



**LAUSD EOP  
Handbook for  
Emergency  
Operations  
Center  
Responders**

**2016**



## EMERGENCY ORGANIZATION FUNCTIONS

Emergency response management requires the establishment of a strategic organization comprised of the most critical functions of the District. LAUSD's emergency management organization is consistent with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

### EOC Organization

The Emergency Operations Center (EOC) organization performs many functions. Once the EOC is activated and the EOC Director determines the depth of positions necessary for the immediate incident, the members are notified and asked to report.

The EOC organization's function is determined by the incident and its current situation. As the primary goals of an initial response (protect lives and property) are accomplished, the priorities will move into recovery. As response moves into the recovery phase of an incident, the structure of the EOC team changes to reflect a different set of priorities.

LAUSD's EOC organizational structure follows the standard five-section management structure as the basis for organizing emergency planning, response and recovery. (Please refer to the EOC organizational chart in Figure 2). **Not all positions within the EOC organization may be activated. Only those functions that are needed will be activated.** The five EOC Sections are:

#### Management Section

The EOC Director has overall responsibility for the management of all emergency activities including development, implementation, and review of strategic decisions, as well as post event assessment. He/she also designates a leader for each of the other Sections, depending on the scope and scale of the emergency. The Public Information Officer, EOC Coordinator, Safety Officer, School Site Liaison Officer, Agency Liaison Officer and Legal Officer report to and directly assist the EOC Director. The EOC Director interfaces with the Board of Education.

#### Operations Section

The Operations Section will support school site response operations.

#### Planning/Intelligence Section

The Planning/Intelligence Section is responsible for collecting, evaluating, analyzing and disseminating information and coordinating the development of the EOC Action Plan in collaboration with other sections. The Planning/Intelligence Section is also responsible for initiating and preparing the After-Action/Corrective Action Report and maintaining incident documentation.

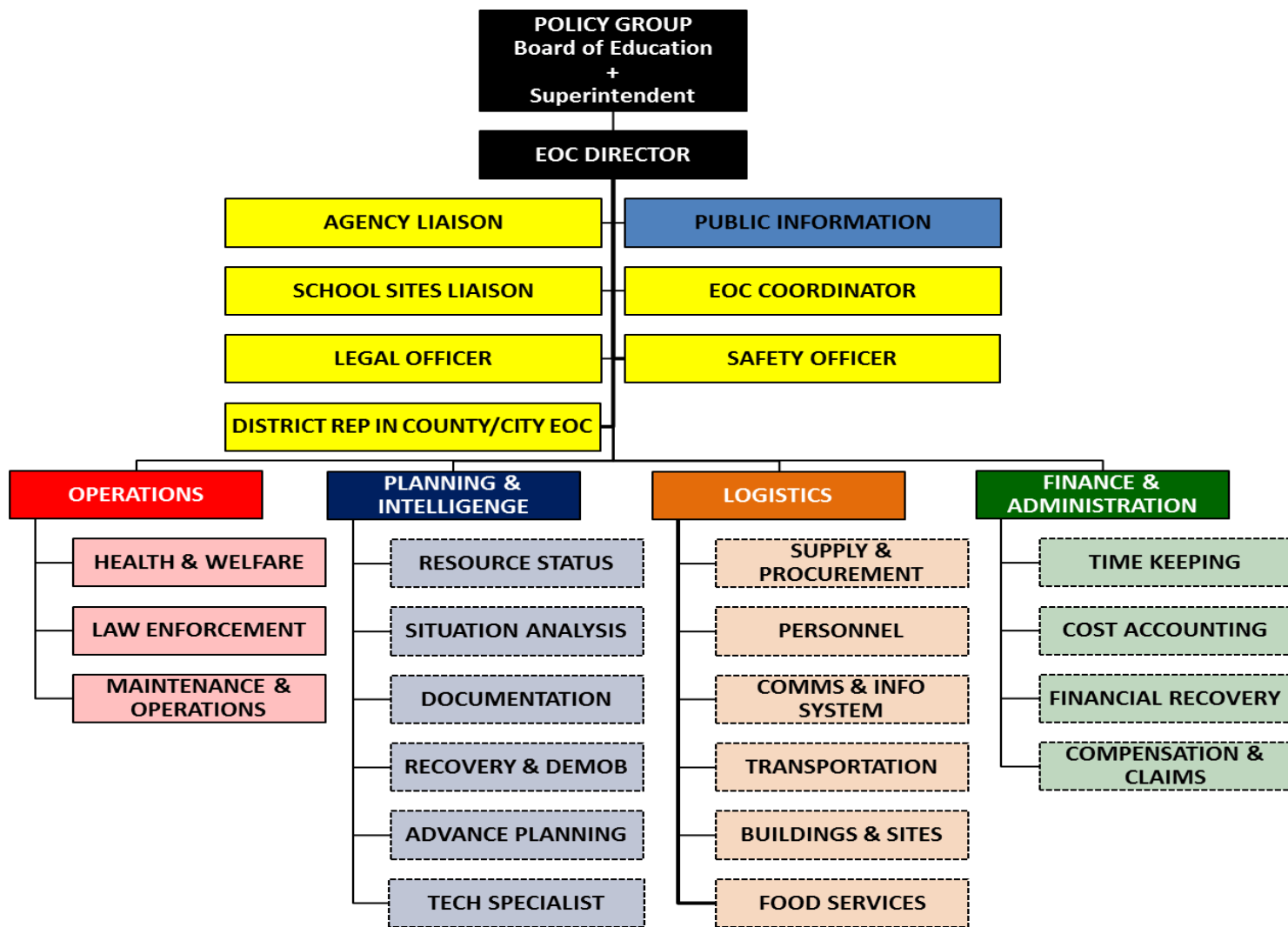
**Logistics Section**

The Logistics Section is responsible for procuring supplies, personnel, equipment, facilities and the materials necessary to conduct the emergency response.

**Finance/Administration Section**

The Finance/Administration Section is responsible for overall management of financial accounting and analysis for the emergency response. This section is also responsible for the documentation process for insurance claims, and FEMA and Cal OES public assistance programs.

**Figure 2 – LAUSD’s Emergency Management Organization**



Boxes with dashed lines indicate full EOC staffing which may occur in the event of a large disaster that will require the activation of additional positions.

School Sites may be coordinating and communicating via their Local District. The Local District will coordinate with the District EOC via the School Site Liaison Officer. The Incident Command System will be used in the field. See the Appendices for a full description of the Local Districts.

**COMMON RESPONSIBILITIES TO ALL EOC POSITIONS**

(The following is a checklist applicable to all EOC positions).

**ACTIVATION**

- Check-in upon arrival at the EOC.
- Report to your EOC organizational supervisor.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself by putting your vest on, completing and wearing a name tag and writing your name on the EOC organization chart (Status Board) next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.

**GENERAL OPERATIONAL DUTIES**

- Establish operating procedure with the Logistics Section (Communications and Information System Unit) for use of telephone, radio and data systems. Make any priorities or special requests known.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Maintain current status reports and displays.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy issues.
- Think ahead and *anticipate* situations and problems before they occur.

**DOCUMENTATION AND REPORTS**

- Open and maintain a position Activity Log. (Activity Log can be found in the Support Documentation of this Plan). Document:
  - Messages received
  - Actions taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is required for possible reimbursement by the California Office of Emergency Services and the Federal Emergency Management Agency.*

- Review situation reports as they are received. Verify information where questions exist.

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### RESOURCES

- Determine 24-hour staffing requirements and request additional support through the Personnel Unit in the Logistics Section, as required.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

### SHIFT CHANGE

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel with the next EOC Action Plan.
- Submit completed logs, time cards, etc. to your EOC organizational supervisor before you leave.
- Determine when you should return for your next work shift.

### DEACTIVATION

- Ensure that all required forms or reports are completed and submitted to your EOC organizational supervisor prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Clean up area around you. Put away all office supplies and unused forms.
- Leave contact information where you can be reached.
- Sign out with your supervisor and on large EOC organization/sign-in sheet.

**POLICY GROUP**

The Superintendent of LAUSD serves as the head of the Policy Group which may be activated for a Level 3 emergency or whenever executive policy issues must be addressed. In the event the Superintendent is absent, the authority to take all necessary and appropriate actions on behalf of the Superintendent is delegated to the Chief Deputy Superintendent or Assistant Superintendent of School Operations.

**RESPONSIBILITIES:**

The Policy Group is made up of the Board of Education and provides policy direction for recovery planning and advises and assists the EOC Director in making major emergency related policy decisions. Based on recommendations from District staff, this group is involved in questions of State and Federal Educational guidelines, requirements and laws; as well as contract review and approval for short or long-term leases.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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**Activation:**

- Obtain briefing from Superintendent or designee.

**Duties:**

- Review your position responsibilities.
- Make any policy issue decisions that are necessary and communicate these to the EOC Director.
- Make any necessary public statements through the Public Information Officer.
- Keep informed through regular briefings with the EOC Director.
- Activate and support District recovery activities.

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**EOC DIRECTOR AND THE MANAGEMENT FUNCTION**

The Management function is led by the EOC Director and is established for every EOC activation to coordinate LAUSD emergency response operations. The EOC Director, the Section Coordinators, and others as designated make up the LAUSD EOC response organization. The EOC is responsible for assisting the Superintendent in the development of overall strategy and support tactics to mitigate the incident. The EOC Director keeps the Policy Group apprised of the situation. The Management Section includes the following Management staff:

- Public Information Officer (PIO)
- School Site Liaison Officer
- Agency Liaison Officer
- EOC Coordinator
- Legal Officer
- Safety Officer

**Public Information Officer**

The PIO ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required departments, agencies and the media.

