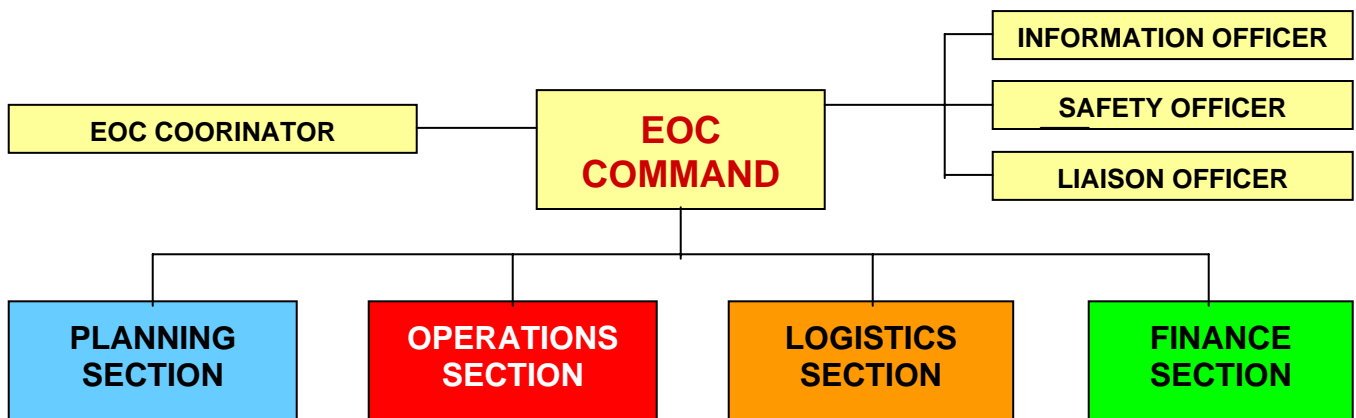


# ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN PART 3 - EMERGENCY OPERATIONS CENTER

## EMERGENCY OPERATION CENTER (EOC) DISTRICT OFFICE BASED

**Location of EOC:** Unless otherwise designated by the “Incident Commander”, the District’s EOC shall be located at the Orange Unified School District’s Education Center, Building H (Board Meeting Rooms), Rooms 1, 2 & 3, located at 1401 N. Handy St. - Orange, California. In addition, there will be two identified staging areas pre-determined, in the event that the District Office can not be activated.

**Team Assignments:** The District’s Emergency Operations Center (EOC) will be staffed primarily by the employees at the District Office, MOT facilities and other specific office locations. The team assignments and responsibilities for the Emergency Operations Center have been identified team members have been notified (Full plan on Portal). The chart below identifies the most probable “Command Structure” that will be initiated in the event of a major earthquake.



The following information contains: (1) Check list to be used for each team that will commence with mobilization and conclude with demobilization; (2) One page overview of EOC teams; (3) One page overview with probable team assignments; and (4) EOC forms and other documents.

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**EOC – INCIDENT COMMANDER CHECKLIST**

<b>COMPLETED</b>	<b>ACTIVATION</b>
	Determine appropriate level of activation based on situation as known
	Mobilize appropriate personnel for initial activation of EOC
	Respond immediately to EOC site and determine operational status.
	Obtain briefing from whatever sources are available
<b>COMPLETED</b>	<b>START UP ACTIONS</b>
	Assign staff to initiate check-in procedures
	Ensure that the EOC organization and Staffing chart is posted and that arriving team members are assigned by name
	Ensure that the EOC organization and Staffing chart is posted and that arriving team members are assigned by name
	Ensure that EOC is properly set up and ready for operations.
	Ensure that section coordinators (general staff) are in place as soon as possible and are staffing their respective sections.
	Ensure that the management function is staffed as soon as possible at the level needed. (Information, liaison, etc.).
	Ensure that field agency representatives have been assigned to other facilities as necessary.
	Ensure that telephone and/or radio communications with other facilities are established and tested.
	Open and maintain a position log.
	Confirm the delegation of authority as required from the agency administrator. Obtain any guidance or direction as necessary.
	Schedule the first planning meeting.
	Confer with Operations Section Coordinator and other general staff to determine what representation is needed at the EOC from other agencies.
	Determine need, and establish, if necessary, a deputy position.
	Request additional personnel support as needed for the organization.
<b>INCIDENT COMMANDER CHECKLIST – CONTINUED ON THE NEXT PAGE</b>	

# ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN PART 3 - EMERGENCY OPERATIONS CENTER

<b>INCIDENT COMMANDER CHECKLIST – CONTINUED</b>	
<b>COMPLETED</b>	<b>OPERATIONAL DUTIES</b>
	Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
	Monitor section level activities to assure that all appropriate actions are being taken.
	In conjunction with the public information officer, conduct news conferences and review media releases as required. Establish procedure for information releases and press briefings.
	Ensure that the liaison officer is providing for and maintaining positive and effective interagency coordination
	Hold action planning meeting of section and branch coordinators, agency representatives (as required) and key staff.
	Thoroughly brief relief upon shift change.
<b>COMPLETED</b>	<b>DEACTIVATION</b>
	Authorize deactivation of sections, branches or units when they are not longer required.
	Deactivate the EOC and close out logs when emergency situation no longer requires activation.
	Notify adjacent facilities and other EOCs as necessary of planned time for deactivation.
	Ensure that any open actions not yet completed will be taken care of after deactivation.
	Ensure that all required forms or reports are complete prior to deactivation
	Be prepared to provide input to the after action report

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**EOC – COORDINATOR CHECKLIST**

<b>EOC COORDINATOR ASSIGNMENT - CHECKLIST</b>	
<b>COMPLETED</b>	<b>ASSIGNMENT</b>
	The EOC Coordinator is assigned to assist the EOC Incident Commander. The EOC Coordinator facilitates the overall functioning of the EOC and coordination with other agencies and ICS levels.
	The EOC Coordinator shall review the EOC Incident Commander's Checklist and shall assist the EOC Incident Commander in the implementation and management of the District's Earthquake Disaster Preparedness Plan.
	In addition to assisting the EOC Incident Commander, the EOC Coordinator shall assist the Liaison Officer in communicating and coordinating the district's plan with any "Agency Representative" assigned to the EOC.
	"An agency representative" is an individual assigned to the EOC from another agency. The agency representative should be able to speak for his/her agency within established limits. The agency representative may facilitate requests to his/her agency, but does not directly pass or process resource requests."

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**EOC – SAFETY/SECURITY CHECKLIST**

<b>COMPLETED</b>	<b>SECURITY ACTIVATION</b>
	Check-in upon arrival at the EOC.
	Report to the EOC Incident Commander.
	Obtain a briefing on the situation.
	Review position responsibilities.
	Determine operating location and set-up as necessary.
	Clarify any issues regarding your authority and assignment and what others in the organization do.
	Advise EOC Security Office. Secure information regarding emergency conditions.
	Tour the entire facility area and determine the scope of on-going operations.
	Evaluate conditions and advise the EOC Incident Commander of any conditions and actions which might result in liability - e.g., oversights, improper response actions, etc.
	Study the facility to learn the location of all fire extinguisher, fire hoses, and emergency manual pull stations.
	Be familiar with particularly hazardous conditions in the facility.
	Following an earthquake provide guidance regarding actions to be taken in preparation for aftershocks.
	Coordinate Security to obtain assistance for any special safety requirements.
	Keep the Director advised of safety conditions.
	Coordinate with Finance/Administration on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.
<b>COMPLETED</b>	<b>SAFETY/SECURITY DEACTIVATION</b>
	Deactivate the Safety Officer position and close out logs when authorized by the Incident Commander.
	Ensure that any required forms or reports are completed prior to your release and departure.
	Be prepared to provide input to the After-Action Report.
	Determine what follow up to your assignment might be required before you leave.
	Leave forwarding phone number where you can be reached.

