



# LOGISTICS SECTION CHIEF



## Position Checklist

<b>Report To</b>	HEOC Manager	
<b>Supervises</b>	Resource & Support, Personnel, Facilities, Communications, and IT	
<b>Suggested Training</b>	ICS 300, 400, 402 and HEOC Basic and Section Training	
<b>Documents</b>	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Incident Action Plan <input type="checkbox"/> Training Roster	<input type="checkbox"/> HEOC Registration Sign-In Sheet <input type="checkbox"/> Staff Availability Sheet <input type="checkbox"/> MRC Request Form <input type="checkbox"/> Medical & Health Resource Request Form <input type="checkbox"/> OA & HCA Response Plans – SNS, DORA, etc.
<b>Function</b>	The Logistics Section Chief is responsible for overseeing the activities of the HEOC Logistics Section and providing logistical information to the HEOC Manager and Management Group, managing and coordinating the provision, allocation, and use of essential resources and services to support emergency operations, and participating in the development of the HCA Action Plan.	
<b>Upon Arrival</b>		
<input type="checkbox"/> Sign in on HEOC Registration Sign-In Sheet. <input type="checkbox"/> Receive briefing from HEOC Manager and outgoing Logistics Chief, including outstanding resource requests. <input type="checkbox"/> Maintain a log of events and document all activities on the HEOC Activity Log. <input type="checkbox"/> Confirm resource ordering process. <input type="checkbox"/> Activate Resource & Support, Personnel, Facilities, Communications, and IT positions as needed. Ensure Section is staffed for 24-hour operations. <input type="checkbox"/> Review Communications Plan (ICS 205). Establish operating procedure with Communications and IT for use of telephone, email, radio, and notification systems. <input type="checkbox"/> Ensure Logistics Section phones, emails, WebEOC, and radio traffic are monitored for logistical requests.		
<b>During Operations</b>		
<input type="checkbox"/> Ensure tracking forms are used to track incoming and outgoing logistical requests. <input type="checkbox"/> Attend HEOC situation briefings. <input type="checkbox"/> Provide input on the Incident Action Plan and implement objectives of Logistics Section. <input type="checkbox"/> Establish communications with OA, HCA DOC, HCA program, and field Logistics. <input type="checkbox"/> Identify future operational needs. <input type="checkbox"/> Assign Position Reports and complete Section Report. <input type="checkbox"/> Conduct Section meetings to ensure coordination within Logistics Section and establish objectives. <input type="checkbox"/> Ensure that the Logistics function is carried out effectively, including the coordination of resource acquisition, management, and distribution. <input type="checkbox"/> Ensure coordination with MHOAC in completing Medical & Health Resource Requests for requests for		



# LOGISTICS SECTION CHIEF



## Position Checklist

resources outside the Operational Area.

- Work with Finance/Administration Section to ensure all fiscal, procurement, and administrative requirements are completed and coordinated.
- Ensure Finance & Administration has created an Emergency Purchase Order Number, if warranted.

### End of Shift

- Submit all Documentation to Documentation Unit.
- Return all checked-out equipment.
- Brief HEOC Manager on current situation, status, needs, and potential issues for next Operational Period.
- Brief incoming Logistics Chief.
- Verify next work schedule.
- Sign out on HEOC Registration Sign-In Sheet.

### HEOC Demobilization

- When Authorized by HEOC Manager, demobilize organizational elements when they are no longer required.
- Complete required forms and reports.
- Submit all incident paperwork and HEOC Activity Logs to HEOC Manager and ensure copies have been developed and filed by Documentation Unit.
- Participate in After Action meetings as required.



# RESOURCE & SUPPORT UNIT LEADER



## Position Checklist

<b>Report To</b>	Logistics Section Chief	
<b>Supervises</b>	Resource & Support Coordinators	
<b>Suggested Training</b>	ICS 100, 200, and HEOC Basic and Section Training	
<b>Documents</b>	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Incident Action Plan	<input type="checkbox"/> Position Report <input type="checkbox"/> LDC Inventory List <input type="checkbox"/> Medical & Health Resource Request Form <input type="checkbox"/> OA & HCA Response Plans – SNS, DORA, etc.
<b>Function</b>	Responsible for maintaining assigned resources status. The Resource and Support Unit Leader is responsible for the determination of resource and support requirements, acquisition of immediately available resources, ordering of other resources, purchasing, and tracking of resource utilization and costs in coordination with the Finance/Administration Section.	