The District PIO will coordinate all information regarding the school sites with the school site PIO or the school site Incident Commander (Principal). When multiple local, state federal agencies are involved, a Joint Information Center (JIC) may be established. The Public Information Officer will coordinate and communicate with the JIC or assign an individual to the JIC to ensure coordination of information dissemination with local, state and federal agencies.

**School Site Liaison Officer**

The School Site Liaison Officer serves as the point of contact between the District EOC and the Local Districts that serve individual District schools. The School Site Liaison Officer will coordinate and communicate with Local District Administrators to ensure that all school sites in each of the geographic areas have the support and resources they need to effectively respond and recover from an emergency.

**Agency Liaison Officer**

The Agency Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the District structure. The Agency Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any city, county, state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

**EOC Coordinator**

The EOC Coordinator facilitates the overall functioning of the EOC, and serves as a resource to the EOC Director. The EOC Coordinator will monitor the coordination of information, and the planning cycle of the EOC organization and will make adjustments as necessary to ensure the effective response and recovery of the District.

**District Representative at City/County EOC**

The District Representative (Agency Representative) at a City/County EOC will serve as the point of contact between the District's EOC and the City/County EOC. This position will ensure that coordination and communication between the City/County and the District is maintained and will facilitate resource requests.

**Legal Officer**

The Legal Officer and provides legal advice to the EOC Director in all legal matters relative to the emergency.

**Safety Officer**

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential District liability during EOC operations and ensuring a safe working environment in the EOC.

**EOC DIRECTOR**

**Reports To:** Board of Education

**PRIMARY RESPONSIBILITIES:**

- Activate the District EOC and EOP.
- Direct and coordinate the EOC.
- Establish the appropriate EOC staffing level.
- Provide for the overall management and coordination of emergency response and recovery operations.
- Ensure the EOC Action Plan is developed and implemented.
- Coordinate and communicate as necessary with the Policy Group (Board of Education).
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Follow directions on Common Responsibilities to all EOC Positions checklist on pages 35 and 36.

**ACTIVATION:**

- Determine the operational status and appropriate level of activation based on situation.
- As appropriate, respond to District's EOC.
- Direct the implementation of the District's Emergency Operations Plan.
- Mobilize appropriate personnel for initial activation.
- When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- Obtain briefing from whatever sources are available, i.e. watch commander, field units, etc.

**START-UP:**

- Review your position responsibilities.
- Ensure the EOC is set up and equipped to provide services for an extended activation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

**ASSIGNMENTS/STAFFING:**

- Assign Management Section positions as needed.
  - EOC Coordinator
  - Public Information Officer
  - School Sites Liaison Officer
  - Agency Liaison Officer
  - Legal Officer
  - District Representative in City/County EOC

- Assign Section Coordinators (General Staff) as needed for:
  - Operations
  - Planning/Intelligence
  - Logistics
  - Finance/Administration
- Confer with General Staff to determine what representation is needed at the EOC from other agencies.
- Carry out responsibilities of your section not currently staffed.

**NOTIFICATIONS:**

- Ensure that telephone, radio and data communications with other District facilities and school sites are established and tested. (Assign task to the Communications Unit).
- Upon EOC Activation, assure the following agencies/entities are notified:
  - Appropriate cities impacted by the incident
  - Los Angeles County Office of Emergency Management
  - Partner agencies (See Essential Contact List in the Support Documentation)
  - Board of Education
- Ensure that the School Sites Liaison establishes and maintains contact with the local school site District Administrators as appropriate and is providing and maintaining positive and effective communication and coordination.
- Ensure that the Liaison Officer establishes and maintains contact with agencies and with other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.

**MEETINGS/BRIEFINGS:**

- Brief incoming EOC Section personnel prior to assuming their duties. Briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements, as appropriate
  - Procedural instructions for obtaining additional supplies, services and personnel
  - Identification of work shifts
- Establish the frequency of briefings to the EOC Director.
- Convene planning meetings with the Policy Group (Board of Education) and Section Coordinators, as necessary. Ensure that these meetings are documented by a scribe.

**ACTION PLANNING:**

- Establish overall EOC priorities. (Section Coordinators will use these priorities to develop their Section objectives.)
- Schedule and coordinate the first planning meeting with the Planning/Intelligence Section Coordinator.
- Provide Management Section objectives to the Planning/Intelligence Section for the EOC Action Plan.
- Participate in all Action Planning meetings.
- Once the EOC Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.
- Ensure EOC Action Plan is distributed to appropriate EOC staff.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- Be sure that all Management Section meetings, General Staff meetings and policy decisions are documented.
- Be sure that all sections account for personnel and work assignments.
- Be sure that all your Section logs and files are maintained.
- Provide Section personnel and equipment time records to the Time Unit at the end of each work shift.

**POLICIES:**

- Determine appropriate delegation of purchasing authority to the Finance/Administration and Logistics Sections.
- Confer with Legal Advisor prior to issuing rules and emergency orders.
- Coordinate with the Policy Group as necessary.

**ONGOING ACTIVITIES:**

- Establish and maintain a safe working environment.
- Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIOs on-scene.
- Authorize PIO to release information to the media and to coordinate with the PIOs at school sites as needed.
- Monitor performance of District personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with Personnel Unit of the Logistics Section.
- Monitor section level activities to assure that all appropriate actions are being taken.
- Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Assess the need to request or provide resources via Mutual Aid. Ensure all Mutual Aid requests are placed via the Los Angeles County Operational Area EOC.
- Work with the EOC Section Coordinators to ensure all EOC Sections have appropriate equipment, staffing, and information to work effectively.

**DEACTIVATION:**

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify appropriate cities, Los Angeles County Operational Area EOC and partner agencies, as necessary, of planned time for deactivation.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Deactivate the EOC and close out logs.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

**EOC COORDINATOR****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Assist and serve as an advisor to the EOC Director, Management Staff and General Staff as needed.
- Assist the Agency Liaison with coordinating Agency Representatives.
- Coordinate all visits to the EOC.
- Ensures the planning cycle is developed and implemented.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC Responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director.
- Assist in shift change issues.

**NOTIFICATIONS:**

- Notify the Los Angeles County Operational Area via OARRS of an EOC Activation or deactivation.
- Coordinate with the Agency Liaison to ensure that appropriate cities and agencies have been notified of the District's EOC activation.

**MEETINGS/BRIEFINGS:**

- Attend and participate in Management Section meetings and briefings.

**ACTION PLANNING:**

- Assist the EOC Director in developing Management objectives for the EOC Action Plan.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- Be sure that all documentation is being properly maintained by EOC personnel.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES: (None applicable to this checklist)**

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Verify that requests for assistance have been received by the Los Angeles County Operational Area.

**ONGOING ACTIVITIES:**

- Assist the EOC Director and the Management and General Staff in developing an overall strategy including:
  - Assessing the situation
  - Defining the problem
  - Establishing priorities
  - Estimating the incident duration
- Assist the Planning/Intelligence Section in the development, continuous updating and implementation of the EOC Action Plan.
- Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Monitor performance of EOC personnel for signs of stress. Make recommendations to the EOC Director regarding the need for Crisis Intervention Team services.
- Ensure that all necessary communications have been established.
- Coordinate and monitor all EOC visitations.
- Coordinate all EOC functions with neighboring jurisdictions, the Los Angeles County Operational Area and other support and response organizations.



**SAFETY OFFICER****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in a safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC Responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

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- Assist in shift change issues.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- 
- Attend and participate in Management Section meetings and briefings.

**ACTION PLANNING:**

- 
- Assist the EOC Director in developing Management objectives for the EOC Action Plan.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.
- Coordinate with Compensation/Claims Unit in the Finance Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

**POLICIES: (None applicable to this checklist)****RESOURCES:**

- 
- Review Resources in Common EOC Responsibilities on page 36.

**ONGOING ACTIVITIES:**

- Tour the entire facility area and determine the scope of on-going operations.
- Support Safety Officers at school sites to ensure safety of field operations for staff and students.

- Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- Be familiar with particularly hazardous conditions in the facility.
- Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water potability, etc.).
- If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks. (duck, cover and hold-on.)
- Keep the EOC Director advised of safety conditions.

**PUBLIC INFORMATION OFFICER**

**SUPERVISOR:** EOC Director

**PRIMARY RESPONSIBILITIES:**

- Obtain policy guidelines from the EOC Director with regard to media releases.
- Handle all media inquiries and requests for interviews.
- Coordinate with school site Incident Commanders or field PIOs and responding agencies to determine appropriate release of information.
- Develop key messages.
- Provide timely and accurate official statements, news releases, fact sheets, website notices and letters to families and staff as events unfold.
- Coordinate LAUSD activity in a Joint Information Center (JIC), if one is activated.
- Control and correct misinformation and rumors.

**RESPONSIBILITIES:**

Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

In coordination with on-scene PIOs and the PIOs at the City and County EOCs, consider the need to establish a JIC or participate in the JIC if one is established.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**  
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- Review Common EOC Responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section. (Note: In a large-scale event, providing public information will exceed the capabilities of a single individual. The public information function may grow to a team effort).
- Organize staffing and equipment to handle media calls.
- Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information.

