

OPERATIONS SECTION

(ERP)

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CHECKLIST 6-A
Operations Section Chief (Page 1 of 6)

Name: _____ **Date:** _____ **Time:** _____

Reports to:	EOC Director.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	<ul style="list-style-type: none"> • Assume operational oversight of the UCSF emergency response. • Coordinate the Operations Team field resources to respond to the emergency including: <ul style="list-style-type: none"> — Police Units. — Facilities Management personnel. — Environmental Health and Safety personnel. — Animal Care personnel. — Disaster Health and Medical support to Campus. — Emergency Response Teams • Prioritize and manage the response efforts and develop the overall strategy for field response. • Coordinate field operations with the Medical Center Disaster Control Center and/or the Medical Center Safety Officer. • Keep the EOC staff informed of team activities and emergency conditions. • Coordinate Operations with Planning and Intelligence, Resources and Logistics, and Finance Teams. • Oversee a multi-department field response and multi-agency coordination.
Support Responsibilities:	<ul style="list-style-type: none"> • Provide information to Situation Status and support Inspections and Damage Assessment. • Act as back-up for the EOC Director. • Assist the EOC Director with developing the EOC action plan. • Make recommendations for mutual assistance needs and resources.
Equipment/Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed.

CHECKLIST 6-A
Operations Section Chief (Page 2 of 6)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
1. Report to the EOC. Sign in with Situation Status. Immediately get a report on emergency conditions and situations. Check in with EOC Director. Check communications for your position including police radio communications, telephone to the Police Communication Center, telephone, cellular phone and fax. Begin a log of your activities and keep it current throughout the emergency response.	
2. Activate the Operations Team and ensure that all functions are represented; Police, Animal Care, Environmental Health and Safety, Facilities Management, and LPPI. Establish communication with the Medical Center Disaster Control Center and/or the Safety Officer.	
3. Work with team members to gather information about emergency conditions and situations and begin assessing reports. Have team members identify major incidents involving their functions and potential resources in the field. Post on the EOC maps and status boards and share the information with the EOC Director and other EOC teams.	
4. With the EOC Director, evaluate conditions and develop an overall strategy for response, based on the following response priorities, or as directed by the EOC Director: A. Life Safety - protection of lives and care of the injured B. Patient Care C. Animal Care D. Protection of Critical Research Project Operations (power dependent) E. Protection of the environment F. Protection of property from further damage G. Containment of hazards - protection of university staff and the public H. Protection of Research and Academic work-in-progress documentation and on-site files I. Restoration of Networks and Information systems	
5. Ensure that each Operations team member is able to communicate with their field response office or directly with units by radio, telephone, and/or cellular communications for operations. Request communications support from the Resources and Logistics Team, if none of these systems are operational.	

CHECKLIST 6-A
Operations Section Chief (Page 3 of 6)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
6. Check on the status of emergency power and system support to critical buildings including: <ul style="list-style-type: none"> ◆ Medical Center ◆ Animal Tower ◆ LPPI ◆ Police Communications Center – located in Millbury Union, G-18 level 	
7. If service is disrupted to any of these facilities, immediately address contingency plans for : <ul style="list-style-type: none"> ◆ Building power ◆ Ventilation ◆ Water ◆ Lighting 	
8. Coordinate all contingency plans with the Medical Center liaison or safety coordinator for the Medical Center. Determine if the Medical Center can receive patients at the Emergency Room. Work with the EOC Director to determine service priorities.	
9. Receive status reports on the condition of the Animal Care Facilities.	
10. Receive status reports on the condition of Langley Porter Psychiatric Institute (LPPI). Ensure that LPPI is able to continue to house patients, even if the power is disrupted.	
11. In the event the UCSF Police Department Communication Center can not be occupied, the Police Mobile Command Post may be used as an alternate Communications Center.	

CHECKLIST 6-A
Operations Section Chief (Page 4 of 6)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
12. Ensure that the Police or Facilities Management teams have surveyed the primary buildings at : <ul style="list-style-type: none"> ◆ Parnassus ◆ Mount Zion ◆ Mission Center ◆ Laurel Heights ◆ Hunter's Point ◆ And other sites, as able Receive reports for each building, the status of occupants, and the operational status of the building. This may take several hours or days.	
13. Prioritize the reports and focus on the main areas of damage and where response is needed. Based on the needs for each building, work with the EOC Director to determine where UCSF resources will be sent. Ask for assistance from the San Francisco City EOC if additional emergency responders are needed.	
14. Keep track of all field resources and activities. Ensure coordination and cooperation from the field offices of EH&S and Facilities.	
15. Forward the status reports for each building to the Planning and Intelligence Team, to assist with the prioritization by the Damage Assessment Teams.	
16. Establish multi-disciplined teams for large-scale emergencies. Appoint an Incident Commander for the team who will act as the Team Lead and who will communicate to the Police Communication Center or directly to the EOC by radio.	
17. Cordon-off unsafe areas, secure facilities, and control access where there is severe damage. Have utilities shut down if they present a possible hazard.	
18. Oversee the response and clean up of hazardous materials, as preplanned by Environmental Health and Safety. If there are not sufficient UCSF-trained persons for a hazardous materials response team, cordon-off and secure spill areas until appropriate teams can be dispatched. ADVISE THE ACADEMIC COORDINATOR TO COMMUNICATE HAZARD AREAS TO THE RESEARCH AND ACADEMIC STAFF. ENSURE COOPERATION FROM STAFF AND FACULTY TO NOT ENTER UNSAFE AREAS.	

CHECKLIST 6-A
Operations Section Chief (Page 5 of 6)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
19. Keep track of all injured persons. If available, dispatch a Police Officer to provide first aid. Verify that emergency transportation has been called for severe injuries, or arrange to transport victims to the closest emergency room facility.	
20. Establish communication with the San Francisco EOC or with the San Francisco Police Department or other City and County departments, if needed. Coordinate with the Liaison position to ensure accurate coordination of joint operations.	
21. Ensure traffic control is established to provide a quick and safe exit for students and faculty and access for emergency vehicles.	
22. For incidents involving the City of San Francisco or other agency field units, assign a field Incident Commander, or a UCSF liaison, to the other agency's command post.	
23. Identify all resources you need, or may need, and make requests to Resources and Logistics. Resources may include internal resources, contracted services, weather protection, or lights for night operations.	
24. Ensure that emergency workers are assigned within the limits of their training and qualifications and that they have adequate safety supplies and equipment to safely perform their duties.	
25. Forward information to Situation Status and others in the EOC. Keep the EOC Director informed of events and actions. Work closely with Situation Status to keep track of all site operations.	
26. If not already completed, work with Public Safety and prepare a plan for a large-scale egress from the University and for securing the University facilities during and immediately following emergency operations.	
27. Coordinate with Planning and Intelligence and Inspections and Damage Assessment to identify priorities for further inspections, repairs, service restoration, and facility restoration. Keep aware of the occupancy status of buildings and begin planning for normal operations. Coordinate with the EOC Director for restoration priorities.	