### Upon Arrival

- Sign in with Personnel Unit.
- Receive briefing from Logistics Chief and outgoing Resource & Support Unit Leader.
- Maintain a log of events and document all activities on the HEOC Activity Log.
- Confirm disaster purchasing policies and resource ordering process.
- Determine any unmet resource needs.
- Activate Resource & Support Coordinator positions if needed.
- Coordinate with Logistics Chief to determine incident resource assignments, status, and location.
- Assist in identification of additional and special resources and personnel.
- Ensure coordination with the LDC, if activated.
- Organize, staff, and supervise unit, as appropriate, and provide for adequate relief.
- Compile, maintain, and display resource status information on: 1) all tactical and support apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:
  - Review ICS Form 201 for resource information.
  - Review Check-In List.
  - Confirm assigned resources.
- Establish and maintain resource tracking system.
- Monitor phone, email, and WebEOC for resource requests.
- Ensure radio traffic is monitored for resource requests.

### During Operations

- Use tracking forms to track incoming and outgoing shipments/resource requests.
- Assign resource requests to Resource & Support Coordinators as appropriate.
- For incoming shipments, verify vendor information is in inventory system (add it if it is not) before assigning to staff.
- Attend HEOC situation briefings.
- Provide input to the Incident Action Plan, implement the objectives applicable to your position, and



# RESOURCE & SUPPORT UNIT LEADER



## Position Checklist

monitor progress.

- Complete Position Report to be included in Section Report.
- Make resource requests to OA. Coordinate with the MHOAC in completing Medical & Health Resource Requests for resources needed from outside the Operational Area.
- Coordinate with the Finance Section to assign a purchase order number to all purchases to facilitate post-incident cost accounting and reimbursement.
- Maintain a current resource directory and inventory for necessary supplies, equipment, and services.
- Procure HCA-requested resources using existing contracts. If not available, attempt to acquire them from private sector vendors in coordination with the Finance and Administration Section.
- Maintain accurate records on the use of contracted equipment, services, materials, and expenditures.
- Establish and maintain master roster of all resources to include the total number of resources assigned to each Section and/or Unit.
- Report situation and resource status to the Logistics Chief and Situation Status Coordinator.
- Provide the locations to receive, process, store, maintain, replenish/replace equipment and materials (medical supplies, food and water, etc.), and distribute all supply orders.
- Participate in Planning Meetings, as assigned.
- Assist in identification of additional and special resources needed to implement contingency plans.

### End of Shift

- Brief Logistics Chief on current situation, status, needs, and potential issues for next Operational Period.
- Brief incoming Resource & Support Unit Leader.
- Submit all documentation to Documentation Unit.
- Return all checked-out equipment.
- Verify next work schedule.
- Sign out with Personnel Unit.

### Demobilization

- Ensure allocated resources are returned and accounted for.
- Complete required forms and reports.
- Authorize the demobilization of organizational elements within the unit when authorized by the Logistics Section Chief.
- Participate in After Action meetings as required.



# RESOURCE & SUPPORT COORDINATOR



## Position Checklist

<b>Report To</b>	Resource & Support Unit Leader	
<b>Suggested Training</b>	ICS 100, 200, and HEOC Basic and Section Training	
<b>Documents</b>	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Incident Action Plan	<input type="checkbox"/> Position Report <input type="checkbox"/> LDC Inventory List <input type="checkbox"/> Medical & Health Resource Request Form <input type="checkbox"/> OA & HCA Response Plans – SNS, DORA, etc.
<b>Function</b>	Assist Resource & Support Unit Leader in fulfilling all duties of that unit, as listed below. Maintain assigned resources' statuses. Determine resource and support requirements, acquire immediately available resources, order other resources, purchase, and track resource utilization and costs in coordination with the Finance/Administration Section.	

