Part 4

UCSF LEADERSHIP AND EMERGENCY SUPPORT FUNCTION (ESF)

Table of Contents

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CHECKLIST

Chancellor
(Page 1 of 2)

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

Location:	• Maintains availability to EOC Director, and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings. • Upon request, may report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	• Proclaim University emergencies. • If requested, serve as the official UCSF spokesperson. • Notify and inform key UCSF constituents and stakeholders. • Provide direction for the resumption of research and educational programs. • Appoint a senior staff to fulfill Policy Group/Recovery team and Campus Management Response Team vacancies as needed.
Support Responsibilities:	• Provide overall direction for policy issues. • Provide overall direction for the priorities in the recovery process.
Equipment & Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide UCSF PD Emergency Management Program with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information. • Electronic and or hard copy of UCSF Emergency Operations Plan (Via Filesharing site).

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. When notified of an emergency or crisis which impacts UCSF, contact the UCSF EOC Director and establish communication channels in order to maintain contact with and receive updates from the EOC.	
2. As requested by the EOC, declare a State of Emergency for the UCSF. Issue a brief statement explaining why the University is in an emergency. Inform key UCSF constituents and stakeholders about the emergency, as needed. If necessary, inform the Office of the President of the status of the University.	
3. Provide support and direction to the EOC Policy Group regarding the interruption to key University functions and services. Provide support, as needed, regarding priorities and communicating messages to UCSF academic staff and to the UCSF Medical Center.	
4. Serve, if requested, as the official spokesperson for UCSF	

CHECKLIST
Chancellor (Page 2 of 2)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY:	
1. If it is a large scale emergency or disaster, which causes extensive damage or other losses to the university, provide leadership in contacting key stakeholders, other Universities, and/or any public or private resource which may be able to provide assistance for recovering critical research and academic programs.	
2. Provide support and direction to the recovery team and support the EOC Director in the development of the University recovery plan.	
3. Request an After-Action Report of the emergency response from the EOC Director.	
4. Send acknowledgments to all agencies and services that supported UCSF during the emergency.	

CHECKLIST

Policy Group

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

Reports to:	EOC Director/ Chancellor.
Location:	• Maintains availability to EOC Director, Chancellor and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings. • Upon request, may report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	• Serve as the strategic policy team for the UCSF EOC. • Determine overall strategies for the University response and recovery. • Approve large funding expenditures and emergency capital projects, as needed to restore University facilities and maintain programs. • Transition, as assigned, into the University Recovery Team (see Recovery Team Checklist).
Support Responsibilities:	• Assist Public Information/Media with Communication strategy regarding protecting the University's image. • Support the EOC Director by authorizing large expenditure of funds and/or allocation of resources for recovering the University.
Equipment & Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide UCSF PD Emergency Management Division with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information. • Electronic and or hard copy of UCSF Emergency Operations Plan (Via Filesharing site).

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report, as requested by the EOC Director and/or the Chancellor to the University's Emergency Operations Center or if requested attend conference calls or web meetings. Meet as a team to provide strategic leadership to the EOC Director.	
2. Confer with the EOC Director to identify and address issues which impact overall University operations. Provide direction regarding such issues and establish emergency policy, as necessary to support emergency response and recovery operations.	

CHECKLIST
Policy Group (Page 2 of 2)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
3. Provide direction, as needed, to the Public Information/Media staff in conveying a positive and responsible position of the University regarding disaster operations and impacts to University programs.	
4. Support the EOC Academic and Critical Programs leads with communications to UCSF staff and others who work with UCSF regarding emergency operations and request necessary cooperation in order to recover facilities as quickly as possible.	
5. As damage assessment information becomes available, provide direction to the EOC Director regarding prioritization of urgent capital projects for the restoration of buildings and facilities.	
6. Begin the strategic plan for recovery of University Programs and Services.	
DEACTIVATION/RECOVERY:	
1. As appointed by the Chancellor and the EOC Director, transition to the Recovery Team (See Checklist Recovery Team).	
2. Assist with information for the After-Action Report and recommendations for procedural changes.	

