

Winona County / City of Winona **EMERGENCY OPERATIONS CENTER** **GUIDELINES FOR EMERGENCY MANAGEMENT**

Adopted by the Winona County Board

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Adopted by the City Council of the City of Winona

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The following guidelines for emergency management were developed to assist Staff in the administration and management of emergency operations during a disaster:

For more information on the use and application of these Guidelines for Emergency Management, please contact:

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Winona County

EMERGENCY OPERATIONS PLAN - STAFFING

The purpose of this plan is to document key positions that need to be filled during a disaster to implement the Emergency Operations Plan. Not all positions will need to be filled for every disaster. The Incident Commander will determine which positions need to be filled during a disaster. The Incident Commander will assign staff to the needed positions thus delegating the responsibilities during the disaster. Each position has a positional checklist outlining the responsibilities of the position and a positional checklist outlining things that need to be accomplished for that position.

On Scene Staffing:

Initial Incident Command

The initial Incident Commander must:

1. Establish command
2. State the location for the command post.
3. Coordinate and communicate identified hazards and a safety plan
4. Coordinate and communicate an incident action plan.

Responding Agencies Must:

1. All responding agencies must use the National Incident Management System.
2. Provide a representative to the Command Post as soon as possible.
3. Assist in establishing a Unified Command on scene.
4. Assist in setting up a communications plan.

5. Assist in developing an incident safety plan.
6. Assist in developing an incident action plan.

On Scene Operations - Unit Leaders:

- Fire Operations Unit Leader
- Emergency Medical Services Unit Leader
- Rescue Unit Leader
- Hazardous Materials Unit Leader
- Law Enforcement Operations Unit Leader
- Medical Examiner Unit Leader
- Utilities Unit Leader
- Damage Assessment Unit Leader
- Public Works Unit Leader
- Environmental Health Unit Leader
- Communicable Disease Unit Leader
- Disaster Medical Unit Leader
- Facilities Unit Leader
- Mass Care & Shelter Unit Leader

Emergency Operations Center Staffing:

Management Section Positions

- Incident Commander
- EOC Manager
- Public Information Officer
- Liaison Officer
- Agency Representative
- Security Officer

Operations Section Positions

- Operations Section Chief
- Fire and Rescue Branch Director
- Law Enforcement Branch Director
- Public Works Branch Director
- Medical & Health Branch Director

Planning Section Positions

- Planning Section Chief
- Situation Analysis Unit Leader
- Documentation Unit Leader
- Planning Unit Leader
- Technical Services Unit Leader
- Resource Unit Leader

Logistics Section Positions

- Logistics Section Chief

Communications Unit Leader
 Transportation Unit Leader
 Personnel Unit Leader
 Supply Unit Leader
 Facilities Unit Leader
 Mass Care & Shelter Unit Leader

Finance/Administration Section Positions

Finance/Administration Section Chief
 Time Keeping Unit Leader
 Compensation and Claims Unit Leader
 Purchasing Unit Leader
 Recovery Unit Leader

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Winona County / City of Winona Emergency Operations Center Generic Checklist

(For All Positions)

Activation Phase:

- Check in/sign in upon arrival at the EOC.
- Report to EOC Manager, Section Chief, Branch Director, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- Determine your EOC resource needs, such as a computer, phone, plan copies, and other reference documents and request these resources from the EOC Manager.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the Incident Commander.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.

- _ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- _ Clean up your work area before you leave.
- _ Leave a forwarding phone number where you can be reached.
- _ Check out/sign out of EOC.

Winona County / City of Winona EOC Management Section

Position Checklists

Incident Commander

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

Responsibilities:

1. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between emergency response agencies within the county / city limits. In conjunction with the General Staff, set priorities for response efforts in the county. Ensure that all city, township, department and agency actions are accomplished within the priorities established.
3. Ensure that Inter-Agency Coordination is accomplished effectively within the EOC.
4. Participate in Unified Incident Command for large-scale multi-jurisdictional events.

Activation Phase:

- _ Determine appropriate level of activation based on situation as known.
- _ Identify EOC site and determine operational status.
- _ Mobilize appropriate personnel for the initial activation of the EOC. (Winona County Dispatch Center has initial activation contact list).
- _ Obtain briefing from available sources.

1. What do we have?
 2. Where is this incident going?
 3. What do we have for resources?
- _ Ensure that the EOC is set up and ready for operations.
 - _ Ensure that an EOC check-in procedure is established immediately.
 - _ Ensure that an EOC organization and staffing chart is posted and completed.
 - _ Determine which sections are needed, assign appropriate Section Chiefs and ensure they are staffing their sections as required.
 - _ Operations Section Chief
 - _ Planning Section Chief
 - _ Logistics Section Chief
 - _ Finance/Administration Chief
 - _ Determine which Command Staff positions are required and ensure they are filled as soon as possible.
 - _ Liaison Officer
 - _ EOC Manager
 - _ Public Information Officer Director
 - _ Safety Officer
 - _ Ensure that telephone and/or radio communications with key field units/departments are established and functioning.
- EOC Phone Lines
- 507-457-XXXX Command / Liaison / PIO
 - 507-457-XXXX Finance / Community Leaders / Admin
 - 507-457-XXXX Logistics / Public Works / Utilities
 - 507-457-XXXX Operations / Fire / EMS
 - 507-457-XXXX Operatons / Law Enforcement
 - 507-457-XXXX Planning / Congregate Care / Other
- _ Schedule the initial Planning meeting.
 - _ Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies.
 - _ Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing Unified Command.

Operational Phase:

- _ Monitor general staff activities to ensure that all appropriate actions are being taken.
- _ In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- _ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- _ Based on current status reports, establish initial strategic objectives for the EOC.

- _ In coordination with Command Staff, prepare management function objectives for the initial Planning meeting.
- _ Convene the initial Planning meeting. Ensure that all Section Chiefs, Command Staff, and other key agency representatives are in attendance. Ensure that appropriate Planning procedures are followed. Ensure the Planning Section facilitates the meeting appropriately. The plan must be: **S**pecific, **M**easurable, **A**greed upon, **R**ealistic, **T**ime Based.
- _ Once the Planning Section completes the Action Plan, review, approve and authorize its implementation.
- _ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- _ Conduct periodic briefings for elected officials or their representatives.
- _ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- _ Authorize demobilization of sections, and units when they are no longer required.
- _ Notify other appropriate organizations of the planned demobilization, as appropriate.
- _ Ensure that any open actions not yet completed will be handled after demobilization.
- _ Ensure that all required forms or reports are completed prior to demobilization.
- _ Be prepared to provide input to the after action report.
- _ Deactivate the EOC at the designated time, as appropriate.

