

LOS ANGELES UNIFIED SCHOOL DISTRICT

HANDBOOK FOR EMERGENCY OPERATIONS CENTER RESPONDERS



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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.

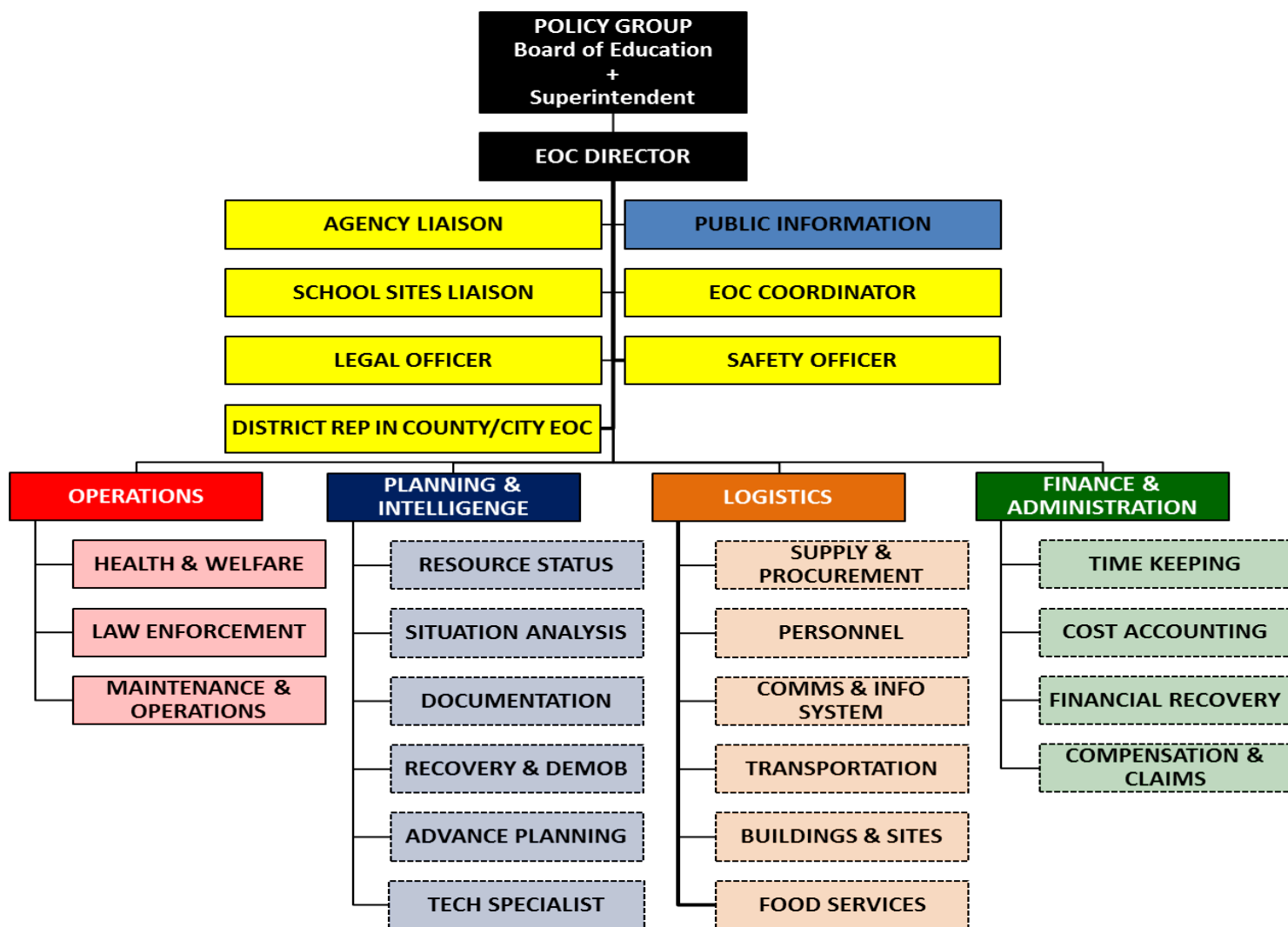
Logistics Section

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

- If the EOC is activated virtually, these steps will be modified accordingly.
- As appropriate, report to District Main EOC. When there is damage to the primary EOC, or other factors preventing safe arrival to the District Main EOC, report to the identified alternate EOC.
- Check-in upon arrival at the EOC. Ensure that your contact information is current.
- Report to your EOC organizational supervisor.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up, as necessary.
- 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.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

GENERAL OPERATIONAL DUTIES

- 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 up-to-date reports and ensure that only active, essential information is depicted on all 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, including in the ICS 214, as appropriate.
- Think ahead and *anticipate* situations and problems before they occur.
- Review your position responsibilities.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.