**NOTIFICATIONS:**

- Notify EOC sections and PIO's in the field that the PIO function has been established in the EOC. Distribute PIO phone numbers and contact information.
- Notify local media of PIO contact numbers.

- Notify the Op Area JIC that the PIO function has been established and provide PIO contact numbers.

**MEETINGS/BRIEFINGS:**

- Attend all Section meetings and briefings.
- Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- Arrange for meetings between media and District officials or incident level PIOs for information on specific incidents.
- Periodically prepare briefings for the Superintendent or Board of Education, as needed and directed by the EOC Director.

**ACTION PLANNING:**

- Assist in developing Management function objectives for the EOC Action Plan.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- Maintain file copies of all information releases.
- Ensure file copies are maintained of all information released and posted in the EOC.
- Provide copies of all releases to the EOC Director.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES:**

- Implement PIO/media procedures.
- Obtain approval from the EOC Director for the release of all information.

**ONGOING ACTIVITIES:**

- Coordinate all media events with the EOC Director.
- Secure guidance from the EOC Director regarding the release of available information.
- Ensure that all LAUSD staff is aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director and school site PIO before releasing information to the media.
- Respond to all information requests.
- Keep the EOC Director advised of all unusual requests for information and of all major, critical or unfavorable media comments.
- Coordinate with Incident Commanders and field PIOs to work with the media at incidents.
- Coordinate with an activated Op Area JIC to:
  - Ensure coordination of local, state and federal and the private sector public information activities.

- Get technical information (health risks, weather, etc.).
- Consider sending a District PIO representative to the Op Area JIC.
- Consider establishing a media information center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing. If there are multiple local, state and federal agencies involved, consider establishing a JIC, or if a JIC is established, designate staff to participate at the JIC.
- Prepare and provide approved information to the media. Post news releases in the EOC, media information center and other appropriate areas.
- Determine which radio and TV stations are operational.
- Monitor broadcast media to:
  - Get general information
  - Identify and correct inaccurate information
  - Identify and address any rumors
- Broadcast emergency information/updates through:
  - Local Cable Channel KLCS
  - Website
  - Hotline
  - Blackboard Connect
  - Social Media
  - Other
- Carry a recording device to record all interviews that you give.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest needed for PIO tasks. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.
- Provide escort service, as appropriate, to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, EOC Coordinator and Policy Group.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Warn all non-English speaking and deaf and hard of hearing persons of the emergency situation/hazard by:
  - Using bilingual employees whenever possible
  - Translating all warnings, written and spoken, into appropriate languages
  - Contacting media outlets (radio/television) that serve the languages you need
  - Utilizing 9-1-1 translation and video services to contact the deaf

- Issue timely and consistent advisories and instructions for life safety, health and assistance through media and printed material. (See Support Documents, the Public Information Officer for specific information).
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.

**AGENCY LIAISON****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- Coordinate and communicate between District EOC and other agencies.
- Initiate and maintain contact with the appropriate cities and the Los Angeles County Office of Emergency Management and partner agencies.

**RESPONSIBILITIES:**

Serve as the point of contact for all outside Agency Representatives.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC Responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC
  - They understand their assigned function
  - They know their work location
  - They understand EOC organization and floor plan (provide both)
- Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented
- Respond to requests for liaison personnel from other agencies.
- Know the working location of any Agency Representative assigned directly to a branch/group/unit.
- Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.

**NOTIFICATIONS:**

- Notify pre-identified outside agency representatives that the EOC has been activated. Request an Agency Representative, as appropriate.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.

**MEETINGS/BRIEFINGS:**

- Attend and participate in Management Section meetings and briefings.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Provide periodic update briefings to Agency Representatives as necessary.

**ACTION PLANNING:**

- Assist in developing Management function objectives for the EOC Action Plan.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES: (None applicable to this checklist)****RESOURCES:**

- Review Resources in Common EOC responsibilities on page 36.
- Determine status and resource needs and availability of other agencies.

**ONGOING ACTIVITIES:**

- Provide EOC organization chart, floor plan and contact information to all Agency Representatives.
- Obtain any situation information from outside agencies that may be useful to the EOC.
- Act as liaison with county, state or federal emergency response officials and other agency personnel.
- Direct any requests for agency information to that agency representative.
- Respond to requests from sections and branches/groups/units for agency information. Direct requesters to appropriate Agency Representatives.



**SCHOOL SITES LIAISON****SUPERVISOR: EOC Director**

- Coordinate and communicate between District EOC, school sites and Local Districts.
- Support school sites and Local Districts with emergency operations.

**PRIMARY RESPONSIBILITIES:**

Serve as the point of contact for all Local Districts.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC Responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS:**

- Notify Local District Superintendents that the EOC has been activated.
- Determine if there are communication problems in contacting Local District Superintendents. Provide information to the Information Systems Branch of the Logistics Section.

**MEETINGS/BRIEFINGS:**

- Attend and participate in Management Section meetings and briefings.
- Brief Local District Superintendents on current LAUSD situation and priorities. Provide periodic update briefings to Local District Superintendents as necessary.

**ACTION PLANNING:**

- Assist in developing Management function objectives for the EOC Action Plan.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- Compile a Status Report for each of the Local Districts and make this report available to the Planning Section, Situation Status Unit (**Support Documentation, Local District Status Report**).
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**POLICIES: (None applicable to this checklist)**

**RESOURCES:**

- Review Resources in Common EOC responsibilities on page 36.
- Provide resource support to Local Districts.
- Receive any resource requests from Local Districts and pass them on to Logistics in the EOC.

**ONGOING ACTIVITIES:**

- Obtain status information from each of the Local Districts at regular intervals.
- Act as liaison between the LAUSD EOC and the Local District Superintendents.
- Respond to requests from sections and branches/groups/units for Local District information.

**DISTRICT REPRESENTATIVE AT CITY/COUNTY EOC****SUPERVISOR: EOC Director**

- Report to the City/Operational Area EOC to represent the District.
- Speak for the District within established limits.

**PRIMARY RESPONSIBILITIES:**

Represent the District in the City/County EOC when it is activated. Ensure coordination and communication between the City/County and the District is maintained.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC Responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS:**

- Notify District EOC when you have arrived to the City/County EOC.

**MEETINGS/BRIEFINGS:**

- Attend and participate as a representative of the District in the City/County meetings and briefings, as appropriate. Be prepared to provide update briefings about District's activities and priorities at these meetings.
- Brief City/County EOC on current LAUSD situation and priorities. Provide periodic update briefings, as necessary.

**ACTION PLANNING:**

- Assist in City/EOC Action Planning issues involving LAUSD.

**DOCUMENTATION:**

- Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- Provide personnel and equipment time records to the LAUSD EOC Director at the end of each work shift.

**POLICIES: (None applicable to this checklist)**

- Policy Bulletin 6084.0, Use of School Facilities in an Emergency or Disaster Situation.

- Policy Bulletin 6113.0, Use of District Facilities by Law Enforcement Agencies During Non-Emergency Situations.

**RESOURCES:**

- Assist the City/County EOC with any resource requests that LAUSD may be able to provide.

**ONGOING ACTIVITIES:**

- Keep up to date on the general status of District resources and activity.
- Keep the District apprised of City/EOC status and priorities.

**LEGAL OFFICER****SUPERVISOR:** EOC Director**PRIMARY RESPONSIBILITIES:**

- Prepare legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency.
- Commence legal proceedings as needed.
- Participate as a member of the EOC management team when requested by EOC Director.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- Review Common EOC Responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Determine 24-hour staffing requirements and request additional support as required.

**NOTIFICATIONS: (None applicable to this checklist)****MEETINGS/BRIEFINGS:**

- Attend Management Section meetings and briefings as requested.

**ACTION PLANNING:**

- Assist in developing Management function objectives for the EOC Action Plan.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- Prepare legal documents required by the Board of Education and the EOC Director.
- Prepare documents relative to the demolition of hazardous structures or conditions.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

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**OPERATIONS SECTION**

The Operations Section Coordinator, a member of the General Staff, is responsible for the management of all operations directly applicable to the overall safety and welfare of all students and staff. The Operations Section supports school sites that have activated an Incident Command Post (ICP). The Operations Coordinator activates and supervises organizational elements in accordance with the EOC Action Plan and directs its execution. Organizational elements that may be activated by the Operations Section Coordinator include:

- Health and Welfare Branch
  - Care and Shelter Unit
  - Medical Health Unit
  - Mental Health Unit
  - Special Needs Unit
- Law Enforcement Branch
- Maintenance and Operations Branch

The Operations Section Coordinator may activate additional branches as necessary to fulfill an expanded role.

**Operations Section Coordinator**

The Operations Section Coordinator is responsible for coordinating LAUSD operations in support of the emergency response through implementation of the EOC Action Plan and for coordinating all requests for mutual aid and other operational resources with the Logistics Coordinator. The Coordinator is responsible for:

- Understanding the current situation
- Predicting probable resource needs
- Preparing alternative strategies for procurement and resources management

**Health and Welfare Branch**

The Health and Welfare Branch is responsible for health and welfare services for District staff and students. The Health and Welfare Branch will oversee the Care and Shelter Unit, Medical/Health Unit, Mental Health Unit and the Special Needs Unit. The Branch will coordinate the care giving activities through resources available within the District, or by obtaining such services as required through agreements and/or established mutual aid programs.

