



**UNIVERSITY OF
LOUISVILLE®**

Emergency Operations Center Plan

Appendix 3

Job Aid Guide Checklist

University Wide or Belknap Campus

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Version 2.0
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University of Louisville Emergency Operations Center Plan Appendix 3 Job Aid Guide Checklist

This appendix is interim and only includes University-wide emergency operation being managed out of Belknap Campus, the HSC portion of the plan will be addressed as a phase 2 of this project.

This job aid guide is an appendix to the Emergency Operations Center (EOC) Plan and is intended to guide the general and command staff in the EOC during emergencies. This appendix should be used as a training tool for staff during drills and exercises and as a guide during actual emergencies.

This job aid is intended to provide guidance to individuals assuming roles in the Emergency Operations Center during an emergency event. These individuals have been identified in the Emergency Operations Plan, but when they are not available any person may be assigned their role. This guide is in a checklist format to provide guidance to the assigned person(s) or any other person that may be assigned that role due to a vacancy.

The job aids may be used as a checklist during the incident to be certain all tasks are considered and completed as appropriate. The Job Aid Guide Checklist is available online (add url) in sharepoint (add link) and hard copies are available from the University Emergency Manager and the Health Science Center Emergency Coordinator.

Executive

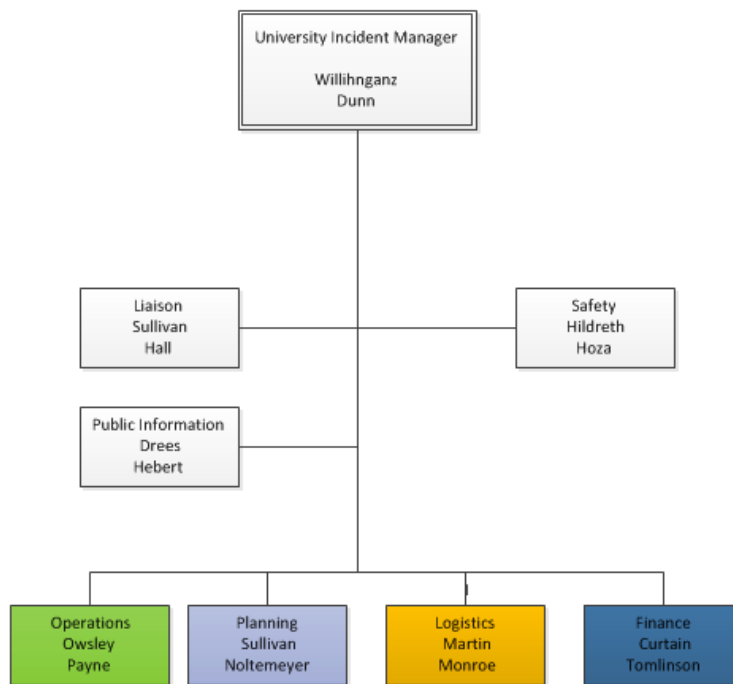
Responsibilities: The Executive (EXEC) is solely responsible for setting the policy for the University during a disaster or major emergency. The EXEC may elect to remain at the Emergency Operations Center (EOC) to observe, but may also be available by telephone or email. The Incident Manager (IM) is the next position lower in your reporting line and the Board of Trustees is the next level higher.



- Start-up Actions:**
- Communicate with or respond to the designated EOC, assess type and the scope of emergency.
 - Determine the threat to human life and safety, then issue policy direction to take immediate action to protect life if necessary.
 - Determine the threat to facilities and issue a policy direction as to the priority and resource allocations.
 - Communicate with the IM to issue policy direction that will provide guidance in the development of an Incident Action Plan (IAP).
- Ongoing Duties:**
- Continue to monitor and assess overall situation
 - View site map periodically for incident progress and information.
 - Check with staff for periodic updates and issue additional policies as needed.
 - Determine staff effectiveness; reassign personnel as needed, especially when long hours have affected their efficiency.
 - Maintain communications with internal and external sources as necessary.
 - Be available for media interaction (interviews or press conferences)
- ICS Deactivation:**
- Upon the advice of IM, return to normal operations.
 - Direct that all EOC records be secured and a debriefing be conducted for all EOC participants.

Incident Manager

Responsibilities: The Incident Manager (IM) is responsible for emergency management during a disaster and shall remain at the Emergency Operations Center (EOC) to observe and direct all operations during level two and three events. In the event that the IM must leave the EOC, the IM should appoint a deputy to fill the role of IM. The Executive is the next level higher in the reporting line and the following positions are the next lower level; Safety, PIO, Liaison, Finance, Logistics, Operations and Planning.



