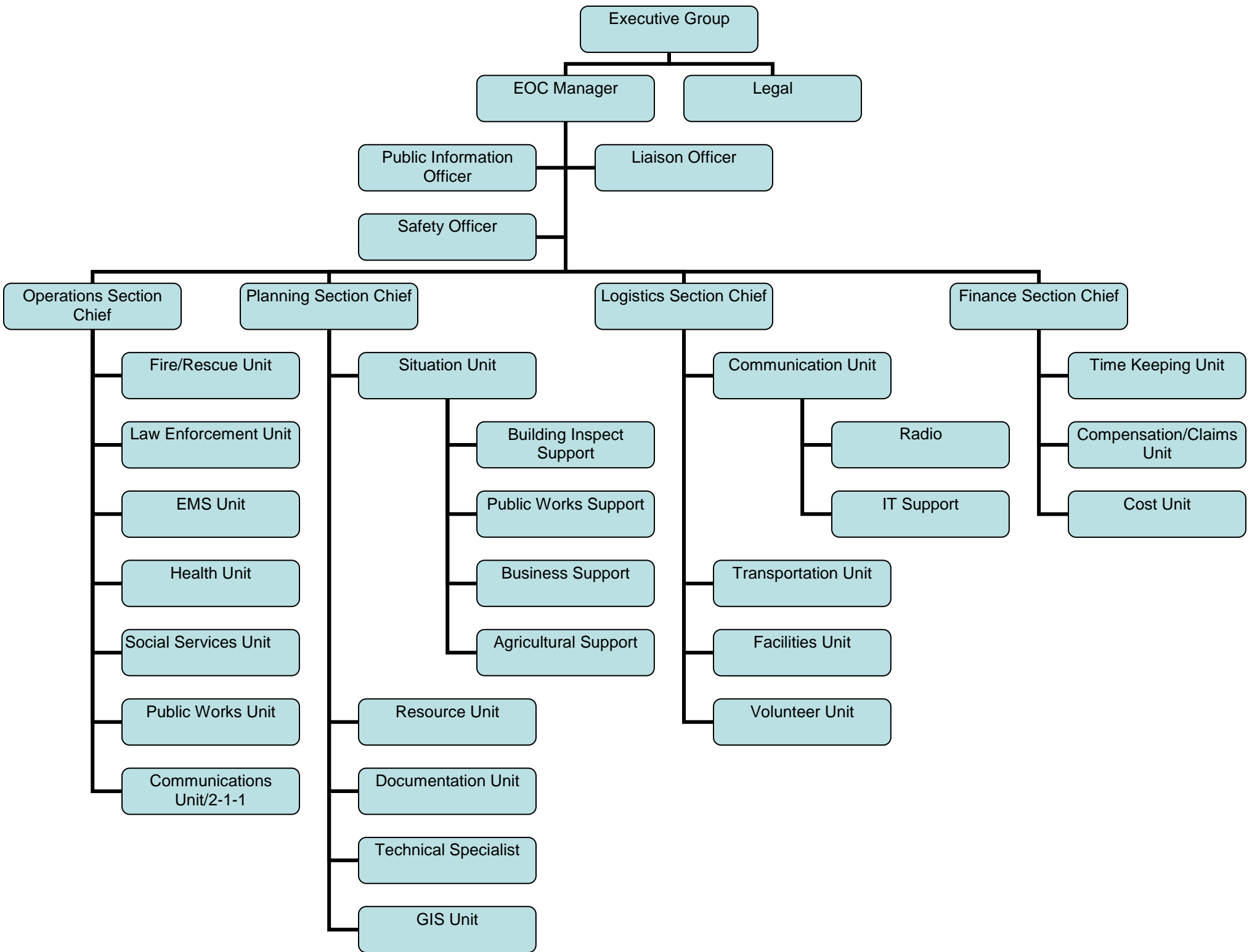
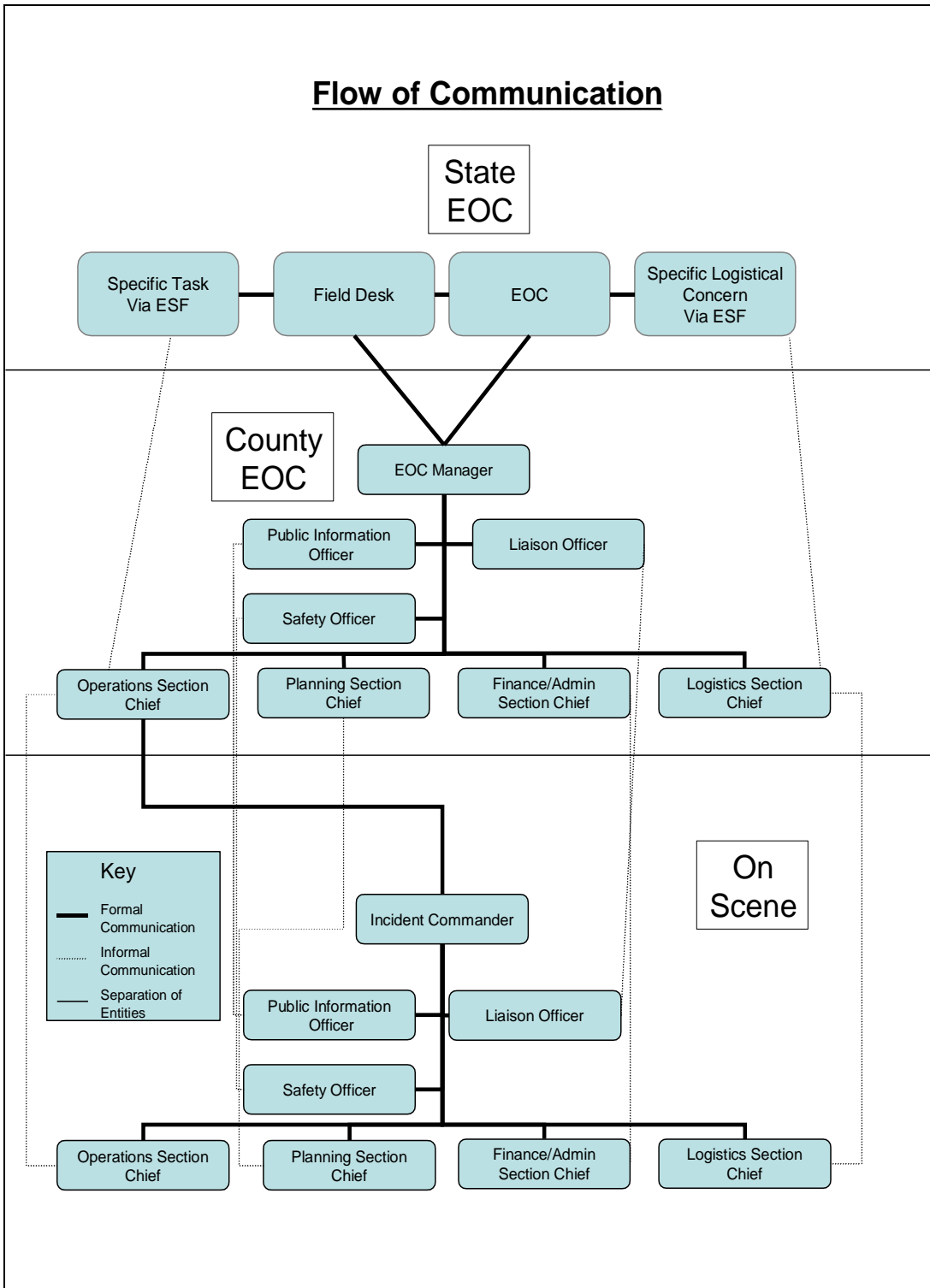


