LOGISTICS SECTION ANNEX

Priority at all times: *Maintain liaison with on-scene personnel and/or DOCs and update other EOC Sections, Branches and Units as needed.*

INTRODUCTION

This Annex to the Kern County Operational Area (OA) Emergency Operations Plan describes the strategic response of the Logistics Section of the Emergency Operations Center (EOC) to coordinate the provision of facilities, supplies, equipment, transportation, communications, information systems, and personnel support due to an actual or potential emergency or disaster.

The Logistics Section Chief is a member of the Kern EOC Management team and reports to the Kern EOC Director.

When fully staffed, the Logistics Section of the Kern EOC may include the following functions, each of which is managed by a Unit Leader:
- Communications/Information Technology
- Procurement/Supply
- Facilities
- Transportation
- Personnel and Volunteer Management
- Donations Management.

County entities which support this function:

- *General Services (Branch Coordinator)*
    - o Staffs the Section Leader position at the Kern EOC and manages the Section's Units as identified above.

- *Communications Division of General Services*
    - o Provides and maintains essential communication and information technology for the EOC and among key County facilities and field units, and coordinate with OA jurisdictions and key external partners.

- *Purchasing Division of General Services (Ordering/Supply)*
    - o Arranges for emergency procurement of supplemental emergency resources and supplies as necessary for the incident in accordance with FEMA requirements to ensure costs are eligible for potential reimbursement.

- *Property Management Division of General Services (Facilities)*
    - o Identifies damage to County facilities and arranges for alternate emergency facilities.

- *Fleet Management Division of General Services (Transportation)*
    - o Identifies and arranges transportation resources for equipment, supplies or support personnel as requested.

- *Human Resources (Personnel/Volunteers)*
    - o Fulfills requests for personnel.
    - o Coordinates the process for intake, screening, registration and deployment of spontaneous volunteers.
    - o As needed, establishes a Volunteer Reception Center(s)

- *Treasurer-Tax Collector (Donations)*
  - Receives and manages donations of supplies and equipment.
  - Liaisons with fiduciary agents which accept monetary donations for relief and recovery of Kern County residents.

PURPOSE

The Logistics Annex is an essential element of the Kern County Emergency Operations Plan (EOP), which establishes an emergency management organization and defines the Kern OA EOC functional responsibilities in response to an emergency event. The Section and Units described in this Annex are responsible for and expected to develop, implement, and test policies and Standard Operating Procedures (SOPs) that ensure necessary preparedness capabilities.

The Logistics Annex:

- Provides a basis for centralized coordination and information sharing of emergency operations and response efforts.

- Describes the Kern OA EOC functional responsibilities under the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS), both based on the Incident Command System (ICS). Refer to the Basic Plan for further detail on NIMS, SEMS, and ICS.

  The attachment to this Annex provides a checklist of specific activities that support these functional responsibilities, as taken from the California Office of Emergency Services (CalOES) Crosswalk and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.

- Supports the EOP's all hazards approach to emergency operations and the provision of services and assistance in the event of any emergency or disaster, regardless of the triggering event.

SCOPE

The Logistics Section Annex to the EOP provides guidance and includes appropriate actions to respond to the County's most likely and demanding emergency conditions. It does not supersede the established protocols for dealing with day-to-day emergencies but places emphasis on the unusual and unique emergency conditions that will require response beyond the ability of any one or set of organizations to respond.

WHOLE COMMUNITY APPROACH

The Kern County Operational Area is committed to achieving and fostering a whole community emergency management system that is fully inclusive of individuals with disabilities and others with access and functional needs. Further details on the County's Whole Community approach to emergency management, which includes the integration of inclusive emergency management practices, can be found in the Basic Plan.

GOALS AND OBJECTIVES

In all emergencies, the top priority of the County and emergency response personnel is to save lives, minimize injury to persons and damage to property, and to protect the environment.

The Logistics Section:

- Provides a centralized basis for the procurement and coordination of food, equipment, supplies, transportation and personnel in accordance with priorities established by the EOC Director of the EOC Management Group.

- Compiles data on County building damage and arranges for alternate facilities as needed.

- Implements an Emergency Potable Water Procurement and Distribution Plan if necessary.

- Supports the communication and IT capabilities of the emergency response effort and arranges for repairs and/or alternate systems if necessary.

