

PART TWO LOGISTICS SECTION

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LOGISTICS SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Pasadena to respond to disasters/emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Provide operational and logistical support for disaster/emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the City's disaster/emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support including transportation (ground support), equipment maintenance/fueling, feeding and communications. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support disaster/emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by EOC Director/Deputy EOC Director or emergency orders of the City Council. **Logistics provides support to the emergency management organization only, i.e., Management, Operations, Planning, Finance - not the community-at-large.**

OBJECTIVES

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.

- Coordinate provision of logistical support with EOC Director/Deputy EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.

CONCEPT OF OPERATIONS

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director/Deputy EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 7:00 a.m. and 7:00 p.m. Operational periods should be event driven.
- Available and accessible resources from the private sector and volunteer organizations will be accessed through the City's own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Los Angeles County Operational Area.

SECTION ACTIVATION PROCEDURES

EOC Director/Deputy EOC Director is authorized to activate the Logistics Section.

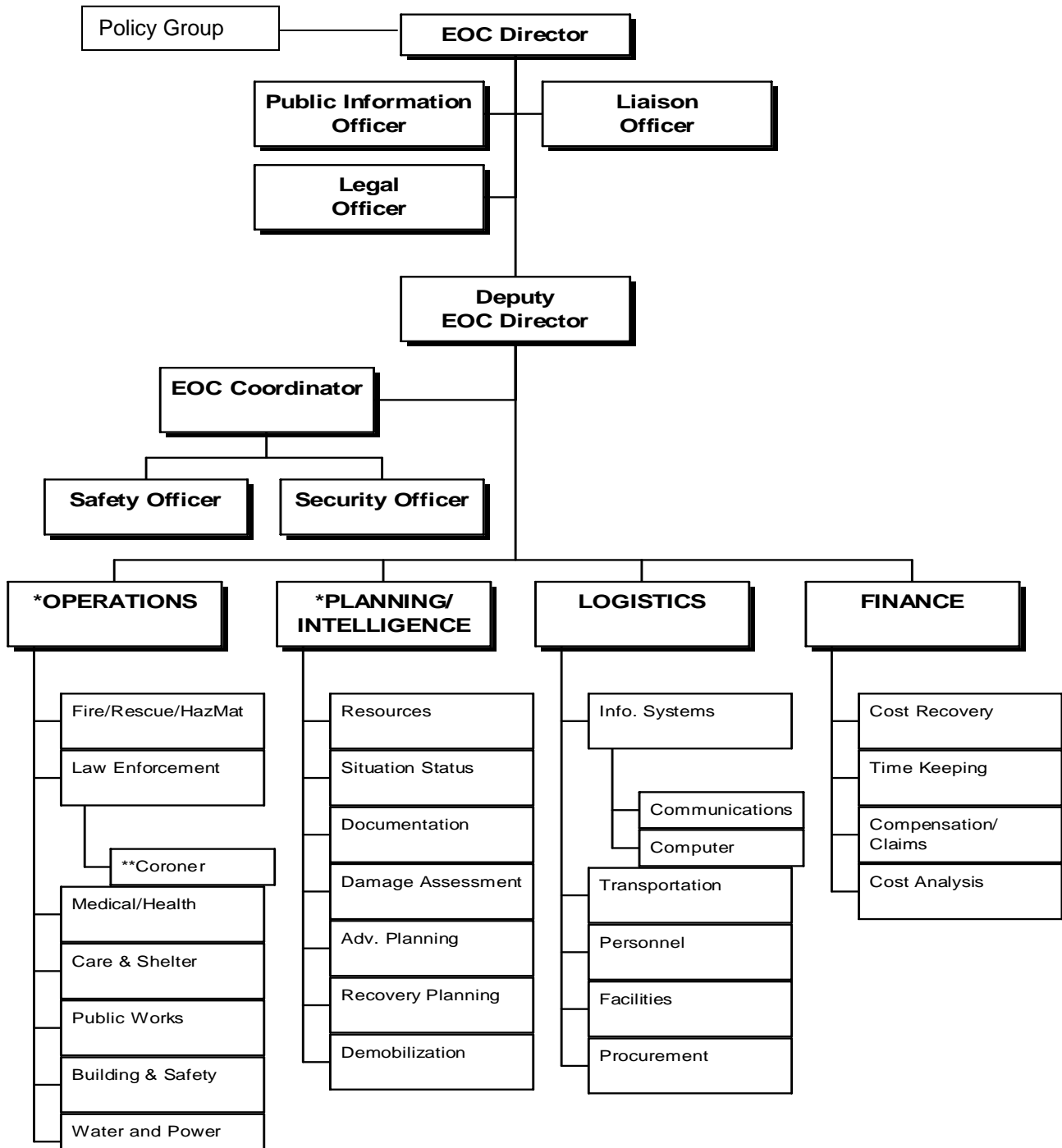
When to Activate

The Logistics Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of EOC Director/Deputy EOC Director.