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Flow of Communication



Emergency Operations Center Activation Levels

The Emergency Operations Center (EOC) can be activated to different levels pending the need. The primary EOC is located at 10 Court St. Delaware, Ohio 43015. The alternate EOC is located at the Orange Township Fire Station at 7707 Gooding Blvd. Delaware, Ohio 43015. Members of the Delaware County Office of Homeland Security and Emergency Management, the EOC Manager, or the designated Operations Section Chief for a given incident have the authority to open the EOC. The opening entity shall ensure all steps for notification and operation are completed for the activation:

- **Monitoring Phase** – Notification will be made to those agencies and branches/groups/units that would need to act as part of their everyday responsibilities. This activation will typically involve only the Emergency Management Agency’s staff, and/or some Command & General staff personnel. This level is established to perform regular situation analysis functions utilizing the best information available for decision-making purposes.
- **EOC Activation** – Activated Command and General Staff personnel are expected to attend briefings and pending operational status, stay in the EOC. Branches/groups/units are notified and filled per Command and General Staff with consultation with the EOC Manager. Positions not staying in the EOC shall maintain communications and coordination via the EOC Organizational Chart. The designated EOC Manager may activate portions of the EOC in preparation of an anticipated major disaster, such as a slow rising flood or oncoming winter storm.

Once it is determined that the EOC must be opened, personnel must be notified for staffing purposes. The Delaware County 911 Center will notify all necessary personnel. The activating authority will inform the 911 Center of the personnel to be called and activated. If no direction is given to the 911 Center or if the activating entity is unsure, the activation shall be a minimum of: the EOC Manager, the Operations Section Chief, the Planning Section Chief and the Logistics Section Chief. The importance of the aforementioned positions is denoted by asterisks on the EOC Call Roster. The EOC Manager along with the Operations Section Chief will determine the needs for additional Operations Section personnel. Only necessary positions should be filled. Filling the position of Operations Section Chief will be based on the nature of the emergency. For example, if it were a pandemic flu scenario, a member of the Delaware County General Health District would most likely fill this position. The 911 Center has the EOC Call Roster on hand. As the situation unfolds, it may become necessary to have more personnel in the EOC. The personnel already in the EOC will contact the additional persons needed. Conversely, it may be necessary to fill a position, but the person fulfilling that position may not be required to be in the EOC. This occurs when the duties of that position can be better or more conveniently executed at another location. Contact information can be found in Tab F. This list describes how to fill positions based on the emergency. The EOC Manager should be able to arrive at the EOC within a half hour of being activated and other positions should arrive within one hour of being notified.

Emergency Operations Center (EOC) Manager

The EOC Manager is the lead coordinator for the EOC. The EOC Manager is to ensure the Operations Section has the support network to “get the job done”. He or she will work closely with the Command and General Staff. The EOC Manager is to look at the big picture and manage the EOC vice performing Operations Section tasks. This position must give approval of information before the Public Information Officer releases it to the media or public. The EOC Manager will aid with planning meetings and the Incident Action Plan. This position is also crucial for establishing incident objectives and priorities and activation of the EOC. Another responsibility of the EOC Manager is to aid the Logistics Section Chief and Operations Section Chief in ordering resources from Ohio EMA. This is done once all local resources are exhausted. In addition, the EOC Manager, along with section chiefs, can request more personnel for specific units or sections of the EOC. This position also aids in demobilization of personnel after the incident.

