Type of Exercise</b>	<input type="checkbox"/> Orientation <input type="checkbox"/> Table Top <input type="checkbox"/> Communications <input type="checkbox"/> Functional/Simulated <input type="checkbox"/> Field/Full Scale
<b>Exercise Objectives:</b>	<b>1. Objective:</b>  <b>2. Objective:</b>  <b>3. Objective:</b>
<b>List of Staff Trained</b>	<b>Attach List</b>
<b>Other Participants:</b>	<input type="checkbox"/> UCB Office of Emergency Preparedness <input type="checkbox"/> UCB: please list <input type="checkbox"/> City of Berkeley <input type="checkbox"/> County of Alameda <input type="checkbox"/> Office of the President <input type="checkbox"/> Other: please list
<b>Summary or Comments</b>	
<b>Please forward this report to:</b>	<b>UCB Police Department Office of Emergency Preparedness</b>







**C Miscellaneous**