**Care and Shelter Unit**

The Care and Shelter Unit is responsible for providing care and shelter for students and will coordinate efforts with the American Red Cross and other volunteer agencies, as appropriate.

**Medical/Health Unit**

The Medical/Health Unit coordinates activities of District medical resources and supports school sites with their medical/health needs.

**Mental Health Unit**

The Mental Health Unit coordinates Crisis Intervention Team requests and acquires additional Mental Health resources through mutual aid.

**Special Needs Unit**

The Special Needs Unit coordinates and communicates with each Local District to ensure that the special need students and staff are supported and cared for during the response.

**Law Enforcement Branch**

The Law Enforcement Branch is responsible for the safety and security of staff and students. The Law Enforcement Branch will interface with LASPD Dispatch to coordinate and support evacuations, enforcing laws and emergency orders, supporting safe traffic routes, security services and liaise with local law enforcement agencies for all District schools and centers.

**Maintenance and Operations Branch**

The Maintenance and Operations Branch oversees the District's physical properties: schools, facilities, centers, warehouses, etc., and for ensuring all District structures are evaluated that may have been damaged in an incident. The Maintenance and Operations Branch is also responsible for overseeing the inspection of District structures' utility systems, i.e., gas, water, and electric, and for supporting debris removal operations at school sites.

**Utilities Unit**

Utilities Unit oversees the maintenance operations for all District facilities and will assist the Maintenance and Operations Branch with the inspection of District structures. Utilities Unit is also responsible for overseeing the inspection of District structures' utility systems, i.e., gas, water, and electric, and for supporting debris removal operations at school sites.



**OPERATIONS SECTION COORDINATOR****SUPERVISOR: EOC Director**

- Provides the overall coordination and leadership for the District's emergency response operations.
- Leads the Operations Section in the development and implementation of the EOC Action Plan.
- Approves resource requests before they are forwarded to Logistics.

**PRIMARY RESPONSIBILITIES:**

Coordinate all LAUSD operations in support of the emergency response through implementation of the EOC Action Plan. The Operations Coordinator will ensure that LAUSD response activities are coordinated with each school site that has activated an Incident Command Post.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ACTIVATION:**

- As appropriate, respond to the EOC.
- Determine the operational status and appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for initial activation of the EOC

**START-UP:**

- Direct the implementation of the District's Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
  - Health and Welfare Branch
    - Care and Shelter Unit
    - Medical Health Unit
    - Mental Health Unit
    - Special Needs Unit

- Law Enforcement Branch
  - Maintenance and Operations Branch
- Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

**NOTIFICATIONS:**

- Notify EOC Director when your Section is fully operational.
- Ensure all Branches have established communications with their Department Operations Centers or field operations.

**MEETINGS/BRIEFINGS:**

- Brief new or relief personnel in your Branch. Briefings should include:
- Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.
- Meet with other activated Section Coordinators.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.

**ACTION PLANNING:**

- Participate in the EOC Director's action planning meetings.
- Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Operations Section objectives. (See Support Documentation – Action Planning.)
- Work closely with Logistics Section-Information Systems Branch in the development of a Communications Plan.
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Provide copies of any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

**ONGOING ACTIVITIES:**

- Receive, evaluate, and disseminate information relative to the Operations of the disaster/emergency.
- Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
- Coordinate with School Sites Liaison in Management to support any field activities.
- Coordinate fire and hazmat services with the appropriate fire agency.
- Direct Operations Branch Coordinators to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch-related items of interest should be recorded on an Incident Report.
- Coordinate the activities of all departments involved in the operations.
- Provide all relevant emergency information to the Public Information Officer.
- Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditure.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Determine resources committed and resource needs.
- Identify, establish, and maintain staging areas for Operations-related equipment and personnel that come through Mutual Aid, as needed. Authorize release of equipment and personnel to incident commanders in the field.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

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**HEALTH AND WELFARE BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator**

- Identify the Health and Welfare needs of the District.
- Support school sites with their Health and Welfare needs.
- Oversee and support the Care and Shelter Unit, the Medical Health Unit, the Mental Health Unit and the Special Needs Unit.

**PRIMARY RESPONSIBILITIES:**

The Health and Welfare Branch is responsible for health and welfare services for District staff and students. The Branch will coordinate the care giving activities through resources available within the District, or by obtaining such services as required through agreements and/or established mutual aid programs.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Prepare objectives for the Health and Welfare Branch. Forward these to the Planning/Intelligence Section.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Review and approve situational reports originating within the Branch.
- Provide the Operations Sections coordinator and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch operational status periodically during the operational period or as requested.

**ONGOING ACTIVITIES:**

- Coordinate and support the Care and Shelter Unit, the Medical Health Unit, the Mental Health Unit and the Special Needs Unit.
- Maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Health and Welfare Branch related items of interest should be recorded on an Incident Report.
- Provide all relevant emergency information to the Operations Section Coordinator and the Public Information Officer.
- Ensure that intelligence information is made available to the Operations Section Coordinator and the Planning/Intelligence Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Operations Section Coordinator and the Finance/Administration Section, i.e., notification of any emergency expenditure

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Estimate need for mutual aid.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.

**CARE AND SHELTER UNIT LEADER****SUPERVISOR: Health and Welfare Branch Director**

- Identify the Care and Shelter needs of the District.
- Support school sites with their Care and Shelter needs.
- If a community shelter is going to be established at a District facility, coordinate with the American Red Cross to identify facilities for disaster victims. Periodically receive status report from schools set up as public shelters.
- Work with the PIO to inform parents about school shelter operations.

**PRIMARY RESPONSIBILITIES:**

Coordinate all Care/Shelter Unit operations through implementation of the EOC Action Plan.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS:**

- If a District facility is being used as a community shelter, contact the American Red Cross and request an ARC liaison for the District's EOC.
- If the school district is opening a shelter for its students, inform the American Red Cross and the appropriate city EOC and the Los Angeles County Operational Area EOC that you are the Care and Shelter Unit Leader for the District.

**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.

- Ensure schools with shelter operations make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any District expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.

**ONGOING ACTIVITIES:**

- Identify the care and shelter needs in coordination with the other Operations Branches.
- Coordinate inspection of each shelter site to ensure that all areas used for shelter operations are safe. Block off unsafe areas. Coordinate with Maintenance and Operations Branch.
- Support student care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.) at each school site.
- Contact the appropriate City EOC and the Los Angeles County Operational Area EOC at least twice daily to report student shelter status, population and needs.
- Inform the Public Information Officer of shelter locations and of student request and release procedures.
- Ensure that all Care and Shelter supplies used and ordered are documented. Remind schools to keep receipts of food delivered.
- If any community shelters have been established at District facilities or school sites, coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with the appropriate City EOC and the Los Angeles County Operational Area EOC.

**RESOURCES**

- Review Resources in Common EOC Responsibilities on page 36.
- Coordinate with the Personnel Unit of the Logistics Section to recall District staff to assist with shelter functions including basic first aid, shelter and feeding of students and sanitation needs.
- Coordinate with the Information Systems Branch of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of school shelterees, if relocation is necessary.
- Assist schools to ensure adequate food supplies, equipment and other supplies for sheltering students/staff. Ensure there are some foods and beverages available for people with dietary restrictions. Coordinate procurement and distribution through the Food Services Unit of the Logistics Section.



**MEDICAL/HEALTH UNIT LEADER****SUPERVISOR: Health and Welfare Branch Director**

- Inform and advise the Operations Section Coordinator.
- Support first aid, triage and morgue operations throughout the District.
- Assess medical casualties and needs of the District. (Number of injuries and/or deaths).
- When staff or students are transported to healthcare facilities coordinate with health care facilities and ambulance services to keep track of where patients are going.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

**PRIMARY RESPONSIBILITIES:**

Coordinate/support all Medical/Health Branch operations identified in the EOC Action Plan.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):**

- Establish communications with appropriate City/County EOCs to assess the county's medical/health status of local hospitals and resources.

**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Complete a Medical/Health Status Report Summary and provide the Health and Welfare Branch Director with an overall summary of Medical/Health operations periodically, or as requested.

**ONGOING ACTIVITIES:**

- Assist school sites with arranging emergency medical and hospital care for victims, and supplemental medical supplies, if necessary.
- Compile information regarding number and location of casualties that require hospitalization from each school site.
- In conjunction with the Care and Shelter Branch, support school site shelters to establish and staff medical care stations, as appropriate.
- Coordinate with the Medical/Health Branch of the Los Angeles County Operational Area EOC in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas, if necessary.
- When staff or students are transported to healthcare facilities, coordinate with school sites to compile a master listing of patients and the receiving healthcare facility.

**RESOURCES**

- Review Resources in Common EOC Responsibilities on page 36.
- Coordinate with the Personnel Unit of the Logistics Section to obtain additional health/medical personnel, supplies or equipment.

**MENTAL HEALTH UNIT LEADER****SUPERVISOR: Health and Welfare Branch Director**

- Inform and advise the Operations Section Coordinator.
- Coordinate Crisis Intervention Team services throughout the District and support the Crisis Intervention Teams in field as necessary.
- Assess crisis intervention needs of the District.

**PRIMARY RESPONSIBILITIES:**

Coordinate/support all Crisis Intervention Team operations identified in the EOC Action Plan.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Complete a Mental Health Status Report Summary and provide the Health and Welfare Branch Director with an overall summary of Mental Health operations periodically, or as requested.

