
APPENDIX D STATE UNIVERSITY EMERGENCY PLAN: LOGISTICS SECTION

This appendix includes the position descriptions and list of responsibilities for those individuals involved in the Logistics Section of the campus' emergency response organization. See [Figure 17](#). Also included is a generic checklist for all positions within the Logistics Section.

Included are descriptions for:

- Facilities Unit
- Human Resources Branch, including Volunteer Unit
- Information Technology Branch, including GIS Support, Desktop Support, Network Support and RACES Units
- Procurement Branch, including the Resources Tracking Unit
- Transportation/Fleet Branch, including the Rolling Stock, Heavy Equipment and Transit Connection Units

DUTIES AND RESPONSIBILITIES

The role of the Logistics Section is to

1. Procure facilities needed for emergency response and service provision
2. Ensure that adequate and appropriate personnel are available to staff all needed positions in the emergency response and support functions, whether through existing employees or contracts
3. Procure equipment and materials to support the emergency response, including technology support in the Emergency Operations Center
4. Ensure that adequate transportation/fleet assets are available to meet the needs of the emergency response.

Branches that may be activated are:

Facilities

Ensures that facilities needed to support the emergency response are available and functional.

Information Technology

Oversees the provision, maintenance, purchasing, leasing, renting, or assignment of communications equipment including radio, telephone, cell phones, and computer equipment; ensures that all telecommunication and computer-based capabilities needed for the EOC are functional.

Human Resources

Provides staffing for emergency response. Develops a call back plan for the staffing needed for 24 hour EOC coverage, and civilian staffing for emergency response and support functions. Processes Workers' Compensation claims for university employees

and university registered volunteers, and passes them to the Finance/Administration Risk Management, Compensation and Claims Unit. Passes registered Disaster Service Worker/Workers' Compensation claims on to State OES for processing.

Procurement/ Resource Tracking

Ensures the full functioning of the Emergency Operations Center by maintaining needed supplies, including janitorial services, feeding services and materials, as needed. Ensures that all supplies and equipment needed to support both field forces and the EOC are obtained in an expeditious, cost-conscious manner and in keeping with State and Federal reimbursement standards. Maintain overall control of all assets acquired for disaster response and recovery.

Transportation/Fleet

Coordinates the use of university fleet and other vehicle assets; obtains and coordinates the use of transportation resources; schedules commercial transportation as needed for shelter and evacuation of campus community, and for movement of emergency personnel and shipments of resources.