Where to Report

Refer to the Appendix for EOC locations. Due to the sensitive nature of this information this is being maintained in the restricted use section of the Plan.

SEMS/NIMS ORGANIZATION CHART

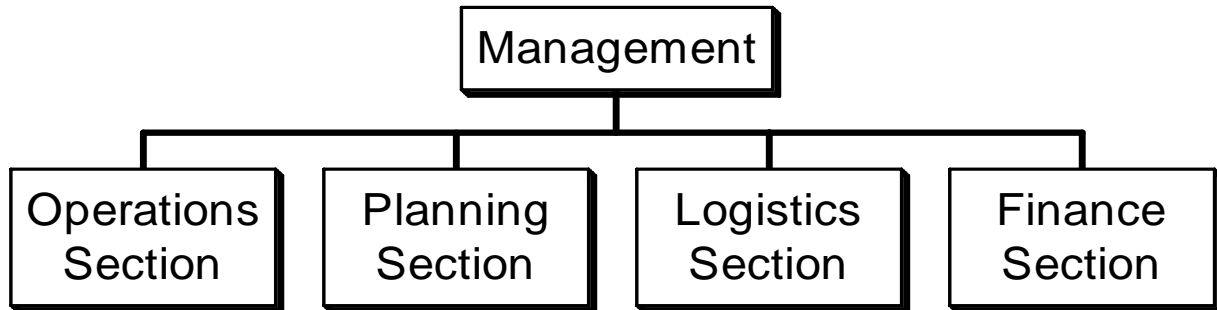


* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

** Position is normally coordinated by the County, but a local chief may be designated, if needed

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

SEMS/NIMS RESPONSIBILITIES CHART



Responsibilities:

Management (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. EOC Director/Deputy EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; coordinate the development of the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After-Action Report and maintaining documentation.