CHECKLIST 6-A
Operations Section Chief (Page 6 of 6)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
28. Request site food/water and other personnel support needed for Operations Teams from the Resources and Logistics Team Leader. Also request arrangements for a secure site for the rest area(s), away from public access.	
29. Plan for on-going operations and extended staffing if damage is severe or field activities appear to be extensive. Coordinate with Planning and Intelligence, Resources and Logistics, and the EOC Director to plan for extended operations, especially during non-business hours. If operations will be extensive, release all students, visitors, and employees who are not urgently needed.	
30. Provide lists of personnel on-duty and any preliminary information on personnel matters or claims to Human Resources.	
31. Continue to staff the EOC as long as the emergency situation continues.	
<i>DEACTIVATION/RECOVERY:</i>	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

CHECKLIST 6-B

Emergency Communications Center (Page 1 of 2)

This is not an EOC Position. Checklist outlines supporting functions.

Name: _____ **Date:** _____ **Time:** _____

Reports to:	Operations Section Chief.	
Location:	Emergency Communication Center (ECC).	
Primary Responsibilities:	<ul style="list-style-type: none"> • Coordinate communications between the EOC and field police units. • Retrieve information from New World Systems for use by EOC staff. • If able, answer 9-1-1 calls and relay requests to the EOC. 	
Support Responsibilities:	<ul style="list-style-type: none"> • Communicate messages to agencies on behalf of the EOC, as requested. 	
Equipment/Supplies:	<ul style="list-style-type: none"> • Function in support of EOC operations, located in ECC 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1.	Contact the EOC Operations Section Chief by radio or telephone. If 9-1-1 is operational, continue to receive calls for service. Non-urgent calls for service will be suspended until the emergency subsides. Check with the EOC prior to dispatching officers to calls which are NOT LIFE-THREATENING EMERGENCIES.	
2.	Conduct a roll call of all field units. Relay their status to the EOC Operations Section Chief. Officers are to check the status of their locations and report information via radio. Relay reports to the EOC.	
3.	Dispatch units, as requested by the EOC. Officers are to be discouraged from becoming engaged in assisting individuals, unless it is a life-threatening emergency. Officers will be dispatched as Incident Commanders for large-scale incidents, team leaders on multi-department teams, and for emergency first Aid or other life-threatening emergencies. The EOC will set the field priorities for how officers will be assigned.	
4.	In the event the UCSF Police Department Emergency Communication Center can not be occupied, the Police Mobile Command Post may be used as an alternate Communications Center.	

CHECKLIST 6-B
Emergency Communications Center (Page 2 of 2)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY:	
1. Do not delete or destroy any written documents or e-mail correspondence related to EOC support activities.	
2. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

**CHECKLIST 6-C
 Public Safety (Page 1 of 4)**

Name: _____ **Date:** _____ **Time:** _____

Reports to:	Operations Section Chief.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	<ul style="list-style-type: none"> • Track and prioritize life-threatening emergencies including: Severe injuries, trapped victims, medical emergencies, police emergencies, fire, and HazMat emergencies. • Provide general status reports for buildings and sites. • Manage police and other public safety resources for the overall UCSF response. • Determine the need for and assign field Incident Commanders. • Institute emergency police operations including: perimeter access control, exit and egress traffic control, site and building security. • Coordinate police mutual assistance and multi-agency field response.
Support Responsibilities:	<ul style="list-style-type: none"> • Support emergency operations for Facilities, EH&S, Animal Care and LPPI, as requested. • Assist with facility inspections. • Assist by providing VIP escorts.
Equipment/Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed.

PROCEDURES	TIME/ DATE
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EMERGENCY RESPONSE:	
1. Report to the EOC. Sign in with Situation Status. Immediately get a report on emergency conditions and situations. Check in with the Operations Team Leader. Check communications for your position, including radios, telephone, and cellular telephone, and fax. Set up the maps for UCSF properties.	
2. Receive the report from the Police Communication Center regarding the location and status of Police officers. Relay the information to the EOC, and mark the location of officers on the map. Provide the current locations and assignments, and type of equipment available. Also get the number and status of all fire units on-site and continue tracking fire resources, assisting fire operations as needed.	

CHECKLIST 6-C
Public Safety (Page 2 of 4)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
3. Obtain reports from Facilities to determine the status of people who have been unable to evacuate buildings and facilities.	
4. Receive reports of life-threatening emergencies. Identify life safety emergencies, including people with major injuries, people unconscious, people trapped (needing rescue), and other life safety incidents.	
5. Arrange and coordinate hospital transportation for the seriously injured. Request transportation support from Transportation/Fleet, volunteers on site and/or the City EOC.	
6. Based upon identified priority needs, coordinate with the Police Communication Center to assign field personnel.	
7. With the Operations Team Leader, evaluate the overall situation and identify the buildings and locations with the highest priority incidents. Provide leadership to the field responders by assigning an Incident Commander to coordinate multi-department teams with the EOC. If you are going to talk directly to the Incident Commanders over the Police Radio – advise the Police Communication Center.	
8. If you are directed to establish communication with San Francisco Police Department or other police departments, establish a communication protocol and assign telephone, radio or cellular telephone channels.	
9. If it has not already been done, request any needed search and rescue assistance and/or fire first responders from the San Francisco City Fire Department or other City EOC resource. If fire incidents are major, request a fire department representative for the UCSF EOC or establish direct communication with the Fire Commander at the City of San Francisco EOC or the city having jurisdiction.	
10. Assemble any available search and rescue volunteers at the Police Communications Center or other location where they can be assigned to rescue situations. Ensure that the responders have adequate equipment and resources.	
11. Ensure that written records are kept for every injured person. Do not give out personal information to the news media or others. Forward records to the Human Resources position in the EOC to ensure follow up reports.	
12. Continue to maintain the status of all committed units and potential personnel needs. Also, determine 12-hour shift personnel availability and assign shift staffing.	

CHECKLIST 6-C
Public Safety (Page 3 of 4)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
13. If Police requirements exceed the capability of UCSF, request mutual assistance resources via the City of San Francisco Police Department or EOC. Work with Resources and Logistics, and make contact according to law enforcement mutual aid procedures. Determine the number of police officers needed, primary mission and assignment, locations needed, and length of time needed. Inform the UCSF Liaison position of the request for mutual aid.	
14. Identify the number of meals needed, location, times, and other personnel support needs; provide the information to the Resources and Logistics Team.	
15. As requested, develop plans for: <ul style="list-style-type: none"> ◆ Mass evacuation egress – traffic control ◆ Perimeter control and access points for secured buildings and areas ◆ Building and/or site security if the buildings are totally closed due to hazards ◆ Security checks at all UCSF sites 	
16. Coordinate with the other Operations Team members (especially the Team Leader) and Situation Status to ensure all field personnel are aware of critical Police operations.	
17. If there are fatalities, assign a Police Officer to the incident. Keep all information regarding the identity of the victim(s) within the EOC. Provide reports to the Human Resources position.	
18. If there are multiple fatalities, establish a temporary morgue, if necessary, identifying bodies and securing the area. Have the Operations Team Leader notify the County Examiner as soon as possible regarding fatalities. Prepare a report regarding the circumstances of deaths.	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	

CHECKLIST 6-C
Public Safety (Page 4 of 4)

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY (Cont.):</i>	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

CHECKLIST 6-D

Buildings & Facilities Branch Chief (Page 1 of 4)

Name: _____ **Date:** _____ **Time:** _____

Reports to:	Operations Section Chief.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	<ul style="list-style-type: none"> • Coordinates EOC requests for information, assessment, and repairs with the CPM Emergency Response Center (ERC). • Provides on-going situational reporting to the EOC on the status of: <ul style="list-style-type: none"> ○ Utilities, Damage, Building Safety Assessments, Losses, and Repairs. ○ Response to emergencies in buildings and facilities. ○ Emergency power to critical buildings and systems ○ Utilities serving UCSF ○ Occupancy status of buildings ○ Damaged and unsafe buildings ○ Building Safety Assessments ○ Building Repairs ○ Estimated Losses • Request Activation of Facilities, Building Inspection, Damage Assessment and or Repair & Construction Units to the Buildings & Facilities Branch if necessary.
Support Responsibilities:	<ul style="list-style-type: none"> • Support Police with light search and rescue and other activities. • Assist Environmental Health and Safety. • Assist Care & Shelter Teams in assessing sites for shelter operations. • Planning & Intelligence in Situational Tracking/Documentation
Equipment & Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function.

