University of Nevada
Reno

Emergency Operations Plan

Revised
January 2012
3.1 UNR IMMEDIATE ACTIONS

Immediate action refers to the intervention that must take place immediately in order to respond to an emergency and lead to recovery operations. Immediate actions usually occur directly after the impact phase of an emergency, but can occur at any point during an emergency as the situation changes. This stage of emergency response is most crucial as rapid response and decision making can minimize potential impacts from the emergency.

This section contains the checklists, alert lists, and immediate action guidelines to aid the UNR initial response team with making a preliminary assessment of the emergency, identifying needs for provision of basic facilities and resources, and activating the Emergency Operations Center if necessary.
3.1.1 IMMEDIATE ACTION CHECKLIST

If this is an actual emergency, make sure the following actions are or have been taken:

☐ Make sure you (and those around you) are safe

☐ Based on available information, assess the severity of the situation. Ensure appropriate immediate response efforts are in progress by contacting Campus Police or Public Safety Communications (9-1-1)

Emergency numbers during business hours:
- Facilities Management: 784-6514
  After Hours 784-8020
- Radiological Safety Officer 784-4540
- Centrex Operator Ext. 0
- HAZMAT 327-5040
- Police Duty Phone 745-6195

Emergency numbers after business hours:
- Police/Fire 9-1-1

When calling, clearly provide:
- The type of emergency and if there are victims
- The specific location of the emergency to include building name and number
- Your name, location, and phone number

Note: Don’t hang up! Let the person you are talking to end the conversation; other information may be needed

☐ Identify, locate, and brief those in charge. The following members of the Crisis Action Team will meet at the President’s Office or confer by telephone to manage/coordinate the initial University of Nevada, Reno response and to make a determination on activation of the University of Nevada, Reno Emergency Operations Center (EOC):

PRIMARY GROUP
- University President
- Executive Vice President and Provost
- Vice President, Administration and Finance
- Vice President, Student Services
- Director, University Police Services
- Assistant Vice President, Facilities Management
- Director, Environmental Health and Safety
- Director, Media Relations
- Emergency Management Coordinator
SECONDARY GROUP
- Vice President, Research
- Vice President, Information Technology
- Interim Vice President, Development and Alumni
- Special Assistant to the President for Diversity
- Director, Intercollegiate Athletics
- Director, Governmental Relations
- Director for Economic Development and Outreach
- ASUN President
- GSA President

☐ Mobilize the Crisis Action Team, who will meet or confer by telephone to:
  - Make a determination to meet at the President’s Office
  - Manage and coordinate the initial University of Nevada, Reno response
  - Activate the University of Nevada, Reno Emergency Operations Center (EOC)

EOC Activation Criteria
This decision must be based on the emergency event or situation. The primary UNR EOC is located at the UNR Police Services, Student Services Building. The alternate UNR EOC is located at the Lawlor Events Center, 15th Avenue and North Virginia. Key factors that normally trigger EOC activation include:
- Emergency response resources beyond the University’s capabilities are required
- An emergency of a long duration
- Major policy decisions must or may be required
- Local or state of emergency will be declared
- Activation of the EOC will be advantageous to the successful management of the emergency

EOC Activation Level
It is important to activate the EOC at an appropriate level to manage the emergency and to stay ahead of the situation. The following information is provided to serve as a quick guide on when EOC activation would be valuable.

*Minor Emergency – Level 1*
“Stand By: No EOC Activation Required

- Minor incident or hazardous materials/waste spill which can be abated by first responding personnel from the agency/department having jurisdiction. The University EOC is not activated.

*Moderate Emergency - Level 2*
“Local Emergency Response” Activation Should Be Considered

- If the incident escalates or is about to escalate to the point, due to the number of the University departments or agencies involved or personnel and resources are required, where the coordination of the incident cannot be efficiently accomplished at the scene or at another location
• If any of the persons authorized to activate the University’s EOC determines that coordination of the response/recovery would be enhanced by multi-department or multi-agency coordination in the University EOC

• If the level of requests for outside resources is significant and coordination of these requests is better facilitated at one central point

Regional Emergency - Level 3
“Regional Emergency Response” Activation Required

• If incidents are of such magnitude that coordination of the response(s) at the scene or another location is not possible (e.g., regional flooding, major earthquake or fire, HAZMAT incident requiring extensive decontamination or presenting evacuation/rescue problems, or other mass casualty incident)

• When the response or resources of the University are overwhelmed or are expected to be overwhelmed

□ If the situation warrants and if authorized to activate the EOC, review Activation Levels to determine activation level - begin EOC activation.

□ Officials authorized to order the University EOC activation: The University of Nevada, Reno President, or his/her designee must authorize activation of the Emergency Operations Plan (EOP). Upon activation of the EOP, the Director of Police Services, or in his/her absence the highest ranking member of the University Police Department, will commence activation of the Emergency Operations Center.

□ Notify the City of Reno or Washoe County that University of Nevada, Reno is contemplating activation or has activated the University of Nevada, Reno EOC.

□ Commence the University of Nevada, Reno EOC activation procedures. Utilize EOC Activation Procedures, EOC Activation Checklist and the appropriate EOC Diagram for set-up requirements.

□ Commence EOC activation procedures. Utilize the EOC Activation Procedures, EOC Activation Checklist and the appropriate EOC Diagram for set-up requirements.

□ Review and utilize Section Checklists to commence follow-up response efforts.
  – Management Section
  – Operations Section
  – Planning Section
  – Logistics Section
  – Finance Section

□ Follow the directions of the Director of Public Safety and/or the Field Incident Commander (Fire Department Battalion Chief etc.).

□ Identify and report to the next higher authority your jurisdiction’s:
  – Immediate capabilities
- Damage/injuries/fatalities
- Long-term capabilities
- Critical staffing needs
- Critical resource needs

☐ Keep an accurate and detailed record of:
  - Actions and time log of activities
  - Expenditures
  - Equipment
  - Personnel
  - Overtime
  - Contracted Services
  - Supplies and Materials
  - Calls and Points of Contact

☐ Develop briefing presentation to give members of the EOC. The briefing presentation must cover:
  - Situation overview
  - Emergency response actions underway
  - Time period of 1st Operational Period (time this response staff will be in EOC)
  - List of Objectives and Priorities for the 1st Operational Period - Action Plan Worksheet
3.1.2 UNR AFTER HOURS COMMUNICATION

If you need assistance in contacting any agency or person listed in this plan, please contact the UNR Police at 911 (Emergency) or 775-334-COPS (2677) (Non-Emergency). Please note if you have a responsibility within this plan, you are responsible for maintaining communications with UNR Police.
3.1.3 PRE-MOBILIZATION OF THE UNR CRISIS ACTION TEAM

The Crisis Action Team will confer by telephone or meet (at a location determined by the Emergency Management Coordinator) to make recommendations to the University President or EOC Director on immediate actions and possible EOC activation. The Crisis Action Team members can include:

- University President
- Executive Vice President and Provost
- Vice President, Administration and Finance
- Vice President, Student Services
- Director, University Police Services
- Assistant Vice President, Facilities Management
- Director, Environmental Health and Safety
- Director, Media Relations
- Emergency Management Coordinator
3.1.4 UNR EOC ACTIVATION CRITERIA

The decision to activate the UNR EOC must be based on the emergency event or situation. The primary UNR EOC is located at UNR Police Services, Student Services Building on the main UNR campus in Reno. The alternate EOC is located at Lawlor Events Center, 15th Avenue and North Virginia Ave, Reno. A third EOC may be established at the Washoe County EOC depending upon the event and logistical requirements. To activate the Washoe County EOC contact the Washoe County Emergency Management Office or the County Sheriffs Department. The following information is provided to serve as a quick guide on when EOC activation would be valuable:

- Resources beyond the University’s capabilities are required
- An emergency of a long duration
- Major policy decisions will or may be required
- Local or state emergency will be declared
- Activation of the EOC will be advantageous to the successful management of the emergency
3.1.5 UNR EOC ACTIVATION LEVELS

The magnitude of the emergency will dictate the University response level. Response levels are used to describe the type of event, extent of coordination or assistance needed, and degree of participation from University departments. Response levels are closely tied to the emergency proclamations issued by the EOC Director. The following information is provided to serve as a quick guide regarding the appropriate level when EOC activation would be appropriate.

When emergencies occur that exhaust or are expected to exhaust the response or management capability of the responding University departments, the heads of those departments will notify the University President and the EOC Director.

The University President or EOC Director will, either directly or through the Crisis Action Team, implement the response and recovery phase of the Plan and, if appropriate, activate the Emergency Operations Center or other specified command center. Emergency Response operations will be directed by the EOC Director or his/her designated alternate. The head of each University department with emergency response responsibilities will report to or send an alternate with decision-making authority to the EOC to direct agency response operations from it.

**Minor Emergency – Level 1**

*“Stand By” - No EOC Activation Required*

- A minor incident or hazardous materials/waste spill which can be abated by first responding personnel from the agency/department having jurisdiction and/or the members of the Crisis Action Team. The University of Nevada and Emergency Operation Center is not normally activated.

- This level is used in advance of a pending or possible emergency situation within University jurisdiction or in support of pending emergencies in the City of Reno and/or Washoe County

- The purpose of this level is to achieve a higher level of emergency preparedness or readiness. No formal emergency declaration is needed to initiate this level of response. The EOC Director may initiate a Level 1 response at any time

**Moderate Emergency - Level 2**

*“Local Emergency Response” - Activation Should Be Considered*

- If the incident escalates or is about to escalate to the point (due to the number of University departments or agencies involved, or personnel, and resources are required) where the coordination of the incident is not efficiently accomplished at the scene or at another
location

- Any of the persons authorized to activate the EOC determines that coordination of the response/recovery would be enhanced by multi-department or multi-agency coordination in the EOC

- When the level of requests for varied resources from the University are received from the adjacent cities, the University or the state to respond outside the University and coordination of these requests are better facilitated at one central point

**Regional Emergency - Level 3**

“*Regional Emergency Response*” Activation Required

- A major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A declaration of emergency should be considered and is usually issued. The overall response and early recovery activities will be managed from the University EOC. Off-duty personnel will be recalled as required. The Crisis Action Team will be activated.

**National Emergency - Level 4**

“*State of National Emergency Response*” Activation Required

- This is the highest level of response and is for severe emergency situations which will or may exhaust or exceed all available University, City and Regional resources. The President may declare a Level 4 response after consultation with the EOC Director and ratification by the University Board.

- The response phase (required under Levels 2, 3, and 4 will be conducted as an extraordinary, emergency-only operation. The phase will be initiated by, at the direction of, or under the delegated authority of the EOC Director or the President of the University.
3.1.6 UNR EOC ACTIVATION PROCEDURES

☐ If the situation warrants and if authorized to activate the EOC, review Activation Levels section to determine activation level - begin EOC activation.

☐ Officials authorized to order the UNR EOC activation (in order):
  - UNR President
  - Vice President of Student Life
  - University Police Chief

☐ If you are not authorized to activate the EOC and you believe that it should be activated, contact one of the officials listed above.

☐ Notify Washoe County and adjacent city(s)/districts/agencies that UNR is contemplating activation of the EOC.

☐ Make sure emergency responders have been notified, if needed (e.g. law enforcement, fire/rescue, emergency medical services, etc.)

☐ Commence EOC activation procedures. Utilize the EOC Activation Checklist and the appropriate EOC diagram for set-up requirements.

☐ Obtain and utilize section checklists to commence follow-up on response efforts.

☐ Follow the directions of the EOC Director or Incident Commander.

☐ Identify, review, and follow your department/agency’s Emergency Operations Plan (EOP) or Standard Operating Procedure (SOP).

☐ Identify and report your department/agency’s
  - Immediate Capabilities
  - Damage
  - Long Term Capabilities
  - Staffing Needs
  - Resources

☐ Coordinate your actions with those in charge.

☐ Keep an accurate and detailed record of:
  - Actions and Time Log of Activities
  - Expenditures
### UNR EOC Activation Checklist

<table>
<thead>
<tr>
<th>Action</th>
<th>Assigned Responsibility</th>
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</table>
| Determine whether to activate in consultation with the EOC Director and members of the Crisis Action Team | • Emergency Management Coordinator  
• (Chief of University Police) |
| Determine staffing level and assign responsibility to call in EOC staff. | • Emergency Management Coordinator  
• (Chief of University Police) |
| Set up EOC according to Sketches Primary EOC Diagram or Alternate EOC Diagram | • Police Watch Commander  
• First Arrivals |
| Connect telephones/PCs/FAXs                                           | • Those present                                             |
| Request briefing from Operations and/or Planning Section Situation Status Unit Leader | • Senior person                                             |
| Inform the City of Reno, Washoe County, and other supporting agencies that EOC is operational and provide phone numbers | • Operations Section Chief  
• Planning Section Chief |
| Mount appropriate charts and maps, and assign responsibility for data collection and display | • Each Unit Leader                                           |
| Have appropriate supplies available for each Section                  | • Logistics Purchasing/Supply Unit Leader                    |
| Ensure EOC checklists are passed out to Section Chiefs                | • Emergency Management Coordinator  
• (Chief of University Police) |
| Inspect emergency power generator and fuel stocks and ensure that generator is checked regularly | • Director, Facilities Management                            |
### 3.1.7 EOC DEACTIVATION CHECKLIST

<table>
<thead>
<tr>
<th>Action</th>
<th>Assigned Responsibility</th>
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<tbody>
<tr>
<td>☐ Determine when to deactivate EOC and which sections will be closed down first.</td>
<td>EOC Director</td>
</tr>
<tr>
<td>☐ Return phones, microwave sets, radios, and other equipment to storage. Send any malfunctioning equipment for repairs.</td>
<td>Section Chiefs, Emergency Management Coordinator</td>
</tr>
<tr>
<td>☐ Inform county and other EOCs and cooperating agencies that the UNR EOC is shutting down.</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>☐ After capturing data, clean and store status boards.</td>
<td>All Sections and Units</td>
</tr>
<tr>
<td>☐ Inform host department and others when room will be clear.</td>
<td>EOC Director, Emergency Management Coordinator</td>
</tr>
<tr>
<td>☐ Inventory supplies and reorder.</td>
<td>All Sections and Units, Documentation Unit</td>
</tr>
<tr>
<td>☐ Conduct debrief on improving EOC operation and assign responsibility for corrective actions.</td>
<td>EOC Director, Emergency Management Coordinator, Emergency Management Team</td>
</tr>
<tr>
<td>☐ Prepare After-Action Report for Section Chiefs, University President, and Board of Trustees.</td>
<td>All Sections and Units, EOC Director, Emergency Management Team, Emergency Management Coordinator</td>
</tr>
</tbody>
</table>
3.1.8 ALERT LISTS

The UNR EOC alert lists are maintained in the Washoe County Regional EOP System, which is located at http://washoe.ene.com. Access to this website is by permission only and can be granted by the Emergency Management Coordinator/EOC Director and designated support staff.