- Start-up Actions:**
- Respond to the designated EOC.
 - Assess type and scope of emergency.
 - Determine threat to human life and safety, than take immediate action to protect life if necessary.
 - Determine the threat to facilities.
 - Communicate with the Executive to determine the policy that will guide the development of an Incident Action Plan (IAP).
 - Develop the IAP, or have the planning person develop the IAP.
 - Review the IAP, revise as necessary and adopt.

- Communicate to the EOC staff and responders the IAP objectives.
- Make initial contact with any outside agencies that might be involved with the emergency. Maintain contact for updates as needed.
- Participate in the Unified Command Staff if the emergency incident commander is outside of the University. (A citywide disaster that also includes the University.)
- Activate Emergency Staff functions as needed (assign positions as necessary).
- Identify the deputy or alternate IM
- Ensure that the appropriate staff is on hand to appoint the following positions;
 - Safety Officer _____
 - Public Information _____
 - Planning _____
 - Logistics _____
 - Finance _____
 - Operations _____
- Assign objectives to the functional positions as deemed appropriate.
- Monitor operations and determine if actions will accomplish objectives in the IAP
- Monitor the span of control for each functional area.
- Maintain a proactive stance.
- Update the executive on a regular basis.

Ongoing Duties:

- Continue to monitor and assess the overall situation
- View site map periodically for incident progress and information.
- Check with staff for periodic updates
- Determine staff effectiveness; reassign personnel as needed, especially when long hours have affected their efficiency.
- Maintain communications with internal and external sources as necessary, direct public information to disseminate information on a regular basis.
- Develop & communicate revised incident action plans as needed.
- Determine if and when the University should close.
- Authorize release of information.
- Utilize your back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the EOC during breaks.

- Plan regular breaks for all of your staff. **Take care of your people!**
- Ensure that logs of incoming information and action taken are being kept.

ICS Deactivation:

- Upon the advice of your unified command, deactivate parts of the entire emergency response or the entire operation. If the Fire Department or other outside agency concludes their operation, you are still responsible for University assets.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.
- Terminate the emergency response and proceed with recovery operations as necessary.

Deputy Incident Manager

Responsibilities: The Deputy Incident Manager (Deputy IM), if assigned, may be delegated authorities and responsibilities by the IM. In most cases the Deputy IM will assist the IM or act as the IM's relief.

Start Up Actions:

- Check in with the Incident Manager for situation briefing, receive and provide updates.
- Coordinate with the IM on the role that IM wants the Deputy IM to take during the emergency.

Ongoing Duties:

- Organize and facilitate planning meetings and briefings during ICS member shift changes.
- Identify issues and advise the IM as deemed appropriate.

ICS Deactivation:

- When authorized by Incident Command, deactivate and close out all logs. Provide logs and other relevant documents to the Incident Manager.

Safety Officer

Responsibilities: **The Safety Officer ensures that all IAP activities are conducted in as safe a manner as possible under the circumstances. The Safety Officer also advises the IM regarding any other safety issues involving the incident. The IM is your next higher reporting level and the functional units (Finance, Logistics, Operations and Planning) and tactical units are cohorts unless a safety issue requires immediate cessation of action.**

Start Up Actions:

- Check in with Incident Manager for situation briefing, receive and provide updates.
- Open and maintain a log of safety issues considered and acted upon. Maintain documentation to support the history of the emergency or disaster. Document the following:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled

Ongoing Duties:

- Assign staff to monitor and report on safety issues in the field. Maintain logs of all incident related injuries.
- Identify and mitigate safety hazards and situations.
- Stop or modify all unsafe operations.
- Ensure that responders use appropriate safety equipment.
- Think ahead and anticipate situations and problems before they occur. Conduct safety briefings as deemed appropriate.
- Anticipate situation changes.
- Investigate any accidents/injuries caused by the response to the emergency.
- Keep the Incident Manager advised of your status and activity, and on any problem areas.

ICS Deactivation:

- When authorized by Incident Command, deactivate and close out all logs. Provide logs and other relevant documents to the Incident Manager.
- Provide all injury reports to Risk Management.

Public Information Officer (PIO)

Responsibilities:

The Public Information Officer is responsible for communicating information to the public, students, parents, faculty and staff during an emergency. Their communication (written or spoken) will be the official information provided by the University. The IM is your next higher reporting level and the functional units (Finance, Logistics, Operations and Planning) and tactical units are cohorts.

