

Eastern Michigan University
EOC Position Checklists

Executive Group Director

Function Description

Positions reporting to the Executive Group Director (University President or designee) will vary depending upon the incident level. Standard positions include, but are not limited to:

- Executive Group Staff
- Command Staff
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
- General Staff
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Administration Chief
- Emergency Management Director

Responsibilities

1. Direct the establishment of the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between emergency response agencies within the university.
3. In conjunction with the executive staff and section chiefs, set university priorities for response efforts.
4. Ensure that all university and department actions are accomplished within the priorities established at the EOC.
5. Ensure that inter-agency coordination is accomplished effectively.

Activation Phase

- Determine appropriate level of activation based on situation as known.
- Report to the EOC.
- Obtain situation information from whatever sources are available; brief senior leadership and Regents.
- Declare Campus emergency if warranted.
- Issue any necessary public statements through the Crisis Communications Team.
- Authorize protective or precautionary actions as appropriate.

- Appoint and ensure that General Staff are in place as soon as possible and are staffing their respective sections.
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Administration Chief
 - EOC Manager

- Ensure that Command Staff are assigned as soon as possible at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
 - EOC Manager

- Ensure that policy decisions are documented by a scribe.
- Schedule the Initial Action Planning meeting.
- Confer with the Section Chiefs to determine what representation is needed at the EOC from other emergency response agencies.
- Assign a liaison officer to coordinate outside agency response to the EOC.

Operational Phase

- Monitor general staff activities to ensure that all appropriate actions are being taken.
- In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- Based on current status reports, establish initial strategic objectives for the EOC.
- In coordination with Executive Group, prepare EOC objectives for the Incident Action Planning Meeting.
- Convene the Incident Action Planning meeting. Ensure that all section chiefs, Executive Group staff and other key agency representatives are in attendance.
- Once the IAP is completed by the Planning Section, review, approve and authorize its implementation.
- Conduct periodic briefings.
- Formally issue an Emergency Proclamation as necessary, and coordinate with Washtenaw County Emergency Management, as appropriate.
- Maintain log of activities to assist with accurately documenting the history of the event.
- Brief your reliefs at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase

- Authorize demobilization of section, branches, and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.
- Proclaim termination of the emergency response and proceed with recovery operations.
- Deactivate the EOC at the designated time.

Executive Group Staff

Function Description

The Executive Group Staff advise the President in areas of policies related to emergency response as necessary.

Responsibilities

1. Recommend protective actions; i.e., cancellation of classes, closure of campus, evacuation and sheltering.
2. Approve emergency actions such as utilizing alternative classrooms, housing and other necessary resources.
3. Coordinate with Emergency general Staff Section Chiefs.

Activation Phase

- Report to the EOC.
- Establish communications with Board of Regents when appropriate.
- Obtain briefing from Emergency Operations Section Chief and/or the Emergency Management Director.

Operational Phase

- Review recommendations formulated by EOC staff.
- Authorize special messages, press conferences and other events.
- Based on current status reports, establish strategic objectives for the EOC.
- Maintain log of actions taken, calls, and other communications
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase

- Authorize demobilization of EOC when they are no longer required.
- Direct the formation of the Disaster Recovery Group.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.

Emergency Operations Center Manager

Function Description

The Emergency Management Director is typically the person who has the overall best knowledge of the functioning of the EOC.

Responsibilities

1. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between emergency response agencies within the university.
3. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
4. Ensure that inter-agency coordination is accomplished effectively.

Activation Phase

- Determine and recommend appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC and determine operations status
- Obtain briefing from whatever sources are available; brief the Executive Group, Section Chiefs as soon as possible.
- Ensure that section chiefs are in place as soon as possible and are staffing their respective sections.
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Administration Section Chief
- Ensure that Command Staff are in place as soon as possible at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
- Ensure that policy decisions are documented by a scribe.
- Schedule the initial Action Planning meeting.
- Confer with the section chiefs to determine what representation is needed at the EOC from other emergency response agencies.

Operational Phase

- Monitor general staff activities to ensure that all appropriate actions are being taken.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- Based on current status reports, establish initial strategic objectives for the EOC.
- In coordination with Executive Group, prepare EOC objectives for the Incident Action Planning (IAP) Meeting.
- Convene the Incident Action Planning meeting. Ensure that all Section Chiefs, Executive Group staff and other key agency representatives are in attendance.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase

- Authorize demobilization of section, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.
- Proclaim termination of the emergency response and proceed with recovery operations.
- Deactivate the EOC at the designated time, as appropriate.