PROCEDURES	TIME/ DATE
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EMERGENCY RESPONSE:

1. Report to the UCSF EOC to support coordination	
2. Create a log to record all phone contacts and activities. Review the Campus EOC, HCC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information.	

CHECKLIST 6-D
Buildings & Facilities Branch Chief (Page 2 of 4)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
3. Establish communication with: <ul style="list-style-type: none"> • CPFM Emergency Response Center (ERC) @ 476-2021. • Central Utilities Plant • Satellite Building Staff at Building Team Offices • UCSF Real-estate 	
4. Receive status reports on: <ul style="list-style-type: none"> • Response to emergencies in buildings and facilities. • Building Systems: water, HVAC, sanitation • Utilities serving UCSF • Occupancy status of buildings • Damaged and unsafe buildings • Building Safety Assessments • Life Safety Systems • Building Repairs • Estimated Loses • Hazards 	
5. Check on the status of emergency power and system support to critical buildings including: <ul style="list-style-type: none"> • Medical Centers • Animal Tower • LPPI • UC Police Emergency Communications Center 	

CHECKLIST 6-D
Buildings & Facilities Branch Chief (Page 3 of 4)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
6. If service is disrupted to any of critical facilities, immediately address contingency plans for : <ul style="list-style-type: none"> • Building power • Ventilation • Water • Lighting 	
7. With the Operations Section Chief, evaluate the overall situation and identify the buildings and locations with the highest priority incidents. Keep the Operations Section Chief apprised of the status of CPFM ERC activities. Support multi-department teams for immediate life safety or high hazard emergencies.	
8. Develop a service restoration plan. Work with the Central Utilities Plant and the CPFM ERC to establish priority buildings and systems. With the other Building & Facilities Branch positions and other appropriate EOC Sections and Units, establish a plan based on time and services, to restore power and other building services.	
9. Identify work which could be performed by outside services and contractors. Request emergency contracts through the Finance Section – Purchasing Unit. Direct CPFM resources to assist with the higher priority response needs, while delaying less urgent services to contractors.	
10. Identify the number of meals needed, location, times, and other CPFM personnel support needs; provide the information to the Resources and Logistics Section, Care & Shelter Unit.	
11. Provide support to all operations throughout the duration of the emergency response.	
12. Coordinate with UCSF Real-estate for leased spaces to relocate UCSF operations from damaged buildings.	
DEACTIVATION/RECOVERY:	
7. De-activate your position in the EOC as directed by the Operations Section Chief.	

CHECKLIST 6-D
Buildings & Facilities Branch Chief (Page 3 of 4)

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY (Cont.):</i>	
8. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities. Keep copies of all of your logs, reports, messages, and any other documents you used and received in the EOC. Keep these records for a period of one year, or as directed by the Director Homeland Security & Emergency Management.	
9. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
10. Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.	
11. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operation Section Chief or Planning Section, as appropriate.	
12. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well 	

CHECKLIST 6-E
Building Inspections (Page 1 of 3)

Name: _____ Date: _____ Time: _____

Reports to:	Building & Facilities Branch Director.	
Location:	CPFM Emergency Response Center (ERC), or if requested Emergency Operations Center (EOC).	
Primary Responsibilities:	<ul style="list-style-type: none"> • Manage the inspections, posting, reporting, and documentation of UCSF buildings and facilities. • Direct, assign, and coordinate the Building Inspection Teams and provide team members with safety and specialized equipment as required. • Receive and evaluate the initial damage reports and damage reports from Building Inspection Teams. • Maintain complete records and files of all damage, by site. • Determine the occupancy status of buildings, and the posting and securing of unsafe buildings. 	
Support Responsibilities:	<ul style="list-style-type: none"> • Support the Building & Facilities Branch with information affecting rescue activities and for establishing priorities. • Support Emergency Projects in identifying projects. 	
Equipment/ Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function - I.e.: UCSF radios for field teams, ATC-20 forms and procedures, safety equipment for inspection teams, lists and maps of buildings, as available. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. Report to the EOC, if requested by the Building & Facilities Branch Director. . Immediately get a report on emergency conditions and situations. Begin a log of your activities and keep it current throughout the emergency response.		
2. Coordinate with Facilities Management and EH&S to obtain initial safety reports. Determine if Building Inspection Teams will be needed to assist with emergency rescues or other operations. Work with the Building & Facilities Branch Director to provide Building Inspection Teams needed for emergency operations.		

CHECKLIST 6-E
Building Inspections (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
3. Coordinate with the EOC Director, Operations Section Chief, Building & Facilities Branch Director and Planning and Intelligence Section Chief to determine their priorities for the initial building inspections and develop a priority list. Also, determine if it is safe for the inspectors. Refer to the lists of buildings contained in Appendix B to work with Facilities, EH& S and the Police Department.	
4. Determine how many Building Inspection Teams will be needed. Assemble teams and provide with communications capability, ATC-20 forms, and safety and personal protective equipment. Assign teams to buildings according to determined priorities.	
5. Instruct teams to use the ATC-20 forms and include photographs and drawings.	
6. Check with Facilities to determine if a building manager or other facilities department staff will be available in the field to meet the inspection teams.	
7. Arrange a communication and reporting protocol with each team. Test the equipment with each team. Track the progress of teams using the forms provided as attachments to this checklist.	
8. Coordinate with Facilities Management to confirm that all damaged buildings have been inspected, posted, and secured. Follow the guidelines in ATC-20. If further inspections are required, request inspectors from the City of San Francisco or the contract engineering consultants.	
9. Forward completed damage assessment reports to the Damage Assessment position for loss estimation and documentation.	
10. If the disaster is an earthquake, be prepared to send Building Inspection Teams to re-inspect buildings following any aftershocks.	
DEACTIVATION/RECOVERY:	
1. Continue to provide inspection services as aftershocks occur, projects are completed, or as requested.	
2. De-activate your position in the EOC as directed by the Operations Section Chief.	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
4. Forward all source documents or copies to the Insurance and FEMA Documentation position for the insurance and/or disaster application files.	
5. Manage and track repair and reconstruction projects. Transfer projects to normal project management.	

CHECKLIST 6-E
Building Inspections (Page 3 of 3)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY:	
1. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
2. Upon deactivation of your position, brief the Building & Facilities Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
3. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
4. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

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DATE: _____

TIME: _____

INSPECTION TEAMS LOG

	Team Members	SS #	Phone/Radio/Pager	Facilities Assigned
TEAM 1	1.			
	2.			
	3.			
TEAM 2	1.			
	2.			
	3.			
TEAM 3	1.			
	2.			
	3.			
TEAM 4	1.			
	2.			
	3.			
TEAM 5	1.			
	2.			
	3.			