EOC MANAGER

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

Responsibilities:

1. Facilitate the overall functioning of the EOC.
2. Assist and serve as an advisor to the Incident Commander and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with emergency plans and procedures.
3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

Activation Phase:

- _ Follow generic Activation Phase Checklist.
- _ Assist the Incident Commander in determining appropriate staffing for the EOC.

_ Provide assistance and information regarding section staffing to all general staff.

Operational Phase:

- _ Assist the Incident Commander and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- _ Advise the Incident Commander on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- _ Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan.
- _ Provide overall procedural guidance to General Staff as required.
- _ Provide general advice and guidance to the Incident Commander as required.
- _ Ensure that all communications with appropriate emergency response agencies is established and maintained.
- _ Assist Incident Commander in preparing for and conducting briefings with Command Staff, the County Board and City Council, the media, and the general public.
- _ Assist the Incident Commander and Liaison Officer, in coordinating with outside agency representatives and executives not assigned to specific EOC sections.
- _ Assist the Liaison Officer with coordination of all EOC visits.
- _ Provide assistance with shift change activity as required.

Demobilization Phase:

- _ Follow generic Demobilization Phase Checklist.

Public Information Officer

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

Responsibilities:

1. Serve as the coordination point for all media releases for Winona County or the City of Winona. Represent the EOC as the lead Public Information Officer.
2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
3. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the area as required.
4. Develop the format for press conferences, in conjunction with the Incident Commander.
5. Maintaining a positive relationship with the media representatives.
6. Supervising Public Information staff.

Activation Phase:

- _ Follow generic Activation Phase Checklists.
- _ Determine staffing requirements and make required personnel assignments for the Public Information functions as necessary. Consider establishing a Joint Information Center (JIC).

Operational Phase:

- _ Obtain policy guidance from the Incident Commander with regard to media releases.
- _ Keep the Incident Commander advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- _ Coordinate with the Planning Section and identify method for obtaining and verifying significant information as it is developed.
- _ Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- _ Implement and maintain an overall information release program.
- _ Establish a Media Information Center as needed.
- _ Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- _ Interact with other jurisdiction PIO's and obtain information relative to public information operations.
- _ As needed develop content for Emergency Alert System (EAS) messages.
- _ In coordination with other sections, and as approved by the Incident Commander, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- _ At the request of the Incident Commander, prepare media briefings for members of the County Board and City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- _ Ensure that a rumor control function is established to correct false or erroneous information.
- _ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.
- _ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- _ Prepare, update, and distribute public information that provides locations to obtain food, shelter, supplies, health services, etc.
- _ Consider announcements, emergency information and materials that need to be translated and prepared for special populations (non-English speaking, hearing impaired etc.).

- _ Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- _ Ensure that file copies are maintained of all information released.
- _ Provide copies of all media releases to the Incident Commander.
- _ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- _ Prepare final news releases and advise media representatives of points-of contact for follow-up stories.

Demobilization Phase:

- _ Follow generic Demobilization Phase Checklist.

Liaison Officer

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

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC and handling requests from other EOCs for the Steele County / City of Owatonna EOC agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensuring that position specific checklists, policy directives, situation reports, and a copy of the current Incident Action Plan (IAP) is provided to Agency Representatives upon check-in.
4. In conjunction with the EOC Manager, provide orientations for VIPs and other visitors to the EOC.

Activation Phase:

- _ Follow generic Activation Phase Checklist.
- _ Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

- _ Contact Agency Representatives already on-site, ensuring that they:
 - _ Have signed into the EOC,
 - _ Have a position checklist,
 - _ Understand their assigned functions,
 - _ Know their work locations,
 - _ Understand the Winona County / City of Winona EOC organization and floor plan.
- _ In conjunction with the Incident Commander and EOC Manager, establish and maintain a contact list of outside agency representatives and executives not assigned to specific sections within the EOC.

- _ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- _ With the approval of the Incident Commander, provide agency representatives from the EOC to other EOCs as required and requested.
- _ Maintain a roster of agency representatives located at the EOC. Roster should include assignment within the EOC. Roster should be distributed internally on a regular basis.

Demobilization Phase:

- _ Follow generic Demobilization Phase Checklist
- _ Release agency representatives that are no longer required in the Villages EOC when authorized by the Incident Commander.

Agency Representatives

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

Responsibilities:

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the Winona County / City of Winona EOC.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for coordinating situation status information and response activities between their agencies and the EOC.

Activation Phase:

- _ Follow generic Activation Phase Checklist.
- _ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the EOC.
- _ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
- _ Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer to obtain necessary materials and equipment.
- _ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
- _ Contact the Villages EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operational Phase:

- _ Facilitate requests for support or information that your agency can provide.

- _ Keep current on the general status of resources and activity associated with your agency.
- _ Provide appropriate situation information to the Planning Section.
- _ Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- _ Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC and Incident Commander as required.
- _ On a regular basis, inform your agency of the EOC priorities and actions that may be of interest.
- _ Maintain logs and files associated with your position.

Demobilization Phase:

- _ Follow generic Demobilization Phase Checklist.
- _ When the Incident Commander approves demobilization, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- _ Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- _ Ensure copies of all documentation generated during the operation are submitted to the Planning Section.

Security Officer

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

Responsibilities:

1. Provide up to 24-hour security for the EOC.
2. Control personnel access to the EOC in accordance with policies established by the Incident Commander.

Activation Phase:

- _ Follow the generic Activation Phase Checklist.

Operational Phase:

- _ Determine the current EOC security requirements and arrange for staffing as needed.
- _ Determine needs for special access to EOC facilities.
- _ Provide executive and VIP security as appropriate and required.
- _ Provide recommendations as appropriate to Incident Commander.
- _ Prepare and present security briefings for the Incident Commander and General Staff at appropriate meetings.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.
EOC Position Checklists

Winona County / City of Winona EOC Operations Section Position Checklists

Operations Section Chief

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

Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned by the EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning Section is provided with Status Reports and Incident Reports.
6. Conduct periodic Operations briefings for the Incident Commander as required or requested.
7. Overall supervision of the Operations Section.