**ONGOING ACTIVITIES:**

- Determine the District-wide need for crisis intervention for staff, students and parents to deal with emotional and psychological aftermath. Coordinate any resource needs with the Logistics Section.
- Coordinate with Planning for long-term recovery for mental health support.

- Assist school sites with arranging psychological support, if necessary, with the following activities:
  - Finding locations for Crisis Intervention Team services if current counseling sites exceed the demand
  - Providing Crisis Intervention Team personnel
  - Providing support personnel to assist with provision of Crisis Intervention Team services
  - Providing services in other languages as needed
  - Identifying and contacting high risk students, staff and personnel

#### **RESOURCES**

- Review Resources in Common EOC Responsibilities on page 36.
- Coordinate with the Personnel Unit of the Logistics Section to obtain additional crisis intervention personnel, supplies or equipment.

**SPECIAL NEEDS UNIT LEADER****SUPERVISOR: Health and Welfare Branch Director**

- Inform and advise the Operations Section Coordinator on access and functional needs related to communications, medical, independence, supervision and transportation.
- Coordinate with Local District to support the safety and well-being of all students and staff in the District that may have access and functional needs.

**PRIMARY RESPONSIBILITIES:**

The Special Needs Unit coordinates and communicates with each Local District to ensure that the students and staff with access and functional needs are supported and cared for during the response.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Complete a Special Needs Status Report Summary and provide the Health and Welfare Branch Director with an overall summary of Special Needs operations periodically, or upon request.

**ONGOING ACTIVITIES:**

- Establish contact and maintain communications with the Special Education Administrator at each Local District impacted by the disaster and identify and ascertain status of staff and students with access and functional needs.
- Assist school sites with arranging support for staff and students with access and functional needs, if necessary.
- Determine number and location of students and staff with access and functional needs that require specialized assistance. Consider the following access and functional needs categories:
  - Communication – Some staff and students may not be able to hear announcements, see signs, understand messages or verbalize their concerns.
  - Medical – Some staff and students may need assistance with chronic, terminal or other health conditions requiring ongoing treatment, medications, IV therapy, catheters, tube feeding, dialysis, oxygen, or operating life sustaining equipment.
  - Independence – Some staff and students may need assistive devices and/or equipment to maintain their independence, i.e., wheelchairs, walkers, canes, crutches, communication aids, medical equipment, diapers, feeding support, medical protocols and service animals, etc.
  - Supervision – Some staff and students may need to be in a supervised setting due to psychiatric conditions (such as dementia, Schizophrenia, depression or other mental illness), brain injury, and intellectual disability or become anxious due to the trauma of the disaster or worsen due to the lack of medications.
  - Transportation – Some staff and students may have mobility issues.
- Coordinate provision of medical assistance with Medical/Health Branch.
- If transportation of student population is necessary, coordinate with the Logistics Section (Transportation Unit) to ensure students and staff with access and functional needs can safely be transported.

**RESOURCES**

- Review Resources in Common EOC Responsibilities on page 36.
- Coordinate with the Logistics Section (Personnel Unit) to obtain additional personnel to assist students and staff with access and functional needs.

**LAW ENFORCEMENT BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator**

- Informs and advises the Operations Section Coordinator.
- Coordinates and supports the activities of the Law Enforcement Branch.
- Oversees the mobilization of officers and staff for field operations.
- Coordinates and supports evacuations, enforces laws and emergency orders, establishes safe traffic routes, security services and traffic control operations to protect life and property.
- Assumes responsibility in the event the County Coroner is unable to respond.  
(In a wide-scale disaster within Los Angeles County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond. Law Enforcement will proceed only with the instructions and authorization of the County Coroner. (Los Angeles School Police Department has no investigative authority over dead body investigations, collection or transport, nor collection of body parts or disposing of tissue remains. These activities shall be a function of the local law enforcement agency unless specifically guided by them or if Los Angeles School Police are part of a mutual aid configuration. Under all circumstances Los Angeles School Police will protect the scene and evidence until relieved by respective Law Enforcement Agency or on-scene Coroner).

**PRIMARY RESPONSIBILITIES:**

The Law Enforcement branch is responsible for the safety and security of staff and students.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):**

- Establish and maintain communications with dispatch center and with Law Enforcement command personnel in the field to support field operations.

**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Prepare objectives for the Law Enforcement Branch. Forward these to the Planning/Intelligence Section.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Review and approve situational reports originating within the Branch.
- Provide the Operations Sections coordinator and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operational status periodically during the operational period or as requested.

**ONGOING ACTIVITIES:**

- Coordinate and support all Law Enforcement Branch activities in the field.
- Coordinate with the School Sites Liaison in Management to assist Local Districts and school sites with evacuations, crowd control, traffic control, and sealing off any danger areas.
- Assist appropriate Fire Department with any fire, hazardous materials, search and rescue operations, as appropriate.
- If needed, consider developing an overall traffic control plan to address traffic flow pattern, routing exiting traffic to clear access for emergency vehicles or remove students, staff, and visitors from unsafe areas. Coordinate with the Transportation Unit if transportation resources are needed.
- As requested, provide security for any critical facilities, supplies or materials.

**RESOURCES**

- Review Resources in Common EOC Responsibilities on page 36.
- Identify and ascertain status of available Law Enforcement personnel.
- Coordinate all Mutual Aid resource requests for additional law enforcement personnel.
- Coordinate with the Logistics Section (Procurement Unit) to obtain additional supplies or equipment.



**MAINTENANCE AND OPERATIONS BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator**

- Informs and advises the Operations Section Coordinator.
- Coordinates the immediate inspection for re-occupancy of District facilities with the Facilities Department Operations Center (DOC).
- Coordinates investigation and safety assessment of damage to buildings, structures and property within the District for the purpose of:
  - Identifying life-threatening hazardous conditions for immediate abatement.
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  - Determining the cost and percentage of damage to all buildings, structures and properties in coordination with the Finance Section.
- Provides safety assessment information and statistics to the Planning/Intelligence Section (Situation Unit).
- Reports damages to the Division of the State Architect (DSA) via the Los Angeles County Office of Education.
- Coordinates damage reports from schools and Local Districts.

**PRIMARY RESPONSIBILITIES:**

The Maintenance and Operations Branch Director is responsible for ensuring all district structures are evaluated that may have been damaged in an incident. Whether school buildings are used to shelter the student population or as community shelters, questions about the structural and nonstructural safety of the buildings must be resolved before a decision is made to occupy the buildings.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):**

- Establish and maintain communications with Department Operations Center (DOC).
- Notify DSA that District is initiating safety inspections.

**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Prepare objectives for the Maintenance and Operations Branch. Forward these to the Planning/Intelligence Section.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Provide the Operations Sections coordinator and the Planning/Intelligence Section with an overall summary of Maintenance and Operations Branch operational status periodically during the operational period or as requested.
- Activate data tracking system to document and report safety assessment information and forward to the Planning/Intelligence Section (Situation Unit).
- Provide school inspection reports to the DSA via the Los Angeles County Office of Education.

**ONGOING ACTIVITIES:**

- Coordinate damage assessment inspection of all district facilities with the Facilities DOC.
- Coordinate safety inspections and ensure inspections are performed according to: 1) Post-Earthquake Damage Evaluation and Reporting Procedures: A Guidebook for California Schools, and 2) Post-Earthquake Damage Evaluation for California Schools: A Training Program.
- Assess the need to require potentially unsafe facilities to be vacated.
- Provide structural evaluation of mass care and shelter facilities for the Care and Shelter Branch, prioritized with those being used to house students first, then sites of desired community shelters.
- Evaluate conditions and advise the EOC Director and Legal Adviser of any conditions and actions which might result in liability – e.g. oversights, improper response actions, etc.

**RESOURCES**

- Review Resources in Common EOC Responsibilities on page 36.
- Arrange for additional necessary communications equipment from Logistics Section (Communications Unit) and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- After completion of the safety/damage survey, develop a preliminary estimate of the need for additional mutual aid assistance.
- Coordinate mutual aid requests from the District for safety inspectors.

**UTILITIES UNIT LEADER**

**SUPERVISOR:** Maintenance and Operations Branch Director

- Inform and advise the Maintenance and Operations Branch Director.
- Coordinate with the Maintenance and Operations DOC.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.
- Support school sites with the inspection of their utility systems, when necessary.
- Assist with closing off areas and debris clearance.

**PRIMARY RESPONSIBILITIES:**

Coordinate and support all Maintenance and Operations activities. Coordinate the inspection and repair of utility systems and cleanup operations throughout all of the District facilities.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):**

- Establish and maintain communications with Facilities/Maintenance and Operations DOC.
- Support Maintenance and Operations DOC to establish contact with various utility companies, as necessary (see Essential Contacts List in the Appendices).

**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Coordinate with the Maintenance and Operations Branch to objectives for the Maintenance and Operations Branch. Forward these to the Planning/Intelligence Section.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.

- Provide the Maintenance and Operations Branch an operational status report of the Maintenance and Utilities Unit periodically during the operational period or as requested.