DOCUMENTATION AND REPORTS

- Maintain a position Activity Log. (Activity Log can be found in the Support Documentation of this Plan). Document:
 - Messages received
 - Actions taken

- Decisions documentation and justification
- Request 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. Upload documents to keep with other incident materials.
- Keep your EOC branch leader/section coordinator advised of your status and activity and on any problem areas that now need or will require solutions.
- Provide digital copies of any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.
- Ensure that all required documentation initiated during the emergency/disaster are properly prepared and completed.
- Be aware of signs of stress in yourself and other EOC responders.

RESOURCES

- Keep current on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.
- Determine resources committed and resource needs within your section/branch as appropriate. Hard copies, if any, will be submitted to your branch leader/section coordinator.

SHIFT CHANGE

- Brief incoming shift personnel for your position at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Provide incoming personnel with the next EOC Action Plan.
- Submit completed logs, sign-in/sign-out information, etc. to your EOC organizational supervisor before you leave.
- Clarify when you should return for your next EOC shift.

DEACTIVATION

- Ensure that all required forms or reports are completed and submitted to your EOC branch leader/section coordinator prior to your release and departure.
- Complete the EOC Responder Post-Incident survey.
- Determine what follow-up to your assignment might be required.

- Deactivate your position and close out logs when authorized by your EOC branch leader/section coordinator.
- Clean up area around you. Put away all office supplies and unused forms. Take all personal items from the EOC, even if you expect to return.
- Leave contact where you can be reached.
- Sign out with your supervisor and on large EOC organization/sign-in sheet if in person. If EOC is activated virtually, sign out of Veoci and complete deactivation checklist before logging off.

POLICY GROUP

The Superintendent of LAUSD serves as the head of the Policy Group which may be activated for a Level 1 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 Assistant Superintendent of School Culture, Climate, and Safety or designee.

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.

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

ACTIVATION:

- Obtain briefing from Superintendent or designee.

ONGOING ACTIVITIES:

- 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 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: Superintendent/Designee

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 (Superintendent).
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

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

- Determine the operational status and appropriate level of activation based on situation.
- As appropriate, respond to District EOC.
- Direct the implementation of the District's Emergency Operations Plan.
- Mobilize appropriate personnel for initial activation.
- Confirm that Main EOC is not damaged; if it is damaged, ensure that an alternate EOC is selected.
- Obtain briefing from available sources i.e. watch commander, field units, etc.

ASSIGNMENTS/STAFFING:

- 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 or assign responsibilities of your section not currently staffed.

NOTIFICATIONS:

- Ensure that Communications Unit ensures that telephone, radio, and data systems function to communicate with other District facilities and school sites.
- Upon EOC Activation, ensure 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 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

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:

- 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.

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:

- Confer with Safety Officer to create 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.
- Be aware of signs of stress in yourself and other EOC responders; 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 completed as assigned.
- Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

RESOURCES:

- 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 leaders 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 (AAR).
- Send EOC Responder Post-Incident Survey (for AAR) to all EOC responders.

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.

Common Coordinator Responsibilities:

- 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
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- 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.
- Brief incoming personnel in your section and identify in-progress activities which need follow-up. Briefings should include the following:
 - 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
- Be sure that all your logs and files for your section are maintained.
- Carry out responsibilities of your Section not currently staffed.

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

- Mobilize appropriate personnel for initial activation.
- Assist with determining the operational status and appropriate level of activation based on situation.
- Facilitate the implementation of the District's Emergency Operations Plan.

- As appropriate, respond to District EOC.
- Facilitate confirming that Main EOC is not damaged or inaccessible; if it is damaged, select alternate EOC and ensure that EOC responders have address and directions to the appropriate alternate EOC.
- Obtain initial briefing from available sources i.e. watch commander, field units, etc.

ASSIGNMENTS/STAFFING:

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

NOTIFICATIONS:

- Notify the Los Angeles County Operational Area and the City of Los Angeles Emergency Management Department duty officers via email of an EOC activation or deactivation.
- Notify identified District senior staff of EOC activation and 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.
- Recommend the frequency of briefings to the EOC Director.
- Ensure that a scribe is assigned within each section from existing EOC staff and documents these meetings.
- Convene planning meetings with the Policy Group and Section Coordinators, as necessary.

ACTION PLANNING:

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

DOCUMENTATION:

- Ensure that all documentation is properly maintained by EOC personnel.

RESOURCES:

- 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.
- Ensure that positions are activated and staffed as appropriate for the incident.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Make recommendations to the EOC Director regarding the need for Crisis Intervention Team services for EOC personnel.
- Ensure that communications with all necessary divisions, agencies and partners has been established and verified that the communication method functions.
- 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 as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

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:

- 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.