Status	EOC Manager Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Implement personal plan for family in case they must evacuate during your absence
	Upon Arrival at EOC:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Assess the situation and/or obtain a briefing from the outside departments
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Inform Resource Unit of Logistics Section of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Determine incident objective and strategy
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Prepare ICS Form 209 - Incident Status Summary and provide copies to each position in the EOC
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Use ICS Form 211 for personnel signing in to work in the EOC. See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Establish immediate priorities
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Establish an appropriate organization consistent with input from Command and General Staff
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure planning meetings are scheduled as required
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Approve and authorize the implementation of the Incident Action Plan (IAP)
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure that adequate safety measures are in place (see Safety Officer)
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Coordinate activity with all Command and General Staff
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Coordinate with key officials and other individuals
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Approved requests for additional resources or for the release of resources
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Approve release of information to the news media in cooperation with PIO
<input type="checkbox"/> yes <input type="checkbox"/> ..no	EOC admittance is by ID card
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Alert supervisors to begin sending EOC staff home so that they can conduct personal preparedness and arrive at the EOC at the given activation time. Assure adequate scheduling and shift changes of EOC staff
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Brief EOC Manager that is relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Clean up assigned work area.
	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Establish estimated demobilization date/time in collaboration with Command and General staff

<input type="checkbox"/> yes <input type="checkbox"/> ...no	Proclaim termination of the emergency response and proceed with recovery operations
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Review and approve recommendations for any release of resources and supplies from the general staff
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure that all required forms or reports are completed prior to deactivation
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Make work assignments so that any open actions not yet completed will be handled after demobilization
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure that staff remain in contact with EOC until all missions are complete
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Deactivate the EOC at the designated time, as appropriate
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Be prepared to provide input to the after-action report
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Conduct post-incident debriefing with Command and General Staff members to identify areas where EOC performed well and areas for improvement

PIO Overview

The PIO is responsible for interfacing with the public and media, as well as with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation, resources committed, and other matters of general interest for both internal and external use. The PIO may also perform a key public information-monitoring role.

During activations of the Delaware County Emergency Operations Center (EOC), the EOC will be the center for coordination for the PIO. The EOC PIO will serve as the mechanism, whereby all segments of the vulnerable population are informed of incident status and recovery operations to minimize panic and misunderstanding, including the elderly, handicapped, and indigent populations.

During large scale or special events, the EOC Manager and on scene Incident Commanders will establish (if needed) a Joint Information Center (JIC). The JIC will provide a means for Federal, State, and Local entities to coordinate the public information activities and will be coordinated by the Lead PIO. This person is responsible for public information activities during the preparedness, pre-incident, incident response, and recovery phases of disaster incidents. The PIO may not necessarily be working from the EOC during his or her entire shift. The PIO may work in his or her regular office as appropriate.

The PIO briefs the public on imminent danger and provides details about evacuation and sheltering procedures. The information must be quickly coordinated, verified, and disseminated so that key officials are kept abreast of all situations as the events unfold during the emergency and address instructions, summary of situations, and public assurances. During the post-disaster phase, or recovery, the public is informed on such matters as disaster assistance, health precautions, long term sheltering, and other important issues involving the community's recovery operations.

The EOC is Delaware County's central facility through which direction and control of major disaster preparation, response, and recovery is conducted. It is the coordination center during disaster incidents. A Joint Information Center (JIC) may be established as determined necessary by the EOC Manager & Incident Commanders and should always work closely with those working in the EOC and the incident command post. The Joint Information Center operates as an extension of the EOC and Incident Command Post and all information will be appropriately coordinated as such. In general, the utility of a JIC is to allow agency representatives, media, and other functions to be co-located in a single location.

The JIC, if activated, will act as the central coordinating facility for receiving and dissemination of public information in consultation with the EOC and Incident Command Posts (ICP). If the JIC is not activated, the EOC may serve the role of the JIC. Incoming information shall be received into the JIC from monitored news sources, the EOC, and field units. Information will be disseminated from the JIC and/or EOC/ICP in the form of news releases, media briefings, situation reports, and occasional interviews.

Status	PIO Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Review position overview
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Obtain necessary supplies
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Determine from the EOC manager if there are any limits on information release.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Inform Resource Unit of Logistics Section of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Develop material for use in media briefings. This should include operational information for the public (phone numbers, websites, shelter locations etc.)
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Obtain approval of media releases
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Schedule briefing times
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Inform media of and hold briefings
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Arrange tours and other interviews or briefings with network media or public inquires into the EOC activities as requested and approved by EOC Manager.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Obtain media information that may be useful in incident planning
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Maintain current information on news releases and status of incident to assigned personnel.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Maintain unit/activity log (ICS form 214). See Tab E
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Brief PIO that is relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Clean up assigned work area.
	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Determine estimated demobilization date/time from EOC Manager
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Notify media outlets, and how they can contact PIO after closure
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure that all staff remain in contact with the EOC until all missions are complete
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Prepare after action report.

Liaison Officer

The Liaison Officer is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single or Unified Command structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination. If the Liaison Officer requires help, he or she should work with the EOC Manager to request more personnel.

Status	Liaison Officer Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review position overview
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Inform Resource Unit (Planning Section) of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Obtain necessary supplies
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Serve as a contact point for agency representatives
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Maintain a contact list of assisting and cooperating agencies, including municipalities
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Maintain a contact list of elected officials and key agency officials
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Assist in establishing and coordinating interagency contacts listed in Delaware County Resource Guide
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Keep agencies, municipalities and key officials aware of incident status
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Monitor incident operations to identify current or potential inter-organizational problems
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Maintain unit/activity log (ICS form 214). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Brief Liaison Officer that is relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Clean up assigned work area.
	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Determine estimated demobilization date/time from EOC Manager
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure that staff remain in contact with the EOC until all missions are complete
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Prepare an after action report

Safety Officer

It is the duty of the Safety Officer to ensure emergency operations are carried out in a safe manner. The Safety Officer does not have the authority to stop all operations. The Incident Commander has the authority to stop all operations. However, the Safety Officer may stop an individual occurrence if he or she deems that best safety practices are not being followed. Often times this person would work out of the EOC. In the EOC, the Safety Officer can provide support for the on-scene Safety Officers.