CONCEPT OF OPERATIONS

The Logistics Section will be activated as determined by the EOC Director as needed and as the disaster dictates, for situational awareness of the incident and to oversee response strategies. The following section summarizes the responsibilities of the Section Chief and its Units:

➢ *Whenever this Annex is activated, personnel are required to initiate and maintain Activity Logs in WebEOC (or hard copy ICS Form 214) to document their actions to facilitate and support cost recovery. (See Basic Plan Appendix 12.1 for hard copy)*

Preparedness (applies to all):

- Review the EOP, applicable department plans, Standard Operating Procedures and the materials contained in this Annex and maintain familiarity with the roles and responsibilities of the function.

- Participate in training, exercise, and post-exercise critiques conducted by Kern County Office of Emergency Services (OES) and other allied agencies.

- Procure the supplies and equipment necessary to protect the health and safety of field response personnel.

Initial Response

- Logistics Section Chief:

    o Identify potential logistical support needs, based on participation in EOC briefings and the EOC Incident Action Plan.

    o Activate Units as appropriate and brief subordinates.

    o Identify need for personnel and/or volunteers.

    o Identify staging areas for prepositioning of response resources including personnel, equipment and supplies.

Initial Response (continued)

- Communications/IT Unit:

  o Assess EOC communications and Information Technology links with key County facilities, with field units and with other jurisdictions in the OA.

  o Provide alternate communication and IT capabilities as needed to personnel and response agencies, to establish and maintain a common operating picture of the incident.

  o Provide technical support within the EOC as needed on IT equipment and communication systems.

- Ordering/Supply Unit:

  o Coordinate acquisition and distribution of emergency supplies and equipment as necessary to support response personnel/agencies, within the priorities established by the EOC Incident Action Plan.

  o Ensure procurement of supplies and equipment complies with FEMA requirements for eligibility of cost reimbursement.

  o As requested, provide resources to support personnel assigned to Damage Assessment Teams.

  o Coordinate acquisition and distribution of supplies and equipment for mass care shelters as requested by Care and Shelter Branch.

  o Arrange for special service contractors as necessary.

  o Maintain receipts and logs as needed to support documentation for disaster assistance cost recovery.

- Facilities Unit:

  o Complete status/damage reports on County facilities and submit to Plan/Intel Section Damage Assessment Unit.

  o Identify and arrange for alternate facilities for emergency operations and to conduct essential County services if required.

  o Support the establishment of a Volunteer Reception Center at a County facility as needed.

  o As the requirement for emergency-use facilities is identified, coordinate the acquisition of needed space to include any use permit, agreement, or restrictions as required.

  o Coordinate with Construction & Engineering Branch for repair and restoration of essential County facilities, if indicated.

- Facilities Unit (continued):

  o Ensure regular sanitation schedule is established for the EOC, DOCs, shelters, or other facilities stood up by the EOC for emergency response, to address restrooms, food service areas, garbage, etc.

  o Arrange for security services at emergency response locations as needed.

- Transportation Unit:

  o Determine the availability of County transportation solutions that can be utilized.

  o If evacuation of any area is required:

    ▪ Identify sources for required transport.
    ▪ Coordinate with Plan/Intel and Operations to determine available evacuation routes.

  o Based on EOC briefings, estimate future transportation requirements

- Personnel/Volunteer Management Unit:

  o In consultation with Logistics Section Chief, determine the need for personnel to assist with incident response and recovery activities (e.g., County personnel not typically activated for emergency response, non-assigned County employees, volunteers, mutual aid, etc.).

  o In consultation with Joint Information Center Manager, record employee message(s) on Employee Hotline (661/868-2300) as directed or approved by EOC Director.

  o As needed, activate the Volunteer Management Unit Department Operations Center and either a virtual or physical Volunteer Reception Center. If activated, apprise the Logistics Section Chief and the Joint Information Center Manager.

- Personnel/Volunteer Management Unit (continued):

  o Coordinate with Logistics Section Chief, Facilities, and GIS working group to identify the preferred location for the Volunteer Reception Center, if activated.

- Donations Management Unit:

  o Coordinate with Joint Information Center (JIC) Manager to ensure that public facing web pages providing instructions to the public regarding monetary and non-monetary donations are live.

  o Be prepared to deploy staff to any locations receiving/distributing in-kind donations to assess need for support (personnel, equipment or supplies) and provide as necessary.

  o Coordinate with Personnel Unit to obtain volunteers as needed to manage the in-kind donation site.