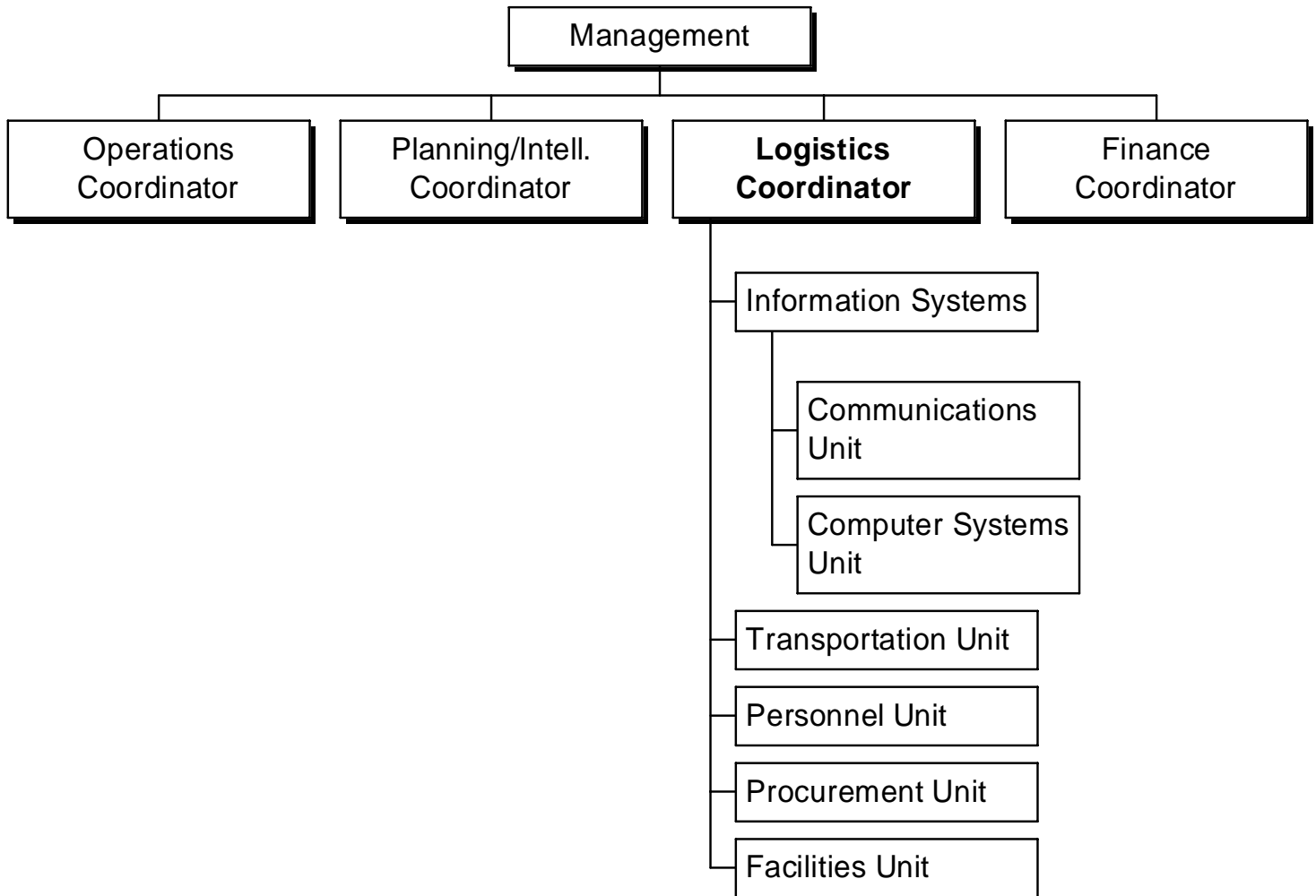
Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

**LOGISTICS SECTION
ORGANIZATION CHART**



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LOGISTICS SECTION STAFF

The Logistics Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Information Systems Branch
 - Communications Unit
 - Computer Systems Unit
- Transportation Unit
- Personnel Unit
- Procurement Unit
- Facilities Unit

The Logistics Section Chief may activate additional units as necessary to fulfill an expanded role.

Logistics Section Chief

The Logistics Section Chief, a member of the EOC Director/Deputy EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Information Systems Branch

The Information Systems Branch is responsible for managing all radio, data, and telephone needs of the EOC staff.

Transportation Unit

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

Personnel Unit

The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

Procurement Unit

The Procurement Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. The Procurement Unit is responsible for

administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. The Procurement Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Procurement Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

Facilities Unit

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

LOGISTICS

LOGISTICS SECTION CHIEF

SUPERVISOR: **EOC Director**
 Deputy EOC Director

GENERAL DUTIES:

Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:

- Managing all radio, data and telephone needs of the EOC.
- Coordinating transportation needs and issues and the Disaster Route Priority Plan.
- Managing personnel issues and registering volunteers as Disaster Services Workers.
- Obtaining all materials, equipment and supplies to support disaster/emergency operations.
- Coordinating management of facilities used during disaster response and recovery.
- Coordinate requests for Critical Incident Stress Debriefing Services.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to EOC Director/Deputy EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Support the response effort and oversee the acquisition, transportation and mobilization of resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials
Start-Up Actions

CHECKLIST ACTIONS

Check-in upon arrival at the EOC. Report to EOC Director/Deputy EOC Director.

Obtain a briefing on the situation.

Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.

Review your position duties.

Identify yourself as the Logistics Section Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Review organization in place at the EOC. Know where to go for information or support. Determine if other Section staff is at the EOC.

Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:

- Information Systems Branch
- Transportation Unit
- Personnel Unit
- Facilities Unit
- Procurement Unit

Request additional personnel for the Section to maintain a 24-hour operation as required.

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification and operational period work shifts.

Inform the EOC Director/Deputy EOC Director and General Staff when your Section is fully operational.

Open and maintain Section logs.

Using activity log, (**Part Two-Logistics Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

Prepare work objectives for Section staff and make staff assignments.

Meet with other activated Section Chiefs.

From Planning/Intelligence Section Chief, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section. Provide information to appropriate branches/units.