Status	Safety Officer Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review position overview
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Obtain necessary supplies
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Participate in planning meetings
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Inform Resource Unit of Logistics Section of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Identify hazardous situations associated with the incident; collaborate with the Health, Fire, EMS, or Law group for expertise and guidance
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review the Incident Action Plan for safety implications
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Exercise emergency authority to stop and prevent individual unsafe acts
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Establish times for safety status reports from Branch Chiefs.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review and approve the medical plan, if appropriate (ICS Form 206)
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Develop Hazardous Materials Site Safety Plan (ICS Form 208) as required. See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Maintain unit/activity log (ICS form 214) See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Brief Safety Officer that is relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Clean up assigned work area.
	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Determine estimated demobilization date/time from Incident Commander
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure that all subordinate staff remain in contact with the EOC until all missions are complete
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Prepare an after action report

Operations Section Chief Position Overview

The Operations Section Chief is in charge of all tactical coordination. This position is a member of the General Staff and has overall management responsibility of all activities within the Operations Section. The Operations Section Chief will manage the Section to accomplish the incident objectives. All other members of the Incident Command System support the Operations Section in the completion of Incident Objectives. He or she will assist in creating and implementing the Operations section of the Incident Action Plan (IAP). The Operations Section Chief works closely with the Logistics Section Chief, as more resources may need to be ordered to support on scene operations. He or she will also work closely with the Emergency Operations Center (EOC) Manager and the Planning Section Chief to ensure that a section log of events is maintained. This position will also aid the EOC Manager and Logistics Section Chief when ordering resources from Ohio EMA. The Operations Section Chief with assistance from the EOC Manager will determine staffing needs.

Status	Operations Section Chief Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review Operations Chief Overview and other relevant reference material
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Inform Resource Unit (Planning Section) of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Obtain briefing from the EOC Manager
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Hold briefing with other Branch Chiefs and outline concept of operations process
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Obtain incident objectives from EOC Manager/IC and recommend strategies
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Determine status of current tactical assignments
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Establish operational periods in consultation with EOC Manager/IC
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Prepare information for Incident Action Plan (IAP) meeting debrief
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Attend IAP planning meeting
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Assign operations personnel in accordance with IAP
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Identify current EOC organization, location of resources, and assignments. Share consistently with Planning Section Chief
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Confirm resource ordering process to Operations Section agencies via the Logistics Section
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Determine location of current staging areas and resources assigned there
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Organize Operations Section to ensure maximum operational efficiency, personnel safety and adequate span of control
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Prioritize resource requests and provide approval. Forward onto the Logistics Section Chief
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Develop and manage tactical operations to meet incident objectives
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Collect and evaluate Situation Reports from Operations Section agencies and provide updated Sit-Reps to Planning Section
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Brief Operations Section Chief that is relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Maintain unit/activity log (ICS form 214). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure coordination of the Operations section with Command Staff and General Staff
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure Operations Section time-keeping, duty logs, equipment use logs are passed to Admin/Finance, Planning, and Logistics as appropriate

<input type="checkbox"/> yes <input type="checkbox"/> ...no	Notify Logistics Section Chief of communication issues
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Inform Planning Section on resource and situation status
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure that Safety Officer is involved in decision-making
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Keep EOC Manager informed of operational efforts
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Brief Executive Group of incident status
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Clean up assigned work area.
	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Deactivate assigned Operations Section Branches and groups authorized by EOC Manager
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Prepare notes and documentation in order to provide input to the after-action report and debrief

Planning Section Chief Overview

The Planning Section Chief must have excellent situational awareness. He or she may be the only member of the Planning Section or there may be unit leaders and technical specialists helping. Regardless as to the size of the Planning Section, the Section Chief must give occasional briefings to the Command and General Staff. During these briefings, the Planning Chief will inform the EOC of any new, relevant information. He or she will also ask the other sections if they have any new information to disseminate.

He or she must keep track of resources and their status. This can be delegated to the Resource Unit Leader. The Planning Section Chief must also keep track of events on scene and keep a log of events. This can be delegated to the Situation Unit Leader.

The Planning Section Chief may call in Technical Specialists. These can include anyone from meteorologists to the Delaware County Geographic Information System (GIS) Team.

The Planning Section Chief is also charged with creating the Incident Action Plan (IAP) based on the input from the scene and other sections. The Planning Section Chief with assistance from the EOC Manager will determine staffing needs. The likelihood of this happening is very good, because the Planning Section often becomes overwhelmed by the large amount of information coming into the EOC.

For a discussion and description on the "Planning P", please see Tab D at the end of this document.

Definitions

Incident Action Plan: An Incident Action Plan (IAP) is a document that takes into account the future and, to a lesser extent, the past. The Planning Section Chief oversees preparation of this document, but input from all staff is accepted and encouraged. The IAP includes goals, alternate strategies for achieving goals and mentioning what work has been done. This plan can be spoken or written. If the incident is large or complex, chances are that the IAP will be written. This can include maps, ICS forms, rosters of EOC staff, weather forecasts, lists of goals, lists of personnel on scene. Situational awareness is crucial for the creation of this plan. For a sample of an Incident Action Plan, please see tab A.

Situation Report: A situation report or "sit-rep" is essentially a record of events relating to the incident. This can be written for a unit, a section or the entire EOC. It explains when and where things occurred. For a sample of a Sit-Rep, please see tab B.

