RESOURCE & LOGITICS SECTION
(ERP)

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CHECKLIST 8-A
Resources and Logistics Section Chief
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Name: _____   **Date:** _____   **Time:** _____

Reports to:	EOC Director.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	• Direct and manage emergency support and resources for the response operation, including: — Information Technology Systems. — Data Networks and Communications. — Food and Water/Care & Shelter. — Supplies, equipment, materials and other goods. — Human Resources. — Transportation. • Manage the deactivation process.
Support Responsibilities:	• Support the Finance Team with information and documentation. • Assist Operations and Planning & Intelligence with anticipating resource and logistical needs.
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. Report to the EOC. Obtain a full briefing on the UCSF emergency response.	
2. Activate and organize the Resources and Logistics Section.	
3. Check with Operations and Planning & Intelligence teams to identify resources that will be needed. Alert your team to begin planning for essential resources and support operations.	
4. As a team, as much as possible, inventory available resources at the University. This includes fuel, food, personnel support equipment, vehicles, maintenance and services supplies, and any other support resources.	

CHECKLIST 8-A
Resources and Logistics Section Chief (Page 2 of 4)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
5. Identify the primary sites of UCSF emergency operations. Estimate the number of UCSF staff who are working and will need meals and other support.	
6. Estimate the support requirements for the response and assess the capability of supplies on hand to meet the need.	
7. Work as a team to set up the staging of the resources at each primary UCSF site where emergency response operations are in progress. If no resources are available to support a site, advise the Operations Team Leader and the EOC Director. Develop a plan to provide support through the services of other public agencies or contracting with outside services.	
8. Ensure that all logistical arrangements are made for each resource request, including procurement, delivery, payment and site contacts. Work with the Finance Team to process purchase orders, invoicing and payments.	
9. Ensure that shelter and rest areas are provided for staff and other emergency workers, including the EOC staff.	
10. Coordinate the restoration of Information Technology Systems and Telecommunications/Data Networks with the Operations Team. Buildings must be safe for occupancy before system restoration operations can take place. Coordinate technical work on systems with Facilities to ensure power service is not a hazard to workers.	
11. Restoration of IT and Telecommunications Networks are based on the following priorities: ◆ Emergency Communications for the UCSF Police Communications Center, the UCSF EOC, and the Medical Center ◆ Emergency Communications for Emergency Response Operations in the Field ◆ Information Systems and Networks to support Medical Center patient care ◆ Information Systems and Networks to support Critical Research Programs	

CHECKLIST 8-A
Resources and Logistics Section Chief (Page 3 of 4)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
12. Organize and track the utilization of UCSF major supplies, equipment and transportation. Work with the EOC Director, the Operations Team Leader and the Planning and Intelligence Team Leader to allocate resources to the highest and best priority use. Document the locations and hours used for each major resource. Provide this documentation to the FEMA position on the Finance Team to support FEMA disaster recovery applications.	
13. Ensure that Human Resources receive reports regarding UCSF staff that are injured or are involved in fatality incidents.	
14. Coordinate the organization of volunteer resources through the Human Resources position. Record names, social security #'s and hours and locations worked for volunteers.	
15. Track the use of UCSF vehicles and transportation resources.	
16. Support the Academic Coordinator with essential resources and services for critical research programs.	
17. Continue to evaluate and anticipate the need for resources for the UCSF EOC and field operations.	
18. Locate service organizations and vendors to support UCSF emergency needs. Work with the Purchasing position on the Finance Team to set up emergency contracts and service agreements.	
19. If critical research programs or other UCSF business operations are to be relocated, provide resources and logistics support, as requested.	
DEACTIVATION/RECOVERY:	
1. Assist Finance with the collection of documentation and records.	
2. De-activate your position in the EOC as directed by the Logistics Section Chief.	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	