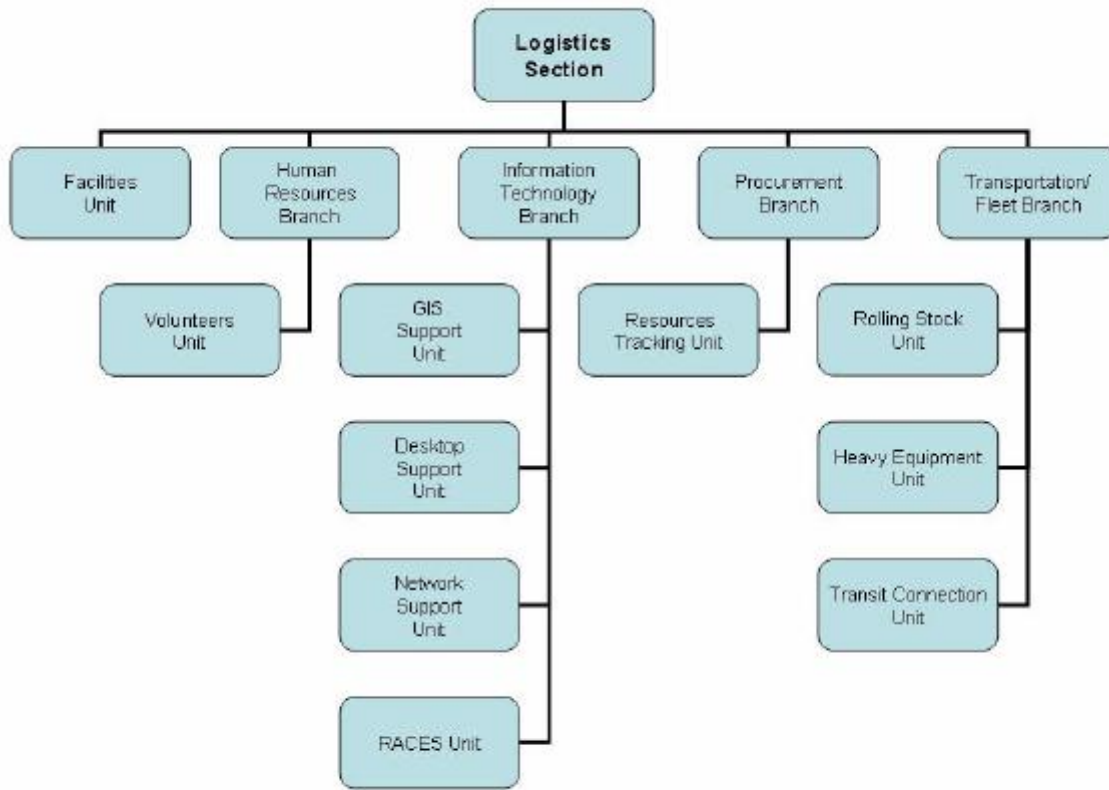


Figure 17 Logistics Section chart

GENERIC CHECKLIST

(For All Positions)

Activation Phase:

- Check in with the Security Officer upon arrival at the university EOC.
- Report to Management Section Chief, Section Chief, Branch Coordinator, or other assigned supervisor.
- Set up workstation and review your position responsibilities.
- Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure that the electronic information management system (Web EOC, RIMS or other) is operational.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the Management Section Chief.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action Report.
- If another person is relieving you, ensure he is thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Check out with the Security Officer. Leave a destination and phone number where you can be reached.

LOGISTICS SECTION CHIEF

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure the Logistics function is carried out in support of the University EOC. This function includes providing communication services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, managing the personnel insurance program registrations, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC 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 campus.
5. Keep the Management Section Chief informed of all significant issues relating to the Logistics Section.
6. Ensure that campus emergency response workers have a message relay capability for contact with their families during disaster.
7. Coordinate with the Check-in/Check-out function to ensure that all EOC personnel are accounted for at all times while on duty.
8. Supervise the Logistics Section.

Activation Phase:

- Report to the EOC when directed, and follow the Generic Checklist.
- Ensure the Logistics Section is set up properly, including Check-In, and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor contract numbers and contact information, and other resource directories.
- Based on the situation, activate branches/units within section as needed and designate Branch Directors and Unit Leaders for each element:
 - Facilities
 - Human Resources
 - Information Technology
 - Procurement
 - Transportation/Fleet Branch
- Mobilize sufficient section staffing for 24-hour operations.
- Establish communications with the Logistics Section at the State's regional EOC if activated.

- Advise Branches and Units within the section to coordinate with appropriate branches in 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 Management Section Chief and General Staff between Action Planning Briefings to identify immediate resource needs.
- Follow State law and university policy regarding purchasing authority during emergency response, both before disaster declaration and after disaster declaration. Be sure that all section members are aware of which phase they are working in, and that they are following the requirements.
- Review FEMA rules for contracting during disasters before and after a federal declaration. Follow the rules for the appropriate phase.
- Assist Logistics Section branch and unit leaders in developing objectives for the section as well as plans to accomplish their objectives to prepare for the first operational period, or in accordance with the Action Plan.
- Provide periodic Section Status Reports to the Management Section Chief.
- 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.
- Coordinate with all section members and prepare the written sheet of the Logistics Section questions, overviews, requests and direction and objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning Briefings.
- Ensure that all branches of the Logistics Section coordinate closely with the Finance/Administration Section prior to spending money or making financial commitments, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met through the Transportation/Fleet Branch.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all campus resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Provide section staff with information updates as required.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

