COMMAND STAFF

(ERP)

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CHECKLIST 5-A

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 team to manage the recovery process.
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 Response Management Plan.

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 research and academic programs. 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 5-A

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 5-B

EOC Director (Page 1 of 6)

Name: _____ Date: _____ Time: _____

Reports to:	The EOC Director acts as the Incident Commander for the University.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	• Activate and deactivate the Emergency Response Management Plan. • Activate, direct and manage the EOC. • Activate and direct UCSF emergency response and recovery operations. • Determine strategic priorities. • Allocate resources. • Provide status reports to the City and County of San Francisco and the State of California. • Approve expenditure of emergency funds and the acquisition of resources to support the emergency response. • Coordinate with the UCSF Medical Center Operations. • Coordinate operations with other agency EOCs. • Develop the After-Action Report for submittal to the Chancellor. • Develop a transition plan (to normal operations). • Deactivate the EOC.
Support Responsibilities:	• Support the Chancellor in notification.
Equipment & Supplies:	• 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
EMERGENCY RESPONSE:	
1. When aware of and informed of any emergency or pending emergency which may affect or impact UCSF properties, staff and/or operations, determine the appropriate level and extent of activation of the emergency plan. Determine if the Emergency Operations Center (EOC) will be activated and to what extent. Contact the UCSF Police Communications Center to begin the process of activating the EOC.	

CHECKLIST 5-B

EOC Director (Page 2 of 6)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (cont.):	
2. If the EOC is activated, call to duty those positions and functions needed for the emergency response. If the potential for emergency response is great, it is better to overstaff initially than to try to later "catch up" to the needs of the situation.	
3. Activate the EOC Support Staff to set up the EOC facility.	

4. Obtain as much information as possible about the emergency. Meet with the Operations Team Leader and the Planning and Intelligence leader to identify the following:
 	
♦ **Primary event or cause of the emergency**
 	
♦ **Status of Operations**
 	
♦ **Current overall situation at UCSF, including**:
 	
  ♦ Power/Utilities
 	
  ♦ Communications
 	
  ♦ Major Damage to Buildings and Facilities
 	
  ♦ UCSF Medical Center Operations
 	
  ♦ Status of Research Programs and lab animals
 	
  ♦ Status of LPPI patients and staff
 	
  ♦ Status of UCSF staff and research departments
 	
  ♦ Status of UCSF academic programs and students
 	
  ♦ Status of childcare facilities
 	
  ♦ Status of residential housing
 	
  ♦ Other critical programs or activities at UCSF	

5. Identify Major Incidents and Operations (post the list and mark on the EOC map)	

CHECKLIST 5-B

EOC Director (Page 3 of 6)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (cont.):	
6. Establish the Priorities for the UCSF emergency response, based on the following response criticality: 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 and response workers 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	
7. Develop the UCSF Incident Action Plan	
8. Evaluate the action plan for the following: • Staffing requirements (Exempt/non-exempt, commute problems) • Labor agreements and types of work • Weather conditions • Personnel support • Equipment and supplies	

CHECKLIST 5-B

EOC Director (Page 4 of 6)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (cont.):	
9. Work with the Academic Coordinator to address the interruption of research programs and academic classes. Establish the protocol and procedures for stopping classes and other programs. Task the Public Information/Media position to ensure that a full communications program is implemented to inform students, staff, news media, and others who have an interest in the University programs.	
10. Task the Liaison position with notifying the following entities regarding the activation of the UCSF EOC and the status of operations: ♦ Medical Center (representative may be present in the EOC) ♦ City and County of San Francisco (will forward status reports to the State of California) ♦ Office of the President (as needed) ♦ Other affected agencies and organizations which have an interest in UCSF operations	
11. Based on the information and advice from the Operations Team Leader and the Planning and Intelligence Team Leader, determine the capability of UCSF resources to address the overall response. If UCSF is about to exhaust all UCSF resources, determine the best sources for additional resources: mutual assistance, temporary hires, or contracted services. Each alternative has benefits and disadvantages. Also each alternative, if used within the federal program guidelines, is eligible for cost reimbursement under the federal FEMA disaster assistance programs. If mutual aid is requested, determine the following: ♦ Type of Assistance Needed ♦ Location ♦ Tasks and Duties to be performed ♦ UCSF person who will coordinate ♦ Food, Water, Sanitation and Lodging Resources available for support	
12. Work with the Resources and Logistics Team Leader to provide for the above, including supporting the EOC staff.	