### Upon Arrival

- Sign in with Personnel Unit.
- Receive briefing from Resource & Support Unit Leader and outgoing Resource & Support Coordinator.
- Maintain a log of events and document all activities on the HEOC Activity Log.
- Confirm disaster purchasing policies and resource ordering process.
- Determine any unmet resource needs.
- Monitor phone, email, and WebEOC for resource requests.
- Coordinate with Resource & Support Unit Leader to determine incident resource assignments, status, and location.
- Assist in identification of additional and special resources.
- Assist in preparing the Position Report.
- Compile, maintain, and display resource status information on: 1) all tactical and support apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:
  - o Review ICS Form 201 for resource information.
  - o Review Check-In List.
  - o Confirm assigned resources.

### During Operations

- Track and process incoming and outgoing shipments/resource requests, to include:
  - o verifying requests, inventory, and products
  - o creating purchase orders and sales tickets
  - o sending purchase orders and sales tickets to the Local Distribution Center for further processing
- Attend HEOC situation briefings.
- Coordinate with the Finance Section to assign a purchase order number to all purchases to facilitate post-incident cost accounting and reimbursement.
- Maintain a current resource directory and inventory for necessary supplies, equipment, and services.
- Procure HCA-requested resources using existing contracts. If not available, attempt to acquire them from private sector vendors in coordination with the Finance and Administration Section.
- Maintain accurate records on the use of contracted equipment, services, materials, and expenditures.



# RESOURCE & SUPPORT COORDINATOR



## Position Checklist

- Establish and maintain master roster of all resources to include total number of resources assigned to each Section and/or Unit.
- Provide updates to Resource & Support Unit Leader.
- Provide the locations to receive, process, store, maintain, replenish/replace equipment and materials (medical supplies, food and water, etc.), and distribute all supply orders.
- Assist in identification of additional and special resources needed to implement contingency plans.

### End of Shift/Operations

- Brief Resource & Support Unit Leader on current situation, status, needs, and potential issues for next Operational Period.
- Brief incoming Resource & Support Coordinator.
- Submit all documentation to Documentation Unit.
- Return all checked-out equipment.
- Verify next work schedule.
- Sign out with Personnel Unit.

### Demobilization

- Ensure allocated resources are returned and accounted for.
- Complete required forms and reports.
- Participate in After Action meetings as required.



# PERSONNEL UNIT LEADER



## Position Checklist

<b>Report To</b>	Logistics Section Chief	
<b>Supervises</b>	Personnel Coordinators	
<b>Suggested Training</b>	ICS 100, 200, and HEOC Basic and Section Training	
<b>Documents</b>	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Incident Action Plan <input type="checkbox"/> Position Report <input type="checkbox"/> MRC Request Form	<input type="checkbox"/> HEOC Registration Sign-In Sheet <input type="checkbox"/> Staff Availability Roster <input type="checkbox"/> Training Roster <input type="checkbox"/> HEOC Sign-in Sheet
<b>Function</b>	The Personnel Unit Leader is responsible for Human Relations operations, provision of personnel within the HEOC, LDC, and field response locations, MRC coordination, and all time-keeping for HEOC staff.	
<b>Upon Site Arrival</b>		
<input type="checkbox"/> Sign in on HEOC Registration Sign-In Sheet. <input type="checkbox"/> Receive briefing from Logistics Chief or HEOC Manager: <ul style="list-style-type: none"> <li>○ Determine expected duration and scope of the incident.</li> <li>○ Discuss current HEOC, HCA, and field staffing levels.</li> <li>○ Discuss HEOC's, HCA's, and/or field locations' anticipated staffing needs.</li> <li>○ Discuss potential personnel issues/needs.</li> </ul> <input type="checkbox"/> Maintain a log of events and document all activities on the HEOC Activity Log. <input type="checkbox"/> Activate Personnel Coordinator positions if needed. <input type="checkbox"/> Review personnel policies and collective bargaining group agreements for disaster pay, work hours, and other issues. <input type="checkbox"/> Monitor phone, email, and WebEOC for personnel requests. <input type="checkbox"/> Ensure radio traffic is monitored for personnel requests.		
<b>During Operations</b>		
<input type="checkbox"/> Use tracking forms to track incoming and outgoing requests. <input type="checkbox"/> Maintain master roster of all personnel involved in the response to include: <ul style="list-style-type: none"> <li>○ Total number of personnel assigned to the HEOC, LDC, and HCA field response locations (if needed).</li> <li>○ Disciplines and technical specialists available.</li> <li>○ HEOC work hours electronically, or manually using sign-in rosters.</li> </ul> <input type="checkbox"/> Maintain volunteer availability roster for HEOC, LDC, and HCA field response locations. <input type="checkbox"/> Coordinate incoming staffing requests from OA EOC. <input type="checkbox"/> Establish communication and coordinate with Emergency Volunteer Center.		