For most emergency situations, the Emergency Management Coordinator or Chief of the University Police are responsible for notifying the UNR EOC Director of situations which may require activation of the Emergency Response Team or EOC.

If EOC activation is required, the Emergency Management Coordinator will notify the Emergency Management Team to report to the EOC. The Emergency Management Coordinator will coordinate notification of the Section Chiefs who will notify their respective staff members to report to the EOC. In the event of an incident where telephones are not working, all designated Section Chiefs and their support staff should report to the EOC after seeing to the safety of their families. Section Chiefs are required to maintain up-to-date alert lists containing all needed telephone numbers and addresses of EOC support staff.
3.2 Executive Summary

The University of Nevada, Reno Emergency Operations Plan (EOP) addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large scale disasters such as an earthquake. Some emergencies will be preceded by a buildup or warning period. The buildup or warning period can provide sufficient time to warn the University staff and student body and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and efficient and coordinated mobilization and deployment of resources. All staff and faculty of University of Nevada, Reno must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate immediate response actions to including requesting and providing mutual aid.

The University of Nevada, Reno EOP does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in the University of Nevada, Reno EOP focus on potential large-scale disasters which can generate unique situations requiring unusual emergency responses. This University of Nevada, Reno EOP is a preparedness document - designed to be read, understood, and exercised prior to an emergency.

The University of Nevada, Reno EOP is designed to be consistent with the National Incident Management System (NIMS) / Incident Command System (ICS) and Federal Plan requirements:

- Supports the National Incident Management System / Incident Command System utilized by field responders
- Provides Emergency Operations Center (EOC) staff with procedures, documentation, and user-friendly Checklists to effectively manage and coordinate emergency response
- Provides detailed information in supplemental requirements such as Public Information and Damage Assessment

This EOC Online Guide, as part of the University of Nevada, Reno Emergency Operations Plan, is an on-going effort and responsibility of the Emergency Management Coordinator. Due to the dynamic nature of emergency planning, the Emergency Operations Plan must constantly evolve to keep pace with the changes in the county. The University Emergency Operations Plan and the EOC Online Guide will be reviewed on an annual basis. Recommendations for changes and improvements should be submitted to the Emergency Management
3.2.1 Assumptions

- The University of Nevada, Reno is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to University property.

- The University of Nevada, Reno will utilize the National Incident Management System (NIMS) Incident Command System (ICS) in the Emergency Operations Center and field response operations.

- The University of Nevada, Reno Police Chief, serving as the Director of Emergency Services, will manage and coordinate the University’s disaster response in conformance with City, County, State, and Federal guidelines.

- The resources of the University may be made available to City of Reno, Washoe County, special districts, local agencies, and citizens to cope with disasters affecting the community.

- Mutual aid assistance will be requested when disaster relief requirements exceed the University's ability to respond.

3.2.2 Emergency Management Goals

The EOP provides recommended response actions guided by the University of Nevada, Reno priorities to:

- Protect Life Safety
- Secure and protect critical University infrastructure and facilities
- Rapidly resume teaching programs

3.2.3 Activation of the EOC

In accordance with the Nevada Revised Statutes Chapter 414 (NRS 414) the University of Nevada, Reno is authorized to mitigate against, prepare for, respond to, and recover from emergencies/disasters in order to save lives and protect health, safety and property. The Emergency Operations Plan identifies situations in which the University of Nevada, Reno EOC may or should be activated. This authority is established by both state statutes and the University of Nevada, Reno’s emergency response policy which provides legal empowering authority of the President, Police Chief and Deputy Police Chief for EOC activation and emergency response.

Automatic EOC activation should normally occur when:

- The governor has proclaimed a State of Emergency in an area including the University.
- The safety and/or security of students, faculty, or staff of the University is in peril
• Significant University facilities are in peril  
• Washoe County and/or the City of Reno activates their EOC and requests significant mutual aid resource support (such as establishing an Care and Shelter Facility) from the University of Nevada, Reno

3.2.4 Use of Public Employees

The following policies apply to emergency response operations:

• The University of Nevada, Reno President, Director, Police Services or Police Services Commander upon declaring an emergency, may assign any University employee “Disaster Service Worker” responsibilities in order to respond to an emergency situation.

• The University may use whatever resources are at hand during a declared emergency. Key response departments are encouraged to recruit and train permanent volunteers to supplement and support emergency functions. However, the use of untrained “convergent” volunteers is not recommended due to liability issues.

• University law enforcement will be maintained in evacuated areas when feasible. Appropriate precautions will be taken to protect personnel from potential hazards.

• Only duly sworn personnel with appropriate training will be used for purely law enforcement activities. Shifts, patrols, and damage assessment procedures may be adjusted as needed to meet the demands of the situation - planning flexibility is paramount.
3.3 EOC STANDARD OPERATING PROCEDURES

This section contains the following Standard Operating Procedures (SOPs) for the UNR Emergency Operations Center (EOC):

- Plan and EOC Maintenance
- EOC Location
- Stand-Down Procedures
- Emergency Management Planning
- Activation of the EOC
- Emergency Warning

3.3.1 Plan and EOC Maintenance

The planning activities will be conducted as one of the normal, day-to-day operations of the University of Nevada, Reno. Plan maintenance, updates and revisions will be borne by the Emergency Management Coordinator.

During the planning phase, the Crisis Action Team will have the primary responsibility for coordinating and monitoring the emergency planning activities of all EOC Sections. The Emergency Management Coordinator will be responsible for requesting and coordinating any needed outside assistance. Planning assistance will be provided, as needed, by the City of Reno, Washoe County Emergency Management, the Nevada Division of Emergency Management, and/or Region IX of the Federal Emergency Management Agency (FEMA).

The Police Chief and/or the Deputy Chief is responsible for the operational readiness and maintenance of the primary University of Nevada, Reno EOC. They will also coordinate readiness and maintenance of alternate EOCs facilities.

3.3.2 EOC Location

Upon implementation of any Response Level of the Plan, the primary Emergency Operations Center (EOC) is located at UNR Police Services, Student Services Building on the main UNR campus in Reno. Access to the EOC is controlled to ensure maximum effectiveness of the EOC. To enter the EOC, report to the Security Check-Point inside the main entrance. You will be asked to identify yourself and show identification. All response and recovery operations will be directed from the EOC. The Crisis Action Team will have designated personnel from the necessary agencies notified and they will report to the EOC.

The University has established the Lawlor Events Center, 15th Avenue and North Virginia Ave, Reno as the alternate EOC should conditions warrant the utilization of an alternative site.
A third EOC may be established at the Washoe County Regional EOC depending upon the event and logistical requirements. To activate the Washoe County Regional EOC, contact the Washoe County Emergency Management Office or the County Sheriffs Department.

### 3.3.3 Stand Down Procedures

The University President, Policy Advisory Group or EOC Director shall determine when it is appropriate to cease the emergency response under this plan. At the conclusion of a Level 2, 3, or 4 Emergency Response all Section Chiefs will make sure all appropriate forms have been completed and turned in to the Demobilization and Documentation Sections. All Financial expenditures forms must have been forwarded to the Finance Section for approval and issuance of a purchase order number before forwarding it to the documentation unit. Section Chiefs will be responsible for closing down their work area and ensuring all paper work is completed and forwarded to the appropriate Section or Unit. Section Chiefs will also assure that they replenish all supplies that have been exhausted including forms and ready for future use.

The Recovery Unit is responsible for coordination with federal and state officials and any necessary University departments to determine damage and recovery efforts. These efforts shall continue until all funds are recovered and audits completed.

### 3.3.4 Emergency Management Planning

The Crisis Action Team should meet as often as its members find necessary, but no less frequently than semiannually. Unscheduled meetings may be called as needed. The members of the Crisis Action Team can include:

- University President
- Executive Vice President and Provost
- Vice President, Administration and Finance
- Vice President, Student Services
- Director, University Police Services
- Assistant Vice President, Facilities Management
- Director, Environmental Health and Safety
- Director, Media Relations
- Emergency Management Coordinator

An emergency management training exercise will be conducted at least once every year in order to test the effectiveness of the response and recovery phase of the Plan. Training at the Section level may be conducted once every three months. This training may consist of a hands-on emergency simulation, a tabletop exercise, or simply a meeting to ensure individuals in the Section understand and comprehend their role in the plan.
Following any exercise (or real disaster), the Crisis Action Team will review the effectiveness of the Plan and make suggested changes to the Emergency Management Coordinator as necessary or desirable.

### 3.3.5 EOC Activation

The direction and control of individual responding City departments will be conducted by the Section Chiefs at the EOC in accordance with standard University policies and procedures. On-scene execution of directions issued out of the EOC will be done in accordance with established Incident Command System procedures used by all UNR emergency response personnel.

Upon activation, the EOC Director, Public Information Officer, Emergency Management Coordinator, and Section Chiefs should always report to the designated EOC. Additional personnel will be directed to report to the EOC based upon the specific hazard plan, incident, and responsibilities.

### 3.3.6 Emergency Warning

Radio, television and cable TV broadcasters have agreed to participate in the Emergency Alert System, or EAS to alert the public regarding a crisis situation in Western Nevada and some eastern California Counties. Authorities and procedures for activating the EAS are established by the Federal Communications Commission (FCC) and described in a plan written by the Western Nevada/Eastern California Emergency Communications Committee (WNECC). An example of a emergency alert message is below:

#### Sample Emergency Alert Message

The University of Nevada, Reno is experiencing (a Hazardous)/ (an Emergency) situation.

- Describe the situation:
- What occurred:
- When it occurred:
- Where it occurred:
- The affected area is bounded on the (enter street names, North, South, East, West, part of campus)

Students, staff, and visitors of the area are requested to (stay in their classrooms, public buildings) (prepare to evacuate) and stay tuned to this station for further information. All University departments are actively dealing with the situation at this time.

The status of the (name the situation) is expected to (increase) (decrease) (for) (in) the next (enter number of hours/days) hours/days.
Emergency Text Alerts

The University of Nevada, Reno is developing and evolving an emergency text alert system, utilizing modern technologies, including cell phone texting, Twitter®, instant messaging, social networking, and other similar communication portals. Concerted effort to engage all student, faculty, and staff to participate in connecting to the Emergency Alert System is supported by the University. As technology capabilities advance, the University shall implement emergency alert functionality to maximize these assets.
3.3 **EOC STANDARD OPERATING PROCEDURES**

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3.3.1 **Plan and EOC Maintenance**

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During the planning phase, the Crisis Action Team will have the primary responsibility for coordinating and monitoring the emergency planning activities of all EOC Sections. The Emergency Management Coordinator will be responsible for requesting and coordinating any needed outside assistance. Planning assistance will be provided, as needed, by the City of Reno, Washoe County Emergency Management, the Nevada Division of Emergency Management, and/or Region IX of the Federal Emergency Management Agency (FEMA).

The Police Chief and/or the Deputy Chief is responsible for the operational readiness and maintenance of the primary University of Nevada, Reno EOC. They will also coordinate readiness and maintenance of alternate EOCs facilities.

3.3.2 **EOC Location**

Upon implementation of any Response Level of the Plan, the primary Emergency Operations Center (EOC) is located at UNR Police Services, Student Services Building on the main UNR campus in Reno. Access to the EOC is controlled to ensure maximum effectiveness of the EOC. To enter the EOC, report to the Security Check-Point inside the main entrance. You will be asked to identify yourself and show identification. All response and recovery operations will be directed from the EOC. The Crisis Action Team will have designated personnel from the necessary agencies notified and they will report to the EOC.

The University has established the Lawlor Events Center, 15th Avenue and North Virginia Ave, Reno as the alternate EOC should conditions warrant the utilization of an alternative site.
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3.3.4 **Emergency Management Planning**

The Crisis Action Team should meet as often as its members find necessary, but no less frequently than semiannually. Unscheduled meetings may be called as needed. The members of the Crisis Action Team can include:

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Following any exercise (or real disaster), the Crisis Action Team will review the effectiveness of the Plan and make suggested changes to the Emergency Management Coordinator as necessary or desirable.

### 3.3.5 EOC Activation

The direction and control of individual responding City departments will be conducted by the Section Chiefs at the EOC in accordance with standard University policies and procedures. On-scene execution of directions issued out of the EOC will be done in accordance with established Incident Command System procedures used by all UNR emergency response personnel.

Upon activation, the EOC Director, Public Information Officer, Emergency Management Coordinator, and Section Chiefs should always report to the designated EOC. Additional personnel will be directed to report to the EOC based upon the specific hazard plan, incident, and responsibilities.

