



The Financial Officer's Role in Emergency Planning

ESSENTIALS FOR BEFORE, DURING AND AFTER CRITICAL INCIDENTS.

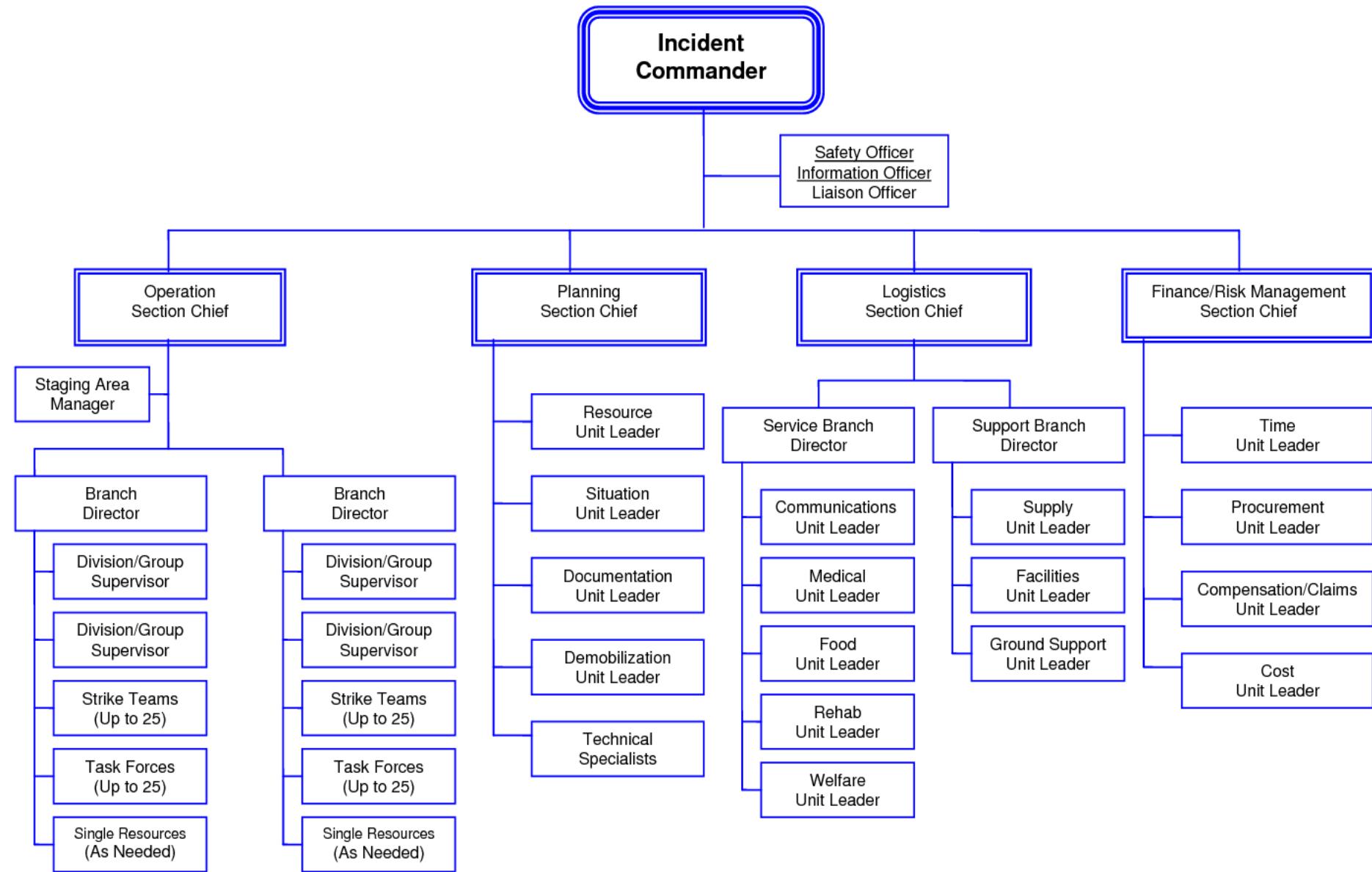
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Discussion Topics

- 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



Incident Commander

Safety Officer
Information Officer
Liaison Officer

Operation Section Chief

Planning Section Chief

Logistics Section Chief

Finance/Risk Management Section Chief

Staging Area Manager

Branch Director

Branch Director

Division/Group Supervisor

Division/Group Supervisor

Strike Teams (Up to 25)

Task Forces (Up to 25)

Single Resources (As Needed)

Division/Group Supervisor

Division/Group Supervisor

Strike Teams (Up to 25)

Task Forces (Up to 25)

Single Resources (As Needed)