ONGOING ACTIVITIES:

- Tour the entire EOC area and determine the scope of on-going operations.
- Support field personnel 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 in the field and in the EOC, 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.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

ASSIGNMENTS/STAFFING:

- Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section.
- 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 local media of PIO contact numbers and District incident hotlines/webpage information.
- Notify the activated incident JIC that the PIO function has been established and provide PIO contact numbers and/or liaison to the JIC.

MEETINGS/BRIEFINGS:

- Attend all Management 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:

- Maintain file copies of all information releases.
- Ensure digital copies are maintained of all information released and posted in the EOC.
- Provide copies of all releases to the EOC Director.

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 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.
- 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 and record in Veoci.
- 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
- Record all interviews given.
 - 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 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.) 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.
 - Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

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.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

ASSIGNMENTS/STAFFING:

- Contact all on-site Agency Representatives. Make sure that each rep:
 - Signs into the EOC
 - Records their name, agency, rank, email address and cell phone number
 - Understand their assigned function
 - Knows their work location
 - Understand the EOC organization and floor plan (provide both)
 - Has the equipment and materials (laptop, internet access, etc.)
 - Obtains access to Veoci
 - Knows your name and contact information for any questions/needs
- 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.

RESOURCES:

- Determine status and resource needs and availability of other agencies.

ONGOING ACTIVITIES:

- Obtain 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

PRIMARY RESPONSIBILITIES:

- Coordinate and communicate between District EOC, Local Districts and school sites.
- Support school sites and Local Districts throughout the incident.

COMMON RESPONSIBILITIES:

- *Read Common Responsibilities to all EOC Positions Checklist.*

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

NOTIFICATIONS:

- Notify all Local District Superintendents and Local District Administrators of Operations (AOO) that the EOC has been activated and establish point of contact for updates.
- Determine if there are communication problems in contacting LD Superintendents or AOOs. 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/AOOs on current LAUSD situation and priorities. Provide periodic update briefings to Local District Superintendents, as necessary.
- Establish schedule for receiving periodic updates from Local Districts.

ACTION PLANNING:

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

DOCUMENTATION:

- Compile a Status Report for each of the Local Districts and make this report available to the Planning Section, Situation Status Unit
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

RESOURCES:

- 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 Districts.

- Provide updates and respond to requests from sections and branches/groups/units for Local District incident information.

DISTRICT REPRESENTATIVE AT CITY/COUNTY EOC

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Report to the City/Operational Area EOC to represent the District.
- Speak for the District within established limits.
- Advocate for and explain District needs and priorities, which may be different than those of the City/County.
- Ensure coordination and communication between the City/County and the District is maintained

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

NOTIFICATIONS:

- Notify EOC Coordinator 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 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/County EOC Action Planning issues involving LAUSD.

POLICIES:

- 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.
- Facilitate City/County Resource Request process for any resources that the District is requesting from City/County.

ONGOING ACTIVITIES:

- Document and keep up to date on the general status of District resources and activity.
- Keep the District appraised of City/EOC status, priorities, and requests.
- Provide City/County supporting documents to District as appropriate.

LEGAL OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Prepare legal documents and provide legal services as required.
- Maintain legal information, records, and reports regarding the emergency.
- Commence legal proceedings as needed.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

ASSIGNMENTS/STAFFING:

- Report to the EOC Director.

MEETINGS/BRIEFINGS:

- Attend Management Section meetings and briefings as requested.

ACTION PLANNING:

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

DOCUMENTATION:

- Prepare legal documents required by the Board of Education and the EOC Director.
- Provide legal opinion and review emergency documents addressing the demolition of hazardous structures or conditions, labor, privacy, Disaster Service Workers, and other concerns.

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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.

Environmental Health and Safety Unit

Environmental Health and Safety Unit provides various services to oversee the health and safety of the EOC and all responders.

OPERATIONS SECTION COORDINATOR

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- 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 Operation Section resource requests before they are forwarded to Logistics.
- The Operations Section Coordinator will ensure that LAUSD response activities are coordinated with each school site that has activated an Incident Command Post.

COMMON COORDINATOR RESPONSIBILITIES:

- 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.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- 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.
- Brief incoming personnel and identify in-progress activities which need follow-up. Briefings should include the following:
 - 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
- Be sure that all your Section logs and files are maintained.
- Carry out responsibilities of your Section not currently staffed.

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

ASSIGNMENTS/STAFFING:

- Evaluate and advise on modifications to Section position activation 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.
 - Carry out responsibilities of your Section not currently staffed.

ACTION PLANNING:

- Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Operations Section objectives.
- 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.