CHECKLIST

Legal Counsel
(Page 1 of 1)

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

Reports to:	EOC Director.
Location:	• Maintains availability to EOC Director, Chancellor and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings. • Upon request, may report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	• Provide legal counsel to the Policy Group Director regarding emergency actions, university liability, and possible legal eventualities. • Provide counsel to the EOC Director with advice regarding official University actions and issues.
Support Responsibilities:	• Assist with advice regarding the recovery process and resumption of University programs.
Equipment & Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide UCSF PD Emergency Management Division with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information. • Electronic and or hard copy of UCSF Emergency Operations Plan (Via Filesharing site).

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	

1. Provide legal information and counsel to the Policy Group and EOC Director on such topics as:
  • University emergency actions
  • University liability
  • Legal procedures
  • Possible eventualities for actions taken, injuries, and damages to third parties	

2. Be available to the Chancellor for advice regarding actions and procedures.	
DEACTIVATION/RECOVERY:	
1. Assist the Recovery Team and EOC Director with the legal aspects of recovery.	
2. Assist with information for the After-Action Report and recommendations for procedural changes.	

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CHECKLIST

Academic Programs Liaison
(Page 1 of 3)

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

Reports to:	EOC Director.
Location:	• Maintains availability to EOC Director, Chancellor and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings. • Upon request, may report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	• Request Emergency Status Reports from the schools (refer to Appendix ESR) • Assesses the impact of emergency conditions to students and academic programs. • Represents the Academic Staff to the EOC Director. • Addresses high priority academic programs and high criticality support requirements for schools, relays information to the EOC Director. • Assists Chancellor and Recovery Team in identification of recovery priorities of Academic Programs.
Support Responsibilities:	• Public Information/Media in disseminating information to the Academic Staff. • Public Information/Media in disseminating information to students. • The EOC Director is setting overall priorities for response and recovery relative to the current UCSF academic programs.
Equipment & Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide UCSF PD Emergency Management Division with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information. • Electronic and or hard copy of UCSF Emergency Operations Plan (Via Filesharing site).

CHECKLIST
Academic Programs Liaison (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to the UCSF EOC. Sign in and immediately review the extent of emergency conditions.	
2. Determine the impact to students and staff. Provide a recommendation regarding continuation of classes.	
3. Identify all UCSF academic programs impacted by the emergency. Identify criticality needs for academic programs, including power requirements, 24-hour processes and other needs for the continuity of high priority programs. (Refer to Appendix ESR)	
4. Determine the immediate work impact to Academic Staff. If work will be interrupted, work with the Public Information/Media position to develop an advisory to staff. Assist with the dissemination of advisories to staff via the Academic Deans and Program Directors.	
5. Ensure that staff knows they may not enter any room or building that is posted with a red or yellow placard. For entry, they must seek assistance from the facilities staff on duty at the building.	
6. Advise staff who wish to volunteer for the university response to report to the Human Resources Volunteer Coordinator. Volunteer staff may be needed to assist with relocation of critical programs, assistance to the Medical Center or other high priority process of the response.	
7. If students and/or faculty have been injured during the emergency, work with the Human Resources position to set up the process for ensuring medical care and related benefits and support for each person injured. Provide support, as needed, regarding notification of family members and other details on behalf of UCSF and/or the injured person.	
8. As soon as possible, contact the Academic Deans and program Directors. Advise reference the impacts of the emergency and begin planning for alternatives for critical programs; if it appears UCSF buildings will not be operational for an extended period. Institute a communication process with the department Deans and Faculty to assist the relay of status reports and daily information.	
9. If continuity of critical programs will require relocation of staff, data, equipment and/or other program requirements, refer to the School's Business Continuity Plan. If necessary, work with the Resources and Logistics Section to determine if the UCSF EOC can support the relocation logistics.	