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BUILDING AND FACILITY INSPECTION LIST

Building/Facility	Posting (Color)	Structural Inspection	Description of Damage	Emergency Project #	Est. \$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
TOTAL ESTIMATED DAMAGE ASSESSMENT					\$

PAGE ____ OF ____

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BUILDING INSPECTION REPORT

BUILDING/FACILITY:		
DATE:	TIME:	
TEAM:		
BUILDING SAFETY STATUS/POSTING		
GREEN NO DAMAGE OCCUPANCY	YELLOW MINOR DAMAGE OCCUPANCY	RED MAJOR DAMAGE NO OCCUPANCY
DESCRIPTION:		
STATUS OF OCCUPANTS:		
SMALL REPAIRS/WORK NEEDED:		
UTILITIES:		
MAJOR WORK/PROJECTS RECOMMENDED:		
MITIGATION RECOMMENDATIONS:		
ESTIMATED DAMAGES: \$		

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CHECKLIST 6-F Damage Assessment (Page 1 of 3)

Name: _____ Date: _____ Time: _____

Reports to:	Building & Facilities Branch Director.
Location:	CPFM Emergency Response Center (ERC), or if requested Emergency Operations Center (EOC).
Primary Responsibilities:	<ul style="list-style-type: none"> • Provide current and ongoing damage estimates to the Building & Facilities Branch Director, EOC Director and other EOC personnel. • Provide estimates of loss and of project costs. • Provide estimates of content loss. • Identify equipment for salvage.
Support Responsibilities:	<ul style="list-style-type: none"> • Assist with the insurance and FEMA documentation, claims/application process. • Support the Planning and Intelligence Section Chief and the Finance Section Chief with project costs and other information.
Equipment/ Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function - I.e.: <p>Standard construction estimating data, content values, building replacement values, lists of buildings, estimating tool.</p>

PROCEDURES	TIME/ DATE
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EMERGENCY RESPONSE:

1. Report to the EOC, if requested by the Building & Facilities Branch Director. Sign in with Situation Status. Report to the Building & Facilities Branch Director. Begin a log of your activities and keep it current throughout the emergency response.	
2. Meet with the Building & Facilities Branch Team members to determine priority buildings and facilities and current levels of damage and repair. Review the inspection reports as they are received.	
3. If able, go with inspection teams to review damage. Ensure that forms or teams are able to provide an estimated % of damage for the building. Review the inspection reports for the following: <ul style="list-style-type: none"> ◆ Type of Damage – Structural or Non-Structural ◆ Damage to Contents – Major (total), Moderate or Minor ◆ Salvageable or retrievable contents 	

CHECKLIST 6-F
Damage Assessment (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (cont.):	
4. Prepare summary reports on the status of all buildings and the estimated dollar amounts of damage. For each damaged building, calculate the estimated damage using a process similar to the one shown in the attachment to this checklist, as follows: <ul style="list-style-type: none"> ◆ Building Value ◆ Estimated Percentage Damage ◆ Calculation of loss based on value or replacement value per square foot ◆ Calculation of loss of contents based on value or replacement value 	
5. Identify individual buildings for projects. Work with the Repair/Construction position to determine projects. Assist with the estimation of projects.	
6. Set up files, by site or building, to keep copies of all inspection reports, notes, and photographs. Forward copies of reports and information for insurance claims and FEMA documentation.	
7. Continue to receive information on damage and amounts of loss, updating reports as necessary. Provide reports to the Building & Facilities Branch Director and the Facilities Documentation Unit in the Planning Section.	
DEACTIVATION/RECOVERY:	
5. De-activate your position in the EOC as directed by the Operations Section Chief.	
6. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
7. Forward all source documents or copies to the Insurance and FEMA Documentation position for the insurance and/or disaster application files.	
8. Forward all source documents or copies to the Insurance and FEMA Documentation position for the insurance and/or disaster application files.	
9. Manage and track repair and reconstruction projects. Transfer projects to normal project management.	

CHECKLIST 6-F
Damage Assessment (Page 3 of 3)

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY (cont.):</i>	
10. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
11. Upon deactivation of your position, brief the Building & Facilities Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
12. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
13. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

Insert UCSF Loss Estimation Spreadsheet

CHECKLIST 6-G Repair/Construction (Page 1 of 3)

Name: _____ Date: _____ Time: _____

Reports to:	Building & Facilities Branch Director.	
Location:	CPFM Emergency Response Center (ERC), or if requested Emergency Operations Center (EOC).	
Primary Responsibilities:	<ul style="list-style-type: none"> • Set up emergency repair and construction projects. • Prepare cost and scheduling estimates for jobs and projects. • Provide recommendations on projects, consultants, and contractors to the Planning and Intelligence Team Leader. • Provide contract management for all emergency repair contracts. 	
Support Responsibilities:	<ul style="list-style-type: none"> • Assist with the insurance and FEMA documentation, claims/application process. • Support the Planning and Intelligence Team Leader and the Finance Team Leader with project costs and other information. 	
Equipment/Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function - I.e.: <p>Standard contracts and resource listings for local construction companies, contract management tools, listings of engineering and design firms and other services</p>	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. Report to the EOC, if requested by the Building & Facilities Branch Director. Begin a log of your activities and keep it current throughout the emergency response.		
2. Meet with the Building & Facilities Branch Team members to determine priority buildings and facilities and current levels of damage and repair. Review the inspection reports as they are received.		

CHECKLIST 6-G
Repair/Construction (Page 2 of 3)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
1. Go with inspection teams to review damage.	
2. Identify and develop projects for clean-up, repair, and construction as needed for early campus recovery. Include cost estimates and schedule projections.	
3. Make project recommendations to the Building & Facilities Branch Director. Include recommendations for consultants and contractors as appropriate. Coordinate with Resources and Logistics and/or Purchasing to procure services and set up contracts.	
4. With authorization from the Building & Facilities Branch Director, complete contract agreements and initiate projects.	
5. Keep complete project records, by site or project number. Obtain project numbers and emergency account numbers from the Finance Team Leader or Accounting.	
6. Provide Damage Assessment and the Finance Team Leader with updated project cost estimates and related information.	
7. Ensure building posting and occupancy status is updated as repairs are made.	
8. Assess projects for hazard mitigation strategies.	
<i>DEACTIVATION/RECOVERY:</i>	
14. De-activate your position in the EOC as directed by the Operations Section Chief.	
15. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
16. Forward all source documents or copies to the Insurance and FEMA Documentation position for the insurance and/or disaster application files.	
17. Manage and track repair and reconstruction projects. Transfer projects to normal project management.	

CHECKLIST 6-G
Repair/Construction (Page 3 of 3)

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY (Cont.):</i>	
18. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
19. Upon deactivation of your position, brief the Building & Facilities Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
20. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
21. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

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CHECKLIST 6-H
Facilities Management (Page 1 of 3)

Name: _____ **Date:** _____ **Time:** _____

Reports to:	Building & Facilities Branch Director.
Location:	CPFM Emergency Response Center (ERC), or if requested Emergency Operations Center (EOC).
Primary Responsibilities:	<ul style="list-style-type: none"> • Provide emergency power to critical buildings and systems. • Make an initial safety inspection of primary UCSF buildings and facilities. • Provide immediate response to emergencies in buildings and facilities. • Cordon-off and post no access to buildings, as needed, until further inspection or repairs can be made. • Restore power and building systems to UCSF buildings.
Support Responsibilities:	<ul style="list-style-type: none"> • Support Police with light search and rescue and other activities. • Support Damage Assessment Teams. • Assist Environmental Health and Safety.
Equipment/Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed.