Operations Section Chief

Function Description

The Operations Section Chief, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. The Operations Section Chief will ensure that all necessary operational functions have been activated and are appropriately staffed. Depending on the incident the Section Chief could be part of a Unified Command Structure. The Section Chief reports directly to the Executive Group Director.

Responsibilities

1. Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.
2. Ensure that operational objectives and assignments identified in the Incident Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Ensure that the Planning Section is provided with situation and resources information.
5. Conduct periodic Operations briefings for the EOC Director as required or requested.
6. Supervise the Operations Section.

Activation Phase

- Check in upon arrival at the EOC and start a Position Log (ICS-214) for documentation purposes.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with the Executive Group Director, if the Planning Section Chief is not available at time of arrival; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate Branches within the section:
 - Emergency Services Branch (law, fire, rescue, HazMat, health)
 - Human Services Branch (victim/family services, counseling, donations, volunteers)
- Initiate coordination with appropriate mutual aid systems as required.
- Identify personnel to maintain a 24-hour operation as required.
- Coordinate with the Logistics Section to ensure that there is adequate equipment and radio frequencies available as necessary for the section.
- Coordinate with the Liaison Officer regarding the need for external agency representatives in the Operations Section.
- Coordinate with the Planning Section Chief to determine the need for any technical specialists.
- Establish radio or phone communications with the Incident Commander(s) as directed, and coordinate accordingly.

- Identify key issues currently affecting the Operations Section and determine appropriate section objectives for the first operational period.
- Develop an Operations Plan detailing strategies for carrying out operations objectives.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Think ahead and anticipate situations and problems before they occur.

Operational Phase

- Ensure Operations Section position logs and other necessary files are maintained.
- Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires.
- Ensure that all media contacts are referred to the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff and objectives from forthcoming operational periods.
- Attend and participate in the Executive Group Director's Action Planning meetings.
- Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning Meeting.
- Work closely with each established branch to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Brief the Executive Group Director on all major incidents; forward a copy to the Planning Section.
- Complete a Incident Status Summary (ICS-209) for all major incidents; forward a copy to the Planning Section.
- Brief branch coordinators periodically on any updated information you may have received.
- Share status information with other sections as appropriate.

Demobilization Phase

- Authorize demobilization of section, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.
- Deactivate the EOC at the designated time, as appropriate.

Planning Section Chief

Function Description

The Planning Section is a member of the General Staff. Planning will gather information from a variety of sources, analyze and verify information, and prepare and update internal EOC information and map displays. The section oversees the planning meetings and prepares the EOC Incident Action Plan. Planning will collect and process internal EOC documentation, and prepare advance planning information as necessary. Technical specialists assigned to the EOC will initially be part of the section. The Section Chief reports directly to the Executive Group Director.

Responsibilities

Ensure that the following responsibilities of the Planning Section are addressed as required:

- Collecting, analyzing, and displaying situation information.
 - Preparing periodic situation reports.
 - Preparing and distributing the EOC Incident Action Plan and facilitating Action Planning meetings.
 - Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
1. Establish the appropriate level of organization for the Planning Section.
 2. Exercise overall responsibility for the coordination of unit activities within the section.
 3. Inform Executive Group Director of significant issues affecting the Planning Section.
 4. In coordination with the other section coordinators, ensure that incident status summaries are completed and utilized as a basis for situation reports, and the EOC Action Plan.
 5. Supervise the Planning Section.

Activation Phase

- Check in upon arrival at the EOC and start a Position Log (ICS-214) for documentation purposes.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards..
- Based on the situation, activate units within the section as needed.
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with the county and state EOCs when activated, and coordinate situation reports with their Planning Sections.
- Meet with Operations Section Chief to obtain and review any major incident reports.
- Review responsibilities of the section and develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the Executive Group Director informed of significant events.

- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Planning Section position logs and other necessary files are maintained.
- Ensure that current information for the situation reports is maintained.
- Ensure that incident status summaries and reports are completed by the Operations Section and are accessible by Planning.
- Ensure that a situation report is produced and distributed to staff, the Incident Command post(s), and external EOCs at least once, prior to the end of the operational period.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Public Information has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff to develop section objectives for forthcoming operational periods.
- Facilitate the Executive Group Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the EOC Incident Action Plan is completed and distributed prior to the start of the next operational period.
- Develop and distribute a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
- Document all EOC activities and provide reproduction and archiving services for the EOC, as required.
- Provide technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.

Demobilization Phase

- Authorize demobilization of section, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.

