



# Operations Section Checklist

<b>Activity:</b> Responsible for the management of all operations directly applicable to the primary mission. Activates and supervises Section units, makes expedient changes to the Action Plan as necessary; and reports such to the Incident Commander.		Date / Time Person Completing Checklist Reported to EOC:
<b>Primary Position Responsible for this Function:</b> Lieutenant, University Police		Name of Person Completing Checklist:
<b>Action Guideline:</b>		<b>Action Taken:</b>
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Develop operations portion of Emergency Plan with assistance of Plans Section Chief.		
Brief and make assignments to Operations Section Coordinators in accordance with Emergency Plan.		
Supervise operations.		
Determine need and approve requests for additional resources.		
Review suggested list of resources to be released and initiate recommendation for release of resources.		
Report information about special activities, events and occurrences to Emergency Operations Center Director.		
Maintain written documentation, including operation times, significant events, equipment inventory, names of Operation Section personnel on duty.		
Activate Communications Center and Message Center [EOC].		