PROCEDURES	TIME/ DATE
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EMERGENCY RESPONSE:

<p>1. Report to the EOC, if requested by the Building & Facilities Branch Director. Begin a log of your activities and keep it current throughout the emergency response. Establish communication with:</p> <ul style="list-style-type: none"> ◆ Building Management Staff at the CPFM ERC ◆ Stationary Engineers at the Central Utilities Plant ◆ Satellite Building Staff at Building Team Offices <p>Receive status reports on:</p> <ul style="list-style-type: none"> ◆ Electric Power ◆ Building Systems: water, HVAC, sanitation ◆ Building conditions ◆ Any Hazards 	
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**CHECKLIST 6-H
Facilities Management (Page 2 of 3)**

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
2. Provide information to the Building & Facilities Branch Director and Situation Status.	
3. Check on the status of emergency power and system support to critical buildings including: <ul style="list-style-type: none"> ◆ Medical Center ◆ Animal Tower ◆ LPPI ◆ Police Communications Center – located in Mission Central Building (MCB) Rm. 112 	
4. If service is disrupted to any of these facilities, immediately address contingency plans for : <ul style="list-style-type: none"> ◆ Building power ◆ Ventilation ◆ Water ◆ Lighting 	
5. With the Building & Facilities Branch Director, evaluate the overall situation and identify the buildings and locations with the highest priority incidents. Assign Facilities Staff to assist with incidents, as needed. Keep the Building & Facilities Branch Director apprised of the status of the Facilities Staff. Support multi-department teams for immediate life safety or high hazard emergencies.	
6. Develop a service restoration plan. Work with the Central Utilities Plant and the CPFM ERC to establish priority buildings and systems. With the other Building & Facilities Branch positions, establish a plan based on time and services, to restore power and other building services.	
7. Cordon-off and post “no access” to damaged and hazard areas. Post buildings and utilities with important information for Damage Assessment inspectors.	
8. Direct staff to conduct an immediate safety evaluation of buildings for safe occupancy, Post and cordon off unsafe buildings until a structural assessment can be performed.	

**CHECKLIST 6-H
 Facilities Management (Page 3 of 3)**

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
9. Identify work which could be performed by outside services and contractors. Request emergency contracts through the Building & Facilities Branch Director. Direct Facilities resources to assist with the higher priority response needs, while delaying less urgent services to contractors.	
10. Identify the number of meals needed, location, times, and other personnel support needs; provide the information to the Resources and Logistics Team.	
11. Provide support to all operations throughout the duration of the emergency response.	
<i>DEACTIVATION/RECOVERY:</i>	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

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CHECKLIST 6-I
Environmental Health and Safety (Page 1 of 3)

Name: _____ **Date:** _____ **Time:** _____

Reports to:	Operations Section Chief.	
Location:	Emergency Operations Center (EOC).	
Primary Responsibilities:	<ul style="list-style-type: none"> • Monitor and evaluate all operations for hazards and unsafe conditions. • Establish priorities for spill control operations. • Track the status of hazardous materials and coordinate the response to hazardous materials incidents. • Ensure the chemicals or other hazardous materials in buildings are stable and contained before allowing reentry. • Prepare all reports and documentation required per local, state and federal regulations. • Ensure that emergency workers have adequate safety supplies and equipment and that they are assigned within the limits of their training and qualifications. 	
Support Responsibilities:	<ul style="list-style-type: none"> • Support the Operations Team Leader in determining priorities. • Support Damage Assessment Teams. • Assist University and Public Relations with controlling rumors and misinformation regarding hazardous materials at UCSF. 	
Equipment/Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1.	Report to the EOC. Establish communication with the EH&S Office and any EH&S Command Posts set up in the field. Relay all information regarding EH&S staff in the field and current operations to the EOC Operations Team Leader. Provide detail information for posting on the maps and status boards.	
2.	With the Operations Team Leader, evaluate the overall situation and identify the buildings and locations with the highest priority incidents. Support multi-department teams for immediate life safety or high hazard emergencies.	

CHECKLIST 6-I
Environmental Health and Safety (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
3. Check the status of the EH&S prioritized areas of inspection. Advise the Operations Team responders of the potential for hazardous materials spills or issues that may impact incident response, rescue, and building inspection.	
4. Prioritize hazards and make recommendations for safety response. Assist the Operations Team Leader and Facilities Management in determining priorities for response and developing strategies for safety. As much as possible, coordinate field activities with the Police and Facilities Department staff to work efficiently and effectively for the restoration of critical buildings and services.	
5. If it is suspected that a major hazardous material release has occurred, develop an Action plan for Spill Control Operations. Work with the Operations Team to determine needed resources and coordinated operations with Facilities and Police. Provide information to the Public Information/Media and the Academic Coordinator positions to communicate safety concerns and entry restrictions to staff and other building occupants.	
6. Ensure that the EH&S field teams conduct a check of each building containing hazardous materials, to ensure safety. Provide building status updates to the Building Inspection position.	
7. If requesting the fire department, coordinate with Police for 9-1-1 communications. Establish joint command posts with the Fire Department responders, as they set up at UCSF facilities.	
8. If there is structural damage to buildings or a severe hazard to responders (such as an electrical hazard), advise the EH&S office. This is especially important for earthquake damaged buildings which may pose a hazard to field teams.	
9. Ensure responders have adequate safety supplies and equipment and that they are assigned within the limits of their training and qualifications. Order additional supplies and equipment through Resources and/or Purchasing.	
10. Have responders report injured persons to the EOC. If injured persons are contaminated, keep them away from others.	
11. Identify the number of meals needed, location, times, and other personnel support needs; provide the information to the Resources and Logistics Team.	

CHECKLIST 6-I
Environmental Health and Safety (Page 3 of 3)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
12. Do not release information regarding hazardous materials incidents to anyone outside of the EOC. Refer all inquiries to the Operations Team Leader or the EOC Director.	
13. If necessary, establish temporary collection and control points for Hazardous Waste. Work with the Operations Team Leader to establish locations away from emergency operations and the care and sheltering of people.	
14. Provide information to the Public Information/Media and the Academic Coordinator regarding the restoration of critical research programs which require the use of chemicals.	
15. Assist Facilities with ensuring safe occupancy status for buildings.	
<i>DEACTIVATION/RECOVERY:</i>	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

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CHECKLIST 6-J Animal Care (Page 1 of 2)

Name: _____ Date: _____ Time: _____

Reports to:	Operations Section Chief.	
Location:	Emergency Operations Center (EOC).	
Primary Responsibilities:	<ul style="list-style-type: none"> Liaison between the Laboratory Animal Resource Center (LARC) and the EOC to ensure safety and security of Lab Animals. Request support for care of Lab Animals, if needed, from the UCSF EOC. Determine disposition of Lab Animals. 	
Support Responsibilities:	<ul style="list-style-type: none"> Academic Coordinator for restoring Research programs. 	
Equipment/Supplies:	<ul style="list-style-type: none"> EOC to provide phone, internet access for E-mail, and basic office supplies. Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1.	Report to the EOC. Establish communication with the LARC sites.	
2.	Provide the status of the Lab Animals to the Operations Team Leader. Report the status of each site/floor. Keep the Operations Team Leader updated on major issues and critical situations.	
3.	If the LARC sites are not safe for continued operation, develop a contingency plan for providing support to the Lab Animals until they can be moved.	
4.	If the Lab Animals must be moved, work with the Operations Team Leader and the Academic Coordinator to develop a plan for moving the animals safely to an alternate location.	
5.	Request support for medical treatment, care and feeding of the Lab Animals from the Resources and Logistics Team. Trained staff may be able to assist from sister campuses or from outside services.	
6.	Develop a contingency plan to address Animal Care operations, if the emergency conditions are prolonged beyond one day. Ensure coordination between the EOC, the LARC Department and the Academic Coordinator.	
DEACTIVATION/RECOVERY:		
1.	De-activate your position in the EOC as directed by the Operations Section Chief.	