CHECKLIST 8-A
Resources and Logistics Section Chief (Page 4 of 4)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY:	
5. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate.	
7. Submit comments to the Logistics Section Chief, 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 8-B
Information Technology Branch Director
(Page 1 of 3)

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

Reports To:	Resources and Logistics Section Chief.
Coordinates with:	Any UCSF IT departments or functions (I.e. Medical Center) to assure interoperability, back-up, redundancy, etc.
	Any UC System ITS departments to establish interoperability, back-up or redundancy in the event UCSF ITS capabilities are interrupted or damaged
Location:	UCSF Emergency Operations Center (EOC)
Primary Responsibilities:	• Assure UCSF EOC, DOCs, filed operations, etc. have internal or external network connectivity and assistance in setting up printers, phone, fax and other IT hardware.
	• Coordinate restoration of computer servers and systems to support critical University programs.
	• Coordinate restoration of system wiring, connectivity and communication services.
	• Coordinate restoration and operation of UCSF networks.
Support Responsibilities:	• Assist EOC team in setting up computers to data-ports, LAN, wireless internet, etc.
	• Assist other UCSF field operations centers (Departmental EOCs, Incident Command Posts, and Campus Emergency Response Teams etc.) in IT hardware support as requested by the Resources and Logistics Section Chief.
	• Academic and Business operations.
	• Emergency communications.
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. Report to the UCSF EOC to coordinate IT services and support.	
2. Activate the IT Branch Desktop Support, Administrative Information Systems and Telecommunications/Data Networks Units as needed.	
3. 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 8-B
Information Technology Branch Director (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Continued):	
4. Establish communication with IT emergency response staff including the Medical Center, Schools, etc.	
5. Obtain situation status reports on UCSF network, internet and telecommunications infrastructure, operations, and capabilities. Maintain IT situational awareness throughout activation.	
6. Identify the priorities for restoring information systems. Coordinate with the Operations Team and the EOC Director to bring up systems. Priorities may include: • Emergency Communications for the UCSF Police Communications Center, the UCSF EOC and the Medical Center • Emergency Communications for Emergency Response Operations in the Field • Information Systems and Networks to support Medical Center patient care • Information Systems and Networks to support Critical Research Programs	
7. Coordinate the priorities of the systems with the Academic and Critical programs Coordinators to support the continuity and recovery of critical research programs and academic programs.	
8. Make all logistical arrangements for restoring and/or replacing system components. • Coordinate system restoration with Telecommunications and DATA Networks to ensure system performance	
9. Coordinate all work in buildings with the Facilities Department. Ensure power is not a hazard to workers and that the buildings may be occupied.	
10. Coordinate restoration of the UCSF Network to assist with other critical data communications and business operations (Refer to Critical Infrastructure and Recovery Annexes)	
11. Coordinate with Pacific Bell and wireless cellular providers for restoration of priority telephone service.	
12. Assure IT staff is available for configuring EOC Laptops, printers, projectors and other hardware during initial EOC set-up and as needed thereafter.	
13. Coordinate Administrative Computing and Telecommunications/Data Networks Units to bring up and maintain systems to support EOC operations.	

CHECKLIST 8-B

Information Technology Branch Director (Page 3 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Continued):	
14. Coordinate IT staff deployment to Departmental Operations Centers (DOCs), field operations sites (ICPs, Staging Areas, Shelters, etc.) where emergency response operations network, internet, communications needs exists.	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the Logistics Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Logistics or Planning 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 Logistics Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Logistics Section Chief, 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 8-C
IT Branch Assistant
(Page 1 of 2)

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

Reports to:	IT Branch Director or Logistics Section Chief if Branch Director not available.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	• Restore computer servers and systems to support critical University programs. • Restore system wiring, connectivity and communication services. • Restore and operate UCSF networks
Support Responsibilities:	• Academic and Business operations. • Emergency communications.
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: • Information Technology Systems materials and technical information.