### 3.3.6 Emergency Warning

Radio, television and cable TV broadcasters have agreed to participate in the Emergency Alert System, or EAS to alert the public regarding a crisis situation in Western Nevada and some eastern California Counties. Authorities and procedures for activating the EAS are established by the Federal Communications Commission (FCC) and described in a plan written by the Western Nevada/Eastern California Emergency Communications Committee (WNECC). An example of a emergency alert message is below:

**Sample Emergency Alert Message**

The University of Nevada, Reno is experiencing (a Hazardous)/ (an Emergency) situation.

- Describe the situation:
- What occurred:
- When it occurred:
- Where it occurred:
- The affected area is bounded on the (enter street names, North, South, East, West, part of campus)

Students, staff, and visitors of the area are requested to (stay in their classrooms, public buildings) (prepare to evacuate) and stay tuned to this station for further information. All University departments are actively dealing with the situation at this time.

The status of the (name the situation) is expected to (increase) (decrease) (for) (in) the next (enter number of hours/days) hours/days.
Emergency Text Alerts

The University of Nevada, Reno is developing and evolving an emergency text alert system, utilizing modern technologies, including cell phone texting, Twitter®, instant messaging, social networking, and other similar communication portals. Concerted effort to engage all student, faculty, and staff to participate in connecting to the Emergency Alert System is supported by the University. As technology capabilities advance, the University shall implement emergency alert functionality to maximize these assets.
3.4 UNR REFERENCES AND AUTHORITIES

The University of Nevada, Reno and surrounding regional partner jurisdictions are governed under a variety of statutes and regulatory standards in the event of an emergency. Certain normal practices are suspended or modified during emergency settings to facilitate rapid decision-making. The following authorities provide for emergency management:

City of Reno Municipal Code 8.35 Emergency Management

Washoe County Emergency Management Code 65.300
http://www.co.washoe.nv.us/clerks/files/pdfs/county_code/Chapter065.pdf

Nevada Revised Statutes:
Chapter 239C Homeland Security
Chapter 241 Open Meetings: Emergency Exceptions
Chapter 266: Emergency Elections, Ordinances & Resolutions
Chapter 414: Emergency Management
http://www.leg.state.nv.us/NRS/

Federal (Condensed list, as amended)
Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288)
Federal Civil Defense Act of 1950 (Public Law 920)
Disaster Relief Act of 1970 (Public Law 91-606)
Disaster Relief Act of 1974 (Public Law 93-288)
Code of Federal Regulations, Title 24
Disaster Mitigation Act of 2000
DHS Homeland Security Presidential Directives
PPD-8, HSPD-7, 20 & 21
http://www.dhs.gov/xabout/laws/editorial_0607.shtm
3.5 **EMERGENCY DECLARATIONS**

When an emergency or disaster is so severe that effective response is beyond the capability of the UNR resources alone and regional, state or federal assistance is needed to supplement University response and recovery efforts, UNR will need to declare a State of Emergency within the University in order to be eligible for assistance.

3.5.1 **Overview**

When there is a condition of extreme peril to the safety of persons and property, and the condition will overtax the capabilities of University resources, a person authorized by the University must proclaim an emergency. The type of emergency/disaster, date of occurrence, and area affected must be identified. A copy of the state of emergency proclamation will be provided to the Nevada Division of Emergency Management.

The state of emergency proclamation will facilitate the assistance from regional partners and potentially state and federal resources. The proclamation provides certain immunities to University personnel for emergency actions taken.

When a disaster or critical incident may potentially overwhelm the University resources, it may be prudent to declare a state of emergency, and then terminate the proclamation if management of the incident remains within the capability of existing resources.

3.5.2 **Sample Resolutions**

Sample resolutions declaring a disaster or emergency and requesting a State Disaster Declaration follows this list of procedures.

- Emergency Declaration to support response and recovery efforts. This request must be made by notifying the Governor and the Nevada Division of Emergency Management. The Nevada Division of Emergency Management shall be notified by the Crisis Action Team Emergency Management Coordinator.

- Immediately upon notification of the declared State of Emergency, the Director of the Nevada Division of Emergency Management will coordinate with the Crisis Action Team to arrange for a joint damage assessment of the affected area.

- The joint damage assessment will be presented to the Governor with appropriate recommendations for the nature of state support that is needed.
If the Governor finds that the emergency situation is severe enough to exceed the effective response and recovery capabilities of local resources, a State of Emergency will be declared and the State of Nevada Emergency Plan will be activated in support of local efforts.

The Director of the Nevada Division of Emergency Management, acting on the Governor’s behalf, will coordinate state support efforts with the Crisis Action Team.

If the emergency is severe enough to exceed the effective response and recovery capabilities of both local and state resources, the Governor may request a Presidential Disaster Declaration to gain additional federal support.
EXHIBIT 1

SUPPLEMENTARY JUSTIFICATION:
STATE DAMAGE ASSESSMENT
REQUEST FOR AN EMERGENCY DECLARATION

IMPACTS

General
Describe conditions within the area affected by the incident. Describe the population of the affected area (urban or rural, lower, middle, or upper income level), average family income or per capita income in the affected area, and the concentration of damages. Describe the way affected manufacturing and servicing businesses fit into the general economy of the area and significant changes resulting from the damages caused by the incident. Also, furnish any additional information, such as insurance, on the impact of this incident to the general economy of the area.

Individuals
Provide a statement describing the general and significant impacts to individuals, families, and businesses caused by the incident and which are considered beyond local and state capabilities to cope without federal assistance. Discuss factors and circumstances, which would give an insight into the requirements for supplementary federal assistance. (To be provided only when individual assistance is requested, or when specifically requested by the Regional Director)

State and Local Governments
Provide a statement describing the general and significant impacts of damage caused by the incident and which are considered beyond state and local capabilities to cope without federal assistance. Discuss factors, which would give an insight into the requirements of the affected area for supplementary federal assistance. This would show impacts on families or communities isolated as a result of the incident, interruptions of essential services and actual or potential problems to public health and safety. (To be provided only when public assistance is requested, or when specifically requested by the Regional Director)

AVAILABLE RESOURCES AND CAPABILITIES

State
Indicate if and when a state emergency has been declared and whether the state emergency plan has been implemented. Indicate the specific assistance provided, such as number of personnel and equipment, state departments involved, and days of utilization, for which no federal reimbursement will be claimed.

Local
Provide breakdown by affected county and by other potential applicants, tabulating the specific resources or capabilities which have been or will be committed to coping with the specific emergency conditions for which supplementary federal assistance will not be required (i.e., numbers of personnel and equipment, local departments involved and days of utilization).

SUPPLEMENTAL FEDERAL ASSISTANCE REQUIRED

Public Law 93-288
Provide appropriate additional details to clarify or explain the type and extent of Federal
assistance requested specifically by the governor in his request.

**Other Federal Assistance**
By supplementary notes, provide appropriate information to describe only the nature and extent of other supplemental federal assistance requested or required. Indicate how and why a presidential declaration is needed to make such assistance available.

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**EXHIBIT 2**

**UNIVERSITY OF NEVADA, RENO PROCLAMATION OF EXISTENCE OF A LOCAL STATE OF EMERGENCY**

WHEREAS, the Nevada Revised Statutes, Chapter 414 empowers the Office of the President, University of Nevada, Reno to proclaim the existence of a local state of emergency when said University is affected by a public calamity; and

WHEREAS, Said University has been requested by the Crisis Action Team of the University to proclaim the existence of a local state of emergency therein; and

WHEREAS, Said University does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said University, caused by *(rain-storms, flooding, mud slides, erosion, wind, fire, etc.)* in the areas of ____________________________________________________________, commencing on or about___________ on the _________ day of _______________ 20___.

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local state of emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED, That a local state of emergency now exists throughout said University; and

IT IS FURTHER PROCLAIMED AND ORDERED, That during the existence of said local state of emergency, the powers, functions, and duties of the President’s Office and the Crisis Action Team of the University shall be those prescribed by State Law under said emergency declaration.

IT IS FURTHER PROCLAIMED AND ORDERED, That said local state of emergency shall be deemed to continue to exist until its termination is proclaimed by the Office of the President, University of Nevada, Reno.

IT IS FURTHER ORDERED, That a copy of this declaration is forwarded to the Nevada Director of the Division of Emergency Management.

DATED: ___________________________ ___________________________

ATTEST: ________________________ President, University of Nevada, Reno
3.6 UNIVERSITY OF NEVADA RENO MANAGEMENT SECTION

Purpose

This section contains detailed information relating to the Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the EOC staff. The EOC organization is based on the National Incident Management System (NIMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of the Director of Emergency Services and EOC Section Chiefs to ensure that each EOC Unit Leader possesses and reads their checklists prior to assuming their duties.
Overview

The Management Section is responsible for overall emergency policy and coordination of the response through the joint efforts of government agencies and private organizations.

Management Section Staff

The Management Section is headed by the Vice President, Administration and Finance. The Management Section Chief’s primary role is to manage and coordinate EOC operations. The Vice President, Student Services shall serve as first alternate and the Executive Vice President and Provost shall serve as second alternate to the Management Section Chief. The Management Section Chief, the General Staff (other Section Chiefs), and other staff/faculty members make up the EOC management team. The General Staff provide advice to the Management Section Chief on policy matters. They also assist in the development of overall strategy and tactics to mitigate the incident and formulate rules, regulations, proclamations and orders. The Management Section includes certain staff functions required to support the management function:

- Public Information Officer
- Liaison Officer
- Agency Representatives
- Emergency Management Coordinator

Section Responsibility Summaries

Management Section Chief

The Management Section Chief’s primary role is to manage and coordinate EOC operations and is responsible for the overall Emergency Operations Center emergency response.

Public Information Officer

The Public Information Officer (PIO) position ensures that information support to the media is provided on request; that information released is consistent, accurate and timely, and appropriate information is provided to faculty, staff, students, and relevant agencies.

After receiving a briefing from the Director of Emergency Services and the Management Section Chief, the PIO may coordinate with the local jurisdiction(s) to establish a Joint Information Center area for the media away from the EOC. The PIO will provide and coordinate news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the Management Section Chief.

Liaison Officer

The Liaison Officer manages or coordinates agency representatives (Checklists Included - but not shown on the organization chart due to variables in assignment) from outside jurisdictions, districts, utility companies, or agencies that may join the University of Nevada, Reno EOC organization to coordinate response and recovery efforts.
Agency Representative(s)
An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters effecting that agencies participation at the incident.

Emergency Management Coordinator
The Emergency Management Coordinator facilitates the overall functioning of the EOC, coordinates with other emergency management planning levels and agencies, and serves as a staff advisor to the Director of Emergency Services and the Management Section Chief.
3.6.1 DIRECTOR OF EMERGENCY SERVICES

Primary Vice President, Administration and Finance

Alternates Vice President, Student Services
Executive Vice President and Provost

Reports To University of Nevada, Reno President and Director of Emergency Services

Directs Public Information Officer
Emergency Management Coordinator
Liaison Officer
Operations Chief
Planning Chief
Logistics Chief
Finance Chief

Work Station EOC Management Section

Responsibilities The Management Section Chief’s primary role is to manage and coordinate EOC operations and to:

- Establish the appropriate staffing level for the University of Nevada, Reno EOC and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.
- Exercise overall management responsibility for the coordination between the various University of Nevada, Reno response organizations. In conjunction with the Command (Management Section staff) and the General Staff (Section Chiefs), set priorities for University of Nevada, Reno emergency response.
- Coordinate all sensitive information releases with the student body, faculty/ staff, and local jurisdiction(s) public information officer(s)
- Ensuring that inter-agency coordination is accomplished effectively.
- Authorize evacuation of cancellation of classes if necessary.
READ ENTIRE CHECKLIST AT REOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

<table>
<thead>
<tr>
<th>ACTIVATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time/Date: __________________</td>
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- Identify yourself as the Management Section Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
- Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities
- Acquire work materials and set-up your work station
- Clarify issues regarding assignment and authority
- Coordinate staffing to support 24 hour operations (if required)
- Keep informed on the situation and response objectives and priorities
- Respond aggressively to the emergency, but consider safety in all actions
- Anticipate potential situation changes; develop options for response and staffing
- Use face-to-face communications with other staff in the EOC whenever possible

- Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
**OPERATIONS**

- Determine which EOC sections are needed, assign Section Chiefs (General Staff) as appropriate and ensure they are staffing their sections as required:
  - Operations Section Chief
  - Logistics Section Chief
  - Planning Section Chief
  - Finance Section Chief

- Determine which Management Section (Command Staff) positions are required and ensure they are filled as soon as possible:
  - Public Information Officer
  - Emergency Management Coordinator
  - Liaison Officer

- Brief command (Management Section staff) and General Staff (Section Chiefs) and coordinate staff activity

- Ensure planning meetings are conducted with Command and General Staff, and other key agency representatives are in attendance; direct the Planning Section Chief to follow EOC action planning procedures to establish organization objectives and priorities and develop the EOC Action Plan

- Monitor General Staff activities to ensure that all appropriate actions are being taken

- Approve and authorize implementation of EOC Action Plan

- Provide briefings and coordinate major policy decisions with the Policy/Advisory Group (University of Nevada, Reno President and Board of Trustees)

- Determine information needs and inform command and General Staff of needs

- Approve requests for mutual aid resources

- Authorize release of information to the news media, University faculty and staff, students, and parents/guardians of students

- Complete a Management Situation Report. Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
DEACTIVATION

- Authorize demobilization of EOC Sections and Units when they are no longer required
- Notify the City of Reno and/or Washoe County EOC(s) and other appropriate organizations of the planned demobilization of the University of Nevada, Reno EOC, as appropriate
- Ensure that any open actions not yet completed will be handled after demobilization
- Deactivate the University of Nevada, Reno EOC at the designated time
- Proclaim termination of the emergency response and proceed with recovery operations
- Direct the Command and General Staff to insure that all required forms, reports, and other documentation are submitted to the Message Coordinator in the Planning Section prior to your departure
- Ensure that any open actions not yet completed will be handled after demobilization
- If appropriate, direct all staff to complete and turn in an After Action Report to the Planning Section Chief
- Deactivate the Director of Emergency Services position and close out logs; return vest and equipment to their original location
- Clean up your work area before you leave
- Leave a forwarding phone number where you can be reached
3.6.2 PUBLIC INFORMATION OFFICER

Primary  Vice President Marketing and Communications

Alternate  Director of Media Relations

Reports To  Management Section Chief

Supervises  Public Information Unit

Work Station  EOC Management Section

Responsibilities  The Public Information Officer (PIO), a member of the Command Staff, is responsible for the formulation and release of information about the incident to the faculty, staff, students of University of Nevada, Reno, news media, and other appropriate agencies or organizations. The PIO’s duties include the following responsibilities:

- Serve as the dissemination point for all University of Nevada, Reno media releases
- Coordinate as necessary with local jurisdictions and field Incident Commanders to ensure that the faculty, staff, student body and their parents/guardians and the public at large receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status, and other information on emergency operations
- Review and coordinate all related information releases
- Maintain a professional relationship with the media representatives and hold periodic press conferences as required
- If the emergency requires response from other jurisdictions, districts or agencies request consideration for a Joint Information Center (JIC) to consolidate information gathering and dissemination
- Coordinate all media releases and VIP visits to the EOC with the Management Section Chief
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: _____________

☐ Identify yourself as the Public Information Officer by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Arrange for necessary work space, materials, telephones, and staffing.