Status	Planning Section Chief Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review position overview
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Obtain necessary supplies you may need from your office
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Plan organization of the Planning Section
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Assign work locations and preliminary work tasks to Section personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Inform Resource Unit of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Assemble information on alternate strategies
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Lead in the preparation of the Incident Action Plan (IAP)
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Collect and process incident situation information
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Supervise/assist with the preparation of the Situation Reports and Incident Action Plan
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Provide information to the EOC Manager and Operations Section Chief in preparing the overall EOC Incident Report
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Establish a reporting schedule for the Planning Section Units to gather the latest information from the incident
<input type="checkbox"/> yes <input type="checkbox"/> ..no	In support of the incident, determine any specialized needs/resources that may require assistance from the State Emergency Operations Center
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Report any significant changes in the incident status and share with EOC Manager
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Maintain unit/activity log (ICS form 214). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Oversee preparation of the incident demobilization plan
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Brief Planning Section Chief that is relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Clean up assigned work area.
	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Determine estimated demobilization date/time in collaboration with the EOC Manager and other Section Chiefs
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure that staff remain in contact with the EOC until all missions are complete
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Prepare an after action report

Status	Situation Unit Leader Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Officially check in. Report to, and receive assignment and any special instructions from, the Chief of the Planning Section.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Discuss with the Planning Section Chief the level of involvement for the Unit in the Emergency Operations Center.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Request additional personnel through the Planning Section Chief, as required
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Help the Planning Section and the rest of the EOC keep track of that is occurring on-scene. Make contributions to the IAP. Write Sit-Reps as needed.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Determine the required supporting agencies for the Damage Assessment Team (DAT). This will be based on the incident.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Reference the Delaware County Functional Plan for Damage Assessment.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Alert required DAT personnel that their services will be required.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Keep track of the situation by talking with Section Chiefs, Unit Leaders and by listening in on phone calls coming into the EOC.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Establish an inter-agency conference call schedule, as needed
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Maintain unit/activity log (ICS form 214). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Inform Resource Unit of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Brief Situation Unit Leader relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Clean up assigned work area.

The personnel needed for the Damage Assessment Team will be dependant upon the nature of the disaster. The DAT can contain up to four groups. These are Agricultural Support, Business Support, Public Works, and Building Inspection. Agricultural Support would be staffed by the OSU County Extension Agent, Business Support by Economic Development, Public Works by the Engineer's Office or township trustees, and Business Support by Code Compliance. For more detailed information on the DAT and DA process, please see the Delaware County Functional Plan for Damage Assessment.

Status	Damage Assessment Team Leader Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from, the Chief of the Planning Section.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Determine from EOC Manager and Planning Section Chief levels of operations for the damage assessment function
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Provide initial operating instructions to Damage Assessment Team EOC personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Prepare a list of all agencies, departments, and/or individuals that will represent the DAT
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Inform Resource Unit of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Identify need for use of specialized resources
<input type="checkbox"/> yes <input type="checkbox"/> ..no	As part of the damage assessment function, identify the need for technical specialists
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Request personnel with required special knowledge/experience.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Coordinate with Ohio Emergency Management Agency for FEMA documentation requirements for all damage
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Disseminate FEMA documentation guidance to participating agencies. This is found in the Delaware County DA Functional Plan.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Maintain unit/activity log (ICS form 214). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Initiate and maintain appropriate record-keeping systems
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Provide initial briefings on current and anticipated activity
	Initial Damage Assessment:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Coordinate initial damage assessment priorities with EOC Manager and Planning Section Chief
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Impacted areas (priorities for flyovers if roads are inaccessible)
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Infrastructure status
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Safety and health issues
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Coordinate time and place for situation briefing
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Conduct situation briefing with Team Leader, Emergency Manager, Planning Section Chief and Situation Unit Leader
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Disseminate guidance to DA Teams and other response agencies
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Instruct field personnel to report initial damage observations through chain of communication
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Agencies should report consolidated damage details to Situation Unit
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Transmit initial damage reports to Situation Unit. Include a rough estimate of the type and the extent of damages, including probable costs

	Preliminary Damage Assessment: Based on Initial Damage Assessment data, the Situation Unit Leader, EOC Manager and Planning Section Chief will:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Establish priority areas for Damage Assessment Teams (DATs) to evaluate
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Determine type, number and composition of DATs to be deployed. These teams could include Agricultural, Business, Public Works and Building Inspection. One or all could be activated. It is dependant upon the nature of the incident.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Coordinate Preliminary Damage Assessment actions with FEMA/State Team
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Determine FEMA/State information and assessment needs and requirements
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Assign Damage Assessment Unit personnel to accompany FEMA/State teams
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Submit Preliminary Damage Assessment Summary, and other necessary forms and reports, to FEMA
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Brief DAT Unit Leader relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Clean up assigned work area.
	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Close out missions and assist in DAT demobilizations
	Implement the demobilization plan:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Brief staff on demobilization responsibilities needing attention or follow-up prior to leaving the incident and return pocket damage assessment tool
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Identify excess section resources. Provide the Planning Section with a list of excess personnel and other resources
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure EOC/Area Command and agency demobilization procedures are followed
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Collect all documentation and submit to the Emergency Manager, Planning Section Chief and others, as appropriate
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Prepare an after action report for submission to the Planning Section Chief