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 and/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 District and external agency departments involved in the operations.
- Provide all relevant emergency information to the Public Information Officer.
- Provide the intelligence information from Branch leaders 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:

- 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.

HEALTH AND WELFARE BRANCH LEAD

SUPERVISOR: Operations Section Coordinator

PRIMARY RESPONSIBILITIES:

- Inform and advise the Operations Section Coordinator regarding health and welfare needs and status.
- 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 Access and Functional Needs (AFN) Unit.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

NOTIFICATIONS:

- Prepare objectives for the Health and Welfare Branch. Send these to the Planning/Intelligence Section.

DOCUMENTATION:

- 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 and/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. Record all Health and Welfare Branch related items of interest on an Incident Report.
- Provide all relevant emergency information to the Operations Section Coordinator and the Public Information Officer.
- Provide the intelligence information 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:

- Estimate need for mutual aid and request through proper channels when approved by the Operations Section Coordinator.

CARE AND SHELTER UNIT

SUPERVISOR: Health and Welfare Branch Lead

PRIMARY RESPONSIBILITIES:

- Inform and advise the Operations Section Coordinator regarding the care and shelter needs and status.
- Identify the care and shelter needs of the District.
- Support school sites with their care and shelter needs.
- Coordinate potential community shelter locations at schools with the American Red Cross (ARC). Periodically receive status report from public shelters operated on District property.
- Work with the PIO and School Site Liaison to inform parents about sheltering students on campus.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

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 District is sheltering students at school sites, inform the American Red Cross and the appropriate City/County EOC that you are the Care and Shelter Unit Leader for the District.

DOCUMENTATION:

- Ensure schools sheltering students 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. Document/file all periodic activity reports.

ONGOING ACTIVITIES:

- Identify the care and shelter needs in coordination with the other Operations Units.
- Coordinate inspection of each school sheltering students with Maintenance and Operations to ensure that all areas used for shelter operations are safe.
- With the collaboration of the agency liaison, contact the appropriate City/County EOC at least twice daily to report student shelter status, population, and needs.
- Inform the Public Information Officer of schools sheltering students and of student reunification procedures.
- Ensure that all care and shelter supplies used and ordered are documented. Remind schools through the liaison 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 (ARC) in the opening, relocating, and closing of shelter operations. Support student care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.) at each school site. Also, coordinate the above with the appropriate County/City EOC.

RESOURCES

- 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.
- Coordinate with the Personnel Unit of the Logistics Section to recall school staff to assist with shelter functions including basic first aid, shelter and feeding of students and sanitation needs.
- Ensure community shelters have established methods of communication with the EOC and the ARC liaison.
- Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of people sheltering at the school if relocation is necessary.

MEDICAL/HEALTH UNIT

SUPERVISOR: Health and Welfare Branch Lead

PRIMARY RESPONSIBILITIES:

- 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).
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

NOTIFICATIONS:

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

DOCUMENTATION:

- Complete a Medical/Health Status Report Summary and provide the Health and Welfare Branch Director with an overall summary of Medical/Health operations periodically, and/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 from each school site regarding number and location of casualties that require hospitalization.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate and request 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.
- 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 County EOC in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc. and share with School Sites Liaison/PIO/school sites, as appropriate.

RESOURCES

- Coordinate with the Personnel Unit of the Logistics Section to request additional health/medical personnel, supplies and/or equipment.

MENTAL HEALTH UNIT

SUPERVISOR: Health and Welfare Branch Lead

PRIMARY RESPONSIBILITIES:

- Inform and advise the Operations Section Coordinator regarding mental health related needs and status.
- Coordinate crisis response services throughout the District and support the Schoolsite Crisis teams in the field, as necessary.
- Assess crisis intervention needs of the District.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

DOCUMENTATION:

- Complete a Medical/Health Status Report Summary and provide the Health and Welfare Branch Director with an overall summary of Medical/Health operations periodically, and/or as requested.

ONGOING ACTIVITIES:

- Determine the District-wide need for crisis response and intervention for staff, students, and parents to reduce stress symptoms and assist in a healthy recovery following a traumatic event, natural disaster, or public health emergency.
- Coordinate and request any resource needs with the Logistics Section.
- Assist school sites with providing social-emotional support, if necessary, with the following activities:
 - Identifying accessible locations for stakeholders to receive crisis counseling services if current counseling sites exceed the demand
 - Identifying available District and Local District Crisis Team personnel to support schools and offices, as needed
 - Providing consultation, assistance with communications, and guidance regarding strategies for recovery, including supportive services and resource linkage for students and personnel identified as needing a higher level of care
 - Identifying and contacting high risk students, staff, and personnel
- Coordinate with Planning for long-term recovery for mental health support.