CHECKLIST 5-B
EOC Director (Page 5 of 6)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
13. Coordinate with the Finance Team Leader to account for all labor hours, accounting codes, and resource purchase documentation. Periodically obtain summary reports of expenses to date and/or cost estimates.	
14. Keep the Chancellor and other key staff informed of the action plan and situation status. Use the attached Status Report form or other format for providing updates. Provide updated reports to the City and County of San Francisco every four hours or as requested.	
15. Assist Public Information/Media with news media releases and internal communications. Coordinate regarding the release of information with the UCSF Medical Center and other hospitals, as appropriate.	
16. Hold periodic briefings (every 1/2 hours or as conditions change) in the EOC to keep all staff informed of operational status and response priorities.	
17. If this is an earthquake emergency, plan for the eventuality of aftershocks. Buildings and facilities will need to be rechecked after significant shaking.	
18. Provide and staff for 24-hour EOC operations, if needed.	
19. Begin the development of a transition plan to support recovery and resumption of normal operations.	
DEACTIVATION/RECOVERY:	
1. Plan for the transfer of response operations to normal procedures. With the Chancellor, assign staff to the UCSF Recovery Team. Develop a transition and recovery plan which allows for the resumption of normal operations and business support in UCSF facilities. If these services are not available, plan for resuming critical programs at alternative locations. Include a communications plan for full implementation of the UCSF recovery plan.	
2. Plan for the deactivation of the EOC and release staff, as able. Ensure that all EOC documentation, logs, messages and files are maintained. Notify all UCSF staff, the Medical Center, UCOP, local jurisdictions and support services when the EOC will be closing.	
3. Continue to support on-going emergency operations with key EOC functions, as needed. Allow staff to work from their own offices when buildings are operational and emergency conditions calling for immediate action no longer exist.	

CHECKLIST 5-B
EOC Director (Page 6 of 6)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY (cont.):	
4. Conduct an Incident and EOC activation debriefing with the UCSF staff regarding the emergency response and recovery process. Identify key lessons learned and opportunities for improvement to the UCSF plans, training programs, and facilities.	
5. Prepare an After-Action Report for the State of California under Governor Declared Emergencies.	
6. Revise this checklist as needed.	

CHECKLIST 5-C

Policy Group (Page 1 of 2)

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 Checklist 5-G).
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 Response Management Plan.

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 5-C

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 5-G).	
2. Assist with information for the After-Action Report and recommendations for procedural changes.	

CHECKLIST 5-D

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:	• 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
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 5-E

Academic Coordinator (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:	• 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. • Manages the Recovery 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:	• 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.: access to department emergency plan information). • May need a separate meeting area.

CHECKLIST 5-E

Academic Coordinator (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.	
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 5-E

Academic Coordinator (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 5-F

Critical Programs (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:	• 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:	• 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.: access to department emergency plan information). • May need a separate meeting area.

CHECKLIST 5-E

Critical Programs (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.	
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 5-E

Critical Programs (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 5-G

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:	• Develop the overall strategic Recovery Plan for UCSF following a major disaster or crisis which interrupts normal business and services.
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 Response Management Plan. • 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 5-G

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 5-G

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 5-H

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. • 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 Response Management Plan.