Based on the situation as known or forecast, determine likely future Logistics Section needs.

Think ahead and **anticipate** situations and problems before they occur.

Request additional resources through the appropriate Logistics Unit, as needed.

General Operational Duties

Carry out responsibilities of the Logistics Section branches/groups/units that are not currently staffed.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

Keep up-to-date on situation and resources associated with your Section. Maintain current status and displays at all times.

Brief EOC Director/Deputy EOC Director on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.

From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.

Ensure that your Section logs and files are maintained.

Monitor your Section activities and adjust Section organization as appropriate.

Ensure internal coordination between branch/group/unit leaders.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your Section responsibilities.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a back-up plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Participate in EOC Director/Deputy EOC Director's action planning meetings.

Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

Meet with Finance/Administration Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.

Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.

Keep the Los Angeles County Operational Area Logistics Chief apprised of overall situation and status of resource requests.

Identify service/support requirements for planned and expected operations.

Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.

Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

Receive, coordinate and process requests for resources.

Deactivation

Authorize deactivation of organizational elements within your Section when they are no longer required.

Ensure that any open actions are handled by your Section or transferred to other EOC elements are appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Deactivate your Section and close out logs when authorized by EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

LOGISTICS

INFORMATION SYSTEMS BRANCH

SUPERVISOR: Logistics Chief

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Make special assignment of radio, data and telephone services as directed by EOC Director/Deputy EOC Director.
- Organize, place and oversee the operation of amateur radio services working in support of the EOC.

YOUR RESPONSIBILITY:

Manage all radio, data and telephone needs of the EOC staff.

**READ ENTIRE CHECKLIST AT START-UP AND AT
BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Start-Up Actions

Check-in upon arrival at the EOC.

Report to Logistics Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Information Systems Branch leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirements and request additional support as required.

Request additional resources through the appropriate Logistics Section Unit.

Based on the situation as known or forecast determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (**see Part Two-Management Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated - with your Branch/Unit/Position. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Establish operating procedure for use of telephone, radio and data systems and provide to other units.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support requirements and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.

Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.

Coordinate frequency and network activities with Los Angeles County Operational Area.

Provide communications briefings as requested at action planning meetings.

Participate in developing the EOC Communication Plan.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Information Systems Branch position and close out logs when authorized by the Logistics Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

LOGISTICS

COMMUNICATIONS UNIT

SUPERVISOR: Information Systems Branch Chief

YOUR RESPONSIBILITY:

Manage all radio, data and telephone needs of the EOC staff.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check-in upon arrival at the EOC.

Report to the Information Systems Branch Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Communications Unit leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirements and request

additional support as required.

Request additional resources through the appropriate Logistics Section Unit.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (**see Part Two-Logistics Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays.

Keep the Information Systems Branch Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Branch Chief for updating information to the Planning/Intelligence Section.

Establish operating procedure for use of telephone, radio

and data systems and provide to the Information Systems Branch Chief.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support requirements and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Meet with section and branch/group/unit chiefs and provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones/radios.

Coordinate all communications activities.

Establish a primary and alternative system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.

Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that includes radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers.

Coordinate with volunteer and private sector organizations to supplement communications needs.

Establish a plan to ensure staffing and repair of communications equipment.

Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Communications Unit and close out logs when authorized by the Logistics Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

LOGISTICS

COMPUTER UNIT

SUPERVISOR: Information Systems Branch Chief

YOUR RESPONSIBILITY:

Establish and manage all necessary computer support to the EOC staff and field units.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials **CHECKLIST ACTIONS**

Branch/Unit Start-Up Actions

<input type="text"/>	Check-in upon arrival at the EOC.
<input type="text"/>	Report to the Information Systems Branch Chief.
<input type="text"/>	Obtain a briefing on the situation.
<input type="text"/>	Determine your personal operating location and set up as necessary.
<input type="text"/>	Review your position responsibilities.
<input type="text"/>	Identify yourself as the Computer Unit leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.
<input type="text"/>	Clarify any issues regarding your authority and assignment and what others in the organization do.