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
OPERATIONS

☐ Obtain guidance from the Director of Emergency Services Management Section Chief regarding the release of information

☐ Ensure the Director of Emergency Services Management Section Chief approves all releases of sensitive information

☐ Coordinate public information activities with field level Incident Commander(s) their Public Information Officer(s) and local jurisdiction(s) PIO(s)

☐ Obtain copies of current Situation Status Reports and EOC Action Plans to keep current on the situation and emergency response

☐ Prepare initial information summary as soon as possible after arrival

☐ Consider establishment a Joint Information Center (JIC); coordinate with local jurisdiction(s)

☐ Provide accurate information to the news media; post information in the EOC, and other appropriate locations

☐ Ensure that a rumor control function is established and has a means of identifying false or erroneous information; develop a procedure to squelch such information

☐ Attend EOC planning meetings to keep current on events and update information releases

☐ Arrange for meetings between media and key incident personnel

☐ Provide escort service to the media and VIP’s

☐ Respond to special requests for information

☐ Prepare a briefing sheet at the beginning of each shift on key information so that EOC staff can answer questions to other agencies or the public

☐ Ensure file copies are maintained for all information released

☐ Provide copies of all releases to the Director of Emergency Services Management Section Chief
DEACTIVATION

☐ Demobilize the Public Information Officer position in accordance with the EOC Action Plan
☐ Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure
☐ Be prepared to provide input to the After Action Report
☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services
☐ Deactivate the Public Information Officer position and close out logs when authorized by the Director of Emergency Services Management Section Chief; return vest and equipment to their original location
☐ Clean up your work area before you leave
☐ Leave forwarding phone number where you can be reached
3.6.3 LIAISON OFFICER

Primary
Director, Lawlor Events Center

Alternate
As Assigned by the Management Section Chief

Reports To
EOC Director

Supervise
Agency Representatives as Appropriate

Work Station
EOC Management Section

Responsibilities
The Liaison Officer, a member of the Command Staff, is the point of contact for the assisting and cooperating agency representatives. This includes agency representatives from fire agencies, law enforcement, public works, public utilities, state, and federal agencies, engineering organizations, volunteer agencies, or technical experts.

Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the NIMS / ICS organization and working together in a coordinated effort. The goal is to facilitate decisions for overall emergency response activities including the sharing of critical resources and the prioritization of incidents. The specific duties of this position include meeting several responsibilities:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOC(s). See Agency Representative Checklist
- Function as a central location for incoming Agency Representatives or provide work space and arrange for support as necessary
- Interact with other Sections and Units within the EOC to obtain information, assist in coordination, and ensure the proper flow of information
- Ensure that all developed guidelines, directives, actions plans and appropriate situation information is disseminated to agency representatives
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: _____________

☐ Identify yourself as the Liaison Officer by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
OPERATIONS

☐ Determine if outside liaison is required with other agencies:
  - Local/county/state/federal agencies
  - Volunteer organizations
  - Primate sector organizations
  - Utilities

☐ Serve as a point of contact for agency representatives reporting to the University of Nevada, Reno EOC; make sure they complete the following duties:
  - Have signed into the EOC
  - Understand their assigned function
  - Know their work location
  - Understand EOC organization and floor plan
  - Have received and read their Agency Representative Checklist

☐ Brief the Director of Emergency Services Management Section Chief on agency representatives working in the University of Nevada, Reno EOC

☐ Brief Agency Representatives on current situation, priorities, and EOC Action Plan

☐ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC staff

☐ Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Unit Leaders

☐ Respond to requests from EOC staff for agency information; direct requesters to appropriate agency representatives

☐ Provide periodic update briefings to Agency representatives as necessary

☐ Respond to requests from incident personnel for inter-organizational contacts

☐ Monitor incident operations to identify current or potential inter-organizational problems
### DEACTIVATION

- Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure
- Be prepared to provide input to the After Action Report
- Release Agency Representatives that are no longer required in the EOC when authorized by the EOC Director
- Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services
- Deactivate the Liaison Officer position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location
- Clean up your work area before you leave
- Leave forwarding phone number where you can be reached
3.6.4 AGENCY REPRESENTATIVE(S)

**Primary**
Representatives from Washoe County, the City of Reno, special districts, utility company(s), and other agencies responding to the University of Nevada, Reno emergency situation

**Reports To**
Liaison Officer

**Supervise**
Liaison Unit as appropriate

**Work Station**
As assigned by the Liaison Officer

**Responsibilities**
An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters effecting that agencies participation at the incident. Agency Representatives report to the Liaison Officer, if that position is filled, or to the Director of Emergency Services. Specific responsibilities include the following duties:

- Interact with EOC staff to obtain information and assist in coordination of the response effort
- Ensure that all appropriate University guidelines, directives, actions plans, and situation information is disseminated to parent organizations

Possible agency representatives may include individuals from the following organizations:

- Washoe County
- City of Reno
- School District
- Volunteer organizations
- Private sector organizations
- Utilities (not already represented)
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION
Time/Date: ________________

☐ Identify yourself as a Agency Representative by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
OPERATIONS

- Coordinate response operations between your parent organization and the University of Nevada, Reno emergency response team
- Compile list of parent organization EOC phone numbers and make available to all EOC Section and Unit Leaders
- Respond to requests for parent organization information by directing the requestor to the appropriate representative
- Provide periodic update briefings on response efforts to both University of Nevada, Reno EOC staff and your parent organizations
- Provide input on use of agency resources and response priorities
- Determine if any special reports or documents are required
- Report to your parent organizations dispatch or headquarters on prearranged schedule or commitments
- Ensure that all parent organization and/or equipment is properly accounted for and released prior to your departure
- Ensure that all required agency forms, reports, and documents are completed prior to your departure from the response; keep parent organizations up-to-date on the current University of Nevada, Reno situation, priorities, and EOC Action Plan
- Provide information to Situation Status Unit (Planning Section) and other applicable Unit Leaders on parent organization situation and important information
- Determine if there are any communication problems in contacting your parent organization or other key agencies; provide information to the Communications Unit Leader in the Logistics Section
Deactivate your assigned position and close out logs when authorized by the Liaison Officer or the EOC Director

Ensure that all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

Be prepared to provide input to the After Action Report

Determine what follow-up to your assignment might be required before you leave; communicate the information to the Liaison Officer or the Director of Emergency Services Management Section Chief

When demobilization is approved by the EOC Director Management Section Chief, contact your parent agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements

Deactivate the Agency Representative position and close out logs when authorized by the Liaison Officer or the Director of Emergency Services; return vest and equipment to their original location

Clean up your work area before you leave

Leave forwarding phone number where you can be reached
3.6.5 EMERGENCY MANAGEMENT COORDINATOR

Primary                      Emergency Management Coordinator
Alternate                   As Assigned by the Management Section Chief
Reports To                  Director of Emergency Services and Management Section Chief
Work Station                EOC

Responsibilities            The Emergency Management Coordinator facilitates the overall functioning of the EOC, coordinates with other emergency management planning levels and agencies, and serves as an advisor to the Director of Emergency Services and the Management Section Chief. Specific duties of the Emergency Management Coordinator include the following responsibilities:

- Facilitate the overall functioning of the University of Nevada, Reno EOC.
- Assist and serve as an advisor to the EOC Director of Emergency Services and General Staff as needed, providing information and guidance related to the internal functions of the EOC to ensure compliance with emergency plans and procedures.
- Assist the Liaison Officer to ensuring proper procedures are in place for directing Agency Representatives and conducting VIP/visitor tours of the EOC.
### ACTIVATION

**Time/Date:** _____________

- Identify yourself as the Emergency Management Coordinator by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
- Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities
- Acquire work materials and set-up your work station
- Clarify issues regarding assignment and authority
- Coordinate staffing to support 24 hour operations (if required)
- Keep informed on the situation and response objectives and priorities
- Respond aggressively to the emergency, but consider safety in all actions
- Anticipate potential situation changes; develop options for response and staffing
- Use face-to-face communications with other staff in the EOC whenever possible
- Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
Provide information and advice to the Director of Emergency Services, command and General Staff

Maintain contact with the Washoe County, City of Sparks, and City of Reno Emergency Management Coordinators

Serve temporarily as a Section Chief or as any member of the Command Staff if assigned by the Director of Emergency Services or the Management Section Chief.

Assist the Director of Emergency Services and the General Staff (Section Chiefs) with the following to develop an overall strategy:
- Assessing the situation and defining the problem
- Establishing objectives and priorities
- Determining the need for evacuation
- Estimating the incident duration
- Determining if there is a need to make an emergency declaration

Assist the Planning Section in the development, distribution, and execution of the EOC Action Plan

Ensure efficient operating procedures within the EOC; assist any function in addressing issues that might arise

Monitor performance of EOC personnel for signs of stress or under-performance; advise the Director of Emergency Services Management Section Chief of condition

Ensure that all documentation is being properly maintained by EOC personnel

Facilitate periodic briefing sessions conducted by the Director of Emergency Services Management Section Chief

Advise the Director of Emergency Services Management Section Chief of any issues that need to be addressed and responsibilities that need to be assigned

Ensure that all necessary communications have been established

Advise the Director of Emergency Services Management Section Chief and Section Chiefs in shift change issues
DEACTIVATION

- Assist the Planning Chief in the preparation of the After Action Report; coordinate the review and approval of the report by the Director of Emergency Services
- Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure
- Be prepared to provide input to the After Action Report
- Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services Management Section Chief
- Deactivate the Emergency Management Coordinator position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location
- Clean up your work area before you leave
- Leave forwarding phone number where you can be reached
### 3.7 UNIVERSITY OF NEVADA RENO OPERATIONS SECTION

**Purpose**

This section contains detailed information relating to the Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the EOC staff. The EOC organization is based on the National Incident Management System (NIMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of EOC Section Chiefs to ensure that each EOC Unit Leader possesses and reads their checklists prior to assuming their duties.
Overview

The Operations Section’s primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency. These elements may include but are not limited to the following persons:

- Law Enforcement and Fire/Rescue Unit Leader
- Facilities Management Unit Leader
- First Aid/Medical Unit Leader
- Environmental Health & Safety Unit Leader
- Student Coordination Unit Leader

Operations Section Staff

The Operations Section Chief is normally a Senior Law Enforcement Official for the University. The Operations Section Chief also may be designated by the Management Section Chief. The Operations Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. The Operations Section Chief may activate additional Units as necessary to fulfill an expanded role.

Operations Section Staff Responsibilities

Operations Section Chief

The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises organizational elements in accordance with the EOC Action Plan and directs its execution. The Operations Section Chief also requests or releases resources, makes expedient changes to the EOC Action Plan as necessary and reports such to the Operations Section Chief and EOC Section Chiefs. The Operations Section Chief is responsible for:

- Understanding the current situation
- Predicting probable resource needs
- Preparing alternative strategies for response management
- Managing and coordinating the University tactical response

Law Enforcement and Fire/Rescue Unit

The Law Enforcement Unit Leader is responsible for alerting and warning the University, faculty, staff and student body, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, light search and rescue, and ordering and coordinating appropriate mutual aid resources. The Unit Leader will also coordinate fire/rescue response with the local jurisdiction fire department(s). These fire departments are responsible for coordinating personnel, deploying fire equipment and resources committed to the fire and hazardous materials and Urban Search and Rescue (USAR) elements of incidents within their area of responsibility.
Environmental Health and Safety Unit
The Environmental Health and Safety Unit Leader is responsible for ensuring safe environmental working conditions with relation to hazardous materials on campus for University of Nevada, Reno faculty, staff, students, and the public. During emergencies these responsibilities include hazardous materials response coordination. In case of a serious HAZMAT spill, the Environmental Health and Safety Unit Leader will coordinate with the responding HAZMAT Incident Commander to ensure the safety of University of Nevada, Reno faculty, staff, students, the public, and the protection of the environment.

Facilities Management Unit
The Facilities Management Unit Leader is responsible for maintaining University of Nevada, Reno facilities, utilities, and services as well as restoring those that are inoperable, damaged or destroyed.

Student Coordination Unit
The Student Coordination Unit Leader is responsible for the collection and dissemination of information relating to the safety and welfare of the students of University of Nevada, Reno to include their status, location, and immediate plans.