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.	
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 5-H

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 5-I

Public Information/Media (Page 1 of 3)

Name: _____   Date: _____   Time: _____

Reports to:	EOC Director.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	• Serve as the point of contact for the EOC for media. • Collect, prepare and disseminate information to: — UCSF Faculty and staff — UCSF Students — Medical Center Disaster Control Center — Joint UCSF – Medical Center Media Center (located in the Patient Information room at the Medical Center) — News Media — The Public • Coordinate all news media contacts • Coordinate messages with UCSF Medical Center • Prepare news releases, employee bulletins, and recorded messages • Activate the Campus Emergency Hotline • Hold news conferences and arrange for interviews • Implement rumor control procedures
Support Responsibilities:	• Participate in joint press releases and broadcasts with other agencies, as appropriate • Support the Academic Coordinator with disseminating information regarding the resumption of programs and processes for alternative classes, etc.
Supplies:	Telephone communication, news media contact listings, cellular telephone, fax, news release forms, and background information about UCSF

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to the UCSF EOC and set up the Media Center. Establish communication and coordination between the UCSF EOC, the Media Center and the Medical Center's Disaster Control Center.	
2. Either serves as the official UCSF EOC spokesperson to the news media and for all public information purposes, or select appropriate staff, as needed to respond to specific inquiries. Coordinate such selections with the EOC Director, if appropriate. If the crisis is severe, consider requesting the Chancellor to be the official spokesperson to national media and federal agencies.	

CHECKLIST 5-I

Public Information/Media (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
3. As soon as possible, if the telephone service is operational, record a message on the Campus Emergency Hotline. Update the message as new information is received. Always include the time when the message will be updated as part of the recording.	
4. Establish contact and coordinate with the City and County of San Francisco EOC Public Information Officers (PIOs) and with any other agency or organization involved in the response with UCSF. Coordinate information so that a consistent message is sent out with respect to UCSF. Seek to get UCSF information included in the City and County updates and media releases. This strategy will assist UCSF in getting key information to staff, employees, students, family members and other interested parties in the area as part of the Mayor's Emergency Broadcast System (EBS) messages. Include information such as: ◆ UCSF is (open/closed) for normal (work/business) until (day/time) ◆ Staff are requested to (come to work/stay home/call this number 1-415-502-4000) ◆ Anyone needing information regarding UCSF should call 1-800-873-3232, if normal phones are down.	
5. Ensure that news media representatives are not allowed into the UCSF EOC or any other restricted area of the University. Redirect media representatives, as able, to the Media Center at the Medical Center. (Generally, per California state law, the news media is allowed access to any area open to the public, public agency facility, or with permission of the property owners, unless restricted due to the threat to public health and safety, or per police authority, such as a crime scene). Coordinate with the Operations Team Leader regarding news media access. If possible, provide Public Information staff to meet with news media representatives who wish to inspect UCSF and escort them.	
6. Gather information from Situation Status, Damage Assessment, and others in the UCSF EOC. Verify all information and obtain approval from the EOC Director before release. Attend all EOC briefings and Policy Group meetings for additional information. Be prepared with information about the incident size, cause, ongoing situation, resources, and other information such as background on UCSF.	
7. Have news releases prepared and approved by the EOC Director, coordinate with the Medical Center Disaster Control Center, and disseminate to the news media. Ensure they are numbered in sequence and copies kept of everything released.	
8. Issue staff information bulletins, student information bulletins, and the employee hotline number messages. Coordinate all with the appropriate UCSF EOC staff, including the Academic Coordinator. Contact the Medical Center Disaster Control Center to coordinate key messages to staff at both agencies.	

CHECKLIST 5-I

Public Information/Media (Page 3 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
9. Forward news releases and other prepared statements to the Liaison position for distribution to outside agencies.	
10. Implement rumor control procedures, coordinating closely with all UCSF EOC staff to verify and correct all errors and misstatements; ensure all audiences are notified of the corrections.	
DEACTIVATION/RECOVERY:	
1. Support the Recovery Team with a communications plan to disseminate information regarding: • The resumption of research programs • The resumption of academic programs and classes • Work locations (if changed) • Status of UCSF business departments • Letters and communications to key constituents and stakeholders in UCSF programs	
2. De-activate your position in the EOC as directed by the EOC Director.	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities. Maintain the complete files of released information (including news releases and employee and student bulletins), news media contact log, and any clippings for future reference	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
5. Upon deactivation of your position, brief the EOC Director 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 EOC Director or Planning Section, as appropriate.	
7. Submit comments to 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 • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well.	