Start-Up Actions:

- Check in with Incident Manager for situation briefing, receive and provide updates.
- Determine a possible “news center” site as a media reception area (located away from the EOC). Get approval from Incident Command.
- Assess situation and obtain statement from IM.
- Advise arriving media that you are preparing a press briefing & approximate time of its issue.
- Open and maintain a log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

Ongoing Duties:

- Keep up to date on the situation.
- Statements should be approved by the IM
- Remind faculty and staff to refer all questions from media to the PIO.**
- Update information periodically with IM.
- Ensure announcements & other information is translated into other languages as needed.
- Monitor news broadcasts about incident. Correct any misinformation.

ICS Deactivation:

- At the Incident Manager’s direction, release PIO staff no longer needed.
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the IM.

Liaison Officer

Responsibilities: The Liaison Officer is responsible for coordinating efforts with other agencies. This includes; city, state and federal agencies, hospitals and other universities and colleges. The IM is your next higher reporting level and the functional units (Finance, Logistics, Operations and Planning) and tactical units are cohorts.

Start-Up Actions:

- Check in with Incident Manager for situation briefing, receive and provide updates.
- Determine possible coordination issues with other agencies and entities. Identify the agency representatives and contact information/communications links.
- Open and maintain a log of your actions and all communications. Keep all documentation to support the history of the event.

Ongoing Duties:

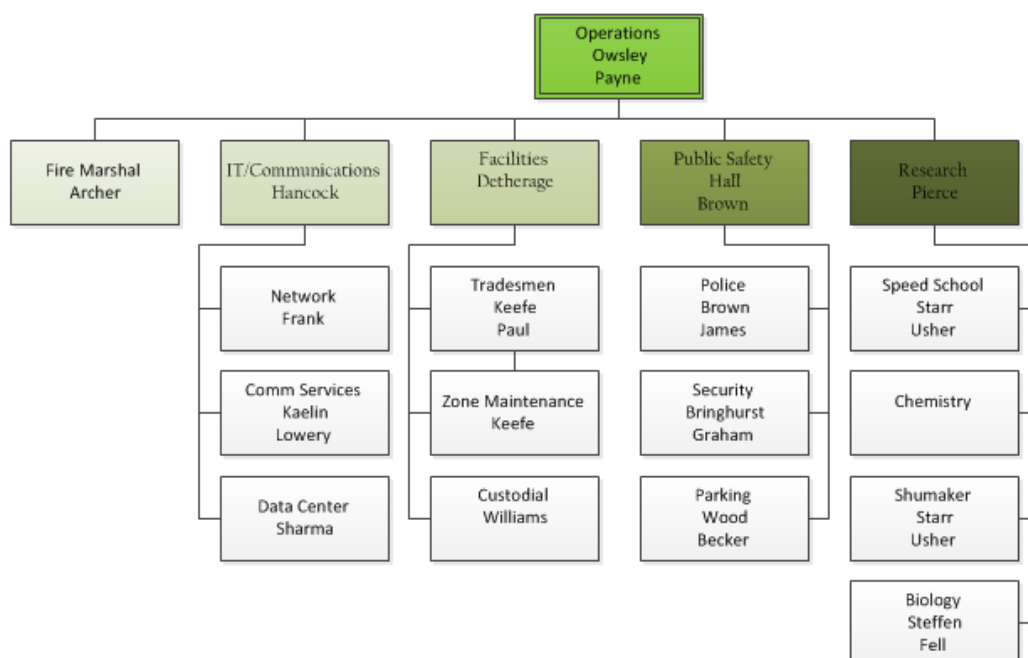
- Keep up to date on the situation.
- Coordinate information and actions with other agencies and entities as deemed appropriate.
- Maintain a list of assisting and coordinating interagency contacts.

ICS Deactivation:

- At the Incident Manager's direction, release any Liaison staff no longer needed.
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the IM.

Operations

Responsibilities: The Operations Chief manages the direct response to the disaster. Operations is responsible for assigning task to functional units and emergency support function units. The IM is your next higher reporting level and the other functional units (Finance, Logistics and Planning) are cohorts, Functional and tactical units are the next lower level.



Start-Up Actions:

- Check in with Incident Manager for situation briefing.
- Using ICS chart, fill functional areas with the previously assigned staff and/or fill gaps with people that are available.