**ONGOING ACTIVITIES:**

- Support Maintenance and Operations Branch with the investigation and safety assessment of damage to buildings, structures and property.
- Coordinate inspection of all utility systems with Maintenance and Operations DOC.
  - Gas
  - Electricity
  - Water
  - Phone lines
  - Data lines
- Support ITD Telecommunications DOC to coordinate telephone utility requirements with telephone services.
- Support Maintenance and Operations DOC to schedule all utility repairs as directed by the EOC.
- Coordinate Maintenance and Operations DOC to ensure field crews report immediately any chemical, electrical hazard or other hazard:
  - Transformer leaks
  - Broken high voltage electric lines
  - Electric substation damage
  - Ruptured gas lines
  - Ruptured sewage lines
- Ensure that all potable water supplies remain safe, and free from contaminants.
- Ensure that sanitation systems are operating effectively and not contaminating water supplies.

**RESOURCES**

- Review Resources in Common EOC Responsibilities on page 36.

**PLANNING/INTELLIGENCE SECTION**

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. As the need arises, the following Units may be activate:

- Resources Unit
- Situation Status Unit
- Documentation Unit
- Recovery and Demobilization Unit
- Advance Planning Unit

**Planning/Intelligence Section Coordinator**

The Planning/Intelligence Section Coordinator is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. The Planning/Intelligence Section Coordinator is also responsible for overseeing all demobilization post-disaster.

**Resources Unit**

The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit cooperates closely with the Operations Section (to identify resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

**Situation Status Unit**

The Situation Status Unit is responsible for the collection and organization of incident status and situation information and for maintaining detailed records of safety/damage assessment information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

**Documentation Unit**

The Documentation Unit is responsible for initiating and coordinating the preparation of LAUSD’s EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

**Recovery and Demobilization Unit**

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

**Advance Planning Unit**

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods (usually 24-72 hours ahead of current operational period) and for preparing reports and briefings for use in strategy and/or planning meetings.

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**PLANNING/INTELLIGENCE SECTION COORDINATOR****SUPERVISOR: EOC Director**

- Ensure that the following Planning/Intelligence functions are performed:
  - Establish and ensure a planning cycle in being followed.
  - Collecting, analyzing and displaying situation information.
  - Preparing periodic situation reports
  - Initiating and documenting the District's EOC Action Plan and After-Action/Corrective Action Report
  - Resource Tracking
  - Advance planning
  - Planning for demobilization

**PRIMARY RESPONSIBILITIES:**

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ACTIVATION:**

- As appropriate, respond to the EOC.
- Determine the operational status and appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for initial activation of the EOC.

**START-UP:**

- Oversee the development of the District's Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
  - Resource Status Unit
  - Situation Analysis Unit
  - Documentation Unit
  - Recovery and Demobilization Unit



- Advance Planning Unit
  - Technical Specialist
- Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

**NOTIFICATIONS:**

- Notify EOC Director when your Section is fully operational.

**MEETINGS/BRIEFINGS:**

- Brief new or relief personnel in your Section. Briefings should include:
- Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function and/or geographical assignment
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements as appropriate
  - Procedural instructions for obtaining additional supplies, services, and personnel
  - Identification of operational period work shifts
- Meet with other activated Section Coordinators.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

**ACTION PLANNING:**

- Coordinate with the EOC Director to facilitate the action planning meetings.
- Work closely with the Section Coordinators in the development of the EOC Action Plan. Ensure the development of Planning Section objectives. (See Support Documentation – Action Planning.)
- Work closely with Logistics Section-Information Systems Branch in the development of a Communications Plan.
- Work closely with each Unit leader to ensure Planning Section objectives as defined in the current EOC Action Plan are being addressed.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).

- Working with the EOC Management Team and the Documentation Unit (if activated), prepare an EOC Action Plan to identify priorities and objectives. (See Support Documentation-Action Planning.)
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Provide copies of any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

**ONGOING ACTIVITIES:**

- Ensure that the Situation Analysis Unit is compiling situation analysis information on the impact of the emergency from the following sources:
  - School Sites Liaison in Management (school sites are reporting information to this position)
  - Health and Welfare Branch
  - Law Enforcement Branch
  - Maintenance and Operations Branch
  - Cities impacted by the disaster
  - Los Angeles County Office of Emergency Management
  - Utility companies (for information not gathered from the Maintenance and Operations Branch)
  - American Red Cross
  - Media (Radio and Television)
- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, LAUSD EOC staff, Board of Education, cities impacted by the disaster, Los Angeles County Office of Emergency Management, other partner agencies and the parents, as appropriate.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Begin planning for recovery.

**RESOURCES UNIT**

*If the Planning/Intelligence Coordinator assigns a Resource Unit Leader, these tasks will be performed by that person. If a Resource Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).

**ONGOING ACTIVITIES:**

- Direct the collection, organization and display status of critical resources to include allocation, deployment and staging areas.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status (if activated) as requested and written status reports on resource allocations as requested by the Section Coordinators.
- Assist in strategy planning based on the evaluation of resource allocations, resources en-route and projected resources shortfalls.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Establish a reporting procedure for resources at specified locations.
- Develop a system to track resources deployed for disaster response.
- Maintain a master list of all resources deployed.
- Ensure that available resources are not overlooked by the EOC Operations Section staff and assist in preparation of the EOC Action Plan.
- Make recommendations to the EOC Logistics Section Coordinator of resources that are not deployed or should be deactivated.

**SITUATION ANALYSIS UNIT**

*If the Planning/Intelligence Coordinator assigns a Situation Analysis Unit Leader, these tasks will be performed by that person. If a Situation Analysis Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- As appropriate, assign “field observers” or utilize staff within the Operations Section in the EOC to facilitate the gathering of information.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning Section Coordinator.
- Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.

**ONGOING ACTIVITIES:**

- Direct the collection, organization and display of status of disaster events, including:
  - Location and nature of the disaster/emergency
  - Special hazards
  - Number of injured staff and students
  - Number of deceased staff and students
  - Road closures and disaster routes (this information may come from cities and the County)
  - Structural property damage (estimated dollar value)
  - LAUSD resources committed to the disaster/emergency
  - LAUSD resources available
  - Assistance provided by outside agencies and resources committed
  - Shelters, type, location and number of staff and students at each. Gather information regarding the number of residents being served at each community shelter established at a District facility.

- Possible Information Sources include:
  - Disaster briefings
  - EOC Action Plan
  - Section reports
  - Intelligence reports
  - School site observations (Summary Situation Status Reports). School Sites Liaison in Management is receiving Situation Status Reports from school sites.
  - Resource status reports
- Direct the collection of photographs, videos, and/or sound recordings to assist with the documentation of the incident. This may help during the reimbursement process to visualize and document the damages.
- Prepare and maintain EOC displays.
- Post to the significant events log casualty information, health concerns, property damage, size of risk area, scope of the hazard, number of students and staff being sheltered, etc.  
**Note: Casualty information cannot be released to the press without authorization from EOC Director and the Public Information Officer.**
- Coordinate casualty tracking system with the Health and Welfare Branch.
- Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the all EOC Sections.
- Provide for an authentication process in case of conflicting status reports on events.
- Meet with the PIO to determine best methods for exchanging information and providing the Situation Analysis Unit information for use in developing media and other briefings.
- Determine weather conditions, current and upcoming. Post weather information.
- Transmit any situation status reports to appropriate cities and the Los Angeles County Office of Emergency Management. (Obtain approval from the Planning/Intelligence Section Coordinator before transmitting reports.)

## RESOURCES

- Review Resources in Common EOC Responsibilities on page 36.

## DOCUMENTATION UNIT

*If the Planning/Intelligence Coordinator assigns a Documentation Unit Leader, these tasks will be performed by that person. If a Documentation Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

## ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

## NOTIFICATIONS (None applicable to this checklist):

**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning Section Coordinator.
- Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. (See Action Planning, After Action/Corrective Action Reports in the Support Documentation).

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Meet with the Planning/Intelligence Section Coordinator to determine what EOC documents should be maintained for official records.
- Coordinate documentation with the Situation Status Unit.
- Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.

**ONGOING ACTIVITIES:**

- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Ensure the development of a filing system to collect, and log forms according to procedures approved by the Planning/Intelligence Section Coordinator.
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each shift.
- Periodically collect, maintain and records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.

**RECOVERY & DEMOBILIZATION UNIT**

*If the Planning/Intelligence Coordinator assigns a Recovery & Demobilization Unit Leader, these tasks will be performed by that person. If a Recovery & Demobilization Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS:**

- Notify appropriate cities and Los Angeles County Office of Emergency Management of demobilization plan.

**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Prepare a Demobilization Plan to include the following:
  - Release plan strategies and general information.
  - Priorities for release (according to agency and kind and type of resource).
  - Phase over or transfer of authorities.
  - Completion and submittal of all required documentation.

**ONGOING ACTIVITIES:****RECOVERY**

- Identify issues to be prioritized by EOC Director on restoration of District services.
- In coordination with the Maintenance and Operations Branch of the Operations Section, establish criteria for:
  - Temporary entry of posted buildings so staff may retrieve District/personal property, as necessary.
  - Re-occupancy of posted buildings.
  - Emergency demolition of buildings/structures that are considered an immediate danger.
  - Historical buildings considered for demolition. Follow the special review process which should be adopted as part of the emergency procedures.
  - Emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures.
- In coordination with Section Coordinators, develop a plan for initial recovery operations.
- Prepare the EOC organization for transition to Recovery Operations.
- Coordinate permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- Coordinate with School Mental Health and Nursing Services for continuity of mental/emotional health support and medical support.