# PERSONNEL UNIT LEADER



## Position Checklist

- Continually evaluate the personnel needs to determine if additional resources are needed.
- Provide input to the Incident Action Plan, implement the objectives applicable to your position, and monitor progress.
- Complete the Position Report to be included in Section Report.
- Report situation and resource status to the Logistics Chief and Situation Status Coordinator.
- Maintain accurate records on the use of personnel and their costs.
- Contact private personnel providers if temporary workers or individuals with specialized skills need to be obtained, as needed.
- Coordinate the registration of volunteer disaster service workers and citizens impressed into disaster service.
- Coordinate with the Time/Cost/Claims Coordinator in the provision of guidance to HEOC and HCA DOCs on emergency timekeeping procedures with respect to salary, benefits, worker’s compensation and documentation consistent with Federal, State, County and City guidelines. Work with the Safety Officer and Finance/Administration Section on workers’ compensation claims as necessary.
- Coordinate with Behavioral Health to ensure post-incident debriefing is provided for all emergency workers.
- Ensure additional staff is available during shift changes, breaks, and/or demobilization.
- Determine immediate and future staffing needs. Reassign site staff as required/requested by Section Chiefs.
- Coordinate assignment of responders based on organizational assignment, training, and past experience.

### End of Shift

- Brief Logistics Chief on current situation, status, needs, and potential issues for next Operational Period.
- Brief incoming Personnel Unit Leader.
- Submit all documentation to Documentation Unit.
- Return all checked-out equipment.
- Verify next work schedule.
- Sign out on HEOC Registration Sign-In Sheet.

### Demobilization

- Ensure staff release is staggered and all staff have signed out on HEOC Registration Sign-In Sheet.
- Participate in After Action meetings as required.





# PERSONNEL COORDINATOR



## Position Checklist

<b>Report To</b>	Personnel Unit Leader	
<b>Suggested Training</b>	ICS 100, 200, and HEOC Basic and Section Training	
<b>Documents</b>	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Incident Action Plan <input type="checkbox"/> Position Report <input type="checkbox"/> MRC Request Form	<input type="checkbox"/> HEOC Registration Sign-In Sheet <input type="checkbox"/> Staff Availability Roster <input type="checkbox"/> Training Roster <input type="checkbox"/> HEOC Sign-in Sheet
<b>Function</b>	Assist Personnel Unit Leader in fulfilling duties of that unit, as listed below. Coordinate Human Relations operations, provision of personnel within the HEOC, LDC, field response locations, MRC coordination, and all time keeping for HEOC staff.	
<b>Upon Site Arrival</b>		
<input type="checkbox"/> Sign in with Personnel Unit Leader. <input type="checkbox"/> Receive briefing from Personnel Unit Leader: <ul style="list-style-type: none"> <li>○ Determine expected duration and scope of the incident.</li> <li>○ Discuss current HEOC, HCA, and field staffing levels.</li> <li>○ Discuss HEOC's, HCA's, and/or field locations' anticipated staffing needs.</li> <li>○ Discuss potential personnel issues/needs.</li> </ul> <input type="checkbox"/> Receive briefing from outgoing Personnel Coordinator. <input type="checkbox"/> Maintain a log of events and document all activities on the HEOC Activity Log. <input type="checkbox"/> Review personnel policies and collective bargaining group agreements for disaster pay, work hours, and other issues. <input type="checkbox"/> Monitor phone, email, and WebEOC for personnel requests.		
<b>During Operations</b>		
<input type="checkbox"/> Use tracking forms to track incoming and outgoing requests. <input type="checkbox"/> Maintain master roster of all personnel involved in the response, to include: <ul style="list-style-type: none"> <li>○ Total number of personnel assigned to the HEOC, LDC, and HCA field response locations (if needed).</li> <li>○ Disciplines and technical specialists available.</li> <li>○ HEOC work hours electronically or manually using sign-in rosters.</li> </ul> <input type="checkbox"/> Maintain volunteer availability roster for HEOC, LDC, and HCA field response locations. <input type="checkbox"/> Coordinate incoming staffing requests from OA EOC. <input type="checkbox"/> Establish communication with and coordinate with Emergency Volunteer Center. <input type="checkbox"/> Continually evaluate the personnel needs to determine if additional resources are needed. <input type="checkbox"/> Provide input to the Incident Action Plan, implement the objectives applicable to your position, and		