Activation Phase:

- _ Follow the generic Activation Phase Checklist.
- _ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- _ Meet with Planning Section Chief; obtain a preliminary situation briefing.
- _ Based on the situation, activate appropriate branches within the section. Designate Branch Directors as necessary.

- _ Fire & Rescue
- _ Law Enforcement
- _ Public Health
- _ Public Works
- _ Determine need for Mutual Aid / outside resources.
- _ Request additional personnel and resources for the section for up to a 24-hour operation.
- _ Obtain a current communications plan.
- _ Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- _ Confer with the Incident Commander to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- _ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- _ Establish radio, computer, and/or phone communications with Incident Commander(s) operating in the county, and coordinate accordingly.
- _ Determine activation status of other EOCs and establish communication links with their Operations Sections if necessary.
- _ Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- _ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- _ Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- _ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- _ Ensure that all section personnel are maintaining their individual position logs.
- _ Ensure that situation and resources information is provided to the Planning Section on a regular basis.
- _ Ensure that all media contacts are referred to the Public Information Officer.
- _ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- _ Attend and participate in Incident Commander's Planning meetings.
- _ Provide the Planning Section Chief with the Operations Section's objectives prior to each Planning meeting.
- _ Work closely with each Branch Director to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- _ Ensure that the branches coordinate all resource needs through the Logistics Section.

- _ Ensure that intelligence information from Branch Directors is made available to the Planning Section in a timely manner.
- _ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- _ Brief the Incident Commander on all major incidents.
- _ Brief Branch Directors periodically on any updated information you may have received.
- _ Share status information with other sections as appropriate.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Fire & Rescue Branch Director

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

Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, and urban rescue operations in the County or city and outside of the county or city as part of a mutual aid/mobilization response to a county disaster situation.
2. Acquire mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources in the area.
5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
6. Overall supervision of the Fire & Rescue Branch.

Activation Phase:

- _ Follow the generic Activation Phase Checklist.
- _ Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
 - _ Fire Operations Unit
 - _ Hazmat Unit
 - _ EMS Unit
 - _ Rescue Unit
- _ If the State Fire Mobilization system is activated, coordinate use of resources with the State Fire Mutual Aid Coordinator.
- _ Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.

_ Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Planning meeting.

Operational Phase:

- _ Ensure that Branch and Unit position logs and other files are maintained.
- _ Maintain current status on Fire & Rescue missions being conducted in the county or city.
- _ Provide the Operations Section Chief and the Planning Section with an overall summary of Fire & Rescue Branch operational periodically or as requested during the operational period.
- _ Refer all contacts with the media to the Public Information Officer.
- _ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- _ Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Planning meeting.
- _ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Fire Operations Unit Leader

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

Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Fire & Rescue Branch Director as appropriate.
2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of property and protection of the environment).
3. Monitor and track fire resources utilized during the event.
4. Provide general support to field personnel as required.
5. Supervise the Fire Operations Unit.

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other appropriate files.

- _ Establish and maintain radio or phone communication with the area Communication Center and field level Incident Commanders.
- _ Obtain regular status reports on the fire situation from the field level Incident Commanders.
- _ Assess the impact of the disaster/event on the Fire Department's operational capability.
- _ Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Director prior to the first Planning meeting.
- _ Provide fire status updates to the Fire & Rescue Branch Director on a regular basis.
- _ Evaluate and process all requests for fire Mutual Aid resources.
- _ If not addressed at the Incident Command Post or Department Headquarters, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- _ In conjunction with Planning, determine if current and forecasted weather conditions will affect fire and rescue operations.
- _ Inform the Fire & Rescue Branch Director of all significant events that occur.
- _ Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- _ Assist in establishing base of operations / command post / and facilities needed through the Logistics Section for incoming units.
- _ Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- _ Follow generic Demobilization Phase Checklist.

Emergency Medical Unit Leader

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

Responsibilities:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Posts and Department Headquarters in establishing triage teams.
3. Determine the status of medical facilities within the affected area.
4. Coordinate the transportation of injured victims to appropriate medical facilities as required.
5. Supervise the Emergency Medical Unit.

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain position logs and other necessary files.
- _ Work closely with all Operations Section Branch Directors to determine the scope of disaster medical assistance required.
- _ Determine the status and availability of medical mutual aid resources in the operational area; specifically paramedics and ambulances.
- _ Establish radio or telephone communication with trauma centers and other medical facilities to determine their capability to treat disaster victims.
- _ Determine status and availability of specialized treatment such as burn centers.
- _ Assist the Search and Rescue Unit Leader in providing triage for extricated victims.
- _ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- _ Establish and maintain communication with other functioning EOC's and determine status and availability of medical resources.
- _ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field. **Consider activation via DEM of a Disaster Medical Response Team.**
- _ Inform the Fire & Rescue Branch Director of all significant events.
- _ Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Rescue Unit Leader

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

Responsibilities:

1. Determine the scope of the search and rescue mission.
2. Establish Safety Plan
3. Assist in mobilizing Rescue Teams at the request of Field Incident Commanders.
4. Provide rescue support as required to other emergency response agencies consistent with established priorities and objectives.
5. Ensure that deployed teams are provided with adequate support.
6. Supervise the rescue units

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain position log and other appropriate files.
- _ Work closely with all Operations Section Branch Directors to determine the scope of search and rescue assistance required.
- _ Coordinate with the Fire & Rescue Branch Director to determine missions for rescue teams based on established priorities.
- _ Mobilize and deploy available rescue teams to locations within the county or city, or to other emergency response agencies as requested, in a manner consistent with established policies and priorities.
- _ Establish radio or phone communication with all deployed rescue team leaders to determine the scope of support required.
- _ Work closely with the Logistics Section to determine the status and availability of rescue resources; specifically USAR Team via the DEM.
- _ Coordinate with the Law Enforcement Branch to determine availability of search dog units.
- _ Coordinate with Public Works to provide on-site assistance with rescue operations at the request of team leaders.
- _ Coordinate with the Emergency Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
- _ Coordinate with the Medical Examiner Unit to provide on-site assistance in managing fatalities.
- _ Ensure that each team leader develops a safety plan for each assigned mission.
- _ Monitor and track the progress and status of each rescue team.
- _ Ensure that team leaders report all significant events and follow safety plan.
- _ Assist in establishing base/base/camp facilities (or commercial lodging) for Rescue Teams through the Logistics Section, if not addressed at the ICP.
- _ Inform the Fire & Rescue Branch Director of all significant events.
- _ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Hazardous Materials Unit Leader

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

Responsibilities:

1. Determine the scope of hazardous materials incidents throughout the area.
2. Assist in mobilizing hazardous materials teams at the request of field Incident Commanders.
3. Ensure that deployed teams are provided with adequate support.