Status	Resource Unit Leader Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Officially check in. Report to, and receive assignment and any special instructions from, the Chief of the Planning Section. The Resource Unit of the Planning Section will track the location and status of each Technical Specialist.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Report to, and receive briefing and special instructions from, the Planning Section Chief. Review current Incident Action Plan.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Request additional Resources Unit staff, as deemed necessary.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Gather agencies' resource spreadsheets and compile with the Delaware County Resource Manual into a master list database of all resources. Share with Logistics Section Chief
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Review EOC Planning Section information
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Collect data from agencies on their equipment and personnel resources: Key personnel staffing levels Equipment on hand Current location and operational capability of resources
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Maintain a summary of resources currently involved in the initial incident response
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Assemble appropriate ICS forms and supplies.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Complete (ICS form 203) for next operational period and provide to Planning Section Chief. See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Complete an Organization Chart (ICS form 207). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Maintain unit/activity log (ICS form 214). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure that all personnel currently present in the EOC are logged in properly by working closely with the EOC Command & General Staff and the Security Personnel at the EOC entrance.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Attend Tactics Meeting each operational period and coordinate with Logistics Section Chief to assign resources required to implement the tactics. Brief Resources Unit Leader relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Prepare for Planning Meeting: Coordinate with Logistics Section Chief to ensure that there is no duplication of effort and paid acquisition of resources that might be available within Delaware County Post and disseminate EOC staffing forms (i.e., the EOC Table of Organization and organizational assignment list) as required, including special requests. Review current IAP for gaps in resources and capabilities (Logistics Section Chief as well)
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Clean up assigned work area.

Status	Documentation Unit Leader Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially sign in.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Report to, and receive briefing and instructions from, the Planning Section Chief upon notification of EOC activation. Review current Incident Action Plan.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review Planning Section Information.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Inform Resource Unit of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Obtain work materials and set up Planning Section work area. Upon reporting to the EOC, the Documentation Unit Leader will obtain the necessary work materials or supplies (e.g., office supplies and report forms).
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure that EOC equipment (fax machines, printers, scanners) are operational
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Answer phones in planning section
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Post and disseminate EOC staffing forms (i.e., the EOC Table of Organization and organizational assignment list) as required, including special requests
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Provide the EOC Table of Organization and organizational assignment list (ICS-203) to the Planning meetings
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Maintain unit/activity log (ICS form 214). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Complete Planning Meeting Agenda and take notes.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure that all personnel currently present in the EOC forward all requests for copies and faxes to the Documentation Unit
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Establish duplication procedures for command staff documents. Ensure that the photocopy machines in the EOC are functioning properly. Report any problems to Logistics Sections Chief or Administrative/Finance Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Begin organization of incident files.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Establish and maintain the official incident file. To facilitate the establishment and maintenance of official incident files, the following headings are suggested: <ul style="list-style-type: none"> • Records of incident Situation report forms, and • Records of incident action plans.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Prepare or transcribe incident documentation as required by the Planning Section Deputy Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Provide Situation Reports to relevant EOC personnel. The Documentation Unit may be asked to provide reports or copies of reports to various incident personnel (including the public information officer). The Planning Section Chief must authorize release of all documentation.

<input type="checkbox"/> yes <input type="checkbox"/> ...no	Preparation of incident documentation. When the incident action plan and associated reports and forms are completed and approved, the Documentation Unit Leader prepares the material for duplication and distribution to designated units and individuals.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Transcribe minutes of the Planning meetings as required by the Planning Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Maintain and store incident files for after incident use and after-action analyses.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Generate IAP for Planning Section and ensure signature on original by Planning Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Brief Documentation Unit Leader relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Clean up assigned work area.
	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Assist Planning Section Chief with demobilization plan and strategy.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure all EOC documentation is received prior to EOC demobilization. Assist with development of after-action report

Status	Technical Specialist Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from, the Chief of the Planning Section. The Resource Unit of the Planning Section will track the location and status of each Technical Specialist.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review current Incident Action Plan
<input type="checkbox"/> yes <input type="checkbox"/> ..no	If necessary, obtain/order necessary equipment or supplies through the Chief of the Planning Section.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Inform Resource Unit of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	If necessary, the Chief of the Planning Section or the Logistics Section Chief/Transportation Group will arrange for transportation to assigned location.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Meet with the Unit Leader and/or Planning Section Chief of assigned function to discuss tasks, roles, and responsibilities. Discuss the Incident Action Plan.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Begin specialized support activities as soon as possible. Organize and evaluate data collected. Sort the data accordingly, review for completeness, and clarify or seek missing data.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Summarize the data and provide input for status reports, Situation Reports, Incident Action Plans or any specialized data needs to address the hazards associated with the incident.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Continue to obtain and update all applicable incident-related data for the duration of the incident and provide the data to the assigned Leader.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Brief Technical Specialist relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Clean up assigned work area.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	As directed by the Emergency Manager, implement the demobilization plan and strategy.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Complete all data gathering or assigned tasks.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Complete applicable sections of the after-action report and any other reporting or document preparation requirements and provide to the assigned Leader.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	If required, attend any post-incident meetings/briefings or address any specialized questions/issues presented by the Public Information Officer
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Clean up assigned work area.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Report back to the Planning Section Chief to return any provided equipments/supplies and to obtain further instruction to complete the deactivation process.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	If the Technical Specialist is under contract, he/she must report to the Finance-Admin Section Chief/ Procurement Unit to address contract termination.

Status	GIS Unit Duties
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions and briefing from the Planning Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Set up any specialized equipment
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Aid in mapping requested areas and data layers
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Receive input from other sections
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Provide input to EOC briefings

*Note: The GIS Unit may not necessarily be needed in the EOC. If it is more convenient for GIS personnel, they may work from the DALIS Office.

Logistics Section Chief Position Overview

The Logistics Section Chief is responsible for the overall operations within the Logistics Section of the EOC. The Logistics Section Chief attends the Command/General staff briefings. These brief meetings are status updates or progress report meetings for the Command/General staff (i.e., Emergency Manager, and Section Chiefs only). These meetings are held at least twice during the operational period.