# PERSONNEL COORDINATOR



## Position Checklist

monitor progress.

- Complete the Position Report to be included in the Section Report.
- Report situation and resource status to the Logistics Chief and Situation Status Coordinator.
- Maintain accurate records on the use of personnel and their costs.
- Contact private personnel providers if temporary workers or individuals with specialized skills need to be obtained, as needed.
- Coordinate the registration of volunteer disaster service workers and citizens impressed into disaster service.
- Coordinate with the Time/Cost//Claims Coordinator in the provision of guidance to HEOC and HCA DOCs on emergency timekeeping procedures with respect to salary, benefits, worker’s compensation and documentation consistent with Federal, State, County and City guidelines. Work with the Safety Officer and Finance/Administration Section on workers’ compensation claims as necessary.
- Coordinate with Behavioral Health to ensure post-incident debriefing is provided for all emergency workers.
- Ensure additional staff is available during shift changes, breaks, and/or demobilization.
- Determine immediate and future staffing needs. Reassign site staff as required/requested by Section Chiefs.
- Coordinate assignment of responders based on organizational assignment, training, and past experience.

### End of Shift/Operations

- Brief Personnel Unit Leader on current situation, status, needs, and potential issues for next Operational Period.
- Brief incoming Personnel Coordinator.
- Submit all documentation to Documentation Unit.
- Return all checked-out equipment.
- Verify next work schedule.
- Sign out with Personnel Unit Leader.

### Demobilization

- Ensure staff release is staggered and all staff has signed out on HEOC Registration Sign-In Sheet.
- Participate in After Action meetings as required.



# COMMUNICATIONS COORDINATOR VEST ORANGE

## Position Checklist

<b>Report To</b>	Logistics Section Chief	
<b>Supervises</b>	Communications Staff	
<b>Suggested Training</b>	AlertHCA User training, Radio Training, and HEOC Basic and Section Training	
<b>Documents</b>	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Incident Action Plan	<input type="checkbox"/> Position Report <input type="checkbox"/> Communications Plan (ICS 205) <input type="checkbox"/> Communication Quick Reference Guides
<b>Function(s)</b>	Responsible for overseeing the communication systems that will be used by HCA responders during the emergency response which includes: OA Radio, 800MHz Radio, HAM Radio, Nortel, and mass notification systems.	

### Upon Site Arrival

- Sign in with Personnel Unit.
- Receive briefing from Logistics Chief:
  - o Determine expected duration and scope of the incident.
  - o Communications systems/frequencies currently in use, capabilities, limitations, and/or issues.
  - o Notifications sent, received, outstanding, etc.
- Maintain a log of events and document all activities on the HEOC Activity Log.
- Review/Develop Communications Plan (ICS 205), if appropriate, to include:
  - o Identify all facilities/locations with which communications must be established (shelters, PODs, press areas, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), and determine which phone numbers should be used by what personnel and for what purpose.
  - o **Do not publicize OUTGOING call lines.**
- Ensure HEOC Communications Systems are operational including phone, fax, internet, OA Radio, 800MHz Radio, Nortel, HAM Radio, Med-9, WebEOC, and mass notification systems (i.e. CAHAN, AlertHCA).
- Request additional staff as needed.