RESOURCES

- Coordinate with the Personnel Unit of the Logistics Section to obtain additional crisis intervention personnel, language support, supplies and/or equipment.

ACCESS AND FUNCTIONAL NEEDS UNIT

SUPERVISOR: Health and Welfare Branch Lead

PRIMARY RESPONSIBILITIES:

- 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.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

DOCUMENTATION:

- Complete an Access and Functional Needs Status Report Summary and provide the Health and Welfare Branch Director with an overall summary of Access and Functional Needs operations periodically, and/or upon request.

ONGOING ACTIVITIES:

- 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.
- Request and coordinate provision of medical assistance with the Medical/Health Branch.
- If transportation of student population is necessary, coordinate with the Logistics Section (Transportation Unit) to request transportation to ensure students and staff with access and functional needs can safely be transported.

- Assist school sites with arranging support for staff and students with access and functional needs, if necessary.
- 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.

RESOURCES

- Coordinate with the Logistics Section (Personnel Unit) to obtain additional personnel to assist students and staff with access and functional needs.

LAW ENFORCEMENT BRANCH LEAD

SUPERVISOR: Operations Section Coordinator

PRIMARY RESPONSIBILITIES:

- Informs and advises the Operations Section Coordinator regarding law enforcement related matters.
- 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.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

NOTIFICATIONS

- Establish and maintain communications with dispatch center and with Law Enforcement command personnel in the field to support field operations.
- Prepare objectives for the Law Enforcement Branch. Share these to the Planning/Intelligence Section.

DOCUMENTATION:

- 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.
- Document all requests from the Fire Department for any fire, hazardous materials, and search and rescue operations.
- 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

- Identify and ascertain status of available Law Enforcement personnel.
- Coordinate and submit all Mutual Aid resource requests for additional law enforcement personnel.
- Request from the Logistics Section (Procurement Unit) to obtain additional supplies and/or equipment.
- Advise if additional law enforcement entities need to send an Agency Representative to the LAUSD EOC.

MAINTENANCE AND OPERATIONS BRANCH LEAD

SUPERVISOR: Operations Section Coordinator

PRIMARY RESPONSIBILITIES:

- Informs and advises the Operations Section Coordinator regarding maintenance and operations needs and status.
- 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.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

NOTIFICATIONS:

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

ACTION PLANNING:

- Prepare objectives for the Maintenance and Operations Branch. Send these to the Planning/Intelligence Section.

DOCUMENTATION:

- Provide the Operations Sections and the Planning/Intelligence Section coordinators with an overall summary of Maintenance and Operations Branch operational status periodically during the operational period and/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.

- Maintain updated situational status on building damages, hazards, and response/repair.

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

- Request additional necessary communications equipment from the 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.
- Submit mutual aid requests for safety inspectors.

UTILITIES UNIT**SUPERVISOR:** Maintenance and Operations Branch Director**Primary Responsibilities:**

- Inform and advise the Maintenance and Operations Branch Director regarding utilities needs and status.
- 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.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

NOTIFICATIONS:

- 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).

ACTION PLANNING:

- Coordinate with the Maintenance and Operations Branch to objectives for the Maintenance and Operations Branch. Send these to the Planning/Intelligence Section.

DOCUMENTATION:

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

ENVIRONMENTAL HEALTH & SAFETY UNIT

SUPERVISOR: Maintenance and Operations Branch Director

Primary Responsibilities:

- Monitor the news and incident operations and advise on safety-related matters.
- Identify hazardous situations associated with the incident.
- Liaise between field staff and agencies and report assessment results to Operations Section Lead.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

NOTIFICATIONS:

- Establish reporting procedures with sections to ensure receipt of information regarding operational safety hazards from the field teams.

ACTION PLANNING:

- Advise on all matters relating to the health and safety of incident management personnel/field teams.
- Consult with regulatory agencies and coordinate with M&O to review clean-up/decontamination protocols.

DOCUMENTATION:

- Note identification of the substance, quantity, extent of the release, potential for fire, pollution, and air quality.
- Maintain up-to-date reports and ensure that only accurate, current information is shown on all displays.

ONGOING ACTIVITIES:

- Receive and synthesize information and reports from field staff.
- Periodically, or as requested brief the EOC director on operational safety issues, field team assessment results, hazards identified.
- Coordinate investigations of accidents that occurred within the incident area.
- Participate in the EOC debriefing and planning meeting.
- Brief relief staff during the shift change.
- Ensure open action items are handled or transferred to other Sections as required.
- Ensure all required reports or forms are completed prior to release, departure, and/or shift change.

Provide input for the After Action Report.