FACILITIES UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities in a manner adequate to accomplish the mission.
2. Ensure that acquired buildings, building floors, and/or workspaces are returned to their original operational State when no longer needed.
3. Supervise the Facilities Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with Branches and Units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level, and provide that assistance.
- Arrange for continuous maintenance of acquired facilities, and ensure that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference that depicts the location of each facility, a general description of furnishings, supplies, and equipment at the site, hours of operation, and the name and phone number of the Facility Manager.
- Ensure all structures are safe for occupancy and that they comply with ADA requirements.
- As facilities are vacated, coordinate with the facility manager to return the location to its original operational state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

HUMAN RESOURCES BRANCH DIRECTOR

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit, and register volunteers as required.
3. Develop an EOC organization chart.
4. Supervise the Human Resources Branch.
5. Ensure that Workers' Compensation claims and Disaster Service Worker claims resulting from the response are processed within a reasonable time and passed to the Risk Management, Compensation and Claims Unit.
6. Ensure that workers have a message relay capability for contact with their families during disaster.
7. Coordinate with the Security Officer to monitor staff compliance with the Check-in/Check-out function.

Action Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Coordinate with the Security Officer to monitor staff compliance with the Check-in/Check-Out function to ensure that all EOC personnel are accounted for at all times while on duty.
- Establish and maintain personnel logs and other necessary files.
- In conjunction with the Planning/Intelligence Section Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. As people check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff members, including volunteers, receive a current situation and safety briefing upon Check-in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of requested personnel resources.
- Coordinate with the Management Section Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.

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- To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
 - In coordination with the Management Section Safety Officer and the Operations Section Mental Health Unit, determine the need for crisis counseling for emergency workers, acquire mental health specialists as needed.
 - Arrange for childcare services for EOC personnel as required.
 - If directed by the Management Section Chief, establish campus volunteer registration locations with sufficient staff to screen and register volunteers, and issue to them disaster service worker identification cards.
 - Keep the Logistics Section Chief informed of significant issues affecting the Human Resources Branch
 - Work with Risk Management, Compensation and Claims to ensure that the Workers' Compensation claims resulting from the disaster are processed in a reasonable timeframe; and that Disaster Service Worker claims are sent to the State OES as quickly as possible.
 - Receive and process all Workers Compensation and Disaster Service Worker claims associated with the event.
 - Establish and maintain a chronological log of injury and illness reports during the event or disaster.
 - Investigate all injury or illness claims as soon as possible.
 - Prepare appropriate forms for all verifiable injury or illness claims and forward them to Workers' Compensation within the required timeframe consistent with university policy and procedures.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

PROCUREMENT BRANCH DIRECTOR

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance/Administration Section.
3. Coordinate delivery of supplies and material as required.
4. Supervise the Procurement Branch.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Determine if requested types and quantities of supplies and material are available in campus inventory.
- Obtain procurement spending limits and purchasing codes from the Finance/Administration Section. Obtain a list of pre-designated emergency purchase orders as required.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price, with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to Finance/Administration Section for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- Ensure that the branch processes purchase orders and develops contracts in a timely manner.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- Determine if the procurement item can be provided without cost from another campus or through the state's regional EOC.
- Determine unit costs of supplies and material from suppliers and vendors, and whether they will accept purchase orders as payment, prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.

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- If vendor contracts are required for procurement of specific resources or services, the Branch Director should develop the necessary agreements. Coordinate vendor contracts not previously addressed by existing approved vendor list.
 - Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation/Fleet Branch.
 - In coordination with the Human Resources Branch, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at Command Post, Rehab, or camp locations as requested.
 - In conjunction with local NGOs, coordinate donated goods and services from community groups and private organizations. Refer donors to the State EMA donation line for materials not able to be managed by local NGOs.
 - Keep the Logistics Section Chief informed of significant issues affecting the Procurement Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

RESOURCE TRACKING UNIT LEADER

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralized resource status information.
2. Develop and maintain resource status boards in the Logistics Section.
3. Supervise the Resource Tracking Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Coordinate closely with all branches in the Logistics Section, particularly Supply/Procurement, Human Resources, and Transportation/Fleet.
- As resource requests are received in the Logistic Section, post the request on a status board and track the progress of the request until filled.
- Status boards should track requests by providing at a minimum the following information: date and time of the request, items requested, priority designation, time the request was processed, and estimated time of arrival or delivery to the requesting party.
- Work closely with other Logistics Units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request. An additional status board may be developed to track resources used by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.
- Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

TRANSPORTATION/FLEET BRANCH DIRECTOR

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. In coordination with the Operations Section Construction/Engineering Branch Director, the Operations Section Transportation Infrastructure Unit and the Planning /Intelligence Section Situation Status Branch, develop a transportation plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation/fleet resources.
3. Supervise the Transportation/Fleet Branch.