### During Operations

- Attend ongoing situation briefings and provide:
  - o Geographic limitation on communications equipment.
  - o Equipment capabilities and amount and types of equipment available.
  - o Anticipated problems in the use of communications equipment.
- Provide input to the Incident Action Plan, implement the objectives applicable to your position, and monitor progress.
- Complete Position Report, to be included in the Section Report.
- Execute and modify Communications Plan, as needed.
- Ensure communication resources and services are provided to HEOC staff.
- Ensure communication links are established with the Operational Area.
- Ensure technical personnel are available for communications equipment maintenance and repair.
- Coordinate staffing for HAM radio, OA Radio, Med-9, and additional communications equipment, if needed.
- Disseminate alerts to designated HCA staff, HCA DOCs and/or field locations as needed/requested.



# COMMUNICATIONS COORDINATOR VEST ORANGE

## Position Checklist

- Provide or coordinate communications system training for communications staff, if necessary.
- Ensure radio and telephone logs are available and being used.

### End of Shift

- Brief Logistics Chief on current situation, status, needs, and potential issues for next Operational Period.
- Brief incoming Communications Coordinator.
- Submit all documentation to Documentation Unit.
- Return all checked-out equipment.
- Verify next work schedule.
- Sign out with Personnel Unit.

### Demobilization

- Complete required forms and reports.
- Participate in After Action meetings as required.



**INFORMATION TECHNOLOGY COORDINATOR**



**Position Checklist**

<b>Report To</b>	Logistics Section Chief	
<b>Suggested Training</b>	ICS 100, 200, HEOC Basic and Section Training	
<b>Documents</b>	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report	<input type="checkbox"/> Incident Action Plan <input type="checkbox"/> Position Report <input type="checkbox"/> Communications Plan
<b>Function</b>	Responsible for ensuring HEOC computer systems, programs, and software are available to HEOC response personnel.	
<b>Upon Arrival</b>		
<input type="checkbox"/> Sign in with Personnel Unit. <input type="checkbox"/> Receive briefing from Logistics Chief to: <ul style="list-style-type: none"> <li>○ Determine expected duration and scope of the incident.</li> <li>○ Discuss HCA facilities already activated or impacted.</li> <li>○ Provide anticipated HEOC needs.</li> <li>○ Determine the status of the IT systems throughout the Health Care Agency.</li> <li>○ Determine if notifications and/or Alerts have been sent to HCA staff regarding IT issues.</li> </ul> <input type="checkbox"/> Receive briefing from outgoing IT Coordinator. <input type="checkbox"/> Maintain a log of events and document all activities on the HEOC Activity Log. <input type="checkbox"/> Ensure the HEOC IT Systems are operational. <input type="checkbox"/> Request additional Information Technology staff as needed to support HEOC.		
<b>During Operations</b>		
<input type="checkbox"/> Attend ongoing briefings as requested. <input type="checkbox"/> Coordinate with Communications Coordinator to maximize communication capabilities in the HEOC. <input type="checkbox"/> Provide input on Incident Action Plan. <input type="checkbox"/> Complete Position Report in conjunction with the Communications Coordinator. <input type="checkbox"/> Monitor HEOC and HCA IT systems for availability and potential issues. <input type="checkbox"/> Provide ongoing IT support to HEOC staff as needed. <input type="checkbox"/> Provide training to HEOC staff on computer systems, programs, and software as needed/requested. <input type="checkbox"/> Manage and maintain HEOC IT facilities and systems. <input type="checkbox"/> Request additional equipment or software as needed.		
<b>End of Shift</b>		
<input type="checkbox"/> Brief Logistics Chief on current situation, status, needs, and potential issues for next Operational Period. <input type="checkbox"/> Brief incoming IT Coordinator. <input type="checkbox"/> Submit all documentation to Documentation Unit. <input type="checkbox"/> Return all checked-out equipment. <input type="checkbox"/> Verify next work schedule.		