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CHECKLIST 5-J

Liaison (Page 1 of 3)

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

Reports to:	UCSF EOC: EOC Director.
Coordinates With:	CCSF EOC: Liaison Officer.
Location:	• UCSF EOC. • City/County San Francisco Emergency Operations Center (CCSF EOC).
Primary Responsibilities:	• Initiate and maintain contact with local, state and federal agencies involved in the UCSF emergency response, as requested by the EOC Director. • Coordinate mutual aid support and assistance provided to UCSF. • Coordinate mutual aid support provided by UCSF • Coordinate UCSF Request for Assistance (RFA) to SF DEM, CalEMA, and FEMA. • Track UCSF requests for equipment/supplies and support (Request for Assistance or RFA) through CCSF EOC and State, and report status to UCSF EOC • Assist in communicating, defining or clarifying UCSF RFAs to the CCSF EOC or other agencies when requested. • Assist in communicating, defining or clarifying essential information on UCSF Situation Reports (SitRep) to CCSF Planning & Intelligence
Support Responsibilities:	• UCSF EOC Director PIO and Section Chiefs in communications, situational awareness/reporting and coordinating requests for assistance.
Supplies:	• 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 or call into the UCSF EOC. Immediately get a report on emergency conditions and the situation. Begin a log of your activities and keep it current throughout the emergency response, then:	
2. Report to the CCSF EOC Liaison Officer. Immediately get a report on emergency conditions/situation.	
3. Identify and meet CCSF four Section Chiefs, and appropriate points of coordination in each section. Identify and meet the CCSF EOC Mission Assignment Coordinator.	

CHECKLIST 5-J

Liaison (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
4. Identify all agencies represented in the CCSF EOC that are involved in or may become involved in the UCSF emergency response. These may include: • The American Red Cross • San Francisco Police, Fire, Public Works, Water Department, other depts. • PG&E	
5. Obtain schedule for SitRep submissions, conference calls or section meetings required by CCSF EOC for UCSF submission/participation.	
6. Contact the UCSF EOC Planning & Intelligence Section. Give contact information for UCSF Liaison at CCSF EOC. Supply UCSF EOC with CCSF EOC Directory and schedules. Get report on emergency conditions and the situation at UCSF.	
7. Identify all outside agencies that are involved in or may become involved in the UCSF emergency response. These may include: • South San Francisco Police, Fire, etc. • County of San Mateo Health Department, etc. • Other UC Campuses. • Office of the President. • State of California Emergency Management Agency (CalEMA). • Other agencies either providing or requesting mutual aid.	
4. Set up contact numbers and communication protocols with each agency.	
5. As requested by the EOC Director, liaison with the outside agencies. Provide critical information to the Situation Status position for posting on the log, map and/or status boards.	
6. Coordinate with the Operations Team Leader regarding joint operations involving UCSF Police, EH&S, Facilities or other UCSF emergency resources. The Operations Team lead may decide to coordinate directly with those agencies for operations.	
7. Verify information that is cleared for release to outside agencies with the Public Information/Media position. Distribute UCSF media releases to outside agencies, and request media releases from those agencies, if available. Forward media releases to Public Information/Media as they are received from outside agencies.	
8. In the event UCSF requests mutual aid, communicate directly with the agency providing assistance. Ensure that the EOC has a list of all mutual aid personnel working on the UCSF emergency, including name, SS#, emergency contact number, assignment, and approximate hours worked.	
9. Ensure that the EOC provides for food, water and rest areas for any mutual aid personnel working at UCSF.	