Resource Unit Leader

Situation Unit Leader

Documentation Unit Leader

Demobilization Unit Leader

Technical Specialists

Service Branch Director

Support Branch Director

Communications Unit Leader

Medical Unit Leader

Food Unit Leader

Rehab Unit Leader

Welfare Unit Leader

Supply Unit Leader

Facilities Unit Leader

Ground Support Unit Leader

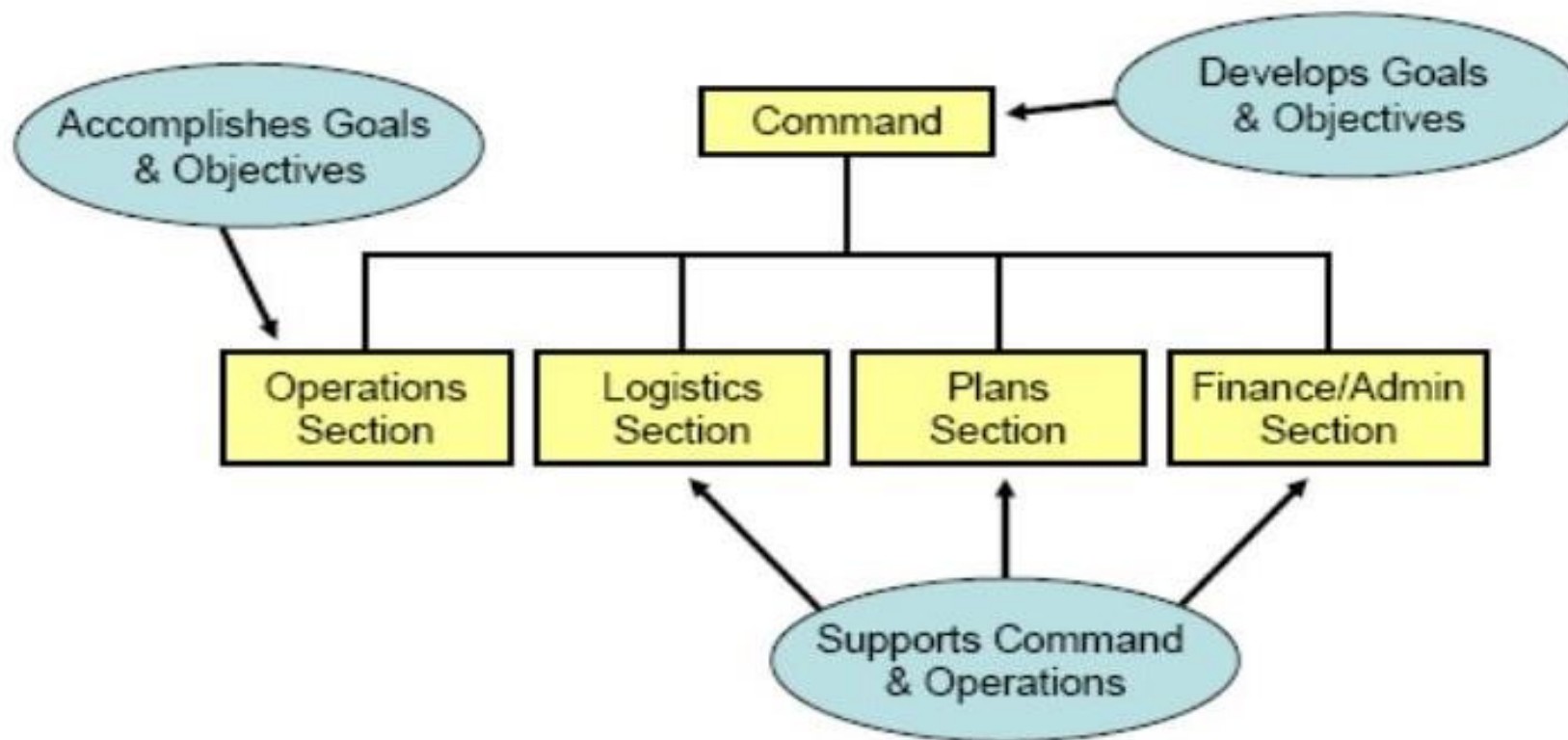
Time Unit Leader

Procurement Unit Leader

Compensation/Claims Unit Leader

Cost Unit Leader

ICS Sections & Roles



Planning Efforts

“Proper Planning Prevents Poor Performance.”

What does “**Proper**” mean?

**GUIDE FOR DEVELOPING
HIGH-QUALITY EMERGENCY
OPERATIONS PLANS
FOR INSTITUTIONS OF
HIGHER EDUCATION**

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.

Continuity of Operations Plans (COOP)

- 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)

Questions?

Thank you for your time and attention.