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to the EOC. Provide a status report on the primary information technology systems at the University.	
2. Address interruptions in communication systems. Advise the EOC Director and affected Operations regarding the restoration of systems.	
3. Identify the priorities for restoring information systems. Coordinate with the Operations Team and the EOC Director to bring up systems.	
4. Coordinate the priorities of the systems with the Academic Coordinator to support the continuity and recovery of critical research programs.	
5. Make all logistical arrangements for restoring and/or replacing system components.	
6. Coordinate system restoration with Telecommunications and DATA Networks to ensure system performance	

PROCEDURES	TIME/ DATE
IT Branch Assistant (Page 2 of 2)	
7. Coordinate all work in buildings with the Facilities Department. Ensure power is not a hazard to workers and that the buildings may be occupied.	

8. Restoration of IT and Telecommunications Networks are based on the following priorities:
 	
   a. Emergency Communications for the UCSF Police Communications Center, the UCSF EOC and the Medical Center
   b. Emergency Communications for Emergency Response Operations in the Field
   c. Information Systems and Networks to support Medical Center patient care
   d. Information Systems and Networks to support Critical Research Programs	

9. As able, restore the UCSF Network to assist with critical data communications and business operations.	
10. Contact Pacific Bell for restoration of priority telephone service.	
11. Support Information Technology with the full restoration of networks and data.	
DEACTIVATION/RECOVERY:	
1. Continue to provide system recovery, as needed to support the restoration of UCSF operations and services	
2. De-activate your position in the EOC as directed by the Logistics Section Chief.	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
5. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate.	

7. Submit comments to the Logistics Section Chief, 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 8-D
Desktop Support
(Page 1 of 2)

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

Reports to:	IT Branch Director or Logistics Section Chief if Branch Director not available.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	• Manage EOC data ports, printers, phone, fax and other IT hardware.
Support Responsibilities:	• Assist EOC team in setting up (and after action) computers to data-ports, LAN, wireless internet, etc. • Assist other UCSF field operations centers (Departmental EOCs, Incident Command Posts, and Campus Emergency Response Teams etc.) in IT hardware .support as requested by the IT Branch Director or Resources and Logistics Section Chief.
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 equipment/supplies and technical references necessary to provide Desktop Support.

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to the EOC. Provide assistance in setting up EOC IT hardware from EOC Closet (laptops, printers, projectors, satellite internet dish and other hardware).	
2. Assist in configuring Incident Management Team Laptops, printers, projectors and other hardware brought by team members into the EOC.	
3. Identify the priorities for restoring information systems. Coordinate with the Logistics Section's Administrative Computing and Telecommunications/Data Networks Units to bring up and maintain systems to support EOC operations.	
4. Make all logistical arrangements for restoring and/or replacing system components.	

CHECKLIST 8-D
Desktop Support (Page 2 of 2)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
5. During first operational period EOC is activated, maintain staff presence in EOC until all EOC staff are connected and operational and IT Branch Director or Logistics Section Chief agrees to release Desktop Support Staff.	
6. Each Shift: Provide desktop support at the beginning of each shift to provide assistance until all EOC staff are connected and operational and IT Branch Director or Logistics Section Chief agrees to release Desk-Top Support Staff.	
7. As determined by the IT Branch Director or Logistics Section Chief, Desktop support may function on an on-call basis for the remainder of the activation once the EOC has been operational and there is confidence minimal desk-top support will be required during subsequent shift & staff changes	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the IT Branch Director or Logistics Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies, including replacing (and charging) laptops in storage cabinet; return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the IT Branch Director or Logistics 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 IT Branch Director or Logistics Section Chief or Planning Section, as appropriate.	
6. Submit comments to the IT Branch Director or Logistics Section Chief, 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. • Identify IT requirements which could not be met during emergency response, and propose solutions, equipment, or supplies to meet similar requirements for future activations, to the IT Branch Director or Logistics Section Chief.	