First Aid/Medical Unit
The First Aid/medical Unit Leader is responsible for providing emergency and supplemental first aid and medical support to the University of Nevada, Reno faculty, staff and students in the situation where Emergency Medical Support (EMS) is delayed or overwhelmed.
3.7.1 OPERATIONS SECTION CHIEF

Primary University Police Services

1st Alternate University Police Services

Reports To Management Section Chief

Supervises Law Enforcement and Fire/Rescue Unit Leader
Environmental Health and Safety Unit Leader
Facilities Management Unit Leader
Student Coordination Unit Leader
First Aid/Medical Unit Leader

Work Station EOC Operations Section

Responsibilities The Operations Section Chief, a member of the General Staff, is responsible for the management of all tactical operations directly applicable to the emergency response. The Operations Section Chief activates and supervises the Operations Units in accordance with the EOC Action Plan and directs its execution. The Operations Section Chief also requests or releases resources, makes expedient changes to the EOC Action Plan as necessary, and reports changes to the Director of Emergency Services and EOC Section Chiefs. Specific responsibilities include:

- Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of Branch and Unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure that the Planning Section is provided with Situation Status Reports and Major Incident or Significant Information Reports.
- Conduct periodic Operations briefings for the EOC Section Chiefs as required or requested.
- Overall supervision of the Operations Section.
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND
AT BEGINNING OF EACH SHIFT

ACTIVATION
Time/Date: ________________

☐ Identify yourself as the Operations Section Chief by putting on your EOC vest; check-in at
the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident
Commander, key staff, etc); assess situation and formulate appropriate response
objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and
documentation to support the After Action Report and the history of the emergency/disaster
to include:

  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada
DEM and FEMA.)
OPERATIONS

- Provide periodic briefings of the tactical situation to the Management Section Chief and the EOC Emergency Response Team members
- Activate and supervise University of Nevada, Reno emergency response operations as required:
  - Law Enforcement/Fire Rescue Unit Leader
  - Environmental Health & Safety Unit Leader
  - Facilities Management Unit Leader
  - Student Coordination Unit Leader
  - First Aid/Medical Unit Leader
- Develop the Operations Section portion of the EOC Action Plan to include the identification of strategic objectives and priorities for each operational period
- Prepare work objectives for Section staff and make assignments
- Meet with other Section Chiefs to disseminate information and coordinate response efforts
- Establish and implement how each Operations Section Units will support response based on organizational objectives and priorities as established in the EOC Action Plan
- Keep the Planning Section informed of incident intelligence and response operations
- Determine need and request additional resources; coordinate mutual aid of resources to other jurisdictions or agencies
- Manage the efficient release of tactical resources
- Report information about special activities, events, and occurrences to the Management and Planning Section Chiefs
- Participate in all demobilization planning
DEACTIVATION

☐ Demobilize the Operations Section in accordance with the EOC Action Plan

☐ Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section Chief as appropriate prior to your release and departure release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to Director of Emergency Services

☐ Deactivate the Operations Section Chief position and close out logs when authorized by the Director of Emergency Services Management Section Chief; return vest and equipment to their original location

☐ Clean up your work area before you leave

☐ Leave forwarding phone number where you can be reached
3.7.2 LAW ENFORCEMENT AND FIRE/RESCUE UNIT LEADER

Primary: Senior Law Enforcement Representative/On-Duty Watch Commander

1st Alternate: As Assigned by the Operations Section Chief

Reports To: Operations Section Chief

Supervises: Law Enforcement Fire/Rescue Unit

Work Station: EOC Operation Section

Responsibilities: The Law Enforcement Fire/Rescue Unit Leader, a member of the Operations Section, provides law enforcement, “first response, “traffic control”, evacuation, light search and rescue, and other related services. Additional responsibilities include alert and warn the faculty, staff and students, enforce emergency orders, provide security at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources. The Law Enforcement and Fire/Rescue Unit Leader also acts as a liaison for fire/rescue operations that will be carried out by city, county or state fire departments. Additional tasks include:

- Coordinate movement and evacuation operations during a disaster.
- Coordinate law enforcement and traffic control operations during the disaster.
- Coordinate site security at incidents.
- Coordinate Law Enforcement Mutual Aid requests.
- Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned Law Enforcement resources.
- Supervise the Law Enforcement Unit.

NOTE: The responding fire agency may assign a fire liaison to the University of Nevada, Reno EOC to manage and coordinate all fire or hazardous materials response efforts.
ACTIVATION

Time/Date: _____________

☐ Identify yourself as the Law Enforcement/Fire Rescue Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
OPERATIONS

- Within capability coordinate management of law enforcement incidents; coordinate with city or county for law enforcement mutual aid
- Determine need for Law Enforcement Mutual Aid
- Provide fire/rescue coordination with city, county or state fire departments for the University of Nevada, Reno
- Direct field responders to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.)
- Keep the Operations Section Chief advised of your Unit status and activity and any problem areas that currently need or will require solutions
- Provide periodic situation or status reports to the Operations Section Chief for updating information to the Planning Section
- Anticipate potential situation changes (i.e., severe earthquake after shocks) in all Unit planning; develop options for all plans and procedures requiring off-site communications
- Conduct and/or assist with light search and rescue operations
- Alert and notify the faculty, staff and student body of the pending or existing emergency
- Provide input to the Operations Section Chief on how the Law Enforcement/Fire Rescue Unit will meet objectives and priorities of the EOC Action Plan
- Provide security and access control for University of Nevada, Reno Emergency Operations Center; resource staging areas, disaster areas, evacuated areas, and evacuation routes
- Assist (when possible) with security of other Incident Command Posts, shelters, evacuation reception areas, and mass feeding and lodging areas
- Manage evacuation efforts
- Maintain current status on Law Enforcement missions being conducted in the University. Use the Law Enforcement Chart to display information and the Law Enforcement Report to retain information.
- Provide the Operations Section Chief and the Planning Section with an overall summary of Law Enforcement Unit operations periodically or as requested during the operational period.
DEACTIVATION

☐ Demobilize the Law Enforcement Fire/Rescue Unit in accordance with the EOC Action Plan

☐ Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Law Enforcement/fire Rescue Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
3.7.3 ENVIRONMENTAL HEALTH & SAFETY UNIT LEADER

Primary
Director, Environmental Health and Safety

Alternate
Hazardous Waste Manager

Reports To
Operations Section Chief

Supervises
Environmental Health & Safety Unit

Work Station
EOC Operations Section

Responsibilities
The Environmental Health and Safety Unit Leader is responsible for ensuring safe environmental working conditions relative to hazardous materials on campus for University of Nevada, Reno faculty, staff, students, and the public. During emergencies these responsibilities include hazardous materials response coordination. In case of a serious HAZMAT spill the Environmental Health and Safety Unit Leader will coordinate with the responding HAZMAT Incident Commander to ensure the safety of University of Nevada, Reno faculty, staff, students, the public, and the protection of the environment.
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION
Time/Date: _____________

☐ Identify yourself as the Environmental Health & Safety Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
If a hazardous material spill has occurred that is beyond your capability to safely manage, notify 9-1-1; coordinate the warning, evacuation, and isolation of the spill area (and appropriate surrounding area), and coordinate with law enforcement to deny entry into the danger zone.

Ensure that the HAZMAT Response Team has been notified and are responding.

If requested by the HAZMAT Incident Commander, assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required through local health department, shipper, manufacturer, CHEMTREC, etc.

Develop a plan for your Unit operations in support of overall strategic Objectives and Priorities.

Obtain regular briefings from field level Incident Commander(s).

Direct field Units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.).

Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to the Operations Section Chief for updating information to the Planning Section.

Ensure that evacuation routes do not pass through hazard zones.

Monitor status of warning and evacuation.

Assist with the needs at the Incident Command Post (if established) as requested.
DEACTIVATION

☐ Demobilize the Environmental Health & Safety Unit in accordance with the EOC Action Plan

☐ Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Environmental Health & Safety Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
3.7.4 FACILITIES MANAGEMENT UNIT LEADER

Primary: Assistant Vice President, Facilities Management

1st Alternate: Director, Facilities Services

Reports To: Operations Section Chief

Supervises: Facilities Management Unit

Work Station: EOC Operation Section

Responsibilities: The Facilities Management Unit Leader has responsibilities for the maintenance and smooth operation of University facilities. Emergency responsibilities include the following responsibilities:

- Ensure all University of Nevada, Reno facilities are ready for use; coordinate repairs of problems that reduce or preclude operational capabilities
- Maintain liaison with all utility service providers (water, sewer, power and telephone)
- Provide engineering services and expertise for emergency repair or construction requirements
- Participate in damage assessment efforts
- Coordinate the use of construction materials, equipment, and labor needed for emergency operations
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: ______________

☐ Identify yourself as the Facilities Management Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
OPERATIONS

☐ Ensure all University of Nevada, Reno facilities are ready for use; coordinate repairs of problems that reduce or preclude operational capabilities

☐ Maintain liaison with all utility service providers

☐ Provide engineering services and expertise for emergency construction Provide situation status updates to the Situation Status Unit in the Planning Section requirements

☐ Provide input to the Operations Section Chief on how your Unit will meet the strategic Objectives and Priorities of the EOC Action Plan

☐ Participate in initial "windshield assessment" and detailed follow-on damage assessment efforts in coordination with the Damage Assessment Unit Leader of the Planning Section

☐ Coordinate with the City of Reno and/or Washoe County for the use of private sector engineers and for obtaining construction materials, equipment, and labor needed for emergency operations

☐ Coordinate with the City of Reno and/or Washoe County and/or the American Red Cross for use of University facilities for care and shelter operations

☐ In close coordination with the City of Reno and/or Washoe County effect “turn over” inspections with the American Red Cross prior to the use of University facilities as Red Cross shelters

☐ Coordinate maintenance and cleaning operations with the American Red Cross during shelter operations
### DEACTIVATION

- [ ] Demobilize the Facilities Management Unit in accordance with the EOC Action Plan
- [ ] Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure
- [ ] Be prepared to provide input to the After Action Report
- [ ] Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief
- [ ] Deactivate the Facilities Management Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location
- [ ] Clean up your area before you leave
- [ ] Leave forwarding phone number where you can be reached
3.7.5 STUDENT COORDINATION UNIT LEADER

Primary          Assistant Vice President, Student Services
Alternate        ASUN Security
Reports To       Operations Section Chief
Supervises       Student Coordination Unit
Work Station     EOC Operation Section
Responsibilities The Student Coordination Unit Leader is responsible for the collection and dissemination of information relating to the safety and welfare of the students of UNR to include their status, location, and immediate plans.
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: _____________

- Identify yourself as the Student Coordination Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
- Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities
- Acquire work materials and set-up your work station
- Clarify issues regarding assignment and authority
- Coordinate staffing to support 24 hour operations (if required)
- Keep informed on the situation and response objectives and priorities
- Respond aggressively to the emergency, but consider safety in all actions
- Anticipate potential situation changes; develop options for response and staffing
- Use face-to-face communications with other staff in the EOC whenever possible
- Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
OPERATIONS

☐ Prepare an initial information summary as soon as possible; identify killed, injured, or missing to the Operations Section Chief as soon as possible

☐ Coordinate with Operations Section Chief for search of missing students

☐ Upon approval of Operations Section Chief provide list of casualties or missing to the Director of Emergency Services for coordination with City of Reno and/or Washoe County for notification of next of kin

☐ Make recommendation for release of students to Operations Section Chief; if students are released, and if feasible, ensure record of time of departure, destination and other essential information is maintained

☐ Issue warnings that may affect students, faculty or staff through the Public Information Officer about unsafe areas, structures and facilities

☐ Coordinate special information releases addressing rumors through the Public Information Officer; identify them as such, and provide correct information, if available

☐ Coordinate other issues that relate to the welfare of the students as appropriate
DEACTIVATION

☐ Demobilize the Student Coordination Unit in accordance with the EOC Action Plan

☐ Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief

☐ Deactivate the Student Coordination Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
# 3.7.6 FIRST AID/MEDICAL UNIT LEADER

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Director, Health Services</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Alternate</td>
<td>Assistant Medical Director</td>
</tr>
<tr>
<td>Reports To</td>
<td>Operations Section Chief</td>
</tr>
<tr>
<td>Supervises</td>
<td>First Aid/Medical Unit</td>
</tr>
<tr>
<td>Work Station</td>
<td>EOC Operation Section</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>The First Aid/Medical Unit Leader provides emergency first aid for the University of Nevada, Reno faculty, staff and student body when normal Emergency Medical Services (EMS) and hospital support is not readily available due to the situation. Additionally, the First Aid/Medical Unit Leader coordinates with the City of Reno and/or Washoe County for Critical Incident Stress Management (CISM) related counseling.</td>
</tr>
</tbody>
</table>
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

START-UP

Time/Date: ______________

☐ Identify yourself as the First Aid/Medical Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)
<table>
<thead>
<tr>
<th>OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Determine number and location of casualties that require emergency first aid and/or hospitalization</td>
</tr>
<tr>
<td>□ Respond to requests for medical aid; establish and operate first aid station(s) as appropriate</td>
</tr>
<tr>
<td>□ Coordinate with the Personnel Unit in the Logistics Section to obtain additional health/medical personnel</td>
</tr>
<tr>
<td>□ In coordination with the Communications / Transportation Unit Leader in the Logistics Section, coordinate transportation for injured persons to hospitals or other treatment facilities in the event that Emergency Medical Services (EMS) transportation resources are not available</td>
</tr>
<tr>
<td>□ Coordinate with the Purchasing/Supply Unit Leader for the procurement of emergency medical supplies</td>
</tr>
<tr>
<td>□ If possible, establish and maintain a patient tracking system; keep the Operations Section Chief updated on status of injured victims</td>
</tr>
<tr>
<td>□ In close coordination with City of Reno and/or Washoe County arrange for Critical Incident Stress Management counseling support for disaster victims and responders</td>
</tr>
<tr>
<td>□ In coordination with the Care and Shelter Unit in the Logistics Section, establish and staff a medical care station at University of Nevada, Reno shelter(s)</td>
</tr>
</tbody>
</table>
DEACTIVATION

- Demobilize the First Aid/Medical Unit in accordance with the EOC Action Plan
- Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure
- Be prepared to provide input to the After Action Report
- Determine what follow-up to your assignment might be required before you leave; communicate the information to the Operations Section Chief
- Deactivate the First Aid/Medical Unit Leader position and close out logs when authorized by the Operations Section Chief; return vest and equipment to their original location
- Clean up your area before you leave
- Leave forwarding phone number where you can be reached
3.8 UNIVERSITY OF NEVADA, RENO PLANNING SECTION

Purpose

This section contains detailed information relating to the Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the EOC staff. The EOC organization is based on the National Incident Management System (NIMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of the EOC Section Chiefs to ensure that each EOC Unit Leader possesses and reads their checklists prior to assuming their duties.
Overview
The Planning Section is responsible for the collection, analysis and display of information relating to incident operation, to develop alternative tactical action plans, to conduct planning meetings and to prepare the EOC Action Plan for incidents which will require extended operational periods.