CHECKLIST
Academic Programs Liaison (Page 3 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (cont.):	
10. Ensure records and documentation of relocation expenditures are forwarded to the Finance Team for inclusion in the Finance Report.	
11. Work with the EOC Director and the Policy Group to establish contact with key constituents and stakeholders in impacted UCSF programs. These entities, if not located in the impacted area of the emergency, may be able to provide support for impacted programs and/or assist with alternative locations at other Universities or research centers.	
12. Identify federally funded programs, which require regular status reports. Work with the Grants Unit in the Finance Section to provide emergency communication and notification to the funding agencies, advising the status of the University.	
13. If the university buildings are severely damaged and cannot be reentered, Academic staff will need to assist with the itemization of lost property and/or the salvage of retrievable equipment and supplies. Coordinate salvage operations with the Facilities Unit in the Operations Section.	
DEACTIVATION/RECOVERY:	
1. Participate as a key member of the Recovery Team to plan for the full resumption of UCSF programs.	
2. If the UCSF Academic Program cannot be restored on site within a week, or the period identified in the School's Business Continuity Plan, plan for the resumption of Academic classes at alternative sites. Work with the Program Directors to ensure the continuity of degree programs for students.	
3. Develop a comprehensive communication plan to provide information to all staff and students regarding the recovery plan. Work with the Public Information/Media position to implement the plan and disseminate information.	
4. Follow up with the Finance Section to ensure regular financial status reports for grants have been resumed.	
5. Assist with information for the After-Action Report and recommendations for procedural changes.	

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CHECKLIST

Critical Programs Liaison
(Page 1 of 3)

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

Reports to:	EOC Director.
Location:	• Maintains availability to EOC Director, Chancellor and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings. • Upon request, may report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	• Request Emergency Status Reports from research programs (refer to Appendix ESR). • Assesses the impact of emergency conditions to research programs. • Represents the Research Staff to the EOC Director. • Addresses high priority research programs and high criticality support requirements for research, relays information to the EOC Director. • Ensures high priority research programs are considered in the restoration of services, buildings and systems. • Manages the Recovery of Research Programs.
Support Responsibilities:	• Public Information/Media in disseminating information to the Research Staff. • The EOC Director is setting overall priorities for response and recovery relative to the current UCSF research programs.
Equipment & Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide UCSF PD Emergency Management Division with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information. • Electronic and or hard copy of UCSF Emergency Operations Plan (Via Filesharing site).

CHECKLIST
Critical Programs Liaison (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to the UCSF EOC. Sign in and immediately review the extent of emergency conditions.	
2. Determine the impact to researchers and staff. Provide a recommendation regarding continuation of research.	
3. Identify all UCSF programs impacted by the emergency. Identify criticality needs for research programs, including power requirements, 24-hour processes and other needs for the continuity of high priority research. (Refer to Appendix ESR)	
4. Determine the immediate work impact to Research Staff. If work will be interrupted, work with the Public Information/Media position to develop an advisory to staff. Assist with the dissemination of advisories to staff via the EVC and Program Directors.	
5. Ensure that staff knows they may not enter any room or building that is posted with a red or yellow placard. For entry, they must seek assistance from the facilities staff on duty at the building.	
6. Advise staff who wish to volunteer for the university response to report to the Human Resources Volunteer Coordinator. Volunteer staff may be needed to assist with relocation of critical programs, assistance to the Medical Center or other high priority process of the response.	
7. If students and/or faculty have been injured during the emergency, work with the Human Resources position to set up the process for ensuring medical care and related benefits and support for each person injured. Provide support, as needed, regarding notification of family members and other details on behalf of UCSF and/or the injured person.	
8. As soon as possible, contact the Principle Investigators and program Directors. Advise reference the impacts of the emergency and begin planning for alternatives for critical programs; if it appears UCSF buildings will not be operational for an extended period. Institute a communication process with the Principle Investigators and Lab Managers to assist the relay of status reports and daily information.	
9. If continuity of critical programs will require relocation of staff, data, equipment and/or other program requirements, refer to the Lab's Business Continuity Plan. If necessary, work with the Resources and Logistics Section to determine if the UCSF EOC can support the relocation logistics.	