4. Supervise the Hazmat Unit.

Activation Phase:

_ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other appropriate files.
- _ Work closely with all Operations Section Branch Directors to determine the scope of HazMat incident response required.
- _ Coordinate with the Fire and Rescue Branch Director to determine missions for HazMat teams based on established priorities.
- _ Mobilize and deploy available HazMat resources – including the CAT and ERT teams in a manner consistent with established priorities.
- _ Establish radio or phone communication with all deployed HazMat resources to determine the scope of support required.
- _ Work closely with the Logistics Section to determine the status and availability of regional Hazmat Response Teams.
- _ Coordinate with Public Works to provide on-site assistance with HazMat operations at the request of team leaders.
- _ Coordinate with the Emergency Medical Unit to determine appropriate medical facilities and mode of contaminated victim transportation.
- _ Coordinate with the Medical Examiner Unit to provide on-site assistance in managing fatalities at HazMat scenes.
- _ Monitor and track the progress and status of each HazMat team.
- _ Ensure that Hazmat Team Leaders report all significant events.
- _ Assist in establishing base/base/camp facilities (or commercial lodging) for HazMat teams through the Logistics Section, if not addressed at the ICP.
- _ Inform the Fire & Rescue Branch Director of all significant events.
- _ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

Law Enforcement Branch Director

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

Responsibilities:

1. Coordinate search, movement and evacuation operations during a disaster.
2. Coordinate law enforcement and traffic control operations during the disaster.

3. Coordinate site security at incident locations and EOC.
4. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies.
5. Supervise the Law Enforcement branch.

Activation Phase:

- _ Follow the generic Activation Phase Checklist.
- _ Based on the situation, activate the necessary Units within the Law Enforcement Branch:
 - _ Law Enforcement Operations Unit
 - _ Medical Examiner Unit
- _ Provide an initial situation report to the Operations Section Chief.
- _ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Planning meeting.

Operational Phase:

- _ Ensure that Branch and Unit position logs and other appropriate files are maintained.
- _ Maintain current status on Law Enforcement missions being conducted in the county or city.
- _ Provide the Operations Section Chief and the Planning Section with an overall summary of Law Enforcement Branch operational periodically or as requested during the operational period.
- _ Refer all contacts with the media to the Public Information Officer.
- _ Determine need for Law Enforcement Mutual Aid.
- _ Determine need for Medical Examiner's Mutual Aid.
- _ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- _ Prepare objectives for the Law Enforcement Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Planning meeting.
- _ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Law Enforcement Operations Unit Leader

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

Responsibilities:

1. Coordinate requests for Law Enforcement Mutual Aid Resources.
2. Establish and maintain communication with Law Enforcement Commanders in the field.
3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of property and protection of the environment).
4. Monitor and track law enforcement resources utilized during the event.
5. Provide general support to field personnel as required.
6. Supervise the law enforcement operations unit.

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other appropriate files.
- _ Establish and maintain radio or phone communication with the Department Headquarters, and Law Enforcement Commanders at the field level.
- _ Obtain regular status reports on the law enforcement situation from the Department Headquarters and Law Enforcement Commanders at the field level.
- _ Assess the impact of the disaster/event on the Police Department's operational capability.
- _ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Director prior to the first Planning meeting.
- _ Ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- _ If not addressed at the ICP ensure that incident facilities are established (staging/base areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- _ In conjunction with Planning, determine if current and forecasted weather conditions will affect law enforcement operations.
- _ Coordinate major search and evacuation activity with the Fire Operations Unit, as required.
- _ Coordinate with the Mass Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- _ Assist in establishing base/camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP.
- _ Reinforce the use of proper procedures for media contacts.
- _ Provide law enforcement status updates to the Law Enforcement Branch Director on a regular basis.

Evaluate and process all requests for law enforcement resources through the DEM.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

Medical Examiner Unit Leader

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

Responsibilities:

1. At the direction of the Medical Examiner, establish and oversee an interim system for managing fatalities resulting from the disaster/event.
2. At the direction of the Medical Examiner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information for each fatality.
3. Supervision of the Medical Examiner Unit.

Activation Phase:

Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Ensure that locations where fatalities are discovered are secured.
- Ensure that fatality collection points are established and secured as necessary.
- Ensure that temporary morgue facilities are established in accordance with guidelines established by the Medical Examiner.
- Request Medical Examiner Mutual Aid through the DEM as required.
- Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- Coordinate with the Rescue Unit to determine location and number of extricated fatalities.
- Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Medical Examiner and/or law enforcement.
- Assist the Medical Examiner with identification of remains and notification of next of kin as required.
- In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster.
- Keep the Law Enforcement Branch Director informed of Medical Examiner Unit activities on a regular basis.
- Inform the Law Enforcement Branch Director and the Public Information Officer of the number of confirmed fatalities resulting from the disaster or event.

- _ Ensure that all media contacts are referred to the Public Information Officer.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Public Works Branch Director

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

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within Steele County or the City of Owatonna.
4. Assist other sections, branches, and units as needed.
5. Supervise the Public Works Branch.

Activation Phase:

- _ Follow the generic Activation Phase Checklist.
- _ Assess the structural integrity of the designated EOC.
- _ Based on the situation, activate the necessary units within the Public Works Branch:
 - _ Utilities Unit
 - _ Public Works Unit
 - _ Damage Assessment Unit
- _ Provide an initial situation report to the Operations Section Chief.
- _ Based on the initial EOC strategic objectives, prepare objectives and provide them to the Operations Section Chief prior to the first Planning meeting.