- | | |
|--|---|
| | Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened. |
| | Determine 24-hour staffing requirements and request additional support as required. |
| | Request additional resources through the appropriate Logistics Section Unit. |
| | Ensure that all your incoming Branch/Unit personnel are fully briefed. |
| | Based on the situation as known or forecast determine likely future Branch/Unit needs. |
| | Think ahead and anticipate situations and problems before they occur. |
| | Using activity log (see Part Two-Logistics Support Documentation-Activity Log), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none">• Messages received• Action taken• Decision justification and documentation• Requests filled• EOC personnel, time on duty and assignments Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA. |

General Operational Duties

- | | |
|--|---|
| | Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities. |
| | Keep up-to-date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays. |
| | Keep the Information Systems Branch Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions. |

Provide periodic situation or status reports to your Branch Chief for updating information to the Planning/Intelligence Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support requirements and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Coordinate needed telephone data lines with the Communications Units.

Support activities for restoration of computer services.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Computer Unit and close out logs when authorized by the Logistics Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

LOGISTICS

TRANSPORTATION UNIT

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources.

YOUR RESPONSIBILITY:

Transportation of emergency personnel, equipment and supplies and coordinate the Disaster Route Priority Plan.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials
Branch/Unit Start-Up Actions

CHECKLIST ACTIONS

Check-in upon arrival at the EOC.

Report to the Logistics Section Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Transportation Unit/Branch leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirements and request additional support as required.

Request additional resources through the appropriate Logistics Section Unit.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (**see Part Two-Logistics Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support requirements and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Coordinate with the Planning/Intelligence and Operations Sections to determine status of disaster routes.

Coordinate use of disaster routes with the Operations Section.

Coordinate with other sections and branches/groups/units to identify transportation priorities.

Establish a transportation plan for movement of:

- Personnel, supplies and equipment to the EOC, field units, staging areas, shelters and Casualty Collection Points (CCPs) or Field Treatment Sites (FTS).
- Individuals to medical facilities or shelters as requested by Operations Section.
- Emergency workers and volunteers to and from risk area.
- Dependents and families of emergency workers as requested by the Care and Shelter Branch.

Coordinate with the Operations Section on the movement of disabled and elderly persons.

Coordinate transportation of animals as required.

Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.

As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.

Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).

Prepare schedules as required to maximize use of available transportation.

Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.

Arrange for fueling of all transportation resources.

Establish mobilization areas for vehicles as directed.

Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.

Ensure that vehicle usage is documented by activity and date and hours in use.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Transportation Branch/Unit position and close out logs when authorized by the Logistics Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

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LOGISTICS

PERSONNEL UNIT

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from City response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) Emergency Managers Mutual Aid Agreement through the Los Angeles County Operational Area via via the Crescenta Sheriff's Station EOC (Station EOC activated) or the Crescenta Valley Watch Commander (Station EOC not activated)

YOUR RESPONSIBILITY:

Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

**READ ENTIRE CHECKLIST AT START-UP AND AT
BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check-in upon arrival at the EOC.

Report to the Logistics Section Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Personnel Unit/Branch leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirements and request additional support as required.

Request additional resources through the appropriate Logistics Unit as required.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (see **Part Two-Logistics Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.

Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.

Maintain information regarding:

- Personnel/volunteers processed.
- Personnel/volunteers allocated and assigned by agency/location.
- Personnel/volunteers on standby.
- Special personnel requests by category not filled.

Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.

Obtain Critical Incident Stress Debriefing Services for emergency workers. **(See Part Two, Logistics Support Documentation-CISD).**

Establish a plan for childcare for City employees as needed. Coordinate with the Facilities Unit for a suitable facility and with the Care and Shelter Branch for staff support.

Coordinate feeding, shelter and care of personnel, and volunteers with the Care and Shelter Branch.

Assist and support employees and their families who are also disaster victims.

Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.

Coordinate with the Los Angeles County Operational Area for additional personnel needs.

Ensure the recruitment, registration, mobilization and assignment of volunteers.

Establish Disaster Service Worker and Volunteer registration. Assign staff to accomplish these functions.

Issue ID cards to Disaster Service Workers.

Coordinate transportation of personnel and volunteers with the Transportation Unit.

If the need for a call of volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.

Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.

Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.

Request technical expertise resources not available within the jurisdictions (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Los Angeles County Operational Area.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Personnel Unit position and close out logs when authorized by the Logistics Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

LOGISTICS

PROCUREMENT UNIT

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine the appropriate supply houses, vendors or contractors that can supply the item, product or commodity if City stocks do not exist.
- Purchase items within limits of delegated authority from Finance/Administration Section. Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

YOUR RESPONSIBILITY:

Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources. Implement City Supply Policy:

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City owned).
2. Other sources that may be obtained without a direct cost to the City.
3. Resources that may be leased/purchased within spending authorizations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check-in upon arrival at the EOC.