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**EOC PUBLIC INFORMATION OFFICER CHECKLIST**

<b>COMPLETED</b>	<b>PUBLIC INFORMATION ACTIVATION</b>
	Check-in upon arrival at the EOC.
	Report to EOC Incident Commander.
	Obtain a briefing on the situation.
	Review position responsibilities.
	Determine operating location and set-up as necessary.
	Clarify any issues regarding your authority and assignment and what others in the organization do.
	Meet with Communications Unit Coordinator. <ul style="list-style-type: none"> <li>A. Obtain briefing on on-site and external communications capabilities and restrictions.</li> <li>B. Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special request known.</li> </ul>
	Determine 24-hour staff requirements and request additional support as required.
	Determine the need for Group or Unit establishment.
	Make required personnel assignments as staff arrives at the EOC.
<b>COMPLETED</b>	<b>PUBLIC INFORMATION OPERATIONAL DUTIES</b>
	Secure guidance from the Incident Commander regarding the information available and proper for release under the initial conditions.
	Interact with other branches to provide and obtain information relative to public information operations.
	Coordinate with the Situation Status Unit and define areas of special interest for public information action. Identify means for securing the information as it is developed.
	Develop a news briefing schedule. Arrange for preparation of briefing materials as required.
	Develop an information release program.
	Contact other public information officers by whatever communications are available and determine which radio and TV stations are operational.
	Maintain an up-to-date picture of the situation for presentation to media.
	Determine requirements for support to the emergency public information function at other EOC levels.
<b>PIO OFFICER CHECKLIST – CONTINUED ON THE NEXT PAGE</b>	

# ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN PART 3 - EMERGENCY OPERATIONS CENTER

<b>PIO OFFICER CHECKLIST – CONTINUED</b>	
	Determine overall staffing requirements (including support to local jurisdictions) and request additional support as required.
	Obtain, process, and summarize information received in a form usable in presentations.
	Provide periodic briefings and press releases about the disaster situation throughout the affected areas.
	Assist in making arrangements with adjacent jurisdictions, etc., for media visits.
	Establish content for state Emergency Broadcast System (EBS) releases. Provide this information through appropriate EBS links. Monitor EBS releases.
	As required, periodically prepare briefings for the jurisdiction executives or elected officials.
	Ensure that the rumor control function is established as necessary and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
	Monitor broadcast media. Use to develop follow-on news releases and rumor control.
	Ensure that file copies are maintained of all information released.
	Provide copies of all releases to the EOC Incident Commander.
	Keep the EOC Incident Commander advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
	Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-on requirements are known.
	Prepare final news releases and advise media representatives of points-of-contact for follow-on stories.
<b>COMPLETED</b>	<b>PUBLIC INFORMATION DEACTIVATION</b>
	Deactivate the Public Information position and close out logs when authorized by the EOC Director.
	Ensure that any required forms or reports are completed prior to your release and departure.
	Be prepared to provide input to the after action report.
	Determine what follow up to your assignment might be required before you leave.
	Leave forwarding phone number where you can be reached.

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**EOC LIAISON OFFICER CHECKLIST**