Operational Phase:

- _ Ensure that branch and unit position logs and other necessary files are maintained.
- _ Maintain current status on all Public Works activities being conducted in the county or city.
- _ Ensure that damage and safety assessments are being carried out for both public and private facilities.
- _ Request outside resources and mutual aid, utilizing DEM as a procurement resource.
- _ Determine and document the status of transportation routes into and within affected areas.

- _ Coordinate debris removal services as required. (Debris management plan).
- _ Provide the Operations Section Chief with an overall summary of Public Works Branch activities periodically during the operational period or as requested.
- _ Ensure that Public Works Status Reports, as well as any initial damage estimations are completed and maintained by utilizing appropriate resource management software and/or forms.
- _ Refer all contacts with the media to the Public Information Officer.
- _ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- _ Prepare objectives for the Public Works Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Planning meeting.
- _ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Utilities Unit Leader

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

Responsibilities:

1. Assess the status of utilities; provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other necessary files.
- _ Establish and maintain communications with the utility providers for the area.
- _ Survey the extent of damage to utility systems in the area.
- _ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to the EOC.
- _ Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning Section.
- _ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.

- _ Keep the Public Health Branch Director informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- _ Keep the Public Works Branch Director informed of the restoration status.
- _ Complete and maintain a Utilities Status Report
- _ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Damage Assessment Unit Leader

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

Responsibilities:

1. Collect initial Damage assessment information from all available sources.
2. Provide detailed Damage assessment information to the Planning Section, with associated loss damage estimates.
3. Maintain detailed records on damaged areas and structures.
4. Initiate requests for Engineers from the Fire Department, Building Services Division and Public Works Engineering Division, to inspect structures and/or facilities.
5. Supervise the Damage Assessment Unit.

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other necessary files.
- _ Obtain initial Damage assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, and any other sources as necessary.
- _ Prepare detailed Damage assessment information, including estimate of value of the losses, and provide to the Planning Section.
- _ Clearly label each structure and/or facility inspected in accordance with adopted codes, standards and guidelines.
- _ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- _ Initiate all requests for engineers and building inspectors through the EOC.
- _ Keep the Public Works Branch Director informed of the inspection and engineering assessment status.
- _ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Public Works Unit Leader

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

Responsibilities:

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.
2. Provide heavy equipment assistance to the Damage Assessment Unit as required.
3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
4. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.
5. Supervise the Public Works Unit.

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other necessary files.
- _ Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- _ Ensure that engineering staff is available to assist the Damage Assessment Unit in inspecting damaged structures and facilities.
- _ As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.
- _ Work closely with the Logistics Section to provide support and materiel as required.
- _ Keep the Public Works Branch Director informed of unit status.
- _ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Medical & Health Branch Director

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

Responsibilities:

1. Act as the liaison to the County Health Officer and to the County Health and Human Services Department.
2. Coordinate and manage the allocation of available disaster medical and health resources to support disaster health operations in the affected area.

3. Determine the medical and health impact of the event on the affected population and health infrastructure, and ensure information is provided to the Operations Section Chief.
4. Evaluate and prioritize medical and health requests from local responders based on criteria established by the Operations Section Chief, and determine appropriate response recommendations.
5. Obtain medical and health personnel, supplies and equipment through established procedures.
6. Coordinate the mobilization and transportation of all resources through the Logistics Section.
7. Maintain the status of all unassigned medical and health resources within the operational area.
8. Complete and maintain branch status reports.
9. Implement the appropriate Action Plan objectives for the Medical and Health Branch.
10. Provide for the maintenance of vital records relative to public health.
11. Coordinate the need for mental health/crisis counseling services.

Activation Phase:

- _ Follow the generic Activation Phase Checklist.
- _ Determine level of staff required for current operations as well as relief shifts.
- _ Based on the situation, activate the necessary units within the Public Health Branch:
 - _ Environmental Health Unit
 - _ Communicable Disease Unit
 - _ Disaster Medical Unit
- _ Open and maintain Branch logs.
- _ Set up section work area.
- _ Prepare the initial medical and health situation report.
- _ Prepare objectives for the Medical and Health Branch and provide them to the Operations Section Chief prior to the first planning meeting.

Operational Phase:

- _ Ensure that Medical and Health Branch and unit position logs and other necessary files are maintained.
- _ Maintain current status on Medical and Health operations being conducted within the Operational Area.
- _ Ensure that branch status reports are prepared periodically.
- _ Respond to requests for medical and health resources in coordination with Logistics.
- _ Coordinate with the DEM for medical and health resource needs that cannot be provided within the Operational Area.
- _ Monitor and support environmental and public health response operations.

- _ Support the acquisition of potable water supplies as required.
- _ Ensure adequate environmental controls are initiated and maintained as required.
- _ Assess the need for mental health/crisis counseling services for responders, EOC staff, disaster victims and/or community members not otherwise impacted by the incident.
- _ Coordinate with appropriate mental health/crisis counseling providers (CISM, Support Officers, EAP, American Red Cross, others) to address any identified counseling needs.
- _ Ensure that medical and health information updates are provided to the PIO and that all media inquiries are referred to the PIO as required.
- _ Coordinate with other response agencies to meet medical and health needs for sheltered populations.
- _ Ensure that Branch objectives are identified and reviewed as required to facilitate the planning process.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.
- _ Ensure that public health information guidelines are provided to the PIO for periodic media releases during the recovery phase.

Environmental Health Unit Leader

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

Responsibilities:

1. Assess the status and availability of potable water, as needed.
2. Assess the status of sanitation (sewer and solid waste disposal) systems as needed.
3. Inspect and assess foodstuffs, drugs, and other consumables for purity and usability as needed.
4. Develop and implement a vector control plan for the affected disaster area(s).
5. Conduct assessments of environmental contamination and public health risks from hazardous materials incidents.
6. Provide technical support for terrorist incidents involving weapons of mass destruction.
7. Supervise the Environmental Health Unit.

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other necessary files.