Planning Section Staff
The Planning Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. The following Units may be established as the need arises:

- Message Coordinator
- Situation Status Unit
- Damage Assessment Unit
- Recovery Unit

Planning Section Responsibilities
Planning Section Chief
The Planning Section Chief is responsible for the overall supervision for the collection, analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the EOC Action Plan and facilitating the action planning meeting; conducting advance planning activities; providing technical support services to the various EOC Sections and Units, and documenting and maintaining files on all EOC activities. Information is needed to:

- Understand the current situation
- Predict probable course of incident events
- Prepare alternative strategies for the incident

Message Coordinator Unit
The Message Coordinator is responsible to review all Major Incident or Significant Information Reports for accuracy and legibility and to assign incident and report numbers to the documentation. The Message Coordinator will coordinate the timely distribution of Major Incident or Significant Information Reports to all Sections Chiefs. Additionally, the Message Coordinator is responsible to maintain accurate and complete incident files, providing copying services for EOC personnel and preserving incident files for legal, analytical, historical and recovery purposes.

Situation Status Unit
The Situation Status Unit Leader is responsible for the collection, organization, and analysis of disaster situation information. Additionally, the Situation Status Unit Leader is responsible to ensure that Situation Status Reports are developed for dissemination to EOC staff and to ensure that all maps, status boards, and other displays contain current and accurate
Damage Assessment Unit
The Damage Assessment Unit Leader is responsible for maintaining detailed records of damage assessment information.

Recovery Unit
The Recovery Unit Leader is responsible to ensure that the University of Nevada, Reno receives all emergency assistance and disaster recovery reimbursement for which it is eligible; conducts all initial recovery operations, and prepares the EOC organization for transition to a recovery operations organization.
3.8.1 PLANNING SECTION CHIEF

Primary
Director Facilities Services

Alternate
Supervisor Construction Projects

Reports To
Management Section Chief

Supervises
Message Coordinator
Situation Status Unit Leader
Damage Assessment Unit Leader
Recovery Unit Leader

Work Station
EOC Planning Section

Responsibilities
The Planning Section Chief, a member of the General Staff, is responsible for the collection, analyzing, and display of situation information; preparing periodic Situation Status Reports; facilitating the Action Planning meeting and preparing and distributing the EOC Action Plan; conducting advance planning activities; providing technical support services to the various EOC Sections and Units, and documenting and maintaining files on all EOC activities. Emergency responsibilities include the following items:

- Collecting, analyzing, and displaying situation information.
- Preparing periodic Situation Reports.
- Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting.
- Conducting Advance Planning activities.
- Providing technical support services to the various EOC Sections and Units, and documenting and maintaining files on all EOC activities.

Supervise the Planning Section.
### ACTIVATION

**Time/Date:** _____________

- Identify yourself as the Planning Section Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
- Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities
- Acquire work materials and set-up your work station
- Clarify issues regarding assignment and authority
- Coordinate staffing to support 24 hour operations (if required)
- Keep informed on the situation and response objectives and priorities
- Respond aggressively to the emergency, but consider safety in all actions
- Anticipate potential situation changes; develop options for response and staffing
- Use face-to-face communications with other staff in the EOC whenever possible
- Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)

### OPERATIONS

- Obtain briefing from the Director of Emergency Services
- Activate and supervise University of Nevada, Reno Planning Section emergency response operations including:
  - Message Coordinator
  - Situation Status Unit Leader
  - Damage Assessment Unit Leader
  - Recovery Unit
- Ensure that Planning Section Unit Leader Individual Logs and other necessary files are maintained
- Ensure that the Situation Status Unit is maintaining current information on the EOC Charts and Maps for the Situation Status Report
Ensure that Major Incidents or Significant Information Reports and various Situation Status Reports are completed by the Operations Section and are forwarded to the Message Coordinator in a timely manner.

Ensure that a comprehensive Planning Section Situation Status Report is completed and distributed to EOC Section Chiefs prior to the end of each operational period.

Ensure that all Planning Section Situation Status Charts 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 key information that may be relevant for media dissemination.

Conduct periodic briefings with the Planning Section staff and work to reach consensus among staff on Section objectives for upcoming operational periods.

Schedule and facilitate the EOC Action Planning meeting at least two hours before the end of each operational period.

Ensure that the Objectives and Priorities for each EOC Section are completed and collected in preparation for the EOC Action Planning meeting.

Insure that the EOC Action Plan is completed and ready for distribution prior to the start of the next operational period.

Work closely with each Unit within the Planning Section to ensure the Section Objectives and Priorities as defined in the current EOC Action Plan are being addressed.

DEACTIVATION

Demobilize the Planning Section in accordance with the EOC Action Plan.

Ensure that all required forms or reports are completed and turned in to the Message Coordinator by all EOC Section Staff prior to their release and departure.

Determine from the EOC Director the need for an After Action Report. If required, coordinate development of the document with the Section Chiefs.

Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services.

Deactivate the Planning Section Chief position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location.

Clean up your area before you leave.

Leave forwarding phone number where you can be reached.
3.8.2 MESSAGE COORDINATOR UNIT LEADER

Primary  Director, Construction Services
Alternate  Assistant Vice President, Enrollment Services
Reports To  Planning Section Chief
Supervises  Message Coordinator
Work Station  EOC Planning Section

Responsibilities  The Message Coordinator is responsible to review all Major Incident or Significant Information Reports for accuracy and legibility and to assign incident and report numbers to the documentation. The Message Coordinator will coordinate the timely distribution of Major Incident or Significant Information Reports to all Sections Chiefs. Additionally, the Message Coordinator is responsible to maintain accurate and complete incident files, providing copying services for EOC personnel and preserving incident files for legal, analytical, historical and recovery purposes.
### ACTIVATION

**Time/Date:** _____________

- Identify yourself as the Message Coordinator by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- Obtain briefing from the Planning Section Chief relevant to identification of the Initial Incident Number assigned and specific guidance to establish the Major Information and Significant Information Report system.
- Acquire work materials and set-up your work station.
- Clarify issues regarding assignment and authority.
- Coordinate with the Logistics Section Personnel Unit Leader for staffing of a “Runner” to effect collection and distribution of the Major Incident or Significant Information Reports.
- Anticipate potential situation changes; develop options for response and staffing.
- Use face-to-face communications with other staff in the EOC whenever possible.

### OPERATIONS

- Set up and maintain the Major Incident or Significant Information Report review process and distribution system.
- Provide instruction in completion and distribution of the Major Incident or Significant Information Report to EOC staff.
- Ensure that all Major Incident or Significant Information Reports are legible and accurate, that you assign incident and report numbers and that a “Runner” distributes the reports to the Section Chiefs in a timely manner.
- Confer with the Planning Section Chief to determine what EOC documentation should be maintained for official records (Note: for major emergencies all EOC documentation must be retained).
- Coordinate with the EOC Director and EOC Sections Chiefs and ensure they are informed of the requirement to maintain all official records (including Individual Log 214 Forms).

### DEACTIVATION

- Demobilize the Message Coordinator position in accordance with the EOC Action Plan.
- Ensure that all required forms or reports are completed, collected, organized and stored in a safe location prior to your release and departure.
Be prepared to provide input to the After Action Report.

Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief.

Deactivate the Message Coordinator position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location.

Clean up your area before you leave.

Leave forwarding phone number where you can be reached.
3.8.3 SITUATION STATUS UNIT LEADER

Primary
Project Architect

Alternate
Mechanical Engineer

Reports To
Planning Section Chief

Supervises
Situation Status Unit

Work Station
EOC Planning Section

Responsibilities
The Situation Status Unit Leader is responsible for the collection, organization, analysis and display of disaster situation information. Additionally, the Situation Status Unit Leader is responsible to ensure that Situation Status Reports are developed for dissemination to EOC staff and to ensure that all maps, status boards, and other displays contain current and accurate information. Specific responsibilities include:

- Oversee the collection, organization, and analysis of disaster situation information.
- Ensure that information collected from all sources is validated prior to posting on status boards and maps.
- Ensure that situation status reports are developed for dissemination to EOC staff and other agencies/jurisdictions as required.
- Assist the Planning Section Chief in the development of the EOC Action Plan for each operational period.
- Ensure that all maps, status boards and other displays contain current and accurate information.
READ ENTIRE CHECKLIST AT REOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: _____________

☐ Identify yourself as the Situation Status Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)

OPERATIONS

☐ Oversee the collection, analysis and display on charts and maps the status of disaster events including the following information:
  - Location and nature of the disaster/emergency
  - Special hazards
  - Number of injured persons
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Part 3.8.3: University of Nevada Reno Planning Section – Situation Status Unit Leader

- Number of deceased persons
- Road closures and disaster routes
- Structural property damage (estimated dollar value)
- Personal property damage (estimated dollar value)
- Shelters, type, location and number of people that can be accommodated

☐ Establish an authentication process in case of conflicting status reports on events
☐ Meet with the Planning Section Chief to determine needs for the Active Planning meetings and briefings; ensure special information needs are completed
☐ Meet with the Public Information Officer (PIO) in the Management Section to determine best methods for exchanging key information and providing the PIO with Situation Status Unit information
☐ Identify potential problem areas relating to the emergency response, discuss possible options with the Planning Section Chief
☐ In preparation for the Action Planning meeting, ensure that the meeting room is set up with appropriate equipment and materials (easels, markers, Maps, SITSTAT Reports, etc.)
☐ Prepare a Planning Section Situation Status Report at the end of each Operational Period or upon request of the Planning Section Chief

DEACTIVATION

☐ Demobilize the Situation Status Unit Leader position in accordance with the EOC Action Plan
☐ Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure
☐ Be prepared to provide input to the After Action Report
☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief
☐ Deactivate the Situation Status Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location
☐ Clean up your area before you leave
☐ Leave forwarding phone number where you can be reached
3.8.4 DAMAGE ASSESSMENT UNIT LEADER

Primary: Manager, Facilities

Alternate: Assistant Project Supervisor

Reports To: Planning Section Chief

Supervises: Damage Assessment Unit

Work Station: EOC Planning Section

Responsibilities: Maintain detailed Charts and records of damage assessment information. Specific responsibilities include:

- Collect initial damage/safety assessment information from the various Units within the Operations Section.
- Using the University of Nevada, Reno damage assessment procedures and forms provide detailed damage/safety assessment information to the Planning Section Chief and/or Director of Emergency Services.
READ ENTIRE CHECKLIST AT REOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION
Time/Date: ______________

☐ Identify yourself as the Damage Assessment Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)

OPERATIONS

☐ Obtain initial damage/safety assessment information from the Law Enforcement/Fire Rescue Unit, Facilities Unit, and other Units and field responders as necessary

☐ Prepare the damage assessment information for a Preliminary Windshield Survey and provide to the Planning Section Chief for review, post appropriate information on charts

☐ Coordinate with the American Red Cross, utility service providers and other sources for additional damage/safety assessment information

☐ Prepare detailed damage/safety assessment information including estimate of value of the
losses and provide to the Planning Section Chief

☐ Collect, record and total the type, location and estimated value of damage

☐ Document those structures requiring immediate destruction to ensure the public safety through inspection records, videos, photographs, etc.