- Coordinate with Division of Instruction for continuity of instruction.
- Coordinate with Maintenance and Utilities Unit for debris removal and restoration of utility services.
- Coordinate with the Finance Section on applications for disaster financial assistance.
- Coordinate with District Attorney on actions, and associated liabilities; preparation of legal opinions.
- Coordinate with Superintendent's Office for continuity of operations and with the Logistics Section for communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

**DEMOBILIZATION**

- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the EOC Director and Section Coordinators to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives and partner agencies, as appropriate.
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Obtain approval of the Demobilization Plan from EOC Director. Ensure that the plan, once approved, is distributed.
- Supervise execution of the Demobilization Plan.
- Ensure all sections, branches and units understand specific demobilization responsibilities.
- Brief Planning/Intelligence Section Coordinator on demobilization progress.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- In coordination with Logistics, establish "check-in" stations, as required, to facilitate the return of supplies, equipment and other resources.
- Obtain identification and description of surplus resources.

**ADVANCE PLANNING UNIT**

*If the Planning/Intelligence Coordinator assigns an Advance Planning Unit Leader, these tasks will be performed by that person. If a Advance Planning Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):**



**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Obtain current briefing on the operational situation from the Situation Status Unit or Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Planning Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Provide reports to the Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.

**ONGOING ACTIVITIES:**

- Determine best estimate of duration of the situation from available information.
- Determine current priorities and policies from the Planning/Intelligence Section Coordinator and EOC Director.
- In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
  - Best estimate of likely situation in 36 to 72 hours given current direction and policy.
  - Determination of top priorities for actions and resources.
  - Identification of any recommended changes to EOC policy, organization or procedures to better address the possible situation.
  - Identification of any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.
- Develop specific recommendations on areas and issues that will require continuing and/or expanded District involvement.
- Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.

**LOGISTICS SECTION**

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Supply/Procurement Unit
- Personnel Unit
- Communications & Information System Unit
- Transportation Unit
- Buildings and Sites Unit
- Food Services Unit

**Logistics Section Coordinator**

The Logistics Section Coordinator is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources.

**Supply/Procurement Unit**

The Supply/Procurement Unit sets up all logistics for procurement and delivery of resources, both LAUSD resources and outside goods and services.

**Personnel Unit**

The Personnel Unit is responsible for obtaining, coordinating and allocating all mutual aid personnel support requests received; for registering volunteers as and for managing EOC personnel issues and requests.

**Communications & Information Systems Unit**

The Communications & Information Systems Unit is responsible for managing all radio, data, and telephone needs of the EOC staff.

**Transportation Unit**

The Transportation Unit is responsible for transportation of district personnel, students, equipment and supplies.

**Building and Sites Unit**

The Building and Sites Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

**Food Services Unit**

The Food Services Unit is responsible for coordinating the provision of food supplies to school sites and other District facilities, as necessary.

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**LOGISTICS SECTIONS COORDINATOR****SUPERVISOR: EOC Director**

- Coordinate the provision of logistical support for the EOC, school sites and District facilities.

**PRIMARY RESPONSIBILITIES:**

Support the response effort and oversee the acquisition, transportation and mobilization of resources.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ACTIVATION:**

- As appropriate, respond to the EOC.
- Determine the operational status and appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for initial activation of the EOC.

**START-UP:**

- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Meet with other Section Coordinators to determine what services and supplies will be needed at District facilities and school sites to care for staff and students and respond to the disaster. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
- Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
  - Supply/Procurement Unit
  - Personnel Unit
  - Communications & Information Systems Unit
  - Transportation Unit
  - Building and Sites Unit
  - Food Services Unit

- Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

**NOTIFICATIONS:**

- Notify EOC Director when your Section is fully operational.

**MEETINGS/BRIEFINGS:**

- Brief new or relief personnel in your Section. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.
- Meet with other activated Section Coordinators.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.

**ACTION PLANNING:**

- Participate in the EOC Director's action planning meetings.
- Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Logistics Section objectives. (See Support Documentation – Action Planning.)
- Coordinate with the Communications and Information Systems Unit to ensure the development of a Communications Plan for the EOC Action Plan.
- Work closely with each Unit leader to ensure Logistics Section objectives as defined in the current EOC Action Plan are being addressed.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.

- Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

**ONGOING ACTIVITIES:**

- Keep the EOC Director apprised of overall situation and status of resource requests.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Ensure internal coordination between branch/group/unit leaders.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Evaluate the need for counseling services for affected personnel, students and parents. Arrange counseling services through the Operations Section, Mental Health Unit.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Identify service/support requirements for planned and expected operations.
- Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- Receive, coordinate and process requests for resources. All resource requests need to be documented.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

**SUPPLY/PROCUREMENT UNIT**

*If the Logistics Coordinator assigns a Supply/Procurement Unit Leader, these tasks will be performed by that person. If a Supply/Procurement Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS:**

- Notify EOC Director of supply needs that exceed delegated authority. Obtain needed authorizations and paperwork.

**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- Ensure that all resource records identify scope of work and site-specific locations.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.

**ONGOING ACTIVITIES:**

- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- Meet and coordinate activities with EOC Director and determine purchasing authority to be delegated to Supplies/Procurement Unit. Review emergency purchasing and contracting procedures.
- Prepare, sign and finalize contracts that are needed for procuring resources within purchasing authority. Send documents for payment.
- Ensure that all records identify scope of work and site-specific locations for any resources procured.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Coordinate with ARC if community sheltering is occurring at District facilities to resolve problems or issues with the facility or utilities supporting the sheltering operation.
- Support activities for restoration of utilities to facilities.
- Ensure the organization, management, coordination and channeling of donations of goods from the community and volunteer groups during and following the disaster/emergency, as necessary.
- Ensure proper accounting for all new property.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding;
  - Resources readily available
  - Resources requests
  - Status of shipments

- Priority resource requirements
- Shortfalls
- Coordinate with other branches/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- Provide and coordinate with Operations Section for the allocation and distribution of utilities, fuel, other consumables and essential supplies to all school sites and District facilities with emergency operations on-site.
- Obtain and coordinate necessary medical supplies and equipment for persons with access and functional needs with the Special Needs Unit Leader, Health and Welfare Branch in the Operations Section.
- Procure/arrange for basic sanitation and health needs at student sheltering sites (toilets, showers, etc.) as requested by Operations Section.
- Determine if needed resources are available from LAUSD stocks, vendors, mutual aid sources or other sources. Arrange for delivery if available.
- Identify to the Logistics Section Coordinator any significant resource request(s) which cannot be met through local action. Suggest alternative methods to solve the problem if possible.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.

**PERSONNEL UNIT**

*If the Logistics Coordinator assigns a Personnel Unit Leader, these tasks will be performed by that person. If a Personnel Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).



**ONGOING ACTIVITIES:**

- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort.
- Maintain information regarding:
  - Personnel/volunteers processed.
  - Personnel/volunteers allocated and assigned by location.
  - Personnel/volunteers on standby.
  - Special personnel requests by category not filled.
- Ensure training of assigned response staff and volunteers to perform emergency functions.
- Obtain counseling services for staff and students through the Operations Section, Mental Health Unit.
- Coordinate feeding, shelter and care of personnel, and volunteers with the Care and Shelter Branch.
- Ensure the recruitment, registration, mobilization and assignment of volunteers.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Coordinate with the Los Angeles County Operational Area EOC for additional personnel needs.
- Coordinate the contracting of skilled labor or emergency hires for temporary services, as needed.

**COMMUNICATIONS INFORMATION SYSTEMS UNIT**

*If the Logistics Coordinator assigns a Communications and Information Systems Unit Leader, these tasks will be performed by that person. If a Communications and Information Systems Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
- Provide communications briefings as requested at action planning meetings.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.
- Coordinate with all operational units and the EOC to establish a communications plan to minimize communications issues that include radio, data and telephone needs utilizing established communications, amateur radio and volunteers.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).

**ONGOING ACTIVITIES:**

- Coordinate with all sections and branches/units on operating procedures for use of telephone, data and radio systems (includes amateur radio). Receive any priorities or special requests.
- Provide a report of the status of District communications and computing resources available for the disaster response operations. This includes:
  - Telephone (hard wire and cellular) service
  - LAUSD and school site web pages
  - Internet
  - Radios
  - Telephonic notification system
  - Outdoor loudspeakers
  - Emergency conference call bridges
- Evaluate impacts to District communications/computing services and identify communication needs between the EOC, school sites, District facilities and to appropriate cities and the County of Los Angeles.
- Coordinate frequency and network activities with the appropriate cities and Los Angeles County Office of Emergency Management.
- Establish a primary and alternate system for communications.
- Establish a plan to ensure staffing and repair of communications and computer equipment.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.

**TRANSPORTATION UNIT**

*If the Logistics Coordinator assigns a Transportation Unit Leader, these tasks will be performed by that person. If a Transportation Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.
- Establish a transportation plan for movement of:
  - Students, personnel, supplies and equipment to the EOC, school sites, and staging areas.
  - Individuals to medical facilities or shelters as requested by Operations Section.
  - Emergency workers/volunteers to and from risk area.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).

**ONGOING ACTIVITIES:**

- Coordinate with Planning/Intelligence Section to determine status of transportation system into and within the District. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- Coordinate use of disaster routes with the Operations Section.
- Coordinate with the Operations Section on the movement of students and staff that may need special transportation assistance.
- As reports are received from school sites and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- Maintain inventory of support and transportation vehicles (buses, vans, pick-up trucks, light/heavy trucks).
- Prepare schedules as required to maximize use of available transportation.

- Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Arrange for fueling of all transportation resources.

**BUILDING AND SITES UNIT**

*If the Logistics Coordinator assigns a Building and Sites Unit Leader, these tasks will be performed by that person. If a Building and Sites Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).

**ONGOING ACTIVITIES:**

- Maintain information in the Unit regarding:
  - Facilities opened and operating.
  - Facility managers.
  - Supplies and equipment at the various locations.
  - Specific operations and capabilities of each location.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.

- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- Identify communications requirements to the Communications and Information Systems Unit.
- Identify equipment, material and supply needs to the Supply & Procurement Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit.
- Coordinate evacuation schedules, as needed, and identify locations involved.
- Identify security requirements to the Law Enforcement Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Ensure that basic sanitation and health needs are met at school facilities and community shelters operating at a LAUSD facility (toilets, showers, etc.).
- Ensure that access and other related assistance for individuals with access and functional needs are provided in facilities.
- Work with Logistics Section Coordinator to evaluate whether special facilities for sheltering essential workers, employee's families and volunteers are needed.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.

**FOOD SERVICES UNIT**

*If the Logistics Coordinator assigns a Food Services Unit Leader, these tasks will be performed by that person. If a Food Services Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Logistics Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).

**ONGOING ACTIVITIES:**

- Maintain communications with Area Food Staff Supervisors.
- Ensure that Food Services complete an inventory of available food.
- Maintain an inventory of food and water.
- Determine food and water needs of District facilities and school sites.
- Coordinate with Food Services staff for the provision of food and water to District facilities and school sites, as needed.
- Ensure that any meals provided are well-balanced and meet the needs of individuals that may have special dietary requirements.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.
- Order any food and potable water from the Supply & Procurement Unit.

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**FINANCE/ADMINISTRATION SECTION**

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

- Time Keeping Unit
- Cost Accounting Unit
- Financial Recovery Unit
- Compensation Claims Unit

**Finance/Administration Section Coordinator**

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; and activates the Disaster Accounting System.

**Time Keeping Unit**

The Time Keeping Unit is responsible for tracking hours worked by paid staff, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliant to LAUSD's time keeping policy. The Time Keeping Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location.

Personnel time and equipment use records should be collected and processed for each shift as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

**Cost Accounting Unit**

The Cost Accounting Unit provides cost analysis data for the incident to help the planning and recovery efforts. They also ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

This Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. This Unit must maintain accurate information on the actual costs for the use of all assigned resources.

**Financial Recovery Unit**

The Financial Recovery Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and



departments. The Unit also acts as liaison with disaster assistance agencies. **Accurate and timely documentation is essential to financial recovery.**

**Compensation/Claims Unit**

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the LAUSD arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

**FINANCE/ADMINISTRATION SECTION COORDINATOR****SUPERVISOR: EOC Director**

- Implement a Disaster Accounting System (See Disaster Accounting System in the Supporting Documentation).
- Maintain financial records of the emergency.
- Track and record of all LAUSD staff time.
- Process worker's compensation claims received at the EOC.
- Handle travel and expense claims.
- Provide administrative support to the EOC.
- Keep the EOC Director updated on all significant financial developments.

**PRIMARY RESPONSIBILITIES:**

Supervise the financial support, response and recovery for the disaster/emergency; and activate the Disaster Accounting System.

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**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

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- Review Common EOC responsibilities on pages 35 and 36.

**ACTIVATION:**

- As appropriate, respond to the EOC.
- Determine the operational status and appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for initial activation of the EOC.

**START-UP:**

- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Review financial and administration support needs and procedures. Determine (with input from EOC Director) the level of purchasing authority to be delegated to Logistics Section.
- Authorize the use of the Disaster Accounting System. Coordinate with the Financial Recovery Unit, if activated. (**See Disaster Accounting System in the Supporting Documentation**).

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
  - Time Keeping Unit
  - Cost Accounting Unit
  - Financial Recovery Unit

- Compensation & Claims Unit
- Confirm that all key Finance Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

**NOTIFICATIONS:**

- Notify EOC Director when your Section is fully operational.

**MEETINGS/BRIEFINGS:**

- Brief new or relief personnel in your Section. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.
- Meet with other activated Section Coordinators.
- Attend periodic briefing sessions conducted by the EOC Director.
- Meet with assisting and partner agency representatives as required. (Agencies that provide essential goods and services that the District may depend on during a disaster).

**ACTION PLANNING:**

- Participate in the EOC Director's action planning meetings.
- Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Finance Section objectives. (See Support Documentation – Action Planning.)
- Provide input in all planning sessions on finance and cost analysis matters.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprised of overall financial situation.



**ONGOING ACTIVITIES:**

- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Ensure internal coordination between branch/group/unit leaders.
- Organize, manage, coordinate, and channel any donations of money received during and following the emergency.
- Make recommendations for cost savings to the EOC Director and Section Coordinators.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.

**TIME KEEPING UNIT**

*If the Finance Section Coordinator assigns a Time Keeping Unit Leader, these tasks will be performed by that person. If a Time Keeping Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Finance Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each shift (include time reports from each school site). **(See Sample Disaster Labor Record in the Support Documentation).**
  - Ensure that time reports are accurate and prepared in compliance with LAUSD policy.
  - Ensure that time reports identify scope of work and site-specific work location.
  - Ensure that time reports are signed.
  - Close out time reports prior to personnel leaving emergency assignment.
  - Maintain separate logs for overtime hours.

- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track district-owned equipment separate from rented equipment.

**ONGOING ACTIVITIES:**

- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Track all travel requests, forms, and claims.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that all volunteers maintain detailed and accurate time cards.
- Establish and maintain a file for staff time records within the first shift for each person.
- Maintain records security.
- Keep records on each shift (*Twelve-hour shifts recommended*).
- Coordinate with the Personnel Unit of the Logistics Section.
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.

**COST ACCOUNTING UNIT**

*If the Finance Section Coordinator assigns a Cost Accounting Unit Leader, these tasks will be performed by that person. If a Cost Accounting Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Finance Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Collect and record all cost data. (see Finance/Administration Support Documentation – Disaster Records and Forms)
- Maintain a fiscal record of all expenditures related to the emergency/disaster.
- Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director and Deputy EOC Director.
- Maintain cumulative emergency/disaster cost records.
- Ensure that all financial obligation documents are accurately prepared.

**ONGOING ACTIVITIES:**

- Prepare resources-use cost estimates.
- Maintain accurate information on the actual cost for the use of all assigned resources.
- With the Time Keeping Unit ensure that all pieces of equipment under contract and dedicated personnel are properly identified.
- Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- Make recommendations for cost savings to the Finance/Administration Section Coordinator.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.

**FINANCIAL RECOVERY UNIT**

*If the Finance Section Coordinator assigns a Financial Recovery Unit Leader, these tasks will be performed by that person. If a Financial Recovery Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Finance Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.
- Prepare all required documentation to recover all allowable disaster costs.
- Review the following list of items for documenting damage and repairs. These items will be needed for both insured losses and anticipated State and FEMA disaster recovery program eligible losses.
  - Photographs and sketches of damage and of completed work
  - Urgency of the project and reasons
  - Identification of all staff and equipment used in the response – time and expenses
  - Identification of all vended services used in the response – time, materials and expenses
  - Identification of all mutual aid services used in the response – time, materials and expenses
  - Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.)
  - Other data including: hazard mitigation (upgrades so that damage will not occur in future events),
  - Co-pay by cooperating agencies, public/private partnerships, etc.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator or the Cost Accounting Unit, if activated, and the EOC Director, as required.
- Work with EOC sections and appropriate departments to collect all required documentation.
- Organize and prepare records for final audit.

**ONGOING ACTIVITIES:**

- In coordination with the Finance Section Coordinator, activate/maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Inform all sections/departments that the Disaster Accounting System is to be used.
- Make decisions on cost codes and items to be tracked by the Disaster Cost Accounting System.
- Coordinate cost documentation with the school sites.
- Act as liaison disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Receive and allocate payments.
- Coordinate with the Documentation Unit of the Planning/Intelligence Section.
- At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.
- Prepare recommendations as necessary.

**RESOURCES:**



- Review Resources in Common EOC Responsibilities on page 36.

**COMPENSATION/CLAIMS UNIT**

*If the Finance Section Coordinator assigns a Compensation/Claims Unit Leader, these tasks will be performed by that person. If a Compensation/Claims Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.*

- Review Common EOC responsibilities on pages 35 and 36.

**ASSIGNMENTS/STAFFING:**

- Clarify any issues regarding your authority and assignment.

**NOTIFICATIONS (None applicable to this checklist):****MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator.

**ACTION PLANNING:**

- Attend planning meetings at the request of the Finance Section Coordinator.

**DOCUMENTATION:**

- Review Documentation and Reports in Common EOC Responsibilities on page 35.
- Open and maintain an Activity Log (See Support Documentation, Activity Log).
- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.
- Periodically review all logs and forms produced by Unit to ensure:
  - Work is complete
  - Entries are accurate and timely
  - Work is in compliance with LAUSD requirements and policies.
- Prepare claims associated with the disaster, notify and file the claims with the third party administrator, Sedgwick Claims Management Services, Inc.
- Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.

**ONGOING ACTIVITIES:**

- Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Provide report of injuries and coordinate with the District's Risk Manager for mitigation of hazards.
- Obtain all witness statements pertaining to claim and review for completeness.

**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 36.