

Step-By-Step Checklist of University Tasks

The following steps outline a process to promote, create and maintain a roster of emergency response university experts. These steps should be accomplished, or delegated, by the university point of contact person. The National Park Service point of contact person can always be consulted for advice or assistance.

Step 1–Publicize and Recruit

- Invite and recruit university employees campus-wide (and branch campuses) to serve as emergency responders for natural and cultural resources in cooperation with the National Park Service (NPS).
 - Target the following departments (department names may differ for your university):

Anthropology	Archeology	Architecture	Biology
Botany	Civil Engineering	Enviro. Sciences	Ecology
Fisheries	Forestry	GIS	Geography
Geology	Horticulture	Landscape Architecture	
Marine Science	Museum Curation	Museum Collections	
Museum Science	Wildlife Biology		
- Supply interested university employees access to Statement of Interest (SOI) and related information at Piedmont–South Atlantic Coast Cooperative Ecosystem Studies Unit (PSAC CESU) website at <http://psacesu.uga.edu/>.
- Provide instructions for applicant responders to add their names to the NCH Resource List by submitting the following documents to the University Point of Contact (POC):
 - Completed NCH Resource List Data Form (available at PSAC CESU website)
 - Copies of training certificates showing completion of required training available at <http://www.training.fema.gov/emiweb/IS/crslst.asp> as follows:

IS-100	Introduction to Incident Command System
IS-200	ICS for Single Resource and Initial Action Incidents
IS-700	National Incident Management System (NIMS), An Introduction
IS-800.A	National Response Plan (NRP), An Introduction

Step 2–Submit Names of Responders to NPS

- Review NCH Resource List Data Forms:
 - Confirm supervisor approval
 - Confirm that training requirement has been met
- Submit completed forms to National Park Service Emergency Incident Coordination Center (EICC) at NPS_EICC@nps.gov.
 - Send copy of e-mail to NPS POC

Step 3–Call for Update of Names on NCH Resource List Annually by June 1

- Initiate an new round of recruitment and invitation to employees to participate as emergency responders.

- Contact all responders on NCH Resource List asking them to confirm, amend, or delete their information on the NCH Resource List; provide them with a copy of their current NCH Resource List Data Form.
- Submit changed information to NPS_EICC@nps.gov by June 1 annually. Note EICC retains names until they are deleted.
 - Send copy of e-mail to NPS POC

Step 4–Sign Task Agreement to Authorize Deployments during Emergency

- Within 24 hours and at request of NPS POC, submit approved Proposal for response to specific emergency as well as SF-424 form.
- Authorize responders to deploy immediately after award of Task Agreement when contacted by EICC.

Step 5–Manage Response

- Require responders to provide technical assistance and reports according to the protocols of the incident command as outlined in SOI Attachments III and IV and any additional guidance provided by authorized federal officials on the incident.
- Pay responders during period of deployment in accordance with normal timekeeping and pay protocols of the university and use additional federal forms (see SOW, III.B.5) as instructed by NPS POC. Submit invoices for reimbursement as directed in Task Agreement.
- Provide the incident command and the NPS POC with an accounting of pay, benefits, and overhead expenditures at the end of each incident.

Step 6–Review Annually

- Conduct an annual review of the program with the NPS POC.