☐ Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines

☐ Display damage assessment information on EOC Charts and in written form to be retained at the end of the emergency by the Message Coordinator

### DEACTIVATION

☐ Demobilize the Damage Assessment Unit Leader position in accordance with the EOC Action Plan

☐ Ensure that all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief

☐ Deactivate the Damage Assessment Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
3.8.5 RECOVERY UNIT LEADER

Primary Project Coordinator

Alternate Architectural Drafter

Reports To Planning Section Chief

Supervises Recovery Unit

Work Station EOC Planning Section

Responsibilities The Recovery Unit is responsible to ensure that the University of Nevada, Reno receives all emergency assistance and disaster recovery reimbursement for which it is eligible; conducts all initial recovery operations, and prepares the EOC organization for transition to a recovery operations organization. Specific responsibilities include:

- Review applicable state and FEMA recovery funding programs to ensure that the institution receives all emergency assistance and disaster recovery reimbursement for which it is eligible.
- Ensure the institution is prepared to participate jointly with state, FEMA and non-profit organizations to expedite disaster assistance to individuals, families, businesses, public entities and others
- Ensure that required and/or approved mitigation measures are carried out
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices while ensuring that legal safeguards for the institution are observed
ACTIVATION

Time/Date: ________________

☐ Identify yourself as the Recovery Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS Form 214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)

OPERATIONS

☐ Develop a plan for your unit in support of EOC and field operations as required

☐ Keep up to date on the situation and resources associated with your unit; maintain current status reports and displays

☐ Complete all Recovery forms and instructions

☐ In coordination with state and FEMA officials and the PIO, provide information to students, faculty and staff regarding FEMA tele-registration, or Disaster Application Centers (if established)

☐ Coordinate expansion of medical, mental health and outreach programs for students, faculty and staff
☐ Coordinate establishment of a Recovery Task Force
☐ In coordination with the Facilities Unit Leader monitor utility restoration
☐ In coordination with the Recovery Task Force establish priorities for repairing and rebuilding the institution facilities
☐ In coordination with the Planning Section Chief and the Director of Emergency Services establish a Hazard Mitigation Team and ensure required mitigation measures are undertaken
☐ Coordinate individual assistance programs for students, faculty and staff through the state and FEMA individual assistance programs
☐ Make recommendations to the Director of Emergency Services for appropriate short and long term recovery
☐ Coordinate closely with the Finance Section for fiscal documentation and recovery

### DEACTIVATION

☐ Demobilize the Recovery Unit Leader position in accordance with the EOC Action Plan
☐ Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure
☐ Be prepared to provide input to the After Action Report
☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Planning Section Chief
☐ Deactivate the Recovery Unit Leader position and close out logs when authorized by the Planning Section Chief; return vest and equipment to their original location
☐ Clean up your area before you leave
☐ Leave forwarding phone number where you can be reached
3.9 UNIVERSITY OF NEVADA, RENO LOGISTICS SECTION

Purpose

This section contains detailed information relating to the Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the EOC staff. The EOC organization is based on the National Incident Management System (NIMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of the EOC Section Chiefs to ensure that each EOC Unit Leader possesses and reads their checklists prior to assuming their duties.
Overview

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, and the EOC. Additionally, if the severity of the emergency requires mass evacuations, the Logistics Section will coordinate with the City of Reno, Washoe County, and the American Red Cross for the establishment of shelters and mass feeding capabilities for victims and/or responders dependents. Methods for obtaining and using facilities, equipment, supplies, services, and other resources will be the same as used during normal operations unless authorized by the Management Section Chief or emergency orders of the University of Nevada, Reno President.

Logistics Section Staff

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

- Personnel Unit
- Purchasing/Supply Unit
- Communications Unit
- Care and Shelter Unit

The Logistics Section Chief may activate additional Units as necessary to fulfill an expanded role.

Logistics Section Responsibilities

Logistics Section Chief

The Logistics Section Chief is responsible to ensure the logistics function is carried out in support of the University of Nevada, Reno EOC. This function includes providing communication services, and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services, as well as arranging for food, lodging, and other support services as required. Information is needed to complete the following tasks:

- Understand the current situation
- Predict probable resource needs
- Prepare alternative strategies for procurement and resources management

Communications Unit

The Communications Unit Leader is responsible for developing plans and implementing operations for the effective use of incident communications resources. These responsibilities include the distribution of communications equipment to the University of Nevada, Reno EOC and field and coordination with the City of Reno and/or Washoe County.

Personnel Unit

The Personnel Unit Leader is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement
mutual aid personnel support requests received, providing additional workers for the EOC, and for managing EOC personnel issues and requests.

**Care and Shelter Unit**
The Care and Shelter Unit Leader is responsible for providing care and shelter for disaster victims and will coordinate efforts with city and county representatives and the American Red Cross and other volunteer agencies and for food and other hygiene support for responders (field and EOC). In addition, if required the University of Nevada, Reno will provide shelter requirements for responder’s dependents.

**Purchasing/Supply Unit**
The Purchasing/Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies, receiving and storing all supplies for the incident, maintaining an inventory of supplies, and servicing non-expendable supplies and equipment.
3.9.1 LOGISTICS SECTION CHIEF

Primary
Associate Vice President, Business and Finance

Alternate
Associate Vice President, Planning, Budget and Analysis
Director, University Budgets

Reports To
Management Section Chief

Supervises
Personnel Unit Leader
Purchasing/Supply Unit Leader
Communications Unit Leader
Care and Shelter Unit Leader

Work Station
EOC Logistics Section

Responsibilities
The Logistics Section Chief, a member of the General Staff, is responsible to ensure the logistics function is carried out in support of the University of Nevada, Reno EOC and field responders. This function includes providing communication services, and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required. Additional responsibilities include the following duties:

- Establish the appropriate level of Unit staffing within the section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives and priorities, as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation.
- Keep the EOC Management Section Chief informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: _____________

☐ Identify yourself as the Logistics Section Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)

OPERATIONS

☐ Obtain briefing from the Director of Emergency Services to determine Logistics Section priorities

☐ Activate and supervise University of Nevada, Reno Logistics Section emergency response operations including
  • Personnel Unit Leader
  • Purchasing/Supply Unit Leader
  • Communications Unit Leader
- Transportation Unit Leader
- Care and Shelter Unit Leader

☐ Assign work locations and preliminary work tasks to Logistics Section personnel
☐ Assemble and brief Logistics Section Unit Leaders
☐ Identify service and support requirements for planned and expected operations
☐ Coordinate and process requests for additional resources
☐ Participate in EOC Action Plan meetings and preparation of EOC Action Plan
☐ Review the EOC Action Plan and prepare for EOC logistics needs for next operational period
☐ Establish and implement the Logistics Section tasks in support of the EOC Action Plan objectives and priorities
☐ Direct the Communications and Transportation Unit Leaders to publish an incident communications plan and transportation plan if required
☐ Advise the Director of Emergency Services and other Section Chiefs on current service and support capabilities and any potential problems of logistics support
☐ Estimate future service and support requirements
☐ Ensure general welfare and safety of Logistics Section personnel
☐ Participate in all demobilization planning

**DEACTIVATION**

☐ Demobilize the Logistics Section in accordance with the EOC Action Plan
☐ Ensure that all required forms or reports are completed and turned in to the Director of Emergency Services prior to your release and departure
☐ Be prepared to provide input to the After Action Report
☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services
☐ Deactivate the Logistics Section Chief position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location
☐ Clean up your area before you leave
☐ Leave forwarding phone number where you can be reached
3.9.2 PERSONNEL UNIT LEADER

Primary
Assistant Vice President, Human Resources

Alternate
Director, BCN Personnel Services

Reports To
Logistics Section Chief

Supervises
Personnel Unit

Work Station
EOC Logistics Section

Responsibilities
The Personnel Unit Leader has the responsibility to obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received and manage EOC personnel issues and requests.

- Coordinate all personnel support requests from the EOC functional elements or from response elements in the field
- Identify sources and maintain an inventory of personnel support resources; request personnel resources from those agencies as needed
- Assign personnel within the EOC as needs are identified
- Coordinate volunteer support with city and/or county EOC Personnel Unit Leaders
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: ________________

- Identify yourself as the Personnel Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
- Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities
- Acquire work materials and set-up your work station
- Clarify issues regarding assignment and authority
- Coordinate staffing to support 24 hour operations (if required)
- Keep informed on the situation and response objectives and priorities
- Respond aggressively to the emergency, but consider safety in all actions
- Anticipate potential situation changes; develop options for response and staffing
- Use face-to-face communications with other staff in the EOC whenever possible

Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.

OPERATIONS

- Post and maintain the EOC Organization Chart with names of all current EOC response staff
- Receive and process all incoming requests for personnel support; identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival, secure an estimated time of arrival for relay back to the requesting agency
- Develop a system for tracking personnel/volunteers processed by the Personnel Unit; maintain sign in/out logs; control must be established for the accountability of personnel used in the response effort
Maintain information regarding:
- Personnel/volunteers processed
- Personnel/volunteers allocated and assigned by agency/location
- Personnel/volunteers on standby
- Special personnel requests by category not filled

Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs

In coordination with the First Aid/Medical Unit in the Operations Section obtain health/medical personnel, e.g., nurses’ aides, paramedics, Red Cross personnel and other trained volunteers to meet First Aid/Medical needs

Request technical expertise resources not available at the University of Nevada, Reno (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through the mutual aid channels or the city and/or county emergency management coordinator

DEACTIVATION

Demobilize the Personnel Unit Leader position in accordance with the EOC Action Plan

Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure

Be prepared to provide input to the After Action Report

Determine what follow-up to your assignment might be required before you leave; communicate information to the Logistics Section Chief

Deactivate the Personnel Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

Clean up your area before you leave

Leave forwarding phone number where you can be reached
3.9.3 PURCHASING/SUPPLY UNIT LEADER

Primary
Director, Purchasing

Alternate
Supervisory Buyer

Reports To
Logistics Section Chief

Supervises
Purchasing/Supply Unit

Work Station
EOC Logistics Section

Responsibilities
The Purchasing/Supply Unit Leader is primarily responsible for ordering equipment and supplies for the EOC and field response effort; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment. Additional responsibilities include the following duties:

- Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
- Coordinate procurement actions with the Finance Section.
- Coordinate delivery of supplies and material as required.
- Supervise the Purchasing/Supply Unit.
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: _______________

☐ Identify yourself as the Purchasing/Supply Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  • Time on duty and assignments
  • Major Incident or Significant Events
  • Decisions, actions taken and justification
  • Names and phone numbers of key contacts
  • Requests filled or denied
  • Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.

OPERATIONS

☐ Meet and coordinate activities with the Logistics and/or Finance Section Chief(s) and determine purchasing authority to be delegated to Purchasing/Supply Unit

☐ Review, verify, and process requests from other sections for resources

☐ Maintain information regarding:
  • Resources readily available
  • Logistics requests
  • Status of shipments
- Priority resource requirements
- Shortfalls

☐ Coordinate with other Units as appropriate on proper use of Logistics Request Forms and resources requests received from Operations Units to ensure there is no duplication of effort or requisition

☐ Determine if needed resources are available from the City of Reno and/or Washoe County stocks, mutual aid sources or other sources; arrange for delivery if available

☐ In coordination with the Cost Unit Leader in the Finance Section issue purchase orders for needed items within authorized cost limits

☐ Notify the Logistics and Finance Section Chiefs of procurement needs that exceed delegated authority; obtain needed authorizations and paperwork

☐ Arrange for delivery of procured resources

☐ Identify to the Logistics Section Chief any significant resource request(s) which cannot be met through local action, if possible suggest alternative methods to solve the problem

☐ Establish contact with the appropriate Operations Section Units and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations; coordinate actions as required

☐ Working with the Care and Shelter Unit establish a plan to obtain food for field and EOC feeding operations; coordinate with Operations Section to avoid duplication

☐ Continually update communications availability information with the Communications Unit; revise contact methods with suppliers as improved communications become available

☐ Review the situation reports as they are received; determine/anticipate support requirements; verify information where questions exist

☐ Establish and maintain disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.

☐ Provide and coordinate with the Transportation Unit Leader for the distribution of water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters

☐ Coordinate resources with relief agencies (American Red Cross, Salvation Army etc.)

☐ Establish and maintain a chain-of-custody record for all accountable equipment

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**DEACTIVATION**

☐ Demobilize the Purchasing Supply Unit Leader position in accordance with the EOC Action Plan

☐ Ensure that all required forms or reports are completed and turned in to the Logistics Section Chief prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave;
communicate the information to the Logistics Section Chief

☐ Deactivate the Purchasing/Supply Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
3.9.4 COMMUNICATIONS UNIT LEADER

Primary
Supervisor, Telecom Services
Data Base Administrator, Administrative Computing

Alternate
Network Systems Manager, Network Services

Reports To
Logistics Section Chief

Supervises
Communications Unit

Work Station
EOC Logistics Section

Responsibilities
The Communications Unit Leader is responsible for developing plans and implementing operations for the effective use of incident communications resources. These responsibilities include the distribution of communications equipment to the University of Nevada, Reno EOC and field responders and coordination with the City of Reno and/or Washoe County. Additional responsibilities include the following duties:

- Ensure radio, telephone, computer resources, and services are provided to EOC staff as required.
- Develop and distribute a communications plan which identifies all systems in use and lists specific phone numbers and frequencies allotted for the event or disaster.
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: _____________

☐ Identify yourself as the Communications Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.

OPERATIONS

☐ Obtain briefing from the Logistics Section Chief

☐ Provide input to the Logistics Section Chief on how your Unit will meet the Objectives and Priorities of the EOC Action Plan

☐ Advise the Logistics Section Chief on communications capabilities and limitations

☐ Set up EOC telephone and radio systems to meet the needs of the emergency response
Establish appropriate communications with University of Nevada, Reno field responders
Ensure communications systems are installed, tested, and maintained
Ensure an equipment accountability system is established and maintained
Ensure personal portable radio equipment or cell phones are distributed as required
Provide technical information as required on:
  • Adequacy of communications systems currently in operation
  • Geographic limitation on communications systems
  • Equipment capabilities
  • Amount and types of equipment available
  • Anticipated problems in the use of communications equipment
Establish and maintain a chain-of-custody record for all accountable equipment (cellular phones, radios, etc.)
Recover equipment from relieved or released Units and field responders

DEACTIVATION

Demobilize the Communications Unit in accordance with the EOC Action Plan
Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure
Be prepared to provide input to the After Action Report
Determine what follow-up to your assignment might be required before you leave; communicate information to the Logistics Section Chief
Deactivate the Communications Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location
Clean up your area before you leave
Leave forwarding phone number where you can be reached
3.9.5 CARE AND SHELTER UNIT LEADER

Primary Director of Residential Life, Housing and Food Services

Alternate As assigned by Logistics Section Chief

Reports To Logistics Section Chief

Supervises Care and Shelter Unit

Work Station EOC Logistics Section

Responsibilities The Care and Shelter Unit Leader shall provide care and shelter for the faculty, staff, students, EOC and field responders and their dependents. In the event that the severity of the emergency causes area-wide mass evacuations the Care and Shelter Unit Leader shall coordinate with City of Reno and/or Washoe County officials to ensure that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Unit will work closely with and support the American Red Cross and all other volunteer services agencies providing shelter related assistance to disaster victims.