CHECKLIST 5-J

Liaison (Page 3 of 3)

PROCEDURES	TIME/ DATE
10. On an ongoing basis receive UCSF RFAs, and route to appropriate CCSF EOC Sections for processing. Report back to UCSF EOC on status of RFAs , including estimated times of delivery, delays, denials etc.	
11. On an ongoing basis receive UCSF SitReps, status updates or other reports, and route to appropriate CCSF EOC Sections for processing.	
12. Review CCSF and State SitReps for documentation of essential UCSF situation status and requests	
13. Transmit and communicate any reports, maps, information which may aid UCSF planning and operations.	
14. Brief oncoming UCSF Liaison to CCSF EOC and CCSF Liaison Officer upon shift change.	
DEACTIVATION/RECOVERY:	
1. Notify all outside agencies involved I the response when the JUCSF EOC is deactivated.	
2. De-activate your position in the EOC as directed by the EOC Director	
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 EOC Director 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.	
6. Submit comments to the 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 • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities which need improvement or worked well.	

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CHECKLIST 5-K

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.

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 5-K

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 5-L

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:	• 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. 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 5-L

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 5-L

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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Checklist 5-M

Emergency Manager (Page 1 of 2)

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

Reports To:	EOC Director
Coordinates with:	• EOC Director and EOC Section Chiefs. • San Francisco EOC.
Location:	UCSF Emergency Operations Center (EOC)
Primary Responsibilities:	• Serve as emergency management subject mater expert to Command Staff & General Staff in ICS, NIMS, SEMS, NRF and Homeland Security Directives. • Assist Command Staff in coordination with City, State and Federal Emergency Operations Centers/Officials. • Coordinate EOC Support Staff.
Support Responsibilities:	• EOC Sections in Just-in-time Training. • Inter-agency emergency management meetings. • May fulfill other EOC Command Staff or General Staff functions in the absence of others.
Supplies:	• 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
EMERGENCY RESPONSE:	
1. Upon notification of an emergency confer with the EOC Director on immediate Activation priorities.	
2. As directed coordinate or issue notification, alert or activations to EOC and/or emergency response teams via Mass Notification System from office, home, or cell phone.	
3. As directed coordinate or leave out-going message on EOC Information line as directed. (415-476-9999)	
4. As directed coordinate or leave out-going message on campus hotline. (415-502-4000)	
5. Assure monitoring of EOC & Emergency Response Team responses to notification & Activation messages, & reporting of results to Section Chiefs and EOC Director every 30 minutes until staff and teams are accounted for.	
6. Report to the UCSF EOC ASAP	
7. Coordinate EOC support staff in set-up and maintained of EOC.	

Checklist 5-M

Emergency Manager (Page 2 of 2)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
8. Assign EOC Support Staff to specific functions as indicated.	
9. Provide on going assessment of EOC operations and provide assistance/advice to EOC Director on NIMS/SEMS Compliance.	
10. Provide on going assessment of EOC operations and provide assistance/advice to staff as needed.	
11. If requested serve as UCSF Liaison to San Francisco EOC (see 6-I)	
12. If requested represent UCSF at city, state and federal emergency management meetings.	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the EOC Director.	
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 EOC Director, 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 Planning Section.	
6. Submit comments to the 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 • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well.	

Checklist 5-N

EOC Support Staff (Page 1 of 3)

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

Reports To:	Emergency Manager
Coordinates with:	• EOC Section Chiefs, Branch Directors or Unit Lead as assigned. • Other EOC Support Staff.
Location:	UCSF Emergency Operations Center (EOC).
Primary Responsibilities:	• Assist EOC staff in the set-up and break-down of the EOC. • Maintain EOC general use equipment and supplies during activation. • Operation of Mass Notification System, Updating Hot Lines, List Serves and other emergency communications capabilities .
Support Responsibilities:	• ECC Liaison with communications. • Planning Section in Documentation. • May fulfill UCSF CCSF Emergency Coordinator Function (Checklist 7-F). • May fulfill Response Team Coordinator Function (Checklist 6-R)
Supplies:	• 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
EMERGENCY RESPONSE:	
1. As directed, issue notification, alert or activations to EOC and/or emergency response teams via Mass Notification System from office, home, or cell phone.	
2. Leave out-going message on EOC Information line as directed. (415-476-9999)	
3. Leave out-going message on campus hotline as directed. (415-502-4000)	
4. Report to the UCSF EOC ASAP	
5. Monitor EOC & Emergency Response Team responses to notification & Activation messages, & report results to Section Chiefs and EOC Director every 30 minutes until instructed otherwise.	
6. If first to arrive at EOC, begin setting up EOC.	
7. Establish Check-in desk/log for EOC Staff. If requested, work with the Police position to set up security and access control for the EOC.	