<b>COMPLETED</b>	<b>LIAISON OFFICER ACTIVATION</b>
	Check-in upon arrival at EOC.
	Report to EOC Incident Commander.
	Obtain a briefing on the situation.
	Review position responsibilities.
	Determine operating location and set-up as necessary.
	Clarify any issues regarding your authority and assignment and what others in the organization do.
	Meet with Communications Unit Coordinator. A. Obtain briefing on on-site and external communications capabilities and restrictions. B. Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known
<b>COMPLETED</b>	<b>LIAISON OFFICER OPERATIONAL DUTIES</b>
	Contact all on-site Agency Representatives. Make sure: A. They have signed into the EOC. B. Understand their assigned function. C. Know their work location. D. Understand EOC organization and floor plan (provide both).
	Determine if outside liaison is required with other agencies such as: A. Other agencies B. Volunteer Organizations C. Private Sector organizations D. Utilities not already represented
	Request additional personnel to fill these needs as required.
	Brief Agency Representatives on current situation, priorities and action plan.
	Request Agency Representatives contact their agency, determine level of activation of agency facilities and obtain any intelligence or situation information that may be useful to the EOC.
	Respond to requests for liaison personnel from other agencies.
	Determine if there are any communication problems in contacting external agencies. Provide information to the Communications Unit.
<b>LIAISON CHECKLIST – CONTINUED ON THE NEXT PAGE</b>	



# ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN PART 3 - EMERGENCY OPERATIONS CENTER

<b>LIAISON OFFICER CHECKLIST – CONTINUED</b>	
	Know the working location for any Agency Representative assigned directly to a Branch.
	Compile list of Agency Representatives and make available (Agency, Name, EOC phone) to all Section and Branch Coordinators.
	Respond to requests from Sections/Branches for Agency information. Direct requesters to appropriate Agency Representatives.
	Provide periodic update briefings to Agency Representatives as necessary.
<b>COMPLETED</b>	<b>LIAISON OFFICER DEACTIVATION</b>
	Release Agency Representatives no longer required in the EOC after coordination with the EOC Incident Commander and rest of the General Staff.
	Deactivate the Liaison position and close out logs when authorized by the Incident Commander.
	Ensure that any required forms or reports are completed prior to your release and departure.
	Determine what follow up to your assignment might be required before you leave.
	Leave forwarding phone number where you can be reached.

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**EOC PLANING & INTELLIGENCE CHECKLIST**

<b>COMPLETED</b>	<b>PLANNING &amp; INTELLIGENCE ACTIVATION</b>
	Check-in upon arrival at the EOC.
	Report to the EOC Incident Commander.
	Obtain a briefing on the situation.
	Review your position responsibilities.
	Set-up section work station, including maps and status boards. Use your kit materials and on-site supplies.
	Determine if other section staff are at the EOC.
	Review organization in place at the EOC. Know where to go for information or support.
	Clarify any issues you may have regarding your authority and assignment, and what other in the organization do.
	Open and maintain section logs.
	Meet with the Communications Unit Coordinator. A. Obtain briefing on on-site and external communications capabilities and restrictions. B. Establish operating procedure with Communications Unit for use of telephone or radio systems. Make any priorities or special requests known.
	Contact your agency headquarters and advise them of your arrival.
	Establish contact with other adjacent EOCs. Determine status of Planning/Intelligence section at other EOCs.
	Obtain and review status and major incident reports and other reports from adjacent areas that have arrived at the EOC.
	Meet with Operations Section and Logistics Section Coordinators and exchange available situation information.
	Based on the situation as known or forecast, determine likely future information and personnel support needs.
	Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
	Activate organizational elements within section as needed and designate coordinators for each element.
	Make a list of key issues currently facing your Section. Clearly establish with assembled personnel action items to be accomplished immediately.
	Request additional personnel for the section as necessary for maintaining a two-shift operation.
	Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
<b>PLANNING &amp; INTELLIGENCE CHECKLIST-CONTINUED ON THE NEXT PAGE</b>	

# ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN PART 3 - EMERGENCY OPERATIONS CENTER

<b>PLANNING &amp; INTELLIGENCE CHECKLIST – CONTINUED</b>	
<b>COMPLETED</b>	<b>PLANNING &amp; INTELLIGENCE OPERATIONAL DUTIES</b>
	Provide situation briefings in conjunction with branch/unit coordinators.
	Ensure that section logs and files are maintained.
	Anticipate potential situation changes, such as severe aftershocks, in all section planning.
	Develop a backup plan for all plans and procedures requiring off-site communications.
	Keep up to date on situation. Maintain current status at all times.
	Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
	Make sure that all contacts with the media are fully coordinated first with the Emergency Public Information Officer.
	Conduct periodic briefings for section.
	Ensure that all organizational elements are aware of priorities.
	Attend Director's Action Planning Meetings in conjunction with branch/unit coordinators.
	Brief Director on major problem areas that now need or will require solutions.
	Share status information with other sections as appropriate.
	Monitor the establishment of branches/units/within your Section.
	Determine the need for and designate Branch Unit Coordinators.
	Brief your relief at shift change time.
<b>COMPLETED</b>	<b>PLANNING &amp; INTELLIGENCE DEACTIVATION</b>
	Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
	Deactivate the Section and close out logs when authorized by the EOC Director.
	Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
	Ensure that any required forms or reports are completed prior to your release and departure.
	Be prepared to provide input to the After-Action Report.

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**EOC OPERATIONS CHECKLIST**

<b>COMPLETED</b>	<b>OPERATIONS ACTIVATION</b>
	Check-in upon arrival at the EOC.
	Report to the EOC Incident Commander.
	Obtain a briefing on the situation.
	Review your position responsibilities.
	Determine if other section staff are at the EOC.
	Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station, including maps and status boards. Use your kit materials and on-site supplies.
	Review organization in place at the EOC. Know where to go for information or support.
	Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
	Open and maintain section logs.
	Meet with Communications Unit Coordinator. A. Obtain briefing on on-site and external communications capabilities and restrictions. B. Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.
	Attempts to determine estimated times of arrival of requested staff who are not yet on sight.
	Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
	Meet with Communications Unit Coordinator. A. Obtain briefing on on-site and external communications capabilities and restrictions. B. Establish operating procedure with Communications Unit for use of telephone and radio systems.
	Make any priorities or special requests known.
	Attempts to determine estimated times of arrival of requested staff who are not yet on sight.
	Establish contact with adjacent EOCs. Determine status of Operations section at other EOCs. Determine status of any requests for assistance. Open and maintain section logs.
<b>OPERATIONS CHECKLIST-CONTINUED ON THE NEXT PAGE</b>	

# ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN PART 3 - EMERGENCY OPERATIONS CENTER

<b>OPERATIONS CHECKLIST – CONTINUED</b>	
	Meet with Planning Section Coordinator. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect section operation.
	Ensure that Agency Representatives from your jurisdiction are in place or en-route to the affected other EOCs.
	Establish communications with Agency Representatives as soon as possible.
	Based on the situation as known or forecast, determine likely future Operations Section needs.
	Review responsibilities of branches in section. Develop plan for carrying out all responsibilities.
	Make a list of key issues currently facing your Section. Clearly establish with assembled personnel action items to be accomplished within an established time period.
	Activate organizational elements within section as needed and designate coordinators for each element.
	Determine need for representation or participation of outside mutual aid system resource representatives.
	Request additional personnel for the section as necessary for maintaining a two-shift EOC operation.
	Advise Incident Commander of Section status.
	Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur
<b>COMPLETED</b>	<b>OPERATIONS OPERATIONAL DUTIES</b>
	Ensure that section EOC logs and files are maintained.
	Anticipate potential situation changes, such as severe aftershocks, in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
	Keep up to date on situation and resources associated with your section. Maintain current status at all times.
	Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
	Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
	Make sure that all contacts with the media are fully coordinated first with the Emergency Public Information Officer.
	Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
<b>OPERATIONS CHECKLIST–CONTINUED ON THE NEXT PAGE</b>	

# ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN PART 3 - EMERGENCY OPERATIONS CENTER

<b>OPERATIONS CHECKLIST – CONTINUED</b>	
	Attend and participate in EOC Director's planning meetings.
	Work closely with the Planning/Intelligence Section Coordinator in the development of action plans.
	Work closely with each Branch Coordinators to ensure Operations objectives as defined in the current action plan are being addressed.
	Ensure that Branches coordinate all resource needs through the Logistics Section.
	Ensure that intelligence information from Branch Coordinators and Agency Representatives is made available to the Planning/Intelligence Section.
	Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section: (1) Notification of any emergency expenditures. (2) Daily Time-Sheets.
	Brief EOC Incident Commander on major problem areas that now need or will require solutions.
	Brief Branch Coordinators periodically on any updated information you may have received.
	Share status information with other sections as appropriate.
	Brief your relief at shift change time.
	Deactivate Branches when no longer required. Ensure that all paper work is complete and logs are closed.
<b>COMPLETED</b>	<b>OPERATIONS DEACTIVATION</b>
	Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
	Deactivate the Section and close out logs when authorized by EOC Incident Commander.
	Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
	Ensure that any required forms or reports are completed prior to your release and departure.
	Be prepared to provide input to the After-Action Report.

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**EOC LOGISTICS CHECKLIST**

<b>COMPLETED</b>	<b>LOGISTICS ACTIVATION</b>
	Check-in upon arrival at the EOC.
	Report to the EOC Incident Commander.
	Obtain a briefing on the situation.
	Review your position responsibilities.
	Set-up section work station, including maps and status boards. Use your kit materials and on-site supplies.
	Determine if other Logistics section staff are at the EOC and meet with them.
	Review organization in place at the EOC. Know where to go for information or support.
	Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
	Open and maintain section logs.
	Meet with Communications Unit Coordinator.
	Obtain briefing on EOC on-site and external communications capabilities and restrictions.
	Establish operating procedure with Communications Unit for use of telephone and radio systems. Establish initial operating priorities for use of telephone and radio systems.
	Contact your agency headquarters and advise them of your arrival.
	Establish contact with adjacent EOCs and determine status of logistical functions. Determine status of any requests for assistance.
	Meet with Planning Section Coordinator. Obtain best information available on situation.
	Meet with Operations Section Coordinator. Review resource needs and procedures for coordinating requests between sections.
	Meet with Finance/Administration Coordinator. Review financial and administrative support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
	Based on the situation as known or forecast, determine likely future Logistics needs for resources and personnel.
	Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
	Activate organizational elements within section as needed and designate coordinators for each element.
<b>LOGISTICS CHECKLIST-CONTINUED ON THE NEXT PAGE</b>	

# ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN PART 3 - EMERGENCY OPERATIONS CENTER

<b>LOGISTICS CHECKLIST – CONTINUED</b>	
	Make a list of key issues currently facing your Section. Clearly establish with assembled personnel, action items to be accomplished within the next operational period.
	Request additional personnel for the section as necessary for maintaining a two-shift operation.
	Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
<b>COMPLETED</b>	<b>LOGISTICS OPERATIONAL DUTIES</b>
	Ensure that section logs and files are maintained.
	Anticipate potential situation changes, such as severe aftershocks, in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
	Keep up to date on situation and resources associated with your section. Maintain current status at all times.
	Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
	Attend Action Planning Meetings in conjunction with Branch Coordinators.
	Ensure that orders for additional resources necessary to meet known or expected demands have been placed, and are being coordinated.
	Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
	Make sure that all contacts with the media are fully coordinated first with the Emergency Public Information Officer.
	Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities. Determine if there are unmet needs or problems.
	Brief EOC Incident Commander on major problem areas that now need or will require solutions.
	Share status information with other sections as appropriate.
	Brief your relief at shift change time.
	<b>LOGISTICS CHECKLIST–CONTINUED ON THE NEXT PAGE</b>



**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

<b>LOGISTICS CHECKLIST – CONTINUED</b>	
<b>COMPLETED</b>	<b>LOGISTICS DEACTIVATION</b>
	Authorize deactivation of organization elements within the section they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
	Deactivate the Section and close out logs when authorized by the EOC Incident Commander.
	Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
	Ensure that any required forms or reports are completed prior to your release and departure.
	Be prepared to provide input to the "after-action" Report.