RESOURCE

Determine air quality by accessing the Los Angeles Unified Know Your Air Network at <https://achieve.lausd.net/knowyourairnetwork>

For health advisories and orders, refer to the following LA County Department of Public Health (LACDPH) link <http://publichealth.lacounty.gov/>

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 activated:

- 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 Recovery and Demobilization Unit is responsible for transitioning District operations to recovery to restore the District to pre-disaster conditions and 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.

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

- Establish and ensure that a planning cycle is 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 for demobilization.

COMMON COORDINATOR RESPONSIBILITIES:

- 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.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- 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.
- Brief incoming personnel and identify in-progress activities which need follow-up. Briefings should include the following:
 - 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
- Be sure that all your Section logs and files are maintained.
- 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.
- Carry out responsibilities of your Section not currently staffed.

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

START-UP:

- Coordinate the development of the District's Emergency Operations Plan

ASSIGNMENTS/STAFFING:

- Evaluate and advise on modifications to Section position activation 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.
- Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS:

- Notify EOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS:

- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecasts of incident potential.
- 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
- Brief the EOC Director on major problem areas that need or will require solutions.
- Attend periodic briefing sessions conducted by the EOC Director.

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.
- 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:

- Working with the EOC Management Team and the Documentation Unit (if activated), prepare an EOC Action Plan to identify priorities and objectives.
- Ensure that each section creates and maintains appropriate section objectives.
- 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 applicable sources.
- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, LAUSD EOC staff, Board of Education, cities impacted by the disaster, City/County EOC, 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:

- Plan for recovery.

RESOURCES 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.

Supervisor: Planning/Intelligence Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Planning Section Coordinator.

ACTION PLANNING:

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

ONGOING ACTIVITIES:

- Provide a resources overview and summary information to the Situation Status and written status reports on resource allocations.
- Coordinate the collection, organization and display status of critical resources and information regarding the allocation, deployment, and staging areas of these resources.
- Provide for an authentication system in case of conflicting resources status reports.
- Assist in strategy planning based on the evaluation of resource allocations, resources en-route and projected resources shortfalls.

RESOURCES:

- 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.

Supervisor: Planning/Intelligence Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

ASSIGNMENTS/STAFFING:

- As appropriate, assign “field observers” or utilize staff within the Operations Section in the EOC to facilitate the gathering of information.

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:

- 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.
 - Sources include:
 - School Sites Liaison in Management
 - 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 (i.e. Radio, Television, Social Media)
- Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the all EOC Sections.
- Sources include:
- School Sites Liaison in Management
 - 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 Maintenance and Operations branch)
 - American Red Cross
 - Media (i.e. Radio, Television, Social Media)
- 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.
- 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.)

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.

Supervisor: Planning/Intelligence Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

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.

DOCUMENTATION:

- 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.
- Ensure that scribe function is assigned in each section of EOC to record all meetings, briefings, etc.

ONGOING ACTIVITIES:

- Inform other EOC sections and units of the requirement to maintain official records. Assist them as necessary in maintaining digital records.
- 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 (for in-person activations).
- Ensure that reports and forms are accessible to EOC responders as needed
- 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.

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.

Supervisor: Planning/Intelligence Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

NOTIFICATIONS:

- Notify appropriate cities and County EOC of demobilization plan.

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

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

DOCUMENTATION:

- Prepare a Demobilization Plan to include the following:
 - Resource release plan strategies and general information.
 - Priorities for release.
 - Phase over or transfer of authorities.
 - Completion and submittal of all required documentation.

ONGOING ACTIVITIES:**RECOVERY**

- Prepare the EOC for transition to Recovery Operations.
- 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.
 - Following the special review process for any historical buildings considered for demolition.
 - Emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures.
- Identify issues to be prioritized by EOC Director on restoration of District services.

- Coordinate the following activities:
 - Permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
 - School Mental Health and Nursing Services for continuity of mental/emotional health support and medical support.
 - Division of Instruction for continuity of instruction.
 - Maintenance and Utilities Unit for debris removal and restoration of utility services.
 - Finance Section on applications for disaster financial assistance.
 - Legal Advisor on actions, and associated liabilities; preparation of legal opinions.
 - Superintendent's Office for continuity of operations and with the Logistics Section for communications; space acquisition; supplies and equipment; vehicles; personnel; and related support
 - 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:

- 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 an Advance Planning Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.

Supervisor: Planning/Intelligence Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

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:

- Provide reports to the Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.

ONGOING ACTIVITIES:

- 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.
- 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

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.

Tech Support Unit

The Tech Support Unit is responsible for overseeing and troubleshooting all technology issues related to computers, phones, radios, internet, networks, software, and the like.

LOGISTICS SECTIONS COORDINATOR

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Coordinate the provision of logistical support for the EOC, school sites and District facilities.
- Support the response, stabilization, and recovery efforts.
- Oversee the acquisition, transportation, and mobilization of resources.

