

EOP Part 5 – Administration, Finance and Logistics

[TOC](#)

Agreements and Contracts

Should College resources prove to be inadequate during an emergency; requests will be made for assistance from local jurisdictions, and other agencies in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible.
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

Reports

Hazmat Spill Reports:

- If the College is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report.
- If the party responsible for a reportable spill cannot be located, the IC shall ensure that the required report(s) are made.
- An initial emergency report is a short report that should be prepared and transmitted by the appropriate EOC when an ongoing emergency incident appears likely to worsen and assistance from other local governments or the state may be needed.
- A daily situation report should be prepared and distributed by the appropriate EOC during major emergencies or disasters.

Record Keeping for Emergency Operations

Each incorporated area and the county are responsible for establishing the administrative controls necessary to manage the expenditure of funds, and must provide reasonable accountability and justification for expenditures made to support emergency operations within the respective area. This will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

Activity Logs

The EOC/affected departments will maintain accurate logs recording key response activities:

- Activation or deactivation of emergency facilities.
- Emergency notifications to other local governments and to state and federal agencies.
- Significant changes in the emergency situation, containment/termination of the incident.
- Major commitments of resources or requests for additional resources.
- Issuance of protective action recommendations to the public and/or evacuations.
- Casualties.

Incident Costs

All Aims departments will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department budgets.

Emergency or Disaster Costs

[TOC](#)

For major emergencies or disasters, all departments participating in the emergency response will maintain detailed records of costs for emergency operations, including:

- Personnel costs, especially overtime costs.
- Equipment operational costs.
- Costs for leased or rented equipment.
- Costs for contract services to support emergency operations.
- Costs of specialized supplies expended for emergency operations.

Note: These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

Preservation of Records

In order to continue normal operations following an emergency situation/disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

- Each agency responsible for preparation of annexes to this plan will include protection of vital records.
- If records are damaged during an emergency situation, the College will seek professional assistance to preserve and restore them.

Legal Protection

Public complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the College attorney.