The Logistics Section Chief is responsible for ordering supplies. This position requires a working knowledge of resources that are available at the county level. He or she will work closely with the Operations Section Chief and the EOC Manager to ensure that all necessary items are ordered from the State EMA when all local resources are exhausted. The Logistics Section Chief also works closely with the Finance/Admin Section Chief if resources require payment. The position is charged with ensuring that no needless redundancy occurs in the ordering process. The Logistics Section Chief with assistance from the EOC Manager may request additional section personnel as needed.

Status	Logistics Section Chief Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review position overview
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Obtain necessary supplies
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Plan organization of the Logistics Section
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Assign work locations and preliminary work tasks to Section personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Inform Resource Unit of Logistics Section of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Assemble and brief branch directors and unit leaders
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review current IAP for gaps in resources and capabilities
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Participate in the development of the Incident Action Plan
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Identify service and support requirements for planned and expected operations
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Determine equipment delivery options and equipment service needs
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Provide input to review Communications Plan, Medical Plan, Traffic Plan and other pertinent information that may be shared
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Coordinate and process requests for additional resources
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Review Incident Action Plan and estimate Section needs for next operational period
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Advise on current service and support capabilities
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Prepare service and support elements of the Incident Action Plan
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Estimate future service and support requirements
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Report any significant changes in incident status
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Receive incident demobilization plan from the Planning Section
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure general welfare and safety of Logistics Section personnel
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Maintain unit/activity log (ICS form 214). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Brief Logistics Section Chief relieving you
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Clean up assigned work area.
	Demobilization:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Determine estimated demobilization date/time from EOC/Director

<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure that staff remain in contact with the EOC until all missions are complete
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Prepare after action report

Status	Communication Unit Leader Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager. If not working in the EOC, provide contact information to EOC Manager or Logistics Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Take direction from Logistics Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Assist Operations with developing Communications Plan (ICS form 205). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Acquire communications equipment, as needed.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Consult with Logistics Section Chief and EOC Manager on activating more Communications personnel. This should be done on an as needed basis.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Resolve communications issues as they arise.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Provide radio and IT support functions.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Aid in the development of the Incident Action Plan (IAP).
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Assist with the Delaware County Mobile Communications Vehicle, if needed.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Keep detailed records of communications equipment and radios. May need to consult with Resources Unit Leader of the Planning Section.

Status	Transportation Unit Leader Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager. If not working in the EOC, provide contact information to EOC Manager or Logistics Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Take Direction from the Logistics Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Work closely with the Logistics Section Chief to facilitate the transportation needs of the incident.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Work with Operations in developing the Transportation Plan.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Aid in the development of the Incident Action Plan (IAP).
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Keep detailed records of all vehicles and equipment in use. Utilize Equipment Usage Log (ICS form 218) or other means such as an Excel Spreadsheet. See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Consult with the Resource Unit Leader of the Planning Section on vehicles and equipment being used.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Activate more vehicles and equipment, as needed.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Consult with Logistics Section Chief and EOC Manager on activating more Transportation Unit Personnel.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Consult with Logistics Section Chief on fuel needs.

Status	Facilities Unit Leader Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager. If not working in the EOC, provide contact information to EOC Manager or Logistics Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Take direction from the Logistics Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Provide for the facilities needs of an incident. Refer to the Incident Action Plan (IAP). This could include alternate locations for displaced Delaware County Departments. Refer to the Delaware County Continuity of Operations Plan.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Consult with Damage Assessment Unit on government buildings that may have sustained damage.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Coordinate with Logistics Section Chief for fuel for facilities that may be running on generator power.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Consult with Logistics Section Chief and EOC Manager on activating more Facilities Unit Personnel.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Critical infrastructure and offices that perform essential functions would have priority in an emergency. Resources should be sent to these places first. See the Delaware County Critical Infrastructure List and the Delaware County Continuity of Operations Plan.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Coordinate with the Finance and Administration Section Chief, if any alternate facilities must be rented.

Status	Volunteer Unit Leader Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager. If not working in the EOC, provide contact information to EOC Manager or Logistics Section Chief.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Take direction from the Logistics Section Chief to facilitate the needs in the Operations Section.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Coordinate and facilitate the volunteer needs of an incident.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Bring in more volunteers as the situation dictates. This should be done based on expertise/specialization of volunteers.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Utilize PIO to acquire more volunteers through press release requests.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure that volunteers have appropriate training and situational briefing.
<input type="checkbox"/> yes <input type="checkbox"/> ..no	Ensure that all volunteers have signed in. Keep detailed personnel records and consult with the Resource Unit Leader of the Planning Section.

Finance/Administration Section Chief

The Finance/Admin Section Chief is charged with the administration of all the monetary aspects of an incident. There may not be a need for a Finance Section Chief to be in the EOC and there may not be a need for one at all. The filling of this position is dependent upon each incident. The Finance/Admin Section Chief will also maintain contact with political entities involved in the incident for potential costs incurred by the applicable jurisdiction to support operations assisting that political jurisdiction.

Responsibilities include identifying, documenting, and recovering costs from the State of Ohio, Federal Emergency Management Agency (FEMA) and other federal government agencies. Each township, city, and village will need to collect all information for any cost incurred for the disaster and file with the above government agencies.

In order to facilitate financial tracking for reimbursement, the Finance/Administration Section will implement administrative procedures for financial transactions, cost accounting, grants management, document tracking and payroll processing. Following deactivation of the EOC, these functions shall be continued by those agencies that staff the Finance/Administration Section. Procedures and instructions for preparing Project Worksheets and tracking disaster costs have been developed by the State of Ohio and FEMA and using their forms from the beginning will elevate later redundancy in filling out forms. This information will be included in pre-prepared information folders.