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**EOC FINANCE/ADMINISTRATION CHECKLIST**

<b>COMPLETED</b>	<b>FINANCE ADMINISTRATION ACTIVATION</b>
	Check-in upon arrival at the EOC.
	Report to the EOC Incident Commander.
	Obtain a briefing on the situation.
	Review your position responsibilities.
	Set-up section work station, including maps and status boards. Use your kit materials and on-site supplies.
	Determine if other section staff are at the EOC.
	Review organization in place at the EOC. Know where to go for information or support.
	Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
	Open and maintain section logs.
	Meet with Communications Unit Coordinator. A. Obtain briefing on on-site and external communications capabilities and restrictions. B. Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.
	Contact your agency headquarters and advise them of your arrival.
	Confer with EOC Director on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
	Meet with Operations and Logistics Coordinators. Determine financial and administrative support needs. Review procedures for on-going support from section. Establish purchasing limits for Logistics Section.
	Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
	Activate organizational elements within section as needed and designate coordinators for each element.
	Request additional personnel for the section as necessary for maintaining a two-shift operation.
	Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
<b>FINANCE ADMINISTRATION CHECKLIST-CONTINUED ON THE NEXT PAGE</b>	

# ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN PART 3 - EMERGENCY OPERATIONS CENTER

<b>FINANCE ADMINISTRATION CHECKLIST – CONTINUED</b>	
<b>COMPLETED</b>	<b>FINANCE ADMINISTRATION OPERATIONAL DUTIES</b>
	Ensure that section logs and files are maintained.
	Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
	Anticipate potential situation changes, such as severe aftershocks, in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
	Keep up to date on situation and resources associated with your section. Maintain current status at all times.
	Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
	Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
	Make sure that all contacts with the media are fully coordinated first with the emergency Public Information Officer.
	Participate in Director's action planning meetings.
	Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
	Monitor section activities and adjust section organization as appropriate.
	Resolve problems that arise in conduct of section responsibilities.
	Brief EOC Director on major problem areas that now need or will require solutions.
	Share status information with other sections as appropriate.
	Keep agency administrators apprised of overall financial situation.
	Brief your relief at shift change time.
<b>COMPLETED</b>	<b>FINANCE ADMINISTRATION DEACTIVATION</b>
	Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
	Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
	Ensure that any required forms or reports are completed prior to your release and departure.
	Be prepared to provide input to the After-Action Report.
	Deactivate the Section and close out logs when authorized by the EOC Incident Commander.

**ORANGE UNIFIED SCHOOL DISTRICT/CWA  
EARTHQUAKE/EMERGENCY OPERATIONS PLAN  
PART 3 - EMERGENCY OPERATIONS CENTER**

**ORANGE UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS CENTER  
EOC STAFF RESPONSIBILITIES**

**EOC INCIDENT COMMAND (MANAGEMENT)**

Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organization.

**EOC Coordinator   Safety/Security Officer   Public Information Officer   Liaison Officer**

**Operations  
Coordinator**

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the district's Incident/Disaster Plan.

Fire and rescue (hazardous materials) (heavy rescue)

Law enforcement (facilities management) (movement)

Community Service (medical & health care & shelter, facility inspection, animal control)

Public works and utilities (construction and engineering)

**Planning &  
Intelligence  
Coordinator**

Responsible for collecting, evaluating, and disseminating information; developing the district's Incident/Disaster Plan in coordination with other functions; and maintaining documentation.

Situation assessment

Documentation

Advance planning

**Logistics  
Coordinator**

Responsible for providing facilities, services, personnel, equipment, and materials.

Communications & information systems

Transportation services

Personnel

Supply/procurement

Facilities coordination

**Finance  
Administration  
Coordinator**

Responsible for financial activities and other administrative aspects.

Purchasing

Compensation & claims

Accounting & record-keeping