- _ Dispatch teams to survey and test potable water systems; determine status of potable water as needed.
- _ Dispatch teams to survey and test sanitation systems as needed.
- _ Ensure that both water and sanitation systems are continually monitored.
- _ Develop a transportation and distribution strategy for potable water.
- _ Through the Logistics Section, as needed, obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- _ Develop and implement a plan to identify sources of contamination that could pose a health problem; contain and/or eliminate the threat to the general population.
- _ Coordinate with the Medical Examiner Unit in the handling of the deceased; advise on any health-related problems associated with the storage and disposal of the human remains.
- _ Coordinate the inspection of foodstuffs, drugs, and other consumables for purity and usability as needed.
- _ Develop and implement a plan for vector control.
- _ Make plans for solid waste disposal as needed.
- _ Inspect mass care shelters.
- _ Inspect EOC and responder food preparations for safety.
- _ Inform the Medical and Health Branch Director of all significant events.
- _ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Communicable Disease Unit Leader

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

Responsibilities:

1. Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.
2. Provide for and coordinate immunization services as needed.
3. Provide technical support for bio-terrorism incidents.
4. Ensure that public notifications are made regarding public health risks.
5. Provide epidemiological surveillance, case investigations and follow-up to control infectious disease and food borne illnesses.
6. Conduct appropriate public health education programs as needed.
7. Supervise the Communicable Disease Unit.

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other necessary files.
- _ Assess the potential for the spread of communicable diseases.
- _ Identify and coordinate with the Logistics Section for the human, medical and material resources required to provide adequate immunization services.
- _ In coordination with the Environmental Health Unit, develop and implement a plan to identify sources of contamination which could pose a health problem; contain and/or eliminate the threat to the general population.
- _ In coordination with the State Department of Health Bio-Terrorism Surveillance Coordinator, provide technical research, information, and assistance in any bioterrorism incident.
- _ Inform the Medical and Health Branch Director of all significant events.
- _ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Disaster Medical Unit Leader

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

Responsibilities:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Determine the status of medical facilities within the affected area.
3. Supervise the Disaster Medical Unit.

Activation Phase:

- _ Follow generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain position logs and other necessary files.
- _ Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
- _ Determine the status and availability of medical resources in the operational area; specifically paramedics and ambulances.
- _ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- _ Determine status and availability of specialized treatment facilities such as burn centers, dialysis clinics, etc.
- _ Coordinate with the Logistics Section to acquire additional transportation other than ambulances for injured victims as required or requested.
- _ Establish and maintain communication with EOC and determine status and

availability of medical resources.

- _ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- _ Inform the Medical and Health Branch Director of all significant events.
- _ Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Winona County / City of Winona EOC Planning Section Position Checklists

Planning Section Chief

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

Responsibilities:

1. Ensure that the following responsibilities of the Planning Section are addressed as required:
 - _ Collecting, analyzing, and displaying situation information,
 - _ Preparing periodic Situation Reports,
 - _ Preparing and distributing the EOC Action Plan and facilitating Planning meetings,
 - _ Conducting planning activities and reports,
 - _ Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization for the Planning Section.
3. Exercise overall responsibility for the coordination of branch/unit activities within the section.
4. Keep the Incident Commander informed of significant issues affecting the Planning Section.

5. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
6. Supervise the Planning Section.

Activation Phase:

- _ Follow the generic Activation Phase Checklist.
- _ Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- _ Based on the situation, activate Units within section as needed and designate Unit Leaders.
- _ Situation Analysis Unit
- _ Planning Unit
- _ Documentation Unit
- _ Technical Services Unit
- _ Resources Unit
- _ Request additional personnel for the section as necessary to maintain a 24-hour operation.
- _ Establish contact with the State EOC when activated and coordinate Situation Status Reports with their Planning Section.
- _ Meet with Operations Section Chief; obtain and review any major incident reports.
- _ Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
- _ Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- _ Keep the Incident Commander informed of significant events.
- _ Define operational periods and establish planning/briefing schedule.

Operational Phase:

- _ Ensure that Planning position logs and other necessary files are maintained.
- _ Ensure that The Situation Analysis Unit is maintaining current information for the situation status report.
- _ Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence.
- _ Ensure that a situation status report is produced and distributed to EOC Sections and EOC at least once, prior to the end of the operational period.
- _ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

- _ Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.
- _ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- _ Facilitate Planning meetings as needed.
- _ Ensure that objectives for each section are completed, collected and posted in preparation for the next Planning meeting.
- _ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- _ Work closely with each branch/unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- _ Ensure that the Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives.
- _ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- _ Provide technical services, such as field observers and other technical specialists to all EOC sections as required.
- _ Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

Situation Unit Leader

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

Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation status reports are developed for dissemination to EOC staff.
4. Assist in developing an Action Plan for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise Situation Analysis Unit.

Activation Phase:

- _ Follow the generic Activation Phase Checklist.
- _ Ensure there are adequate staff available to collect and analyze incoming information, maintain the Situation Status Report, and assist the planning process.
- _ Prepare Situation Analysis Unit objectives for the initial Planning meeting.

Operational Phase:

- _ Ensure position logs and other necessary files are maintained.
- _ Oversee the collection and analysis of all event/or disaster related information.
- _ Oversee the preparation and distribution of Situation Status Reports.
- Coordinate
with the Documentation Unit for manual distribution and reproduction as required.
- _ Ensure that each EOC Section provides Status Reports, on a regular basis.
- _ Meet with the Public Information Officer to determine the best method for ensuring access to current information.
- _ Prepare situation summaries for EOC Planning meetings.
- _ Ensure each section provides their objectives at least 30 minutes prior to each Planning meeting.
- _ Ensure that adequate staff is assigned to maintain all maps, status boards and other displays.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Documentation Unit Leader

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

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the EOC situation status reports, EOC Action Plan, and other documents, as required.
4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
5. Assist the EOC Manager in the preparation and distribution of the After Action Report.
6. Supervise the Documentation Unit.

Activation Phase:

- _ Follow the generic Activation Phase Checklist.

Operational Phase:

- _ Maintain a position log.
- _ Meet with the Planning Section Chief to ensure EOC materials are maintained as

official records.

Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.

Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.

EOC Position Checklists

Steele County / City of Owatonna EOC Page 58 11/6/2008

Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the EOC.

Keep extra copies of reports and plans available for special distribution as required.

Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Planning Unit Leader

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

Responsibilities:

1. Develop an Action Plan for each operational period, based on objectives developed by each EOC Section.

2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.

3. Provide periodic briefings for the Incident Commander and General Staff addressing planning issues.

4. Prepare for and conduct Planning meetings as necessary.

5. Supervise the Planning Unit.

Activation Phase:

Follow the generic Activation Phase Checklist.