CHECKLIST 8-F
Food and Water/Care and Shelter
(Page 1 of 3)

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

Reports to:	Resources and Logistics Section Chief.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	• Ensure emergency food and water is provided for personnel. • Provide for EOC support. • Set-up and manage a rest station for UCSF employees and emergency workers.
Support Responsibilities:	• Assist with the deactivation process.
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. Report to the EOC. Immediately get a report on emergency conditions and situations.	
2. Determine the needs of the EOC staff and field staff. Set up rest areas for UCSF Emergency workers, including contractors and volunteers. The sites should be secured from public view and access. Coordinate with the Operations Team Leader to select rest area locations and site for services. Also, ensure the following are provided for: • Food • Water • Coffee/tea and other hot drinks in cold weather • Shade from sun and/or protection from rain • Chairs and cots for resting • Portable toilets	

CHECKLIST 8-F
Food and Water/Care and Shelter (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
2. (Continued) • Wash stations • Garbage collection • Telephones and message areas, if available • Rest area	
3. Inventory all staff support supplies that are available on-site at the University. Vending services may have food and water supplies stored on site. Make arrangements for emergency purchase of supplies and use those first.	
4. Coordinate with the Medical Center regarding hot food available from the hospital food service. The Medical Center may be able to provide up to 100 hot meals for staff on-site at the Parnassus complex. This service should be coordinated with the Medical Center's Disaster Control Center to ensure adequate service for the inpatient population at the Medical Center and LPPI.	
5. Determine the resources that will be needed to provide meals and support to staff. Identify the scope of services that can be provided to emergency workers. If food supplies on site are not sufficient to provide for workers, advise the EOC Director. Emergency purchases or agreements with local fast food agencies may resolve the food supply problem.	
6. Coordinate with the Resources and Logistics Team Leader to provide estimates of supplies currently available at University sites and those that will need to be purchased. (Include cost estimates.) Coordinate with Purchasing if contracting for outside services. Maintain complete and accurate records of all supplies ordered and delivered.	
7. Locate and set up rest areas for emergency workers to eat and take breaks at UCSF sites with emergency operations. Provide for sanitation services if the water service is disrupted.	

CHECKLIST 8-F
Food and Water/Care and Shelter (Page 3 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
8. Plan for ongoing operations. Field responders and EOC staff may be working 24-hour shifts.	
DEACTIVATION/RECOVERY:	
1. Plan for the closing of rest areas and food services as operations return to normal. Coordinate with Purchasing for the release of contracted services and process for invoicing and payment.	
2. De-activate your position in the EOC as directed by the Logistics Section Chief.	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
5. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate.	
7. Submit comments to the Logistics Section Chief, 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 8-G
Supplies/Equipment
(Page 1 of 3)

Name: _____   Date: _____   Time: _____

Reports to:	Resources and Logistics Section Chief.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	• Inventory UCSF major supplies and equipment. • Allocate UCSF supplies and equipment, as needed. • Provide for all logistical arrangements for delivery and use of UCSF supplies and equipment. • Request the purchasing of additional supplies and equipment to support emergency operations.
Support Responsibilities:	• Assist with FEMA Documentation. • Assist with the deactivation process.
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. Report to the EOC. Immediately get a report on emergency conditions and situations.	
2. With the Operations Team, review the use of and need for supplies and equipment. Develop a list of needed items, location and time needed.	
3. Inventory UCSF equipment and supplies. If able to access UCSF supplies/equipment, obtain and arrange for delivery and distribution to the field response staff.	
4. Make all logistical arrangements for time and place of delivery, contact person on site, and track the use of the supplies/equipment.	
5. Request support from Transportation, as needed, to deliver supplies and equipment.	