Report to the Logistics Section Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Personnel Unit/Branch leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirements and request additional support as required.

Request additional resources through the appropriate Logistics Unit as required.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (**see Part Two-Logistics Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Meet and coordinate activities with Finance/Administration Chief and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures.

Review, verify and process requests from other sections for resources.

Maintain information regarding:

- Resources readily available.
- Resources requests.
- Status of shipments.
- Priority resource requirements.
- Shortfalls.

Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.

<input type="text"/>	Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.
<input type="text"/>	Determine availability and cost of resources from private vendors.
<input type="text"/>	Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
<input type="text"/>	Notify Finance/Administration Chief of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
<input type="text"/>	Prepare and sign contracts as needed within established contracting authority.
<input type="text"/>	Establish contracts and agreements with supply vendors.
<input type="text"/>	Verify cost data in pre-established vendor contracts with Cost Analysis Unit.
<input type="text"/>	Ensure that all records identify scope of work and site-specific locations.
<input type="text"/>	Ensure that a system is in place which meets City's property management requirements. Ensure proper accounting for all new property.
<input type="text"/>	Interpret contracts/agreements and resolve claims or disputes within delegated authority.
<input type="text"/>	Coordinate with Compensations/Claims Unit on procedures on handling claims.
<input type="text"/>	Finalize all agreements and contracts.
<input type="text"/>	Complete final processing and send documents for payment.
<input type="text"/>	Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.

Identify to the Logistics Section Chief any significant resource request(s) that cannot be met through local action. Suggest alternative methods to solve the problem if possible.

Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.

Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication.

Be prepared to coordinate veterinary care and feeding of animals. Animals are not allowed in Red Cross shelters or evacuation centers.

Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.

Continually update communications availability information with the Information Systems Branch. Revise contact methods with suppliers as improved communications become available.

Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.

Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.

Provide updated reports on resource status to Resources Unit.

Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.

Arrange for storage, maintenance and replenishment or replacement of equipment and materials.

Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.

Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.

Support activities for restoration of utilities to critical facilities.

Procure and coordinate water resources for consumption, sanitation and firefighting.

Coordinate resources with relief agencies (American Red Cross, etc.)

Obtain and coordinate necessary medical supplies and equipment for special needs persons.

Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments.

Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.

Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.

In coordination with Operations Section and the Los Angeles County Operational Area, maintain essential medical supplies in designated Casualty Collection Points (CCPs) or Field Treatment Sites.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Procurement Unit position and close out logs when authorized by the Logistics Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

LOGISTICS

FACILITIES UNIT

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

YOUR RESPONSIBILITY:

Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments **CHECKLIST ACTIONS**

Branch/Unit Start-Up Actions

	Check in upon arrival at the EOC.
	Report to the Logistics Section Chief.
	Obtain a briefing on the situation.
	Determine your personal operating location and set up as necessary.
	Review your position responsibilities.

Identify yourself as the Facilities Unit/Branch leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (**Part Two, Logistics Support Documentation c Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the Unified Command's action planning meetings and policy decisions if requested.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Maintain information in the Unit regarding:

- Facilities opened and operating.
- Facility managers.
- Supplies and equipment at the various locations.
- Specific operations and capabilities of each location.

As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.

In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, disaster application centers (DACs), Local Assistance Centers, etc.

Identify communications requirements to the Information Systems Branch.

Identify equipment, material and supply needs to the Procurement Unit.

Identify personnel needs to the Personnel Unit.

Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.

Identify security requirements to the Law Branch of the Operations Section.

Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.

Account for personnel, equipment, supplies and materials provided to each facility.

Coordinate the receipt of incoming resources to facilities.

Ensure that operational capabilities are maintained at facilities.

Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.

Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.

Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.

Provide facilities for sheltering essential workers, and volunteers. Coordinate with the Care and Shelter Branch.

Be prepared to coordinate animal boarding as required.

Coordinate water resources for consumption, sanitation and firefighting at all facilities.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Facilities Unit position and close out logs when authorized by the Logistics Section Chief or Unified Command.

Leave forwarding phone number where you can be reached.

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