Operational Phase:

Maintain a position log.

Monitor the current situation report to include recent updates.

Discuss with the General Staff to determine best estimates of the future direction & outcomes of the event or disaster.

Develop an Action Plan identifying policy-related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect operations.

Submit the Action Plan to the Planning Chief for review and approval prior to conducting briefings for the General Staff and Incident Commander.

EOC Position Checklists

Steele County / City of Owatonna EOC Page 60 11/6/2008

Review planning objectives submitted by each section for the forthcoming

operational period. In conjunction with the general staff, recommend a transition strategy to the Incident Commander when EOC activity shifts predominately to recovery operations.

_ Convene and facilitate the Planning meeting following the meeting process guidelines.

_ In preparation for the Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation status reports, etc.)

_ Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Technical Specialists Unit Leader

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

Responsibilities:

1. Provide technical observations and recommendations to the Planning Chief as required.
2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.
3. Supervise the Technical Services Unit.

Activation Phase:

_ Follow the generic Activation Phase Checklist.

Operational Phase:

_ Maintain a position log and other necessary files.

_ Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.

_ Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.

_ Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Resource Unit Leader

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

Responsibilities:

1. Coordinate with the other units in the Planning Section to capture and centralize resource status information.
2. Develop and maintain resource status boards in the Planning Section.
3. Supervise the Resource Status Unit.

Activation Phase:

_ Follow the generic Activation Phase Checklist.

Operational Phase:

_ Establish and maintain a position log and other necessary files.

_ Coordinate closely with all units in the Planning Section particularly the Situation unit.

_ As resource requests are filled by the Logistics Section, track the availability of resources and anticipate additional resource needs.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Steele County / City of Owatonna EOC

Logistics Section Position Checklists

EOC Position Checklists

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Logistics Section Chief

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

Responsibilities:

1. Ensure the Logistics function is carried out in support of the emergency operations. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Field Incident Commands within the area.
5. Keep the Incident Commander informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

Activation Phase:

_ Follow the generic Activation Phase Checklist.

Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.

Based on the situation, activate Support and/or Services branches within the section as needed and designate Unit Leaders for each element:

Communications Unit Personnel Unit

Transportation Unit Facilities Unit

Supply Unit Mass Care and Shelter

EOC Position Checklists

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Mobilize sufficient section staffing for 24-hour operations.

Establish communications and coordinate with the Logistics Section at the State EOC if activated.

Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.

Meet with the Incident Commander and General Staff and identify immediate resource needs.

Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.

Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.

Provide periodic Section Status Reports to the Incident Commander.

Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

Ensure that Logistic Section position logs and other necessary files are maintained.

Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.

Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each Planning meeting.

Attend and participate in EOC Planning meetings.

Ensure that the Supply/Procurement Unit coordinates closely with the Fiscal Control Unit in the Finance/Administration Section and that all required documents and procedures are completed and followed.

EOC Position Checklists

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Ensure that transportation requirements, in support of response operations, are met.

Ensure that all requests for facilities and facility support are addressed.

Ensure that all area resources are tracked and accounted for, as well as

resources ordered through Mutual Aid.

Provide section staff with information updates as required.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Communications Unit Leader

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

Responsibilities:

1. Ensure radio, telephone, fax and computer resources and services are provided to EOC staff as required.

2. Oversee the installation of communications resources within the area and EOC. Ensure that a communications links are established with other EOCs.

3. Determine specific computer requirements for all EOC positions.

4. Implement message system, for internal information management to include message and e-mail systems.

5. Ensure that appropriate EOC Communications are established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.

6. Develop and distribute a Communications Plan, which identifies all systems in use and lists specific frequencies, and phone numbers allotted for the event or disaster.

7. Supervise the Communications Unit.

Activation Phase:

Follow the generic Activation Phase Checklist.

Prepare objectives for the Communications Unit and provide them to the Logistics Section Chief prior to the initial Planning meeting.

Operational Phase:

Ensure that Communication Unit position logs and other necessary files are maintained.

Keep all sections informed of the status of communications systems, particularly those that are being restored.

EOC Position Checklists

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Assist EOC positions in determining appropriate numbers of telephones, computers, and other communications equipment required to facilitate operations.

Acquire radio frequencies as necessary to facilitate operations.

Coordinate with all sections/branches/units regarding the use of all communication systems.

Develop instructional guidance for use of radios, telephones, computers and computer programs and conduct training sessions for EOC staff as necessary.

Coordinate with land line and cellular telephone companies in the area to obtain additional phone resources as necessary.

Ensure that EOC Communications capability is established to receive and direct

all event or disaster related communications to appropriate destinations within the EOC.

Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.

Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.

Ensure that technical personnel are available for communications equipment maintenance and repair.

Work to mobilize and coordinate amateur radio resources to augment primary communications systems as required.

Keep the Logistics Section Chief informed of the status of communications systems.

Prepare objectives for the Communication Unit; provide them to the Logistics Section Chief prior to the next Planning meeting.

Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Transportation Unit Leader

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

Responsibilities:

1. In coordination with the Public Works Branch Director, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.

2. Arrange for the acquisition or use of required transportation resources.

3. Supervise the Transportation Unit.

Activation Phase:

Follow the generic Activation Phase Checklist.

Operational Phase:

Establish and maintain a position log and other necessary files.

Coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the area.

Coordinate with the Public Works Branch Director to determine progress of route recovery operations.

Develop a Transportation Plan that identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.

Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.

Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Personnel Unit Leader

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

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Work with DEM to identify, recruit and register volunteers as required.
3. Identify and maintain staff names on the EOC organization chart.
4. Supervise the Personnel Unit.

Activation Phase:

_ Follow the generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain personal log and other necessary files.
- _ In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- _ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff receives a current situation upon check-in.
- _ Establish communications with DEM to access volunteer agencies and other organizations that can provide personnel resources.
- _ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel.
- _ Maintain a status board or other reference to keep track of incoming personnel resources.