CHECKLIST 8-G
Supplies/Equipment (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (cont.):	
6. If supplies and/or equipment must be purchased or leased, contact the Purchasing position for support in obtaining resources.	
7. Provide copies of invoices and purchase orders, contracts, and other transaction records to the Finance Team.	
8. Verify the delivery of procured goods and services.	
DEACTIVATION/RECOVERY:	
1. Transfer all reports, files, claims and investigations to normal operations for continued management. Also transfer any open contracts, purchases and/or other transactions to the appropriate department.	
2. Work with Finance Team members to provide accurate records and documentation to support all emergency purchases, contracts, and other transactions.	
3. Arrange for final invoicing and payment of contracted services as they are terminated.	
4. Assist with the deactivation process, tracking the return of equipment and supplies, the cessation of services no longer needed, and shutdown of temporary services.	
5. Provide a summary report of Supplies/Equipment operations, actions taken and related information for the After-Action Report; make recommendations for procedural changes. Forward to the Resources and Logistics Team Leader.	
6. De-activate your position in the EOC as directed by the Logistics Section Chief.	
7. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
8. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
9. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
10. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate.	

CHECKLIST 8-G
Supplies/Equipment (Page 3 of 3)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY:	
11. Submit comments to the Logistics Section Chief, 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 8-H
Human Resources
(Page 1 of 3)

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

Reports to:	Resources and Logistics Section Chief.
Location:	Emergency Operations Center (EOC).
Primary Responsibilities:	• Maintains personnel records and process illness and injury claims relating to the emergency. • Provides for emergency crisis counseling, as available. • Maintains a general status on UCSF staff. • Coordinates the deployment of volunteers from UCSF personnel pools to assist with emergency operations. • Handles the process for notifications and investigation of fatalities. • Handles welfare inquiries and other issues regarding the status of UCSF employees. • In extended emergencies, may provide for emergency hiring of workers and employees.
Support Responsibilities:	• Assist with mutual assistance arrangements. • Supports Public Information/Media with the development of messages to UCSF staff and employees. • Supports the Operations Team with documentation regarding injuries and fatalities. • Supports the Resources and Logistics Team Leader with coordinating volunteer resources.
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: • Personnel records, injury report procedures and materials, hiring materials, and other personnel procedures.

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to the EOC. Immediately get a report on the emergency situations.	

CHECKLIST 8-H
Human Resources (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
2. With the Operations Team, conduct a general accounting of the status of all UCSF personnel, contractors and public on-site.	
3. Be prepared to provide specialized resources in the event of severe incidents involving injuries, fatalities, or other physical or emotional upsets.	
4. Provide support, if needed, with the childcare center and other work site populations, with getting messages to employees and assistance with vacating the work site. Keep track of the status of displaced people, especially the childcare center, and provide temporary shelter (in an office area) if UCSF staff will be displaced for long periods of time. For adults, provide a process or plan for emergency transportation, if available, to get people closer to their homes.	
5. Determine the status of UCSF academic, research programs and business operations. If normal business is completely interrupted, work with the Public Information/Media position to develop messages for the Emergency Hot Line. Also prepare information on returning to work for the EOC Director and the Academic Coordinator to provide to Department Heads.	
6. Set up incident reports and files for injuries, workers' compensation claims, accidents, and other situations. Begin investigation procedures and the documentation process. Retain all information needed for the files.	
7. If emergency response operations are extended and volunteer help is needed, establish a control point for receiving volunteers. Work with the Public Information/Media position to determine how to communicate the need for volunteer help to employees. Volunteers may be needed to assist with temporary business operations, salvage operations, answering telephone inquiries and working with the public at relocation areas. Keep track of volunteer resources and how they are used.	
6. As requests are received for extra workers, handle all emergency hiring and assignments, using temporary hires or temporary services. Make arrangements for duty assignments, equipment, training, and payroll requirements. Workers may be needed at LPPI, Animal Care, EH&S, site security and with critical research programs.	
7. Support the mutual aid process by providing personnel requirements for those assisting UCSF, as well as any UCSF mutual assistance teams sent to assist others. Ensure that people working at UCSF sites are provided food, water and rest area support.	