The Finance/Administration Section will assist the County's principal representative in preparation of disaster application forms, monitoring of projects to completion and certification. The Finance/Administration Section shall coordinate with the Damage Assessment Team for the development of the Damage and Needs Assessment Form and will assist the County in negotiations for restitution of losses with federal and state officials.

The Finance/Administration Section will provide fiscal and accounting support to other Sections and will focus efforts to coordinate and assist in the completion of documentation of reimbursable expenditures as determined by FEMA. The Operations Section Chief with assistance from the EOC Manager will determine staffing needs.

Status	Finance/Administration Section Chief Checklist
Completed	Activation:
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Officially check in. Report to, and receive assignment and any special instructions from the EOC Manager.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Review position overview
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Determine which Finance/Administration Section units will need to be activated, based on the level of emergency.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Inform Resource Unit of Planning Section of units activated including names and locations of assigned personnel
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Discuss with the Emergency Manager the level of involvement in the incident for the Finance/Administration Section
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Identify any applicable existing agency or emergency management plans that will serve as a reference resource(s).
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Gather information necessary to assess incident assignments and determine immediate needs and actions.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Determine whether/when state and local States of Emergency and federal disaster declarations will be issued.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Maintain unit/activity log (ICS form 214). See Tab E.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Provide financial and cost analysis information to Executive Group and EOC/Incident Command, as requested.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure that the EOC facilities are adequate; determine if any special arrangements are needed.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Coordinate with Damage Assessment Unit for the identification and documentation of all damage
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Assist the Documentation Unit of the Planning Section in the documentation process. Provide guidance on recordkeeping using the Damage and Needs Assessment Form.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Compile damage and response expense estimates from agencies
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Provide guidance to agencies on proper documentation for FEMA/State reimbursement for labor, equipment and materials, separate from routine operations costs. Contract work Force Account work
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Ensure that mutual aid assistance from other jurisdictions is properly documented for reimbursement purposes.
<input type="checkbox"/> yes <input type="checkbox"/> ...no	Gather pertinent financial/cost information from initial briefings with responsible agencies.

<input type="checkbox"/> yes <input type="checkbox"/> ...no	<p>Maintain daily contact with all agencies' administrative headquarters on finance matters.</p> <p>Review the provided information for completeness.</p>
<input type="checkbox"/> yes <input type="checkbox"/> ...no	<p>Participate in preparation and review of Incident Action Plan (IAP).</p> <p>Ensure that the IAP is within the financial limits established by the Incident Manager.</p> <p>Provide cost analysis and cost implication data on incident operations, as required.</p> <p>Advise on current capabilities and limitations.</p> <p>Determine additional resources needed.</p> <p>Discuss long-range plans and identify potential or future requirements.</p>
<input type="checkbox"/> yes <input type="checkbox"/> ...no	<p>Participate in the Operations Briefing, emphasizing the needs of the Finance/Administration Section.</p>
<input type="checkbox"/> yes <input type="checkbox"/> ...no	<p>Ensure that response agencies have transmitted all applicable incident personnel records and guidelines to the Finance Section, including the following:</p> <p>Time records</p> <p>Claims and potential claims</p> <p>Injury information</p> <p>Work/rest guidelines</p>
<input type="checkbox"/> yes <input type="checkbox"/> ...no	<p>Brief EOC/Incident Command personnel on all incident related business management issues needing attention and follow-up prior to demobilizing the EOC.</p>
<input type="checkbox"/> yes <input type="checkbox"/> ...no	<p>Clean up assigned work area.</p>
	<p>Demobilization:</p>
<input type="checkbox"/> yes <input type="checkbox"/> ...no	<p>Determine estimated demobilization date/time from the EOC Manager. Ensure that staff remains in contact with the EOC until all missions are complete.</p>
<input type="checkbox"/> yes <input type="checkbox"/> ...no	<p>Attend the Public Assistance (PA) program Applicant Briefing, conducted by the State, if necessary.</p>

The Finance/Administration Section can be composed of up to four (3) units. These are as follows:

Time Keeping Unit

The Time Keeping Unit is primarily responsible for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies. The Time Keeping Unit also ensures that equipment usage time is recorded.

If applicable (depending on the agencies involved), personnel time records will be collected and processed for each operational period. The unit leader may require the assistance of personnel familiar with the relevant policies of any affected agencies. These records must be verified, checked for accuracy, and posted according to existing policies. Excess hours worked must also be determined and properly recorded in accordance with reimbursement procedures.

The Time Keeping Unit Leader may want to activate the following functions, depending on the size and complexity of the incident:

- Personnel Time Recorder: Oversees the recording of time for all personnel assigned to the incident.
- Equipment Time Recorder: Oversees the recording of time for all equipment assigned to the incident.

Cost Unit

The Cost Unit provides cost analysis data for the incident. This unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use to the Planning Section. The Cost Unit must maintain accurate information on the actual costs of all assigned resources. See FEMA Equipment Pricing Schedule on Tab C.

Compensation/Claims Unit

The Compensation/Claims Unit handles responder injury compensation and claims. While handling injury compensation claims, the unit must ensure that all forms required by workers' compensation programs and local agencies are completed. This unit also maintains files on injuries and illnesses associated with the incident and must ensure that all witness statements are obtained in writing. Since the Safety Officer may also perform some of these tasks, and close coordination between the Safety Officer and Compensation/Claims Units should occur.

This function handles also investigates all claims involving property associated with or involved in the incident. The Unit maintains logs of the claims, obtains witness statements, and documents investigations and agency follow-up requirements.

The Compensation/Claims Unit may activate the following functions, depending on the size and complexity of the incident:

- **Injury Compensation Specialist:** Administers financial matters resulting from serious injuries and fatalities occurring on an incident. Close coordination is required with the Safety Officer.
- **Claims Specialist:** Manages all claims-related activities (other than injuries) for an incident.