Operational Duties:

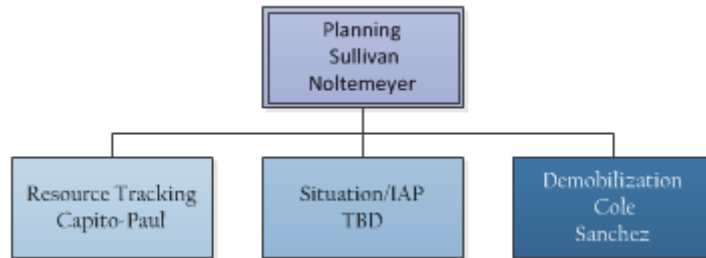
- As staff is assigned, brief them on the situation, assign tasks and supervise their activities.
- If supplies or equipment is needed for the Operations Section, notify Logistics.
- As information is received from operations staff, pass it on to Planning and/or the Incident Manager.
- Inform Planning of tasks and priorities that require specific planning.
- Make sure that Operations staff is following standard procedures, using safety gear, and documenting their activities. Involve the Safety Officer as appropriate.

Schedule breaks and reassign Operations staff as needed.

- EOC Deactivation:**
- At the IC's direction, release Operations staff no longer needed.
 - Return equipment and reusable supplies to Logistics.
 - When authorized by IM, deactivate section and close out logs. Provide logs and other documents to the IM.

Planning

Responsibilities: Planning is responsible for the collection, evaluation, documentation and use of information about development of the incident and status of resources. Provide ongoing analysis of situation and resource status. The IM is your next higher reporting level and the other functional units (Finance, Logistics and Operations) are cohorts, functional and tactical units are the next lower level.



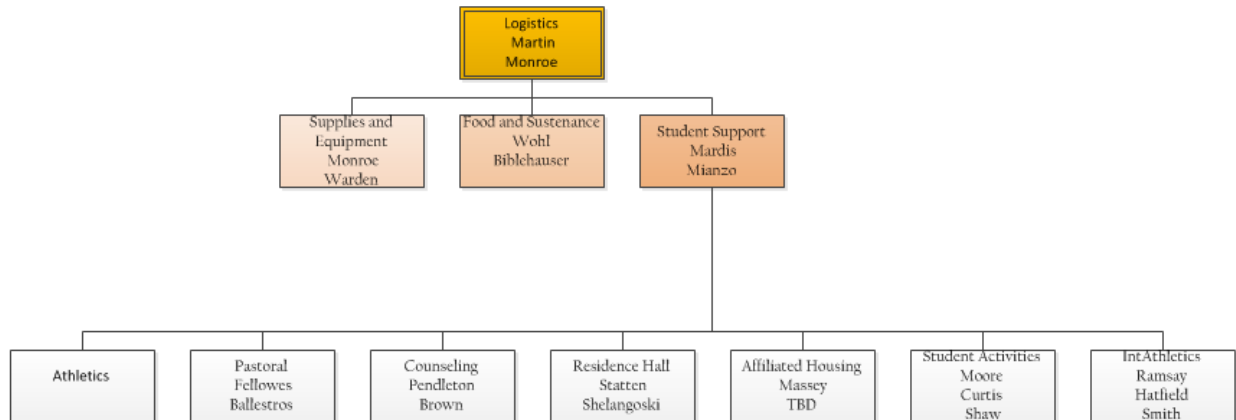
Start-Up Actions: Check in with Incident Manager for situation briefing.

Operational Duties: Assume the duties of all Planning/Intelligence positions until staff is available and assigned.
 As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
 Assist IM in writing Incident Action Plans (IAP) by developing drafts.

EOC Deactivation: At the IM's direction, deactivate the section and close out all logs.
 Verify that closing tasks of all Planning/Intelligence positions have been accomplished.

Logistics

Responsibilities: The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident. The IM is your next higher reporting level and the other functional units (Finance, Planning and Operations) are cohorts, functional and tactical units are the next lower level.



Start-Up Actions:

- Check in with Incident Manager for situation briefing.
- Determine if supplies or equipment are necessary.