**CHECKLIST 6-J
 Animal Care (Page 2 of 2)**

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY (Cont.):</i>	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

CHECKLIST 6-K

Health & Medical Branch Director (Page 1 of 3)

Name: _____ **Date:** _____ **Time:** _____

Reports To:	Operations Section Chief.	
Coordinates with:	Technical Advisory Group (TAG) UCSF Medical Center Hospital Control Center (HCC), Langley Porter Control Center (LPCC), Student Health Services (SHS), Occupational Health (OH), and Faculty Staff Assistance Program (FSAP), Public Health Officer, and the San Francisco Department of Public Health Departmental Operations Center (DPH DOC).	
Location:	UCSF Emergency Operations Center (EOC).	
Primary Responsibilities:	<ul style="list-style-type: none"> Minimize loss of UCSF lives, disability and human suffering subsequent to an emergency in UCSF areas not encompassed by UCSF Medical Centers emergency response operations (i.e., UCSF Shelter Populations, student housing, other persons on campus). Coordinate and prioritize requests for UCSF emergency field health and medical services, equipment and supplies with HCC and DPH DOC. Provide status updates on the health and medical impact of the emergency or event upon UCSF, and report the status of requests for assistance, deployed UCSF, City, State, and Federal Health and Medical resources, and response operations. 	
Support Responsibilities:	<ul style="list-style-type: none"> Public Information/media messages to affected UCSF population as needed. Logistics Section Supplies & Equipment Coordinator for UCSF Emergency Responder medical support. 	
Equipment/Supplies:	<ul style="list-style-type: none"> EOC to provide phone, internet access for E-mail, and basic office supplies. Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. Report to the UCSF EOC to support coordination		
2. Create a log to record all phone contacts and activities. Review the Campus EOC, HCC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information.		

CHECKLIST 6-K
Health & Medical Branch Director (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
3. Establish communication with the HCC, LPCC, SHS, OH and FSAP to determine operational period priorities, needs, and plans. Receive updates of injuries, deaths, treated, etc. Evaluate and prioritize medical and health requests, and recommend appropriate response.	
4. Update, maintain and report information on the status of the Medical Centers, mental health, field medical stations operating on and serving the UCSF Exchange information, as needed, with the various members of the EOC Operations Team in order to coordinate operations.	
5. As needed, establish a Health and Medical Branch and as needed, request liaisons to serve as HCC, LPPI, Mental Health, Student Health, and Occupational Health.	
6. Determine, in consultation with Ops Chief or EOC Director which Health and Medical Branch Liaisons are need to staff a desk at the EOC, or may fulfill function via phone/e-mail.	
7. If necessary, due to the deployment of Local, State or Federal disaster medical teams on Campus may request appointment of a Field Medical Coordinator.	
8. Assist the Operations Team with a list of all UCSF services that will be needed for the Medical Center to become fully operational.	
9. Coordinate with the SF Department of Health or EOC to receive updates concerning the status of local and regional medical facilities if information is unavailable from the HCC.	
10. If needed, coordinate with the HCC and Operations Section Chief to establish sites for First Aid and Triage Screening, the Coroner Staging Area, and Medical Transportation Staging Area.	
11. Assess equipment, supply needs for non-HCC deployed field health & medical personnel, and coordinate with HCC, the Operations Section Chief and Logistics for equipment acquisition, as needed.	
12. Work with the EOC Transportation Branch to provide transportation of medical personnel from CCSF Emergency Transportation Hubs and if necessary, medical transportation of the injured to UCSFMC or local medical facilities.	
13. Ensure field medical personnel have adequate food and water. Coordinate with Logistics for meals and delivery	
14. Assist the Finance/Administration Section with processing paper work related to injuries or deaths of incident personnel.	
15. Relay information, as requested, regarding announcements, etc. to staff from the UCSF Public Information/Media team.	

CHECKLIST 6-K
Health & Medical Branch Director (Page 3 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
16. Provide consultation regarding health implications of event on emergency response and initial recovery activities.	
17. Evaluate impact of event on health status of UCSF staff, faculty, and students and recommend appropriate emergency interventions such as epidemiological investigation, decontamination, prophylaxis/immunization, isolation, hospitalization, or exclusion-from-work.	
18. Confer, as necessary, with Human Resources leaders regarding policy support related to issues such as return to work and work exclusion policies.	
19. Ensure appropriate communication to the SF Department of Public Health regarding faculty, staff, and student health issues for UCSF.	
20. Maintain communication with each EOC team leader, Public Information Officer, and academic program representatives to address questions related to the type of incident, support action plan development, and oversee appropriate health care planning for UCSF staff, faculty, and students	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

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CHECKLIST 6-L

Langley Porter Psychiatric Institute Liaison (Page 1 of 3)

Name: _____ **Date:** _____ **Time:** _____

Reports to:	Health & Medical Branch Director.
Location:	This position may function from a remote location (Office or other UCSF Departmental Operations Center, maintaining ongoing communications with the EOC via phone, e-mail, fax or internet, or as requested report to: <ul style="list-style-type: none"> • Medical Center Hospital Control Center (HCC) or • UCSF Emergency Operations Center (EOC) as directed.
Primary Responsibilities:	<ul style="list-style-type: none"> • Liaison between the HCC or the UCSF EOC Health & Medical Unit/Branch and the Langley Porter Control Center (LPCC) Disaster Team. • Assures LPPI situation status and needs are accurately communicated to the EOC in an ongoing and timely manner. • Request support and assistance for LPPI through the HCC or the EOC based upon type of need.
Support Responsibilities:	<ul style="list-style-type: none"> • Public Information/Media with information regarding LPPI patients and operations. • Public Information/Media with communicating messages to LPPI staff.
Equipment/Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed.

PROCEDURES	TIME/ DATE
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EMERGENCY RESPONSE:	
1. If not specified in the activation order, contact the Health & Medical Branch Director or Operations Section Chief at the EOC and determine if a person is needed at the UCSF EOC to support coordination.	
2. Create a log to record all phone contacts and activities. Review the Campus EOC, HCC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information.	

CHECKLIST 6-L

Langley Porter Psychiatric Institute Liaison (Page 2 of 3)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE:</i>	
3. Report the status of LPPI to the EOC. Request emergency response for life safety issues directly to the EOC Operations Section's Health & Medical Branch Director or to the Campus Emergency Communication Center if the EOC has not been activated. Report all issues regarding building services, labs, and critical research to the EOC.	
4. Provide information and updates on patient status and patient care to the Operations Section.	
5. If the building is severely damaged or not operational, develop a plan for an alternate site or disposition for LPPI patients. Work with the Health & Medical Branch Director in developing and communicating the plan. Coordination with the Operations Section Chief and Public Information Officer may be required.	
6. If the building is not severely damaged, continue to relay information and coordinate operations between LPPI and the UCSF EOC.	
7. Request health and medical resources and support from the Resources and Logistics Team in the HCC.	
8. Request non-health and medical resources and support from the Resources and Logistics Team in the EOC.	
9. Assist Public Information/Media with relaying critical messages to staff.	
10. Work with the EOC Director and the Public Information/Media to determine appropriate information for release regarding the status of LPPI. If patients are to be moved, ask the Public Information/Media team to assist with a communications process for family members of patients.	
11. Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.	