Initial Response (continued)

- o Consider using software to virtually manage in-kind donations.

- o Document and track all donated goods and volunteer hours.

- o As appropriate, provide information to the Joint Information Center Manager to affect public messaging regarding in-kind donations and to relay messaging to private sector and non-profit partners.

- o If appropriate, coordinate with Logistics Section Chief to activate a large donations warehouse and request assistance from Adventist Community Services (VOAD position in the EOC) for its management.

Extended Duration

- Logistics Section Chief:

  - o Plan for functional relief and staffing schedule.

  - o Maintain situational awareness and adjust Section objectives as appropriate.

  - o Participate in regular Section briefings and provide input to the EOC Incident Action Plan consistent with the **"Planning P"** planning cycle. *(See Basic Plan, Section 5.3)*

  - o Ensure key facilities have been inspected and have adequate power, sanitation, or other critical services and supplies.

  - o Ensure personnel requirements are sufficiently met.

  - o Decide on most appropriate option(s) to fill resource gaps.

  - o Track and document all activities, costs and decisions for disaster claims and assistance applications.

- Communications/IT Unit:

  - o Coordinate restoration of communications and IT links as possible.

  - o Continue management of alternate communications/IT capabilities to support communication between on-scene and off-scene personnel/agencies (including shelters, 911 dispatch centers, emergency responders, etc.).

  - o Communicate any unresolved issues to Logistics Section Chief as necessary.

- Procurement/Supply Unit:

  - o Ensure reusable equipment is serviced as necessary.

  - o Assess continued need for acquisition and distribution of emergency supplies and equipment.

Extended Duration (continued)

- o Direct the collection, organization and display the status of incident resources to include allocation, deployment and staging areas.

- o Maintain a master list of all major supply and equipment resources deployed.

- o Advise Section Chief of resources deployed and any projected shortfall in needs.

- o Arrange for special service contractors as necessary.

- o Maintain receipts and logs as needed to support documentation for disaster assistance cost recovery.

- o Arrange for any supplies or equipment to support the Local Assistance Center (LAC) or Disaster Recovery Center (DRC).

- Facilities Unit:

  - o Identify Complete status/damage reports on County facilities and submit to Plan/Intel Section Damage Assessment Unit.

  - o Identify and arrange for alternate facilities to conduct essential government services if required.

  - o Coordinate with Construction & Engineering Branch for repair and restoration of essential County facilities, if indicated.

  - o Coordinate with Transportation Unit on transportation needed to move County staff to alternate facilities.

  - o Ensure that all documentation is maintained to facilitate cost recovery.

  - o Secure facilities required to support a Local Assistance Center and/or Disaster Resource Center as needed.

  - o Advise Logistics Section Chief of any unresolved issues.

- Transportation Unit:

  - o Maintain situational awareness and regular communication with Plan/Intel and Operations regarding status of transportation routes to allocate continued transportation requirements accordingly.

  - o Based on the situation, determine likely future needs and shortfalls in transportation resources.

- Personnel/Volunteer Management Unit:

  - o Respond to personnel requests by submitting resource requests through WebEOC to Section Chief (for affiliated volunteers) or to DOC for fulfillment at Volunteer Reception Center (unaffiliated/spontaneous volunteers).

  - o Document hours of all deployed volunteers.

Extended Duration (continued)

- o Coordinate with Logistics Section Chief to acquire and provide food, water and/or supplies to Volunteer Reception Center, if activated.

- o Coordinate with Health and Medical Section Chief to provide Crisis Incident Stress Debriefings for emergency workers and volunteers as indicated.

- o Communicate with Procurement/Supply for the feeding and care of field response personnel and volunteers.

- o Participate in EOC Section briefings to maintain situational awareness and communicate status to DOC as needed.

- o Track all volunteers and maintain a list of volunteer assignments.

- o Track all volunteer time on timesheets and collect the documentation regularly.

- Donations Management Unit:

  - o Ensure that public facing web sites are operating as designed.

  - o Provide input to Joint Information Center (JIC) Manager to affect adjustments to the public facing web pages as needed, based on incident.

  - o If operating, support in-kind donations site(s) as needed with regards to personnel, equipment or supplies.

