

4.2.1 Checklist 2A - Operations Coordinator

Assignment: OPERATIONS COORDINATOR

Position	Associate VP, Facilities Services
Section	Operations

FOR IMMEDIATE ACTION

<input type="checkbox"/>	Remain calm.
<input type="checkbox"/>	Turn on your cellular phone.
<input type="checkbox"/>	If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. Do not go to incident site.
<input type="checkbox"/>	If your office or building is not affected, go to the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.)
<input type="checkbox"/>	Once at the EOC, get briefed and then organize and activate the Operations Section.
<input type="checkbox"/>	Establish a journal/log for recording activities.
<input type="checkbox"/>	Establish a communication link with the Public Safety Dispatcher.
<input type="checkbox"/>	Evaluate operational needs and response based on: <ul style="list-style-type: none"> • The type of emergency. • Location of emergency and types of facilities involved. • Size of area involved (limited area or campus wide). • Number and type of injuries/casualties. • Access routes for emergency vehicles. • Assistance required (e.g., medical, fire, Facilities Services, environmental health and safety).
<input type="checkbox"/>	In coordination with the Incident Commander and the Planning Coordinator, develop a tactical plan.

PRIMARY RESPONSIBILITIES

<input type="checkbox"/>	Assume operational command of the response.
<input type="checkbox"/>	Manage the Operations section of the EOC, including the following Response Teams: <ul style="list-style-type: none">• Public Safety• Communications Dispatcher• Search & Rescue• Medical• Health & Safety• Buildings & Utilities• IT/Telecommunications
<input type="checkbox"/>	Keep the Incident Commander informed of response team activities.
<input type="checkbox"/>	Evaluate operational information and determine priorities.
<input type="checkbox"/>	Deploy teams to address problems.

SUPPORT RESPONSIBILITIES

<input type="checkbox"/>	Recommend Mutual Aid needs and resources.
<input type="checkbox"/>	Provide information to Situation Status.

FIRST PRIORITY/CONSIDERATION

<input type="checkbox"/>	Number one priority is Life Safety. Determine if the following branches need to be activated: <ul style="list-style-type: none">• Medical for emergency triage or first aid.• Search & Rescue to find and rescue injured and trapped students and staff.• Public Safety to evacuate people away from a danger zone.• Health & Safety to assist with control and containment of a hazardous material.
<input type="checkbox"/>	Authorize immediate actions according to safety and emergency operation procedures including on-site treatment of the injured, occupancy status of the buildings, and procedures for relocating students, employees, and visitors away from dangers and hazards.

STAFFING ACTIONS

<input type="checkbox"/>	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for control of the incident.
<input type="checkbox"/>	Make requests to Logistics Coordinator for resources, which are needed or will be needed soon. Determine if public agency mutual aid is required for any operations on campus. Upon concurrence with the Incident Commander, determine if outside assistance will be responding; establish procedures and staffing for the incoming assistance.

MEDICAL ACTIONS

<input type="checkbox"/>	Direct the establishment of the Medical Staging and Treatment Area. Ensure that supplies are available. Establish and implement procedures and priorities for medical treatment, first aid, etc. Verify that emergency transportation has been called for severe cases; transport to the closest emergency facility.
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ACCESS CONTROL ACTIONS

<input type="checkbox"/>	Direct staff to cordon off unsafe areas, secure facilities, and control access where there is damage. Have utilities shut down, if presenting a possible hazard.
<input type="checkbox"/>	Ensure traffic control is established to provide access for emergency vehicles.
<input type="checkbox"/>	Direct the establishment and control of on-campus evacuation reception areas.
<input type="checkbox"/>	Deal with requests to re-enter buildings; coordinate with the Incident Commander.

PLANNING AND SITUATION STATUS ACTIONS

<input type="checkbox"/>	Coordinate with Structural Damage Assessment regarding safety and initial damage inspections; support structural damage assessment with Building and Utility Teams, as required. Following damage assessment, continue to have Public Safety inspect and ensure people are kept out of damaged and/or dangerous areas.
<input type="checkbox"/>	Coordinate with Planning Coordinator and Structural Damage Assessment to identify priorities for further inspections, repairs, service restoration, and facility restoration.
<input type="checkbox"/>	Forward information to Situation Status Officer and others in the EOC. Keep the Incident Commander informed of events and actions. Work closely with Situation Status to keep track of site operations.

RESOURCE LOGISTICS ACTIONS

<input type="checkbox"/>	Request site food/water and other personnel support for response teams from the Logistics Coordinator. Request arrangements for a secure site away from public access (THE EOC IS NOT A SHELTER OPERATION).
<input type="checkbox"/>	Plan for ongoing operations if damage is severe or field activities appear to be extensive. Coordinate with Logistics Coordinator, Human Resource Officer and the Incident Commander to plan for extended operations, especially during non-business hours.
<input type="checkbox"/>	Helicopter requests: determine landing zone(s) as necessary.

RECOVERY ACTIONS

<input type="checkbox"/>	Coordinate and direct the cleanup, salvage, and repair efforts for all facilities.
<input type="checkbox"/>	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to Human Resources.
<input type="checkbox"/>	Provide information and recommendations to Planning Coordinator for the After Action Report.
<input type="checkbox"/>	Support Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc.

ADDITIONAL CONSIDERATIONS

<input type="checkbox"/>	Continued Operations and Resources
	<input type="checkbox"/> Estimate the duration of the response and develop plans for replacing human and physical resources.
<input type="checkbox"/>	Extended Operations
	<input type="checkbox"/> Some incidents could extend for several hours or days.
<input type="checkbox"/>	Security and Access Control
	<input type="checkbox"/> Perimeter security needs and resources for night operation.
	<input type="checkbox"/> Will the campus become a reception point for outside victims?