Activation Phase

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Routinely coordinate with the Planning/Intelligence Section Situation Status Branch, the Operations Section Construction and Engineering Branch and the Operations Section Transportation Infrastructure Unit to determine the status of transportation routes in and around the city, including monitoring the progress of route recovery operations.
- Access the Transportation Infrastructure Plan that identifies routes of ingress and egress for the campus area, thus facilitating the shipment of resources and materials.
- Keep the Logistics Section Chief informed of significant issues affecting the Transportation/Fleet Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

ROLLING STOCK UNIT

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Maintain an inventory of all university-owned vehicles.
2. Maintain an inventory of all long term leased vehicles.

Activation Phase:

- Follow Generic Activation Phase Checklist.
- Check in with the Logistics Chief and obtain your priorities and specific assignment.
- If time permits, contact all university units with vehicles to confirm their status and location. Recommend appropriate steps for preparing vehicles, such as filling up gas tanks, or taking vehicles to shelter.

Operational Phase:

- Give the Branch Director an updated list of available vehicles before the first Action Planning Briefing.
- Support Operations and Logistics activities, as requested.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

HEAVY EQUIPMENT UNIT

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Maintain an inventory of all heavy equipment owned by the university.
2. Maintain a list of all leased heavy equipment and contractor's equipment on campus.
3. Maintain a list of companies that rent heavy equipment.

Activation Phase:

- Follow Generic Activation Phase Checklist.
- Check in with the Logistics Chief and obtain your priorities and specific assignment.
- If time permits, contact all university units with heavy equipment to confirm their status and location. Recommend appropriate steps for preparing vehicles, such as filling up gas tanks, or taking vehicles to shelter.

Operational Phase:

- Give the Branch Director an updated list of available heavy equipment before the first Action Planning Briefing.
- Support Operations and Logistics activities requiring heavy equipment assets, as requested.
- Coordinate with Procurement to obtain contracts or purchase orders for heavy equipment rental or lease.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

TRANSIT CONNECTION UNIT

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Maintain a list of 24 hour contacts for all public, private bus companies and passenger rail services.
2. Maintain a list of 24 hour contacts for all public school buses.
3. Maintain a list of 24 hour contacts for all ambulance companies, especially those without a 9-1-1 emergency contract.

Activation Phase:

- Follow generic Activation Phase Checklist.
- If time permits, contact all bus and rail operators and ambulance companies to confirm the status and location of the vehicle, drivers and mechanics. Recommend appropriate steps for preparing the vehicles, such as filling up fuel tanks, or taking vehicles to shelter or high ground.

Operational Phase:

- Give the Branch Director an updated list of available heavy equipment before the first Action Planning Briefing.
- Coordinate with the Operations Section Care and Shelter Unit regarding plans for evacuation, relocation or medical transportation.
- Support Operations and Logistics activities requiring bus and ambulance assets, as requested. This may include acquiring large capacity vehicles for use in shelter or transportation of victims, or to support first responders as command posts, rehabilitation centers or other uses. Paratransit and ambulances, and ADA-compliant passenger or rail vehicles may be needed to move people with disabilities or injured disaster victims.
- Coordinate with Procurement to obtain contracts or purchase orders for the use of the rail, buses and ambulances, including personnel time and materiel consumed.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

INFORMATION TECHNOLOGY BRANCH DIRECTOR

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the proper operation of communications resources within the EOC.
3. Ensure that a communications link is established with the state's regional EOC.
4. Determine any changes in computer requirements for all EOC positions.
5. Ensure that the RACES (HAM) Radio Room is established including sufficient frequencies to facilitate operations, and coordinate with RACES leadership to ensure that adequate RACES operators are available for 24-hour coverage.
6. Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the event or disaster.
7. Supervise the communications branch.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Information Technology Branch: GIS Support Unit, Network Support Unit, Desktop Support Unit, and RACES Unit.
- Prepare objectives for the Information Technology Branch; provide them to the Logistics Section Chief prior to the initial Action Planning Briefing.