  - o If activated, support software to virtually manage donations.

  - o As directed, develop an action plan to deactivate the in-kind donations site(s).

EOC Deactivation

- Logistics Section Chief:

  - o Authorize deactivation of the Section's organizational elements when no longer required. Make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.

  - o Ensure that any open actions are completed or transferred to other EOC staff as appropriate.

  - o Submit documentation of all costs incurred by the Logistics Function and its Units to the Finance/Administration Section.

  - o Ensure all Units complete required forms, reports and logs and submit to Plans/Intel Section Documentation Unit.

  - o As applicable, confirm location of Local Assistance Center/Disaster Recovery Center and arrange for supply, equipment and/or personnel needs.

  - o Provide input to the After-Action Report and Corrective Action Plan.

EOC Deactivation (continued)

- All Units:

    ❑ Release resources as directed.

    ❑ Ensure that any open actions are completed or transferred to other EOC staff as appropriate.

    ❑ Submit documentation on all costs incurred to Logistics Section Chief for transmittal to Finance/Administration Section.

    ❑ Ensure all required forms, reports and logs are completed and submitted to Planning/Intel Documentation Unit.

    ❑ Provide input to the After-Action Report and Corrective Action Plan

- Communications/IT Unit:

    o Recover communications equipment from relieved or released assets.

    o Arrange for any communications required to support Local Assistance Center (LAC) or Disaster Recovery Center (DRC).

- Procurement/Supply Unit:

    o Identify and replenish EOC supplies as needed.

    o Ensure that non-expendable supplies and equipment have been returned to original source.

- Facilities Unit:

    o Provide Procurement/Supply Unit with a list of supplies to be replenished.

    o Ensure that non-expendable supplies and equipment have been returned to original source.

- Transportation Unit:

    o Provide Procurement/Supply Unit with a list of supplies to be replenished.

- Personnel/Volunteer Management Unit:

    o Release resources as directed.

    ❑ Track all returning volunteers and provide close out information:
      - Collect time sheets

      - Obtain contact information
      - Assess if Crisis Counseling/debriefing is needed

    o Provide Procurement/Supply Unit with a list of supplies to be replenished.

EOC Deactivation (continued)

- Donations Management Unit:

  - ❑ Return any loaned/leased equipment or supplies.

  - ❑ Inspect facilities used.

  - ❑ Dispose of any remaining in-kind donations as appropriate (contact local agencies for assistance in distributing if possible.)

  - ❑ Track all returning volunteers and provide close out information as appropriate.

  - ❑ Finalize collection of volunteer hours and donated resources.

  - o Provide Procurement/Supply Unit with a list of supplies to be replenished.

Recovery – Section and all Units:

  - o Assign staff to assist at Local Assistance Center (LAC) and/or Disaster Recovery Center (DRC) if necessary.

  - o Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

  - o Implement any assigned corrective actions.

ORGANIZATIONAL ROLES AND ASSIGNMENT OF RESPONSIBILITIES

Five emergency response levels defined by SEMS are activated as needed. SEMS is required to be used to reach consensus on how resources will be allocated in a major crisis affecting multiple jurisdictions or agencies, and for eligibility of State reimbursement for response related personnel costs.

At each response level the same five major ICS functions are employed to facilitate interagency communication and coordination: Command (in the field)/Management (in the EOC), Operations, Planning/Intelligence, Logistics, and Finance/Administration. Refer to the Basic Plan for greater detail on ICS and its integration with SEMS.

Field Level

Emergency response personnel and resources carry out tactical decisions and activities in direct response to the incident.

Local Level

The County manages the allocation and deployment of resources (personnel, equipment, materials, services) in response to incidents in the unincorporated areas of the county and in cities which have contracted for support for specified services. If the emergency event occurs in another jurisdiction (e.g., city or special district) the affected jurisdiction has primary responsibility and will activate its own emergency management response as feasible.

Operational Area Level

Kern County and its political subdivisions constitute the Kern Operational Area (OA) for emergency response purposes during multi-agency disaster events, or as needed to support another jurisdiction within the OA. Kern County, as a jurisdiction and an organization, is charged with taking the lead communication and coordination role within the OA and with being the primary point of contact between the local government level and the regional level.

The Logistics Section Chief submits resource requests for support not available within the county to the EOC Director for approval and subsequent submittal to CalOES through Kern OES.