COUNTY OF ORANGE – Health Care Agency  
 HEALTH DISASTER MANAGEMENT DIVISION  
 Health Emergency Operations Center (HEOC)

**INFORMATION TECHNOLOGY COORDINATOR**



**Position Checklist**

<input type="checkbox"/> Sign out with Personnel Unit.
<b>Demobilization</b>
<input type="checkbox"/> Participate in After Action meetings as required.



# FACILITIES COORDINATOR



## Position Checklist

<b>Report To</b>	Logistics Section Chief	
<b>Suggested Training</b>	ICS 300, 400, 402 and HEOC Basic and Section Training	
<b>Documents</b>	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Position Report	<input type="checkbox"/> Action Plan <input type="checkbox"/> Office Max Catalog <input type="checkbox"/> Facilities Contact List
<b>Function</b>	Oversees HEOC facility, supplies, equipment, and staffing needs.	
<b>Upon Arrival</b>		
<input type="checkbox"/> Sign in with Personnel Unit. <input type="checkbox"/> Receive briefing from Logistics Chief and outgoing Facilities Coordinator: <ul style="list-style-type: none"> <li>○ Determine expected duration and scope of the incident.</li> <li>○ Current and future needs for the incident, which may include:               <ul style="list-style-type: none"> <li>▪ Number of staff to be fed</li> <li>▪ Shift and break schedules</li> <li>▪ Communications needs</li> <li>▪ Security &amp; Safety needs</li> </ul> </li> <li>○ Facility issues or current work requests</li> </ul> <input type="checkbox"/> Maintain a log of events and document all activities on the HEOC Activity Log. <input type="checkbox"/> Review Action Plan and current staffing plan to ensure the following is available: <ul style="list-style-type: none"> <li>○ Staff parking areas.</li> <li>○ Location of supply storage area for all supplies and equipment.</li> <li>○ Facility access points are open as needed to establish/maintain operations.</li> </ul> <input type="checkbox"/> Coordinate with Safety Officer to ensure structure is safe and ADA compliant. <input type="checkbox"/> Ensure the interior and exterior HEOC facility and systems are activated and operable. <input type="checkbox"/> Request additional staff support as needed.		
<b>During Operations</b>		
<input type="checkbox"/> Attend HEOC situation briefings. <input type="checkbox"/> Provide input to the Action Plan, implement the objectives applicable to your position, and monitor progress. <input type="checkbox"/> Complete Position Report to be included in the Section Report. <input type="checkbox"/> Maintain accurate records on the use of food, equipment, supplies, and all expenditures, including purchase orders, receipts, bills, etc. and provide to Finance Section. <input type="checkbox"/> Coordinate with facility owner on issues relating to heating, ventilation, and cooling system, if needed. <input type="checkbox"/> Coordinate negotiation for rental office, warehouse, or storage space with Procurement Unit, agency facilities manager, and Finance Section Chief, if applicable. <input type="checkbox"/> Facilitate requests for HEOC supplies.		



# FACILITIES COORDINATOR

# VEST ORANGE

## Position Checklist

- Monitor and maintain appropriate food and hygiene supplies for staff.
- Ensure maintenance and security are provided for facility.
- Coordinate to ensure IT, communications, and audio-visual equipment are set up.
- Obtain additional facilities as required.

### End of Shift/Operations

- Submit all documentation to Documentation Unit.
- Return all checked-out equipment.
- Brief Logistics Chief on current situation, status, needs, and potential issues for next Operational Period.
- Brief incoming Facilities Coordinator.
- Verify next work schedule.
- Sign out with Personnel Unit.

### Demobilization

- Breakdown/repack all equipment/supplies; verify supplies are accounted for.
- Ensure facility is returned to beginning of operations standards.
- Complete required forms and reports.
- Participate in After Action meetings as required.