EOC Position Checklists

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- _ Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- _ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
- _ In coordination with the Operations Section Chief and the EOC Manager determine the need for CISD support for emergency workers.
- _ Arrange for childcare services and family support for EOC personnel as required.
- _ Coordinate with DEM to establish registration locations with sufficient staff to identify and register volunteers.
- _ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Supply Unit Leader

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

Responsibilities:

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

Activation Phase:

_ Follow the generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other necessary files.
- _ Determine if requested types and quantities of supplies and materiel are available in area inventory.
- _ Determine procurement spending limits with the Fiscal Control Unit in Finance/ Administration. Obtain a list of pre-designated emergency purchase orders as required.
- _ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materials, and also verify that the request has not been previously filled through another source.
- _ In conjunction with the Planning Section, Resource Unit, maintain a status board or other reference depicting procurement actions in progress and their current status and anticipated needs.
- _ In conjunction with DEM, determine if the procurement item can be provided without cost from another jurisdiction.

EOC Position Checklists

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- _ Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- _ Orders exceeding the purchase order limit must be approved by the Finance/ Administration Section before the order can be completed.
- _ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- _ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- _ In coordination with the Personnel Unit, provide food and lodging for EOC staff, field personnel, and volunteers as requested.
- _ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing

usable donations.

_ Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Facilities Unit Leader

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

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
3. Supervise the facilities unit.

Activation Phase:

_ Follow the generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other necessary files.
- _ Work closely with the EOC Manager and other sections in determining facilities and furnishings required for effective operation of the EOC.
- _ Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- _ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- _ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- _ Develop and maintain a status board or other reference that depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.

EOC Position Checklists

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_ Ensure all structures are safe for occupancy and that they comply with ADA requirements.

_ As facilities are vacated, coordinate with the facility manager to return the location to it's original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.

_ Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Mass Care and Shelter Unit Leader

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

Responsibilities:

1. Coordinate the opening and operation of emergency shelters.
2. Consistent with policies of the American Red Cross and the Salvation Army, provide food, clothing and other necessities to disaster victims.
3. Coordinate the provision of mobile canteen service or other feeding operations to victims and emergency workers.
4. Consistent with policies of the American Red Cross operates disaster health and welfare inquiry services (DWI) for disaster victims and their families.
5. Supervise the Mass Care and Shelter Unit.

Activation Phase:

_ Follow the generic Activation Phase Checklist.

Operational Phase:

- _ Establish and maintain a position log and other necessary files.
- _ Work closely with appropriate officials to determine shelter needs and the best shelter locations.
- _ Coordinate the opening of shelters, warming stations and/or reception centers.
- _ Maintain status information on each shelter in operation and coordinate that information with the Planning Section.
- _ Act as a liaison and coordinate with the American Red Cross, Salvation Army, other appropriate organizations and the EOC to provide shelter operations, and mobile feeding.
- _ Determine method of feeding to best fit each situation and location.
- _ Ensure that sufficient potable water is available to meet all incident needs.

EOC Position Checklists

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_ Keep the Logistics Section Chief informed of significant issues affecting the Mass Care and Shelter Unit.

_ Maintain a Unit Log.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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EOC

Finance/Admin. Section Position Checklists

EOC Position Checklists

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Finance/Administration Section Chief

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

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all county and city emergency response personnel.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all county and city employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. Ensure that all recovery documentation is accurately maintained during the response and coordinate with DEM to ensure that the information is submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the State Division of Emergency Management (DEM).
11. Supervise the Finance/Administration Section.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.

EOC Position Checklists

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- Based on the situation, activate units within section as needed and designate Branch Directors for each element:
 - Time Keeping Unit
 - Compensation & Claims Unit
 - Purchasing Unit
 - Recovery Unit
- Ensure that sufficient staff is available for a 24-hour schedule, or as required.

- _ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- _ Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- _ In conjunction with Unit Leaders, determine the initial Planning objectives for the first operational period.
- _ Notify the Incident Commander when the Finance/Administration Section is operational.
- _ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- _ Ensure that Finance/Administration position logs and other necessary files are maintained.
- _ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- _ Participate in all Planning meetings.
- _ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- _ Keep the Incident Commander, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.

EOC Position Checklists

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- _ Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- _ Ensure that the Time Keeping Unit tracks and records all agency staff times.
- _ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- _ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time-frame, given the nature of the situation.
- _ Ensure that the Time-Keeping Unit processes all time-sheets and travel expense claims promptly.
- _ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- _ Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and coordinate with Steele County Emergency Management Director to ensure that the information is submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the State Division of Emergency Management.

Demobilization Phase:

- _ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Time Keeping Unit Leader

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

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.
3. Supervise the time keeping unit.

Activation Phase:

Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position logs and other necessary files.
- Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with established policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Compensation and Claims Unit Leader

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

Responsibilities:

1. Oversee the investigation of injuries and property / equipment damage claims involving the city or county, arising out of the event or disaster.
2. Complete all forms required by worker's compensation program.
3. Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

Activation Phase:

Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Maintain a chronological log of injuries and illnesses, and property damage

reported during the event or disaster.

- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to appropriate compensation carriers and/or regulatory agencies within the required time-frame consistent with established Policy & Procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Purchasing Unit Leader

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

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position logs and other necessary files.
- Review the county or city emergency purchasing procedures.
- Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/ Administration Section Chief.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to Budget and Payroll for payment.

EOC Position Checklists

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- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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Recovery Unit Leader

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

Responsibilities:

1. Coordinate with the Damage Assessment Unit to collect and maintain documentation of all disaster information for possible public sector reimbursement and private sector assistance.
2. Coordinate all fiscal recovery with disaster assistance agencies.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Recovery Unit and all recovery operations.

Activation Phase:

Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position log and other necessary files.
 - In conjunction with Budget Office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
 - Obtain information from the Resources Status Unit regarding equipment use times.
 - Ensure that the Budget Office establishes a disaster accounting system, to include an exclusive cost code for disaster response.
 - Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.
 - Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.
- EOC Position Checklists*
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- Act as the liaison (Applicant Agent) for the City of Owatonna or Steele County and other disaster assistance agencies; to coordinate the cost recovery process.
 - Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.
 - Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.
 - Prepare and maintain a cost report for the Finance/Administration Chief, Incident Commander, and City Council or County Board. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the city or county.
 - Organize and prepare records for final audit.
 - Assist the EOC Manager and Planning Section with preparation of the After-Action Report.

Demobilization Phase:

_ Follow the generic Demobilization Phase Checklist.

EOC Position Checklists

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The Emergency Operations Guidelines were approved by:

Steele County Board Date

Owatonna City Council Date