Operational Duties:

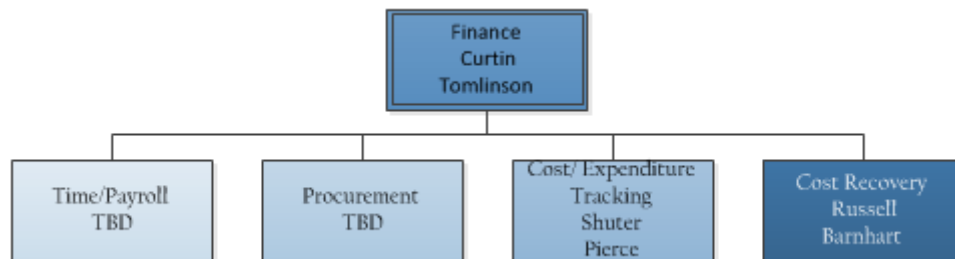
- Assume the duties of all Logistics positions until staff is available and assigned.
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate supplies, equipment, and personnel needs with the IM and Operations Officer.
- Maintain security of supplies and equipment.

ICS Deactivation:

- At the IM's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Finance

Responsibilities: Finance is responsible for financial tracking and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours. Determine financial impact on the University. The IM is your next higher reporting level and the other functional units (Logistics, Planning and Operations) are cohorts, functional and tactical units are the next lower level.



Start-Up Actions: Check in with Incident Manager (IM) for situation briefing.

Operational Duties: Assume the duties of all Finance/Administration positions until staff is available and assigned
 Notify Essential Personnel of the situation
 Assess the impact of the event on work environment for staff and adjust accordingly
 As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
 Coordinate tracking of any procurement or expenditures related to event with VPBA staff.
 Track personnel that are responding to the emergency.
 Evaluate the situation and determine if any financial impacts should be brought to the attention of the IC

ICS Deactivation: At the IM's direction, deactivate the section and close out all logs.
 Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.

Medical Advisor

Responsibilities: The Medical Advisor is not specifically a part of the Incident Command System, but is an advisor to provide the IM with advice regarding public health issues affecting the University. The IM is your next higher reporting level and you are advisory to the functional units (Finance, Logistics, Planning and Operations).

Start-Up Actions: Check in with Incident Manager (IM) for situation briefing.

Operational Duties: Keep in contact with local, state and federal public health agencies and exchange information on the public health threat.
 Provide briefings to the IM and other functional areas concerning the latest information regarding the public health threat.
 Maintain contact with public health officials in the Louisville Metro EOC if it is activated.
 Communicate with area hospitals as needed.
 Provide advice on actions to take to mitigate the public health threat on University campuses.
 Evaluate the situation on a regular basis and determine if any impacts should be brought to the attention of the IM.
 Maintain a log of all information exchanged regarding public health.

ICS Deactivation: At the IM's direction, cease activity and close out all logs.
 Secure all documents and records.

Legal Advisor

Responsibilities: The Legal Advisor is not specifically a part of the Incident Command System, but is an advisor to provide the IM with advice regarding legal issues affecting the University or of actions that the University intends to initiate. The IM is your next higher reporting level and you are advisory to the functional units (Finance, Logistics, Planning and Operations).

Start-Up Actions: Check in with Incident Manager (IM) for situation briefing.

Operational Duties: Keep in contact with functional areas, PIO and Safety to keep current on events occurring.
 Provide briefings to the IM and other functional areas concerning any legal issues that are identified.
 Provide advice on actions to take to mitigate any potential legal liabilities.
 Evaluate the situation on a regular basis and determine if any impacts should be brought to the attention of the IM.
 Maintain a log of all information exchanged regarding legal issues.

ICS Deactivation: At the IM's direction, cease activity and close out all logs.
 Secure all documents and records.

Incident Manager Support Team

Responsibilities: The Incident Manager Support Team (IM Support) is not specifically a part of the Incident Command System, but serves in a support capacity to provide assistance to the overall emergency operations. IM Support also serves as an advisor to the functional units (Finance, Logistics, Planning and Operations). The IM is the next higher reporting level.

Start-Up Actions: Check in with Incident Manager (IM) for situation briefing.

Operational Duties: Keep in contact with functional areas, PIO and Safety to keep current on events occurring.
 Provide advice to the IM and other functional areas concerning any issues within their units or areas of expertise.
 Evaluate the situation on a regular basis and determine if any impacts should be brought to the attention of the IM.
 Maintain a log of all information exchanged regarding advice and information.

Deactivating ICS: At the IM's direction, cease activity and close out all logs.
 Secure all documents and records.

Health Science Center Campus Division

Responsibilities: When a disaster occurs that impacts both major campuses, the emergency response may include the designation of the Health Science Campus becoming a Division. Divisions are used to divide an incident into geographical areas of operation. The HSC Division is subordinate to the IM.

A separate Job Aid Guide Checklist for the Health Science Center Campus Division is provided in Appendix 2.