Logistics Section Chief

Function Description

The Logistics Section provides facilities, services, resources and other support services both to agencies responding to the emergency, and to meet internal EOC operating requirements. Incident or department requests for support directed to the EOC will be channeled through the EOC Operations Section. The Logistics Section Chief reports to the Executive Group Director.

Responsibilities

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section.
3. Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
5. Keep the Executive Group Director informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

Activation Phase

- Check in upon arrival at the EOC and start a Position Log (ICS-214) for documentation purposes.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within section as needed and designate Unit Leaders for each element:
 - Communications & Technology Unit
 - Supply/Procurement Unit
 - Transportation Unit
 - Facilities Unit
 - Housing
 - Food & Water Unit
 - Utilities Unit
- Mobilize sufficient section staffing for 24-hour operations.
- Establish communications with the Logistics Section at county & state EOCs if activated.
- Coordinate with the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the Executive Group Director and Section Chiefs and identify immediate resource needs.
- Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority for the Logistics Section.

- Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan.
- Provide periodic section status reports to the Executive Group Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Logistics Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning/Intelligence Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Provide section staff with information updates as required.

Demobilization Phase

- Authorize demobilization of section, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.

Finance/Administration Section Chief

Function Description

The Finance/Administration function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations. The Finance/Administration Section Chief reports to the Executive Group Director.

Responsibilities

1. Ensure that all financial records are maintained throughout the emergency.
2. Ensure that all on-duty time is recorded for all emergency response personnel.
3. Ensure that all on-duty time sheets are available from EOC assigned personnel and that departments are collecting this information from Incident Commanders and their staffs.
4. Determine purchase order limits for the procurement function in Logistics.
5. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
6. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
7. Provide administrative support to all EOC sections as required, in coordination with the Personnel Unit.
8. Activate units within the Finance/Administration Section as required.
9. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA), the Michigan Emergency Management & Homeland Security Division (EMHSD), and Washtenaw County Office of Emergency Management.
10. Supervise the Finance/Administration Section.

Activation Phase

- Check in upon arrival at the EOC and start a Position Log (ICS-214) for documentation purposes.
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within section as needed and designate unit coordinators for each element:
 - Time Keeping Unit
 - Purchasing Unit
 - Cost Unit
 - Compensation & Claims Unit
- Ensure that sufficient staff is available for a 24-hour schedule, or as required.
- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- In conjunction with unit leaders, determine the Incident Action Planning objectives for the first operational period.

- Notify the EOC Manager when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Finance/Administration Section position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Brief section staff and ensure they are aware of the EOC objectives as defined in the Action Plan.
- Keep the Executive Group Director, Section Chiefs, and others aware of the current fiscal situation and other related matters, on an on-going basis.
- Maintain all financial records throughout the emergency.
- Track and record all university staff time.
- In coordination with the Logistics Section, process purchase orders and develop contracts in a timely manner.
- Process all workers' compensation claims, resulting from the emergency, in a reasonable time-frame, given the nature of the situation.
- Process all time-sheets and travel expense claims promptly.
- Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- Provide periodic section status reports to the Executive Group Director.
- Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA), the Michigan Emergency Management & Homeland Security Division (EMHSD), and Washtenaw County Office of Emergency Management.

Demobilization Phase

- Authorize demobilization of section, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.

Message Control

Function Description

This function provides for personnel assigned to controlling the processing and flow of information into, out of, and within the EOC. It receives, logs, and routes information. Message Control holds original documentation until deactivation of the EOC and then provides to the Planning Section for documentation.

Responsibilities

1. Manage the message control function.
2. Maintain a file of all original messages which will serve as official documentation following the event.
3. Process and forward incoming and outgoing messages.
4. Maintain an official log of incoming and outgoing messages.
5. Provide copy services to EOC staff.

Activation Phase

- Check in upon arrival and obtain briefing from the EOC manager.
- Collect and log all available messages previously sent and received prior to EOC activation.
- Verify that Fax machine and copier are working properly.

Operational Phase

- Assign message control number to all message forms.
- Log each incoming and outgoing message on a message log sheet.
- Copy and distribute messages as required.
- Collect outgoing messages from the EOC positions and take them to the Operations Chief for review and signature. Route to appropriate department/agency.
- Collect incoming messages from the fax machine and other sources and make copies for distribution. Distribute the incoming message copies to appropriate EOC staff.
- Retain original messages for incident documentation.

Demobilization Phase

- When EOC deactivation is initiated, provide original messages to Planning Section for inclusion into final incident files.