The Section may also be asked to assist Operational Area jurisdictions to establish, staff and operate a Local Assistance Center (LAC) - a central location for individuals and businesses to obtain information on available disaster assistance programs.

Regional Level

Kern County is within the CalOES Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the Inland Region may activate the Regional EOC (REOC) to provide support to local government including assistance with mutual aid resources under the Emergency Managers Mutual Aid (EMMA) Plan.

State and Federal Levels

Under certain conditions, state and/or federal agencies may deploy field response units to incidents in Kern County. Reporting and coordination with the Kern OA EOC follows the usual Field Level response.

Depending on the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, CalOES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the Kern OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.

This Section may be asked to assist the County's Disaster Recovery Coordinator in working with CalOES and FEMA to establish a local Disaster Recovery Center for individuals and businesses to register for disaster assistance and to receive information and resource materials. This Section may also assist other departments in the conduct of on-site visits by CalOES and FEMA officials to observe damage areas.

Additional Resources

- Private contractors and firms support specific government operations on a daily basis. During disasters, their support is essential to an effective emergency response.

- Volunteer agencies play an important role in responding to disasters of all types and levels. These agencies respond on a countywide basis and will liaison with the Kern OA EOC to provide direct communications and coordination. The Volunteer agencies which support this Annnex are:

  o *Adventist Community Services (ACS)* is a humanitarian agency of the Seventh-Day Adventist Church that assists in managing non-cash donations in a multi-agency warehouse. In a disaster, the effort would be overseen by the Donations Management Branch directed by the Kern County Treasurer-Tax Collector.

  o *Community Emergency Response Team (CERT)* program empowers citizens to help themselves and to safely help others after a disaster until first responders can arrive.

  o *Goodwill Industries* is a workforce development agency that may assist the County with the collection, processing, and distribution of clothes and household effects when/if donated in response to an emergency event. In a disaster, the effort would be overseen by the Donations Management Branch directed by the Kern County Treasurer-Tax Collector.

  o *United Way of Kern County (UW)* is a nonprofit organization representing a coalition of charitable organizations, that assists the County by receiving monetary donations for use in emergency response and recovery for Kern County residents. In a disaster, the effort would be overseen by the Donations Management Unit of the Logistics Branch, as directed by the Kern County Treasurer-Tax Collector.

  o *Volunteer Center of Kern County* would be mobilized by the Volunteer Management Unit as directed by Human Resources to assist in activating and operating a Volunteer Reception Center as needed.

o   *Voluntary Organizations Active in Disaster (Kern County Chapter of VOAD)* serves as the point of contact with numerous other local community and faith-based organizations and provides assistance as requested by the Personnel/Volunteer Management Unit in the Logistics Section. The VOAD chair and/or designee is a designated position in the EOC.

INFORMATION COLLECTION AND DISSEMINATION

Kern County uses WebEOC (an Internet-based collaborative communications system) as the County's communication and documentation platform for sharing elements of the emergency incident. This allows the County to maintain a common operating picture, situational awareness and information coordination throughout the OA during an emergency. Individuals staffing positions in the EOC are required to submit Situation Reports and updates through WebEOC on a schedule to be determined at the time of the incident.

The County is also using MS Teams to collaborate, share, and distribute knowledge as well as to conduct meetings during incident management. Using Teams, a large group can interface quickly to establish a common operating picture of the ongoing incident. The platform allows for multi-department planning and is readily available throughout the County and across jurisdictional lines.

ANNEX DEVELOPMENT AND MAINTENANCE

This document is an Annex to the Kern County Operational Area Emergency Operations Plan. As such, the policies, procedures, and practices outlined in the Kern County EOP govern this Annex. Kern OES coordinates the maintenance and update of this Annex as needed. The Record of Changes, Approval, and Dissemination of the Kern County EOP also apply to this Annex.

FUNCTIONAL CHECKLISTS

The following section provides a checklist of tactical actions for the Logistics Section Chief and Units, to assist those who report to the EOC in the event of an emergency.

It is expected that the General Services Division which supports this Section Branch and its Units has developed Standard Operating Procedures which further detail how the applicable tactical actions will be accomplished.

The attached checklists support the Emergency Operations Plan (EOP) and are consistent with the activities prescribed in the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.2.