Operational Phase:

- Ensure that Information Technology Branch position logs and other necessary files are maintained.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- Ensure that the RACES (HAM) Radio Room is activated to receive and direct event or disaster related communications to appropriate destinations within the EOC.
- Ensure that adequate communications operators are mobilized to accommodate each EOC Section on a 24-hour basis, or as required.
- Ensure that electronic/web-based communications links are established with the State's regional EOC.
- Ensure that communications links are established with the community, county and other public entities using EOC-to-EOC radio, as appropriate.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.

- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Mobilize and coordinate RACES amateur radio resources to augment primary communications systems as required.
- Keep the Logistics Section Chief informed of the status of communications systems.
- Refer all contact with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

INFORMATION TECHNOLOGY BRANCH RESOURCES

[California example, obtain from appropriate state]

EMERGENCY ALERT SYSTEM

The Emergency Alert System (EAS) is a network of public broadcast stations and interconnecting facilities, authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during wartime, or during a state of disaster or national emergency. The system is designed to provide a communications link between government authorities and the public. Priority for use is:

1. Presidential messages
2. Local programming
3. State programming
4. National programming and news

STATE RADIO SYSTEMS

California Law Enforcement Radio System

Serves all EMA facilities and interconnects law enforcement agencies of counties and cities. The system is microwave inter-tied to provide statewide coverage. This system is the State's radio backup for the National Warning System.

California Emergency Services Radio System

A local government system serving all EMA facilities, numerous State agencies, and participating county level civil defense agencies. The system is microwave inter-tied to provide statewide coverage.

OES Fire Network

Serves all OES facilities and fire support equipment. Radio equipment on this network is located with fire services agencies in 52 counties. The network employs mountain top mobile relays and interconnects with the State Microwave System to provide statewide coverage.

TELETYPE

The California Law Enforcement Telecommunications System (CLETS) has 900 terminals statewide, and serves all counties and cities in the State.

COMMUNICATIONS SUPPORT

[California example, obtain from appropriate state]

California EMA

California State EMA has two mobile command complexes, each consisting of a communications van, an operations van, a command van, and a generator. One complex is located at Los Alamitos, and the other is located at State EMA Headquarters in Sacramento. Their primary mission is to provide a communications link between the disaster area and State EMA Headquarters. These complexes are capable of operating on all State radio communications systems, satellite systems, mutual aid radio systems, and Radio Amateur Civil Emergency Services (RACES). Whenever possible, radio operators should be provided by the local jurisdiction.

California National Guard (CNG)

The CNG has an assortment of communications equipment and capabilities, with limited in-place facilities. Most communications equipment is designed to serve CNG forces, although some reserve capability is available.

Radio Amateur Civil Emergency Service (RACES)

RACES operate on amateur radio (HAM) frequencies under authority of the FCC in support of emergency radio communications operations. RACES is frequently employed in augmentation of existing systems, as a substitute for damaged or inoperable systems, and to establish communications links with otherwise inaccessible areas.

REACT/GMRS (Citizens Band Radio)

CB operators can participate in civil defense activities on a voluntary basis, under the direction of civil defense authorities. REACT operates UHF repeaters and has an established organization.

POLICIES AND PROCEDURES

Since few uncommitted communications resources exist, the campus' system should be considered as all that is available during an emergency. Emergency reserve equipment is usually earmarked for use by the jurisdiction possessing it, and is thus not readily available for diversion to other jurisdictions. Even if available, it is usually not practical for use by other jurisdictions due to frequency or antenna mismatch. The Bay MACS Interoperability Project has a working system that overcomes these limitations in a specified area.

RACES will be used to back up campus communications systems. Special consideration will be given to employing RACES to augment disaster medical and public information activities.

During a STATE OF WAR EMERGENCY, privately owned radio systems, equipment, and facilities, subject to approval of the licensee, will be used to support the response activities of field forces not already linked to EOCs.