Common Coordinator Responsibilities:

- 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.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- 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.
- Brief incoming personnel and identify in-progress activities which need follow-up. Briefings should include the following:
 - 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
- Be sure that all your Section logs and files are maintained.
- 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.
- Carry out responsibilities of your Section not currently staffed.

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

ASSIGNMENTS/STAFFING:

- Evaluate and advise on modifications to Section position activation 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.

MEETINGS/BRIEFINGS:

- Brief new or relief personnel in your Section. Briefings should include:
 - Current situation assessment.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Location of work area.
 - Identification of operational period work shifts.

ACTION PLANNING:

- Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Logistics Section objectives.
- 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.

ONGOING ACTIVITIES:

- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis.
- Coordinate 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 current and potential extended time period support requirements and assess the capability of supplies on hand to meet the need.
- Coordinate 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.
- Ensure internal coordination between branch/group/unit leaders.
- Evaluate the need for counseling services for affected personnel, students, and parents. Arrange counseling services through the Operations Section, Mental Health Unit.

RESOURCES:

- 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.

Supervisor: Logistics Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

NOTIFICATIONS:

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

ACTION PLANNING:

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

DOCUMENTATION:

- Ensure disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc., is being done by all responsible parties attached to the incident.
- Provide updated reports on resource status to Resources Unit.
- Ensure that all resource records identify scope of work and site-specific locations.
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions/concerns exist.

ONGOING ACTIVITIES:

- Prepare, sign, and finalize contracts that are needed for procuring resources within purchasing authority. Review with Finance and Legal officer as needed. 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 American Red Cross if community sheltering is occurring at District facilities to resolve problems or issues with the facility or utilities supporting the sheltering operation.

Coordinate with the Operations Section Care and Shelter Unit and the Office of Emergency Services.

- Support activities for restoration of utilities to facilities, in coordination with Utilities Unit.
- Ensure proper accounting for all new property.
- Continually update communications systems 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.
- 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.

RESOURCES:

- Review, verify and process requests from other sections for incident resources.
- Maintain information regarding:
 - Resources readily available
 - Resources requests
 - Status of shipments and timelines
 - Priority resource requirements
 - Shortfalls
- 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.
- Coordinate with other branches/units as appropriate on resource requests received from the field 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.
- Determine if needed resources are available from LAUSD stocks, vendors, mutual aid sources or other sources. Arrange for delivery if available.
- Calculate “burn rate” for resources requested/used.
- 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 Unit

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.

Supervisor: Logistics Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

ACTION PLANNING:

- Attend periodic briefing sessions conducted by the Section Coordinator.

MEETINGS/BRIEFINGS:

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

ONGOING ACTIVITIES:

- Ensure the tracking of personnel 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 processed
 - Personnel allocated and assigned by location
 - Personnel on standby or subject to recall
 - Special personnel requests by category not filled
- Ensure training of response staff assigned to perform emergency functions.
- Coordinate 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 personnel.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a callback of personnel is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Monitor situations for potential volunteer opportunities.

RESOURCES:

- Receive and process all incoming requests for personnel support. Identify number of personnel needed, 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.

- Ensure the organization, management, coordination, and channeling of the services of employee groups during and following the emergency.
- 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.

Supervisor: Logistics Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Provide a briefing to Logistics Coordinator 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.

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
 - Two-way Radios
 - Mass messaging
 - 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 EOC.

- Establish a primary and alternate system for communications internal to EOC, between EOC and outside agencies, and among sites in the field.
- Establish a plan to ensure staffing and repair of communications and computer equipment.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

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.

Supervisor: Logistics Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

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.

ONGOING ACTIVITIES:

- Establish mobilization areas for vehicles as directed.
- Ensure that vehicle usage is documented by activity and date and hours in use.
- Coordinate with Planning/Intelligence Section to determine status of transportation systems into and within the District. Find out present priorities and estimated times for restoration of the primary transportation systems. 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.
- Analyze the situation and anticipate transportation requirements as reports are received from school sites and EOC sections and as information develops.
- 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 changes.
- Coordinate with staff and agency representatives to ensure adherence to service and repair policies.

RESOURCES:

- Arrange for fueling of all transportation resources. Request additional fuel supply if needed.
- Calculate burn rate for common District vehicle and fuel types.

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.

Supervisor: Logistics Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

ACTION PLANNING:

- Attend planning meetings at the request of the Logistics Section Coordinator.
- Attend periodic briefing sessions conducted by the Section Coordinator.