Note: If an American Red Cross Liaison is assigned to the University of Nevada, Reno EOC ensure that the American Red Cross Checklists is provided to that individual. See American Red Cross Liaison Checklist
**READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT**

### ACTIVATION

**Time/Date:** ________________

- Identify yourself as the Care and Shelter Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities.
- Acquire work materials and set-up your work station.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24 hour operations (if required).
- Keep informed on the situation and response objectives and priorities.
- Respond aggressively to the emergency, but consider safety in all actions.
- Anticipate potential situation changes; develop options for response and staffing.
- Use face-to-face communications with other staff in the EOC whenever possible.
- Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information
- Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.

### OPERATIONS

- Determine the need for an evacuation center or mass care shelter on campus.
- Provide care and shelter support (to include food, water and shelter for extended operations) for victims of the emergency.
- If mass evacuations are required and sheltering needs are established that are beyond the University of Nevada, Reno's capacity to manage, coordinate with the City of Reno and/or Washoe County to contact the local chapter of the American Red Cross and request an ARC liaison for the University of Nevada, Reno EOC. Note: The ARC liaison may be
assigned to City of Reno and/or Washoe County EOC only

☐ Ensure that a qualified University of Nevada, Reno, city or county building and safety official has inspected the shelter site prior to occupancy following an earthquake and after each significant aftershock

☐ Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards

☐ Coordinate with the Personnel Unit to contact volunteer agencies and the City of Reno and/or Washoe County staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs

☐ Coordinate with the Communications Unit Leader to provide communications where needed to link mass care facilities, the EOC and other key facilities

☐ Coordinate with the City of Reno and/or Washoe County for the care of Clients’ animals; Note: American Red Cross regulations prohibit animals (other than seeing eye dogs) being taken into shelters

☐ Coordinate with the Transportation Unit Leader for transportation needs of shelter victims

☐ Ensure shelter managers provide activity reports each operational period to the EOC including requests for delivery of equipment and supplies, any University of Nevada, Reno expenditures, damages, casualties and numbers of persons sheltered; the reporting period will be determined by the Logistics Section Chief

DEACTIVATION

☐ Demobilize the Care and Shelter Unit Leader position in accordance with the EOC Action Plan

☐ Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate information to the Logistics Section Chief

☐ Deactivate the Care & Shelter Unit Leader position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
3.9.6 AMERICAN RED CROSS LIAISON

Primary Northern Nevada Chapter American Red Cross Representative

Reports To Care and Shelter Unit Leader and/or the Logistics Section Chief

Supervises ARC Support Personnel as Assigned

Work Station EOC Logistics Section

Responsibilities The American Red Cross liaison is responsible for family service and referral, mass care, disaster welfare inquiry, and serves as liaison between county health leader(s) (Operations Section), the Care and Shelter and Personnel Unit Leader (Logistics Section), other volunteer agencies, and the American Red Cross Operations Director.

- In close coordination with the University of Nevada, Reno, city and county governmental agencies, identify and respond to care and shelter requirements and other relief requirements for the community supported by the ARC
- Serve as liaison between the University of Nevada, Reno EOC and the American Red Cross Public Affairs Officer to encourage residents to go to the shelter nearest their residence
**READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT**

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- Identify yourself as the American Red Cross Liaison by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart
- Obtain briefing from available sources (law enforcement, fire/rescue incident commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities
- Acquire work materials and set-up your work station
- Clarify issues regarding assignment and authority
- Coordinate staffing to support 24 hour operations (if required)
- Keep informed on the situation and response objectives and priorities
- Respond aggressively to the emergency, but consider safety in all actions
- Anticipate potential situation changes; develop options for response and staffing
- Use face-to-face communications with other staff in the EOC whenever possible
- Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

  Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.

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<th>OPERATIONS</th>
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- Provide care and shelter support (food, water, and shelter) to victims of the emergency
- Serve as liaison between the University of Nevada, Reno EOC and ARC Public Information Officer for public information regarding evacuation centers
- Report ARC care and shelter activities (staffing, registration, number of clients being sheltered, pertinent evacuee information, etc.) to the Public Information Officer in the Management Section and to the ARC Operations Director
- If a need is determined by the ARC Operations Director, serve as liaison between the
Personnel Unit of the Logistics Section and the ARC Operations Director to contact volunteer agencies and the City of Reno and/or Washoe County staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs

☐ Facilitate communications between other volunteer agencies and the ARC Operations Director for emergency mass feeding operations

☐ Ensure ARC shelter managers make periodic activity reports to you including requests for delivery of equipment and supplies, damages, casualties and numbers and types of persons sheltered

☐ Serve as a liaison between the ARC Operations Director and the Purchasing/Supply Unit Leader to ensure adequate food supplies, equipment and other supplies to operate mass care facilities

☐ Serve as a liaison between the EOC and the ARC Operations Director with regard to the evacuation and relocation or shelter-in-place of any mass care facilities which may be threatened by any hazardous condition

☐ Serve as a liaison between the Communications Unit Leader and the ARC Operations Director to provide communications where needed to link mass care facilities, the EOC and other key facilities

☐ Coordinate with the Transportation Unit Leader of the Logistics Section the transportation needs of shelterees

☐ Report to the interested sections (Management, Operations, Logistics) with regard to the opening, relocating and closing of shelter operations; also coordinate the above with adjacent communities if needed

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DEACTIVATION

☐ Coordinate demobilization of mass care and/or sheltering operations

☐ Demobilize the American Red Cross Liaison position in accordance with the EOC Action Plan

☐ Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure

☐ Be prepared to provide input to the After Action Report

☐ Determine what follow-up to your assignment might be required before you leave; communicate the information to the Care and Shelter Unit Leader and/or the Logistics Section Chief

☐ Deactivate the American Red Cross Liaison position and close out logs when authorized by the Logistics Section Chief; return vest and equipment to their original location

☐ Clean up your area before you leave

☐ Leave forwarding phone number where you can be reached
3.10 FINANCE SECTION

Purpose

This section contains detailed information relating to the Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the EOC staff. The EOC organization is based on the National Incident Management System (NIMS) and the Incident Command System (ICS) which provides the foundation for emergency response. It is the responsibility of the EOC Section Chiefs to ensure that each EOC Unit Leader possesses and reads their checklists prior to assuming their duties.
Overview

The Finance Section’s primary responsibility is to coordinate payment of emergency supplies and costs, to maintain disaster expenditure financial records and to track response staff time sheets throughout the event or disaster.

The Finance Section also coordinates with the Logistics Section Purchasing/Supply Unit Leader the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that isolates the University or requires expenditure of emergency funds the entire Section will mobilize.

Finance Section Staff

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

- Cost Unit
- Time Unit

The Finance Section Chief may activate additional Units to fulfill an expanded role if necessary.

Finance Section Responsibilities

**Finance Section Chief**

The Finance Section Chief, a member of the General Staff, is responsible for all financial management and cost analysis aspects of the incident and for supervising members of the Finance Section. Coordination of financial expenditures/procedures must be coordinated with both the Director of Emergency Services and the Logistics Section Chief.

**Cost Unit**

The Cost Unit Leader is responsible for administering payment and gathering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. Accurate and timely documentation is essential to financial recovery.

**Time Unit**

The Time Unit Leader is responsible for personnel time recording.
3.10.1 FINANCE SECTION CHIEF

Primary Controller

Alternate Deputy Controller

Reports To Management Section Chief

Supervises Cost Unit
Time Unit

Work Station EOC Finance Section

Responsibilities The Finance Section Chief, a member of the General Staff, is responsible to ensure that all financial records are maintained throughout the event or disaster. Coordination of financial expenditures/procedures must be coordinated with the Management and Logistics Section Chief. Additional responsibilities include:

- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time is recorded for all University emergency response personnel.
- In close coordination with the Director of Emergency Services determine expenditure limits for the Purchasing/Supply function in Logistics.
- Ensure that all recovery documentation is accurately maintained during the response on the appropriate forms for later submission to the Federal Emergency Management Agency (FEMA) and/or the Governor’s Division of Emergency Management.
- Supervise the Finance Section.
Read entire checklist at EOC activation and at beginning of each shift

Activation

Time/Date: _____________

☐ Identify yourself as the Finance Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)

Operations

☐ Activate and supervise the University of Nevada, Reno Finance Section emergency response operations including:
  - Cost Unit Leader
  - Time Unit Leader

☐ Identify and order supply and support needs for Finance Section

☐ Establish and implement the Finance Section objectives and priorities in support of the EOC Action Plan
Provide input in all Action Planning Meetings on financial and cost analysis matters

Ensure that all obligation documents initiated at the incident are properly prepared and copies maintained

Keep the Director of Emergency Services aware of the current fiscal situation and other related matters on an on-going basis

Ensure that the Time Unit tracks and records all University on Nevada, Reno response staff time

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 the Logistics Section

In coordination with the Logistics Section, ensure that the Purchasing/Supply Unit processes purchase orders and develops contracts in a timely manner

DEACTIVATION

Demobilize the Finance Section in accordance with the EOC Action Plan

Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure

Be prepared to provide input to the After Action Report

Determine what follow-up to your assignment might be required before you leave; communicate the information to the Director of Emergency Services

Deactivate the Finance Section Chief position and close out logs when authorized by the Director of Emergency Services; return vest and equipment to their original location

Clean up your area before you leave

Leave forwarding phone number where you can be reached
### 3.10.2 COST UNIT LEADER

- **Primary**  
  Manager, Accounts Payable

- **Alternate**  
  Customer Accounting Services

- **Reports To**  
  Finance Section Chief

- **Supervises**  
  Cost Unit

- **Work Station**  
  EOC Finance Section

- **Responsibilities**  
  The Cost Unit Leader is responsible for the management of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. Ensure that all records identify scope of work and site-specific work location. Additional responsibilities include the following duties:

  - Establish and manage accounting system to support EOC and field operations.
  - Coordinate use of purchase orders or other instruments of payment with Logistics Section Chief.
  - Coordinate vendor contracts not previously addressed by existing approved vendor lists.
  - Coordinate with Purchasing/Supply Unit and Finance Section Chief on all matters involving the need to exceed established purchase order limits.
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: ______________

☐ Identify yourself as the Cost Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.

OPERATIONS

☐ Obtain briefing from Finance Section Chief; clearly establish spending limit authorities and procedures

☐ In coordination with the Finance Section Chief coordinate payment procedures with the Purchasing/Supply Unit Leader in the Logistics Section

☐ In coordination with the Finance Section Chief establish and disseminate information relating to contracting for services

☐ Develop system to maintain accurate records of all financial expenditures
_task: Prepare incident cost summaries and provide to the Finance Section Chief at the end of each operational period or as directed
_task: Provide input to the Finance Section Chief on how your Unit will meet the Objectives and Priorities of the EOC Action Plan
_task: Make recommendations for cost savings to Finance Section Chief
_task: Maintain cumulative incident cost records
_task: Ensure that all cost documents are accurately prepared
_task: Complete all records prior to demobilization
_task: Provide reports to Finance Section Chief as directed

dele: DEACTIVATION
_task: Demobilize the Cost Unit Leader position in accordance with the EOC Action Plan
_task: Ensure that all required forms or reports are completed and turned in to the Documentation Unit Leader in the Planning Section prior to your release and departure
_task: Be prepared to provide input to the After Action Report
_task: Determine what follow-up to your assignment might be required before you leave; communicate the information to the Finance Section Chief
_task: Deactivate the Cost Unit Leader position and close out logs when authorized by the Finance Section Chief; return vest and equipment to their original location
_task: Clean up your area before you leave
_task: Leave forwarding phone number where you can be reached
3.10.3 TIME UNIT LEADER

Primary Manager, BCN Payroll

Alternate Accounting Technician

Reports To Finance Chief

Supervises Time Unit

Work Station EOC Finance Section

Responsibilities The Time Unit Leader tracks hours worked by the University of Nevada, Reno responder staff, volunteers, contract labor, mutual aid and all others. Ensure that daily personnel time recording documents are prepared in compliance with University time management policy. Specific responsibilities include:

- Track, record, and report all on-duty time for personnel working during the event or disaster.
- Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the budget and payroll office.
READ ENTIRE CHECKLIST AT EOC ACTIVATION AND AT BEGINNING OF EACH SHIFT

ACTIVATION

Time/Date: _____________

☐ Identify yourself as the Time Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart

☐ Obtain briefing from available sources (law enforcement, fire/rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities

☐ Acquire work materials and set-up your work station

☐ Clarify issues regarding assignment and authority

☐ Coordinate staffing to support 24 hour operations (if required)

☐ Keep informed on the situation and response objectives and priorities

☐ Respond aggressively to the emergency, but consider safety in all actions

☐ Anticipate potential situation changes; develop options for response and staffing

☐ Use face-to-face communications with other staff in the EOC whenever possible

☐ Open and maintain an Individual Log (ICS-214); maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Time on duty and assignments
  - Major Incident or Significant Events
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Precise information is essential to meet requirements for reimbursement by Nevada DEM and FEMA.)

OPERATIONS

☐ Determine specific requirements for the time recording function

☐ Coordinate time tracking with the Personnel Unit of the Logistics Section

☐ 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 University of Nevada, Reno 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 Section Chief informed of significant issues affecting the Time Unit

#### DEACTIVATION

Demobilize the Time Unit Leader position in accordance with the EOC Action Plan

Ensure that all required forms or reports are completed and turned in to the Message Coordinator in the Planning Section prior to your release and departure

Be prepared to provide input to the After Action Report

Determine what follow-up to your assignment might be required before you leave; communicate the information to the Finance Section Chief

Deactivate the Time Unit Leader position and close out logs when authorized by the Finance Section Chief; return vest and equipment to their original location

Clean up your area before you leave

Leave forwarding phone number where you can be reached