CHECKLIST 6-L

Langley Porter Psychiatric Institute Liaison (Page 3 of 3)

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY:</i>	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
5. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
7. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

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CHECKLIST 6-M
Medical Center Hospital Control Center Liaison (Page 1 of 2)

Name: _____ **Date:** _____ **Time:** _____

Reports To:	EOC Health & Medical Branch Director.
Coordinates with:	<ul style="list-style-type: none"> • Technical Advisory Group.
Location:	<ul style="list-style-type: none"> • From the HCC maintains ongoing communications exchanges (phone, e-mail, internet, ect.) with the EOC Health & Medical Branch Director or Operations Section Chief) or • UCSF Emergency Operations Center (EOC).
Primary Responsibilities:	<ul style="list-style-type: none"> • Provide ongoing status updates on the Medical Center facility operations. • Planning and coordination with Campus Operations and Logistics for support to the Medical Center.
Support Responsibilities:	<ul style="list-style-type: none"> • Public Information/media messages to staff, as needed.
Equipment/ Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed.

PROCEDURES	TIME/ DATE
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EMERGENCY RESPONSE:	
1. If not specified in the activation order, contact the Health & Medical Branch Director or Operations Section Chief at the EOC and determine if a person is needed at the UCSF EOC to support coordination	
2. Create a log to record all phone contacts and activities. Review the Campus EOC, HCC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact the Planning Section and any emergency contacts that may need to reach you and provide them with your new or temporary contact information.	
3. Provide information on the status of the Medical Center and HCC activities. Exchange information, as needed, with the various members of the EOC Operations Team in order to coordinate operations.	
4. Assist the Operations Team with a list of all UCSF services that will be needed for the Medical Center to become fully operational.	

CHECKLIST 6-M
Medical Center Hospital Control Center Liaison (Page 2 of 2)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
5. Relay information, as requested, regarding announcements, etc. to staff from the UCSF Public Information/Media team.	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

**CHECKLIST 6-N
 Occupational Health Liaison (Page 1 of 2)**

This is not an EOC Position. Checklist outlines supporting functions.

Name: _____ **Date:** _____ **Time:** _____

Reports To:	EOC Health & Medical Branch Director.	
Coordinates with:	Technical Advisory Group.	
Location:	This position may function from a remote location (Office or other UCSF Departmental Operations Center, maintaining ongoing communications with the EOC via phone, e-mail, fax or internet, or as requested report to: <ul style="list-style-type: none"> • Medical Center Hospital Control Center (HCC) or • UCSF Emergency Operations Center (EOC). 	
Primary Responsibilities:	<ul style="list-style-type: none"> • Provide occupational health services as per the UCSF Occupational Health Program's Communicable Disease Management and Emergency Response Plan. • Provide status updates on the Occupational Health exposures, injuries or illness resulting from the emergency and related occupational health services provided. • Provides Occupations Health Technical Advice to the EOC Health & Medical Branch Director, Operations Section Chief or EOC Director as requested. 	
Support Responsibilities:	<ul style="list-style-type: none"> • Public Information/media messages to staff, as needed. • EOC Safety Officer. 	
Equipment/Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1.	If not specified in the activation order, contact the Health & Medical Branch Director or Operations Section Chief at the EOC and determine if a person is needed at the UCSF EOC to support coordination.	
2.	Create a log to record all phone contacts and activities. Review the Campus EOC, HCC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact the Planning Section and any emergency contacts that may need to reach you and provide them with your new or temporary contact information.	

**CHECKLIST 6-N
 Occupational Health Liaison (Page 2 of 2)**

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
3. Provide information on the status of the Occupational Health operations and services as per the UCSF Occupational Health Program's Communicable Disease Management and Emergency Response Plan. Exchange information, as needed, with the various members of the EOC Operations Team in order to coordinate operations.	
4. Assist in coordinating, developing or providing occupational health services for UCSF emergency responders.	
5. Assist the Operations Team with a list of all UCSF services that will be needed for the Occupational Health program to become fully operational.	
6. Relay information, as requested, regarding announcements, etc. to staff from the UCSF Public Information/Media team.	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

**CHECKLIST 6-O
 Public Health Liaison (Page 1 of 2)**

This is not an EOC Position. Checklist outlines supporting functions.

Name: _____ **Date:** _____ **Time:** _____

Reports To:	Health & Medical Branch Director.	
Coordinates with:	Technical Advisory Group.	
Location:	This position may function from a remote location (Office or other UCSF Departmental Operations Center, maintaining ongoing communications with the EOC via phone, e-mail, fax or internet, or as requested report to: <ul style="list-style-type: none"> • UCSF Emergency Operations Center (EOC). 	
Primary Responsibilities:	<ul style="list-style-type: none"> • Provides Public Health Recommendations/Advice to the EOC Health & Medical Branch Director, Operations Section Chief or EOC Director as requested. 	
Support Responsibilities:	<ul style="list-style-type: none"> • Public Information/media messages to staff, as needed. • EH&S Unit. • Animal Health Recommendations/Advice to Research facilities (if the Public Health Officer is a DVM). 	
Equipment/Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1.	If not specified in the activation order, contact the Health & Medical Branch Director or Operations Section Chief at the EOC and determine if a person is needed at the UCSF EOC to support coordination	
2.	Create a log to record all phone contacts and activities. Review the Campus EOC, HCC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact the Planning Section and any emergency contacts that may need to reach you and provide them with your new or temporary contact information.	
3.	Provide information on the status of Public Health operations and activities. Exchange information, as needed, with the various members of the EOC Operations Team in order to coordinate operations.	

**CHECKLIST 6-0
 Public Health Liaison (Page 2 of 2)**

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (CONTINUED):	
4. Assist/advise on food safety for UCSF Shelters, emergency feeding operations, and vendor or facility food safety issues/concerns after power outages	
5. Assist/advise on sanitation for UCSF Shelters, emergency feeding operations, and portable latrines and sanitations station issues/concerns.	
6. Assist/advise on appropriate health surveillance at UCSF if indicated.	
7. Assist/advise on waster water/potable water/ solid waste management issues/concerns.	
8. Assist/advise on vector control issues/concerns.	
9. Assist/advise on animal health issues/concerns.	
10. Assist/advise on Public Health information.	
11. Assist the Operations Team with a list of all UCSF services that will be needed for the UCSF Public Health program to become fully operational.	
12. Relay information, as requested, regarding announcements, etc. to staff from the UCSF Public Information/Media team.	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Brach Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

CHECKLIST 6-P
Student Health Services Liaison (Page 1 of 2)

This is not an EOC Position. Checklist outlines supporting functions.