CHECKLIST
Critical Programs Liaison (Page 3 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (cont.):	
10. Ensure records and documentation of relocation expenditures are forwarded to the Finance Team for inclusion in the Finance Report.	
11. Work with the EOC Director and the Policy Group to establish contact with key constituents and stakeholders in impacted UCSF programs. These entities, if not located in the impacted area of the emergency, may be able to provide support for impacted programs and/or assist with alternative locations at other Universities or research centers.	
12. Identify federally funded programs, which require regular status reports. Work with the Grants position on the Finance Team to provide emergency communication and notification to the funding agencies, advising the status of the University.	
13. If the university buildings are severely damaged and cannot be reentered, Research staff will need to assist with the itemization of lost property and/or the salvage of retrievable equipment and supplies. Coordinate salvage operations with the Facilities Unit on the Operations Section.	
DEACTIVATION/RECOVERY:	
6. Participate as a key member of the Recovery Team to plan for the full resumption of UCSF programs.	
7. If UCSF Research Programs cannot be restored on site within a week, or the period identified in the Lab's Business Continuity Plan, plan for the resumption of research at alternative sites. Work with the Principle Investigators to ensure the continuity of research funding for grant supported research.	
8. Develop a comprehensive communication plan to provide information to all staff and researchers regarding the recovery plan. Work with the Public Information/Media position to implement the plan and disseminate information.	
9. Follow up with the Finance Section to ensure regular financial status reports for grants have been resumed.	
10. Assist with information for the After-Action Report and recommendations for procedural changes.	

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CHECKLIST

Recovery Team
(Page 1 of 3)

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

Reports to:	EOC Director/Chancellor.
Location:	• Maintains availability to EOC Director, Chancellor and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings. • Upon request, may report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	• Working with the Recovery Unit lead in EOC Planning, develop the overall strategic Recovery Plan for UCSF following a major disaster or crisis which interrupts normal business and services. (Refer to Annex REC)
Support Responsibilities:	• Assist Public Information/Media with communication messages.
Equipment & Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide UCSF PD Emergency Management Program with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information. • Electronic and or hard Copy of UCSF Emergency Operations Plan. (Via Filesharing site). • Access to UC Ready on-line Business Continuity Plans for UCSF.

PROCEDURES	TIME/ DATE
Recovery:	
1. Access UCSF Business Continuity Plans (BCP) from UC Ready On-Line Business Continuity Planning program, or obtain back-up copies from UCSF Business Continuity Program Manager.	

CHECKLIST
Recovery Team (Page 2 of 3)

PROCEDURES	TIME/ DATE
Recovery: (Continued)	
2. If University business, academic and/or research programs are interrupted for a significant time, and/or will not be able to resume operations at the previous levels, locations and with the same staff: • Identify critical programs (Divisions, Department, Units or Labs within each Control Point (Refer to UC Ready or BCP Program Manager) • Determine recovery prioritization of affected programs based on their critical and essential services and functions. (May consult with UCSF BCP Program Manager for recommended criteria and process for determining prioritization) • If available, review completed BCPs for those affected programs and ensure that their recovery teams have copies of their moist current plans (May consult with UCSF BCP Program Manager) • If BCPs are not completed, develop a contingency plan to address lost time, restoration of programs, impacts to research programs, impacts to course credit, and other related issues. (May consult with UCSF BCP Program Manager)	
2. Develop a prioritization of critical academic and research programs and operations and the resources (people, systems, space, equipment, etc.) for recovery. Meet with the EOC Director and/or Chancellor to coordinate with facility and system recovery to support the priorities.	
3. With Public Information/ Media, develop a plan to communicate the Recovery Plan to UCSF, UCSF Medical Center, and other key constituents of University programs.	
4. Approve capital projects to support repair, reconstruction and recovery of facilities. Coordinate with the FEMA Disaster Assistance Application Process to allow for federal funding to rebuild damaged facilities and/or temporary or permanent relocation of operations.	
DEACTIVATION/RECOVERY:	
1. Maintain activation of the recovery team until told to deactivate by the EOC Director.	
2. Ensure the methodology for prioritizing the academic and research program recovery and allocation of needed resources is logically applied.	
3. Track the status of the recovery.	