CHECKLIST 8-H
Human Resources (Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
8. Keep Situation Status informed of current personnel information such as number of injured, employees working, and number of volunteers. Assist with status reports for the EOC Director.	
9. Assist and provide support to Academic Coordinator in relaying work information for employees, especially if programs are relocated and/or normal work areas are closed.	
10. Assist Insurance and FEMA Documentation with personnel documentation and information for the insurance claims and the FEMA disaster assistance application.	
DEACTIVATION/RECOVERY:	
1. Transfer all reports, files, claims, and investigations to normal operations for continued management.	
2. Support the insurance claim and FEMA processes with source documents.	
3. De-activate your position in the EOC as directed by the Logistics Section Chief.	
4. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
5. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
6. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
7. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate.	
8. Submit comments to the Logistics Section Chief, 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 8-I
Transportation
(Page 1 of 2)

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

Reports to:	Resources and Logistics Section Chief
Location:	Emergency Operations Center (EOC)
Primary Responsibilities:	• Track all University vehicles, fuel and maintenance equipment, and services • Arrange for the use of UCSF transportation vehicles and drivers
Support Responsibilities:	• Support mutual assistance
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: • Radios, access to vehicles and maintenance information.

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
1. Report to the EOC. Immediately get a report on emergency conditions and situations. If vehicles are in parking garages or enclosed lots, determine the status of buildings and sites.	
2. Make an inventory of accessible UCSF vehicle resources and fuel supplies. Anticipate and be prepared to provide transportation resources as requested.	
3. Assign vehicles and drivers, as requested. Keep track of use and make arrangements for fuel and maintenance, to support extended emergency operations. Establish a vehicle log, indicating location, purpose, and hours of use.	
4. Arrange for transportation of people off-University, as directed.	
5. Check with the Police position to find out the conditions of city streets and roads.	
6. If UCSF transportation resources are exhausted, confer with the Resources and Logistics Team leader regarding assistance from other agencies.	
DEACTIVATION/RECOVERY:	
1. Provide a copy of the vehicle log to the FEMA Documentation position.	

CHECKLIST 8-I
Transportation (Page 2 of 2)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY:	
2. De-activate your position in the EOC as directed by the Logistics Section Chief.	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
5. Upon deactivation of your position, brief the Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Logistics Section Chief or Planning Section, as appropriate.	
7. Submit comments to the Logistics Section Chief, 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 8-J
Real Estate Unit
(Page 1 of 2)

Name: _____   Date: _____   Time: _____

Reports to:	Resources and Logistics Section Chief.
Location:	• This position may function from the Real Estate 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: • Emergency Operations Center (EOC).
Primary Responsibilities:	• Check on UCSF leased properties for damage and occupancy status. • Lease space and property for temporary relocation of displaced UCSF personnel and operations.
Support Responsibilities:	• Buildings and Facilities Branch, Finance and Planning Sections.
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. As requested by the EOC Director or Section Chiefs, identify the status of UCSF leased properties within the affected areas (Utilities, Damage, Occupancy, status of Building safety Assessments, etc.)	
2. As requested by the EOC Director or Logistics Chief, arrange for emergency lease of properties to support emergency operations including short to long term lease of properties to relocate UCSF programs, services or lodging of personnel.	
3. If indicated coordinate prioritization of the UCSF programs and services to be moved to leased spaces with the EOC Director or Academic and Critical Programs Coordinators to support the continuity and recovery of essential or critical programs.	
4. Document losses and expenses and provide to Finance Section.	
5. Maintain on going updates of Real Estate activities and property status with the Planning Section.	

CHECKLIST 8-J
Real Estate Unit (Page 1 of 2)

PROCEDURES	TIME/ DATE
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the Logistics Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Logistics 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 Logistics Section Chief or Planning Section, as appropriate.	
6. Submit comments to the Logistics Section Chief, 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. • Identify IT requirements which could not be met during emergency response, and propose solutions, equipment, or supplies to meet similar requirements for future activations, to the Logistics Section Chief.	