The Financial Officer’s Role in Emergency Planning

ESSENTIALS FOR BEFORE, DURING AND AFTER CRITICAL INCIDENTS.

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Discussion Topics

- Phases of the critical incident process
- Written plans
- Who writes these plans?
- Who leads the response to actual emergencies?
- Why do we practice?
- Mutual aid
- Individual training
4 Phases of the Critical Incident Process

- Planning and Preparation
- Immediate Crisis Response
- Recovery Response
- Follow Up, Evaluation and Revision
Planning Efforts

“Proper Planning Prevents Poor Performance.”

What does “Proper” mean?
Emergency Operations Plans (EOP)

- **Basic Plan**
  - An overview of the organization’s approach to operations before, during and after an emergency.

- **Functional Annexes**
  - Focus on critical functions and the courses of action developed to carry them out.

- **Threat and Hazard-Specific Annexes**
  - Describe the courses of action unique to particular threats and hazards.
COOP planning is an effort to assure that the capability exists to continue essential agency functions across a wide range of potential emergencies. The objectives of a COOP plan include:

- Ensuring the continuous performance of an agency’s essential functions/operations during an emergency;
- Protecting essential facilities, equipment, records, and other assets;
- Reducing or mitigating disruptions to operations;
- Reducing loss of life, minimizing damage and losses;
- Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.
State Comprehensive Emergency Management Plan

- State agency recovery aims to re-establish business operations based on their required continuity plans. In developing goals and objectives, the agency should consider a variety of operational related issues, including, but not limited to, the following:
  - Health and safety of employees and clients.
  - Continuity of operations and services.
  - Environmental impact of disaster.
  - Economic impact.
  - Regulatory and contractual requirements.
  - Positive relationships with the whole community including local jurisdictions and tribal nations.
  - Information technology and communications availability and security.
Who Writes the Plans?

- **EOP**
  - Emergency Managers
  - Security Staff
  - Risk Managers

- **COOP**
  - Department Personnel
  - Emergency Managers
  - Risk Managers
Who is in Charge During Emergencies?

- Outside Responders
- Executive Staff
- Security
- Facilities
- Emergency Management
Why Do We Practice?

- To test our logic
- To identify service gaps
- To provide training, familiarization and practice
- To improve relationships
- To manage expectations
- To increase confidence and reduce fear
- To keep preparedness in the forefront of people's minds
Mutual Aid Agreements

- **Interlocal Agreements**
  - Emergency Response Agencies
  - Public Health

- **Agreements Among Colleges**
  - National Intercollegiate Mutual Aid Agreement (NIMAA)

- **Contingency Contracts**
  - Increase the chances that you can get what you need when you need it.
Training

- The Basics
  - ICS100 & 200 (online)
  - ICS700 & 800 (online)
  - ICS300 & 400 (on-site)

- Organizational
  - L0363: Multi-Hazard Emergency Management for Higher Education (on-site team training)

- Finance Specific
  - IS634: Introduction to FEMA’s Public Assistance Program (online)
    - Public Assistance Applicant Handbook (FEMA 323)
  - E973: All-Hazards Position Specific Finance/Admin. Section Chief (on-site)
Thank you for your time and attention.