Electromagnetic Pulse (EMP), a phenomenon associated with the detonation of a nuclear weapon, can prove devastating to radio communication equipment and computers. The most reliable protective methods against EMP involve shielding the equipment by encasing it in metal containers. Since this method is fiscally impractical, protective actions will consist of unplugging equipment prior to a detonation, given adequate warning time.

RACES UNIT

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Maintain a radio room containing amateur band radios that are capable of reaching throughout the campus, and reaching the community's RACES volunteers or police department.
2. Maintain a group of trained volunteers who can operate the amateur band radios and systems.
3. Provide radio and packet radio services to support the EOC; assist with message relaying among the EOC sections.

Activation Phase:

- Follow Generic Activation Phase Checklist.
- Check in with the Logistics Chief and obtain your priorities and specific assignment.
- If time permits, hold a volunteer check-in net to determine where the members are located, on which bands they can be reached, and community conditions.

Operational Phase:

- Give the Branch Director an updated list of available volunteers.
- Provide communications support for field and EOC activities, as assigned by the Logistics Section Chief. Use packet radio for communications involving lists of numbers, names or other data that is hard to distinguish over the radio.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

GIS SUPPORT UNIT

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Assist EOC staff with accessing GIS materials.
2. Assure that all GIS data and software are functioning. Assist Network Support Unit with equipment acquisition and maintenance.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Check in with Management Section Chief and obtain your priorities and specific assignment, including the need for additional GIS support staff.
- Coordinate with the Logistics Section Chief to obtain additional GIS support staff if needed.
- Contact the EOC sections or branches that you may be supporting, and advise them of your availability and assigned work location in the EOC.

Operation Phase:

- Assist the Planning/Intelligence Section Chief in display/accessing GIS information as needed.
- Provide needed GIS information for the Action Plan document.
- Provide GIS support to other section chiefs as assigned.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist
- Provide GIS support to OES staff to support the creation of the final reports required by outside agencies.

DESKTOP SUPPORT UNIT

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Assist EOC staff with accessing computer-based materials, or creating computer-based materials, including word processing documents.
2. Assist Administrative Support positions, as needed.
3. Assist the Planning/Intelligence Section Chief with the creation and distribution of the Action Plan.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Check in with the Logistics Chief and obtain your priorities and specific assignment, including the need for additional computer support staff
- Coordinate with the Human Resources Branch to obtain additional computer support staff if needed.
- Contact the EOC sections or branches that you may be supporting, and advise them of your availability and assigned work location in the EOC.

Operational Phase:

- Assist the Planning/Intelligence Section Chief in preparing for the first Action Planning Briefing.
- Assist the Planning/Intelligence Section Chief with the development of the Action Plan document.
- Provide computer support to other section chiefs as assigned.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.
- Provide computer-based files to assist OES staff with the creation of the final reports required by outside agencies.

NETWORK SUPPORT UNIT

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Assist EOC staff with accessing computer-based materials, accessing inter-net sites, or creating computer-based materials, including GIS and word processing documents, and the State's RIMS and EAS access points. Train new EOC staff in hardware, software, and network functions, as needed.
2. Ensure that all computers, peripherals, computer systems, servers and networks are functioning. Perform repairs or obtain replacement equipment, as needed.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Check in with the Logistics Section Chief and obtain your priorities and specific assignment, including the need for additional network support staff.
- Contact the EOC sections or branches that you may be supporting, and advise them of your availability and assigned work location in the EOC.
- Ensure that the campus computer network is functioning, and determine whether back-up power has been tested.

Operational Phase:

- Assist the Planning/Intelligence Section Chief in accessing RIMS, GIS, e-mail and all other computer-based systems required to document the events and meet State mandated reporting requirements.
- Assist the Planning/Intelligence Section Chief with the development of the Action Plan document, including required maps, and in forwarding the required documentation from the Action Planning Briefing to the State via the electronic system or fax.
- Provide network support to other section chiefs as assigned.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.
- Provide computer-based files, maps, and supporting materials, including RIMS, and EAS documents, to assist OES staff with the creation of the final reports required by outside agencies.