CHECKLIST
Recovery Team (Page 3 of 3)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY (CONTINUED):	
4. Ensure all available resources including space and reciprocal agreements with other campuses and third parties are effectively utilized.	
5. Ensure implementation of the a comprehensive communication plan(s) that provides information to all staff, researchers, students, and designated EOC team members regarding the recovery plan and its status. Work with the Public Information/Media position to implement the plan and disseminate information.	
6. Follow up with the Finance Section to ensure regular financial status reports for grants have been resumed.	
7. Assist with information for the After-Action Report and recommendations for procedural changes.	

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CHECKLIST

Deans

(Page 1 of 2)

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

Reports to:	Academic Coordinator.
Location:	• Maintains availability to EOC Director, Chancellor and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings.
	• Upon request, may report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	• Communication with the Academic Coordinator.
	• Communication with School Faculty and Staff. (Refer to Appednix ESR)
	• Coordination of School programs and operations with the EOC.
	• Strategic coordination for the resumption of programs.
Support Responsibilities:	• Public Information/Media in disseminating information to School Faculty, Staff, and students.
	• Support and coordination with emergency and recovery operation and Schools.
Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone.
	• Provide UCSF PD Emergency Management Program with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information.
	• Electronic and or hard Copy of UCSF Emergency Operations Plan. (Via Filesharing site).

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Contact the Academic Coordinator as soon as possible after the emergency.	
2. Determine the impact of the emergency upon the Schools programs. Serve as an advisor and coordinator between the Academic Coordinator and the School. . (Refer to Appednix ESR)	
3. Provide information to School faculty and staff regarding the impact of the emergency and operational requirements.	
4. Provide strategic coordination for the recovery of School programs.	

5. Ensure that critical programs and priorities are brought to the attention of the Academic Coordinator.	

CHECKLIST
Deans (Page 2 of 2)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY:	
1. Support the Recovery Team in planning for the resumption of UCSF programs.	
2. If requested, plan for the resumption of the School programs at alternative sites.	
3. Continue to provide communication and coordination for all staff in the School.	

CHECKLIST

Chief Medical Officer

(Page 1 of 2)

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

Location:	• UCSF Medical Center or • Hospital Command Center (HCC)
Primary Responsibilities:	• Coordinate physician response and medical care issues for UCSF Medical Center. • Provide advice and information to Campus EOC on medical issues impacting the UCSF community. • Advise EOC on patient care policy issues. • Work with the Public Information Officer to speak for medical issues at UCSF.
Support Responsibilities:	• Support Medical Center Incident Commander (HCC). • Support UCSF EOC Director. • Support Public Information/Media with communications, messages. • Support EOC Policy Group.
Equipment & Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide UCSF PD Emergency Management Program with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information. • Electronic and or hard Copy of UCSF Emergency Operations Plan. (Via Filesharing site).

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Confer with the following leadership for situation briefing: • HCC Operations Chief, • EOC Health and Medical Director, • Expert Technical Advisors in either EOC or HCC	
2. Assign Associate Medical Officers as needed.	
3. Establish meeting schedule with EOC Director	

CHECKLIST
Chief Medical Officer (Page 2 of 2)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
4. Provide consultation to the HCC and/or EOC regarding medical implications of event on emergency response and initial recovery activities.	
5. Represent medical issues within the EOC Policy group.	
6. Act as the point of contact for UCSF Public Affairs to represent medical care issues for UCSF and to respond to media questions.	
7. Serve, if requested, as the official spokesperson for UCSF on the emergency incident health care issues.	
8. Confer, as necessary, with Human Resources leaders regarding policy support related to issues such as return to work and work exclusion policies	
9. Confer, as necessary, with Academic Affairs and GME leaders (EOC) regarding policy support related to issues such as staffing levels, return to work and work exclusion policies	
10. Ensure appropriate communication to the SF Department of Public Health regarding medical issues for UCSF	
DEACTIVATION/RECOVERY:	
1. If requested, assist the Recovery Team and EOC Director with information and recommendations.	
2. Assist with information for the After-Action Report and recommendations for procedural changes; topics may include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well.	