Name: _____ **Date:** _____ **Time:** _____

Reports To:	Health & Medical Branch Director.
Coordinates with:	Technical Advisory Group.
Location:	This position may function from a remote location (Office or other UCSF Departmental Operations Center, maintaining ongoing communications with the EOC via phone, e-mail, fax or internet, or as requested report to: <ul style="list-style-type: none"> • UCSF Emergency Operations Center (EOC).
Primary Responsibilities:	<ul style="list-style-type: none"> • Provide status updates on student exposures, injuries or illness resulting from the emergency. • Identifies health, medical and welfare needs of students, makes request for resource support, and coordinates delivery of assistance to students via the Health & Medical Branch Director, Operations Section Chief or EOC as requested.
Support Responsibilities:	<ul style="list-style-type: none"> • Public Information/media messages to staff, as needed.
Equipment/ Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed.

PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. If not specified in the activation order, contact the Health & Medical Branch Director or Operations Section Chief at the EOC and determine if a person is needed at the UCSF EOC to support coordination		
2. Create a log to record all phone contacts and activities. Review the Campus EOC, HCC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact the Planning Section and any emergency contacts that may need to reach you and provide them with your new or temporary contact information.		
3. Provide information on the status of the Student Health Services operations and activities. Exchange information, as needed, with the various members of the EOC Operations Team in order to coordinate operations.		

**CHECKLIST 6-P
 Student Health Services Liaison (Page 2 of 2)**

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
4. Submit resource request for Student Health Services support, and coordinate delivery of health and medical assistance to students.	
5. Assist the Operations Team with a list of all UCSF services that will be needed for the Student Health Services to become fully operational.	
6. Relay information, as requested, regarding announcements, etc. to students from the UCSF Public Information/Media team.	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

**CHECKLIST 6-Q
 Disaster Mental Health Coordinator (Page 1 of 2)**

Name: _____ **Date:** _____ **Time:** _____

Reports To:	Health & Medical Branch Director.
Coordinates with:	LPPI Unit Lead. Medical Center HCC Liaison. SF DPH DOC.
Location:	This position may function from a remote location (Office or other UCSF Departmental Operations Center, maintaining ongoing communications with the EOC via phone, e-mail, fax or internet, or as requested report to: <ul style="list-style-type: none"> • UCSF Emergency Operations Center (EOC).
Primary Responsibilities:	<ul style="list-style-type: none"> • Provide Disaster Mental Health to UCSF emergency responders and victims of emergencies and disasters.
Support Responsibilities:	<ul style="list-style-type: none"> • Provide Disaster Mental Health to other emergency responders supporting UCSF and victims of emergencies and disasters.

PROCEDURES	TIME/ DATE
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EMERGENCY RESPONSE:	
1. If not specified in the activation order, contact the Health & Medical Branch Director or Operations Section Chief at the EOC and determine if a person is needed at the UCSF EOC to support coordination.	
2. Obtain a report from the individual you are replacing, or the Branch Director on the status of deployed or requested mental health teams.	
3. Obtain contact information for deployed Disaster Mental Health Teams and contact information for each non-deployed Disaster Mental Health Team member.	
4. Obtain contact information for deployed CERT, CAST and ECT Teams or City, State or Federal Mental Health Teams operating on UCSF.	
5. Create a log to record all phone contacts and activities. Review the Campus EOC, HCC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information.	
6. Provide information and updates on disaster mental health operations to the Health & Medical Branch Director and to the Planning Section Documentation Unit.	
7. Make sure locations or changes in locations where Mental health Services are available are coordinated with the Health & Medical Branch Director and communicated with the Public Information Officer for dissemination to the campus.	

**CHECKLIST 6-Q
Disaster Mental Health Coordinator (Page 2 of 2)**

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Continued):</i>	
8. Collect the number of disaster mental health encounters and referrals made provided by each team and location.	
9. Request equipment, supplies and other resources and support from the Resources and Logistics Team in the EOC.	
10. Assist Public Information/Media with relaying mental health information to campus.	
11. Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.	
<i>DEACTIVATION/RECOVERY:</i>	
1. De-activate your position in the EOC as directed by the Operations Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	

CHECKLIST 6-R Response Team Coordinator (Page 1 of 3)

Name: _____ **Date:** _____ **Time:** _____

Reports To:	Campus EOC Operations Section Chief.
Location:	<ul style="list-style-type: none"> • UCSF Emergency Operations Center (EOC).
Primary Responsibilities:	<ul style="list-style-type: none"> • Coordinate the field activities of UCSF volunteer emergency response teams with the EOC.
Support Responsibilities:	<ul style="list-style-type: none"> • Other UCSF emergency response operations in need of CERT or Emergency Communications Team assistance in emergency operations.
Equipment/ Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for E-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed.

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to the EOC. Establish communication deployed teams. <ul style="list-style-type: none"> • Emergency Communication Team members (ECT) • Care and Shelter Teams (CAST) • Campus Emergency Response Teams (CERT) 	
2. Create a log to record all phone contacts and activities. Review the Campus EOC, HCC and San Francisco EOC telephone directories for important contacts. If your phone/e-mail or other contact information has changed for the day, contact any emergency contacts who may need to reach you and provide them with your new or temporary contact information.	
3. Obtain or confirm contact information and location for each team	
4. Obtain Emergency Status Reports (ESR) from each team as well as roster of volunteers.	
5. Identify what the current staffing is and has been for the respective teams and assure the Team Leaders have an acceptable rotation plan to relieve volunteers with replacements	

**CHECKLIST 6-R
 Response Team Coordinator (Page 2 of 3)**

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Continued):</i>	
6. Identify any immediate and short term logistical requirements and submit resource request to logistics as needed.	
7. Establish a regular reporting schedule with teams to: <ul style="list-style-type: none"> • Include Team Leaders via teleconference in a daily briefing (may request to include in EOC Directors shift briefings, or schedule a separate Team Leader briefing in coordination with the Operations Section Chief) • Identify when and how ESRs are to be submitted. 	
8. Provide the location and status of volunteer teams to the Operations Team Leader. Report the status of each site/floor. Keep the Operations Team Leader updated on major issues and critical situations.	
9. If the Team sites are not safe for continued operation, work with Team leaders and Building and Facilities Branch to secure safe locations.	
10. Provide the Safety Officer with team locations, and any known or suspected health and safety concerns	
11. Coordinate with EOC Support Staff to contact and schedule replacements for deployed team members.	
12. Make sure names of all deployed team members are provided to the HR Unit in Logistics on a daily basis.	
13. Supply Team contact information and ECT radio channels to Planning and the ECC Liaison	
14. Coordinate with the Operations Section Chief continuation of Team assignments, locations, or planning for demobilization	
15. Coordinate with the UCSF Liaison at the CCSF EOC, or with the American Red Cross (ARC) unit at the CCSF EOC for the possible transfer of care and Shelter Management from CAST to ARC	
16. Relay information, as approved by the Operations Section Chief, regarding Team locations and activities to the Public Information/Media team.	

CHECKLIST 6-R Response Team Coordinator (Page 3 of 3)

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY (Continued):</i>	
1. As directed by the Ops Chief, deactivate Teams: <ul style="list-style-type: none"> • Instruct Team leader and Logistic Officers to secure and inventory equipment supplies. • Return team caches to appropriate locations. • Instruct Team Logistics Officers when and where to submit Team cache equipment /supply replacement requests. • Provide Team Members with locations of Disaster Mental Health support services 	
2. De-activate your position in the EOC as directed by the Operations Section Chief.	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
5. Upon deactivation of your position, brief the Health & Medical Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Operations Section Chief or Planning Section, as appropriate.	
7. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well. 	