Checklist 5-N

EOC Support Staff (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
8. 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.	
9. Set up administrative supply area for EOC	
10. After EOC is set up be prepared to support EOC Operations in one or more of the following functions:	
11. Assist the Emergency Communications Center (ECC) Liaison in managing radio communications.	
12. Pull information/reports from Emergency Action Plan database as requested	
13. Manage on going messages and reports from the Mass Notification System as requested.	
14. Staff the EOC check-in/check-out desk.	
15. Coordinate EOC runners and volunteers.	
16. Maintain EOC administrative supplies.	
17. Coordinate and maintain EOC support services (I.e.: feeding, rest areas, break-out rooms, etc.).	
18. Assist Planning Section in documentation	
19. Assist Operations Section in coordinating UCSF Emergency Response Teams (I.e.: CERT, CAST, ECT, EAP	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the Emergency Manager.	
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 Emergency Manager or 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 Planning Section.	

Checklist 5-N

EOC Support Staff (Page 3 of 3)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY:	
6. Submit comments to the Emergency Manager 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 • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities that need improvement or worked well.	

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CHECKLIST 5-O

Safety Officer (Page 1 of 2)

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

Liaisons to:	EOC Director
Location:	◆ UCSF EOC
Primary Responsibilities:	◆ Identify and mitigate health & safety hazards to EOC & response personnel. ◆ Create a health and safety plan for EOC & response personnel. ◆ Ensure safety messages and briefings are made. ◆ Exercise emergency authority to stop and prevent unsafe acts. ◆ Review the IAP for safety implications. ◆ Assign assistants qualified to evaluate special hazards. ◆ Initiate preliminary investigation of accidents within the incident area. ◆ Participate in Planning Meetings to address anticipated hazards associated with future operations.
Support Responsibilities:	• Provide technical assistance/consultation to UCSF response elements. • Collaborate with UCSF EH&S and UCSF Occupation Health to identify hazards, implement responder safety training, education and protective measures.
Supplies:	• 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
EMERGENCY RESPONSE:	
1. The Safety Officer function may be assigned to the Environment Health and Safety Emergency Coordinator within the Operations Section, or if indicated assigned within the Command (Management) Staff of the ICS. Upon arrival at the EOC, the individual assigned to the Safety Officer function will obtain briefing from EOC Director or designee	
2. Participate in planning meetings and briefings to ensure that safety considerations are a part of the Action Plan and briefings	
3. Meet with other safety personnel assigned to the area of operation	

CHECKLIST 5-O

Safety Officer (Page 2 of 2)

PROCEDURES	TIME/ DATE
4. Identify and make known to UCSF responders and other teams any dangers from the environment resulting from the event, or lab animals, chemical/radiation hazards from UCSF medical or research facilities, or any other risk to occupational health and safety. Ensure that appropriate measures are taken	
5. Review sanitation requirements for responder care/shelter and life support services during response operations with the Medical Officer and Facilities Unit Leader.	
6. Review with the Logistics Section Chief food and potable water requirements and safeguards for assigned personnel	
7. Review the Medical Plan to ensure that the plan addresses potential injuries most common to known hazards, and that a comprehensive medical risks assessment is completed for all areas within the scope of the EOC	
8. Ensure that all know evacuation signals and routes.	
9. Work with the Transportation Unit Leader to ensure that safety considerations are part of the planning for vehicle traffic and vehicle operation	
10. Meet with the Compensation/Claims Unit Leader to keep accident reports current; and	
11. Ensure that accidents are investigated	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the EOC Director.	
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 EOC Director, 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 Planning Section.	
6. Submit comments to the 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 • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities which need improvement or worked well.	