CHECKLIST

Technical Advisors
(Page 1 of 3)

Name: _____   Date: _____   Time: _____

Reports to:	Chief Medical Officer & EOC 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: • Medical Center Hospital Command Center (HCC) or • May report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	• Serve as a subject matter expert advisory team for the UCSF EOC on the health, medical, environmental and veterinary impact or threats from public health (epidemic and pandemic), bio-safety, chemical, biological, nuclear, radiologic, or Zoonotic emergencies. • Recommend strategies and tactics for the University's response and recovery.
Support Responsibilities:	• Assist Public Information/Media with Communication public health and medical strategies and risks regarding emergency.
Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide UCSF PD Emergency Management Program with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information.

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Typically reports to the Hospital Command Center (HCC), however may report to the University's Emergency Operations Center as requested by the EOC Director.	
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
Technical Advisors (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Continued):	
3. The Technical Advisor function may be fulfilled by a single Subject Matter Expert (SME), or by a panel of SMEs. Technical Advisor(s) may be formed from UCSF committees on Communicable Diseases, Radiological Safety, Biological Safety, and Chemical Safety, or others based upon threat or emergency.	
4. In the event there is a panel of SMEs serving as the Technical Advisors, a lead Technical Advisor shall be identified by the Medical Center CMO, EOC Director, or HCC Director.	
5. All Technical Advice provided to the EOC shall be delivered though the Lead Technical Advisor when one is appointed.	
6. The Technical Advisor confers with the EOC Director (or others as designated) to identify and address issues that may affect emergency responder and victim health and safety or overall University operations, providing recommendations and advice. *(Technical Advisors do not provide direction regarding such issues or establish policy to support the emergency response and recovery operations.)*	
7. Provide advice, as needed, to the Public Information/Media staff in conveying public health and medical information.	
8. Communicate with San Francisco Department of Public Health's Departmental Operations Center (DPH DOC), and refer to State, and or Federal emergency health and medical releases and guidance to promote consistency and continuity in public health and medical public information, strategies and tactics employed by the EOC.	
DEACTIVATION/RECOVERY:	
1. De-activate your position on the TAG as directed by the CMO or EOC Director.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your TAG 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 CMO or EOC Director, as appropriate, on current problems, outstanding issues, and follow-up requirements. | |

CHECKLIST
Technical Advisors (Page 3 of 3)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY (Continued):	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section.	
6. Submit comments to the CMO, EOC Director, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Tag accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well.	

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Campus Emergency Support Functions (ESF)

Reports to:	EOC Sections: Command, Operations, Planning, Logistics, Finance (respective) Chief
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: • May report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	• Departments serving a Points of Coordination (POC) for the Operations Section include, **LPPI, Student health Services, Occupational Health Services, Public Health Offcier Student Housing, Childcare Centers**. • **Real Estate** and Occupational health Services serve as Points of Coordiation with the Logistics section. • Each ESF serves to provide information on the status of thier respective operations and the impact of the emergency upon their staff, students, affiates, facilities and services (refer to Appednix ESR)
Support Responsibilities:	• Each ESF may be requested to provide supporting services to EOC in the university's response and recovery operations. Refer to EOC Section (respective: Command, Operations, Planning, Logistics, Finance) of the Emergency Operations Plan for a corresponding ESF Specific functional Checklist. • Assist Public Information/Media with Communication public health and medical strategies and risks regarding emergency.
Supplies:	• Maintain UCSF & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide UCSF PD Emergency Management Program with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information. • Electronic and or hard Copy of UCSF Emergency Operations Plan. (Via Filesharing site).

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE, DEACTIVATION & RECOVERY:	
1. Refer to EOC Section (respective: Command, Operations, Planning, Logistics, Finance) of the Emergency Operations Plan for a corresponding ESF Specific functional Checklist .	