

## **ROLE AND RESPONSIBILITIES OF UNIVERSITY POINT OF CONTACT**

A single person is identified as the university Point of Contact (POC) at each PSAC CESU member university. Refer to the [List of University POCs](#) for a current listing of POCs at this website.

The role and responsibilities of the POC are defined in the [Statement of Interest](#) and summarized in the [University Step-By-Step Process](#). Both documents are listed at this website.

In brief, the university POC is responsible to:

1. Share information and promote the emergency response roster to the university.
2. Collect the NCH Resource List Data Forms from applying university experts.
3. Send the Data Forms in an e-mail package to EICC.
4. Prepare a signed Proposal and SF-424 form to authorize deployments during an emergency
5. Administrate funds and forms during deployment.
6. Annually re-invite university employees to enroll on the emergency response roster.
7. Annually send updated information to EICC.
8. Annually participate with NPS in an evaluation of the project.

The National Park Service Point of Contact is always available to assist in these responsibilities.