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.
- Attend periodic briefing sessions conducted by the Section Coordinator.
- Coordinate the receipt of incoming resources to facilities.
- As emergency-use requests for District facilities are identified, coordinate the acquisition of available undamaged 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.
- Monitor the actions at each facility activated and provide additional support requested.
- 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 individuals with access and functional needs can access and use facilities appropriately.
- Work with Logistics Section Coordinator to evaluate potential need for special facilities to shelter essential workers and families of employees.

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.

Supervisor: Logistics Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

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

ONGOING ACTIVITIES:

- Maintain communications with Area Food Staff Supervisors.
- Ensure that Food Services completes and maintains an inventory of available food and water at each site.
- Determine food and water needs of District facilities and school sites.
- Coordinate with Food Services site staff for the provision of food and water to District facilities and school sites, as needed.
- Ensure that available food at sites is consumed progressively, starting with the most perishable items, and ending with the items that are the most shelf stable.
- Ensure that any meals provided are well-balanced and meet the needs of individuals that may have special dietary requirements.

RESOURCES:

- Order any food and potable water from the Supply & Procurement Unit. Orders must be submitted as a Resource Request as well as any required District Food Services system.

TECH SUPPORT**SUPERVISOR: EOC Coordinator****PRIMARY RESPONSIBILITIES:**

- Troubleshoot problems with technology in the EOC.
- Resolve issues related to computers, phones, radios, internet, networks, software, and the like.
- Act as the initial point of contact for all computer and system-related concerns from EOC management and responders.

COMMON RESPONSIBILITIES:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

ACTIVATION:

- Assist with technical set-up of the EOC during an activation or training, including laptop sign-out and set up of projectors and other peripherals.
- Work with ITD Leadership for any escalations

ONGOING ACTIVITIES:

- Support with any computer software and hardware problems, including debugging, correcting, service repair, examining, installing, and general troubleshooting
- Support with printer and peripherals, which include setup, configuration, installation, and general troubleshooting.
- Resolve network interruptions and issues.
- Support EOC responders through a series of actions to resolve current and ongoing issues.
- Assist with technical set-up of the EOC during an activation or training, including laptop sign-out and set up of projectors and other peripherals.
- Work with EOC leadership with replacement and repair on necessary parts.
- Support the roll-out of new applications.
- Test and evaluate new technologies, as well as provide feedback and suggestions.
- Actively update, maintain, and monitor all aspects of computer networks.
- Escalate to ITD leadership for any necessary for critical or specialized systems and applications.
- Keep EOC Coordinator apprised of status of equipment and repairs
- Coordinate with EOC for monthly site visits to all EOC facilities to ensure equipment is functional and keep up to date to latest updates.

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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****PRIMARY RESPONSIBILITIES:**

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

Common Coordinator Responsibilities:

- 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.
- Request additional personnel for the Section to maintain a 24-hour operation as required. 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.
- Brief incoming personnel and identify in-progress activities which need follow-up. Briefings should include the following:
 - 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
- Be sure that all your Section logs and files are maintained.
- 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.
- Carry out responsibilities of your Section not currently staffed.

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

START-UP:

- Authorize the use of the Disaster Accounting System. Coordinate with the Financial Recovery Unit, if activated).
- Review financial and administration support needs and procedures.

- Determine (with input from EOC Director) the level of purchasing authority to be delegated to the Logistics Section.

ASSIGNMENTS/STAFFING:

- Evaluate and advise on modifications to Section position activation:
 - Time Keeping Unit
 - Cost Accounting Unit
 - Financial Recovery Unit
 - Compensation & Claims Unit
- Confirm that all key Finance Section responders are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

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.
- Assign and carry out responsibilities of your Section not currently staffed.
- Attend periodic briefing sessions conducted by the EOC Director.
- Meet with assisting and partner representatives (from agencies that provide essential goods and services that the District may depend on during a disaster as needed).

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.
- Provide input in all planning sessions on finance and cost analysis matters.

DOCUMENTATION:

- Keep the General Staff apprised of overall financial situation.

ONGOING ACTIVITIES:

- Coordinate financial recovery documentation with the Los Angeles County Operational Area.
- 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.

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.

Supervisor: Finance Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

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:

- 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).
 - 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 digital 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.

- Establish and maintain burn rate for staffing EOC and staffing District overall response to emergency.
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.

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.

Supervisor: Finance Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

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:

- Collect and record all cost data.
- 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.
- Establish and maintain burn rate of District resources critical to emergency response for this incident.

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.

Supervisor: Finance Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

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:

- 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 District Divisions and Local Districts.
- Act as liaison disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Receive and allocate payments.
- Coordinate complete record keeping 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.

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.

Supervisor: Finance Section Coordinator

Common Responsibilities:

- Read *Common Responsibilities to all EOC Positions Checklist*.

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

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:

- Maintain a log of all injuries occurring during the disaster/emergency. Ensure that sites maintain injury logs.
- 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 request 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.