LOGISTICS SECTION CHIEF

EMERGENCY ACTION CHECKLIST

Priority at all times: Maintain communication with on-scene personnel and/or DOCs and other EOC Sections, Branches and Units as needed.

Increased Readiness (Section and all Units)

❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.

❑ Document preparedness activities, monitor the situation, and maintain readiness posture.

- o Notify other key management and alternates of situation.
- o Develop a potential Action Plan for your function, based on the impending emergency.

❑ Consider alerting/recalling off-duty personnel as needed:

- o Coordinate resource assignments.
- o Establish an emergency work schedule.

Initial Response

❑ Report to EOC and obtain briefing from the EOC Director.

- o Location, magnitude and scope of event
- o Area(s) of County impacted
- o Current situation and priorities
- o Actions taken
- o Local EOCs activated
- o Existing or anticipated problems/issues

❑ Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

❑ Identify available internal and external communications capabilities.

❑ Activate Section functions as appropriate and initiate staff notification procedure.

❑ Assign and brief incoming staff:

- o Initial incident objectives and priorities
- o Resources deployed
- o Reporting requirement
- o Accountability and safety measures
- o Communications capability
- o Issues that require follow-up

❑ Coordinate with the Operations Section Chief to identify potential logistical support needs.

❑ Ensure that all Section staff maintain required records and documentation to support disaster assistance applications and the After-Action Report.

❑ Provide briefing to the General Staff on operating procedures for use of EOC communications equipment as needed.

❑ 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.

❑ Provide input to development of the EOC Incident Action Plan.

  o Prepare Logistics elements of the Plan.
  o Review suggested strategy and operations for next operational period.
  o Identify logistic requirements for planned and expected operations.
  o Estimate future logistic requirements.
  o Compare required capabilities with current capabilities.
  o Determine additional service and support requirements corresponding to the EOC Incident Action Plan.
  o Coordinate and process requests for additional personnel and equipment resources.

Extended Duration

❑ Plan for functional relief and staffing schedule.

❑ Monitor response activities and identify any potential issues that require prompt attention.

❑ Review EOC status displays and keep up-to-date on situation and resource needs.

❑ Brief the EOC Director on major problem areas that need or may 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.

❑ Identify staging areas for internal and external response personnel, equipment, and supplies.

❑ Ensure key facilities have been inspected and have adequate power, sanitation, or other critical services and supplies.

❑ From Operations and Planning Sections, determine status of transportation system into and within the affected area. Provide information to other Sections.

❑ Coordinate and provide resources as requested in accordance with NIMS resource typing, including the prepositioning of resources to efficiently and effectively respond to an incident.

❑ Ensure internal communications and coordination between Section Unit Leaders.

❑ Update status information with other Sections as appropriate.

❑ Conduct periodic briefings for Section staff. Ensure that all Section staff are aware of priorities.

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

❑ Participate in regular Section briefings and provide input to the EOC Incident Action Plan, consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*

❑ Advise EOC Director of need to suspend competitive bidding, if warranted.

❑ Ensure that status and damage reports on County buildings from Facilities Maintenance personnel are reported to the Damage Assessment Unit, including information on habitability, accessibility, and need for repairs.

❑ Ensure that Section personnel and equipment time records and a record of expendable materials used are submitted to the Cost & Time Unit in the Finance/Administration Section at the end of each operational period.

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

❑ Ensure staff is assigned to assist if needed at Local Assistance Center and/or Disaster Recovery Center, if activated.

❑ Keep the EOC Director apprised of overall situation and status of resources.

EOC Deactivation

❑ As applicable, confirm location of Local Assistance Center and/or Disaster Recovery Center and arrange for supply, equipment and/or personnel needs.

❑ Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.

❑ Provide Logistics Section Supply Staff with list of supplies to be replenished.

❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.

❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.

❑ Provide input to the After-Action Report and Corrective Action Plan.

❑ Resume normal activities.

Recovery

❑ Continue to support Local Assistance Center and/or Disaster Recovery Center, as needed.

❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

❑ Implement any assigned corrective actions.

COMMUNICATIONS/IT UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

❑ Report to EOC, check-in and obtain briefing from the Logistics Section Chief.

    o Location, magnitude and scope of event
    o Area(s) of County impacted
    o Current situation and priorities
    o Actions taken
    o Existing or anticipated problems/issues
    o Immediate objectives

❑ Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. (*See Basic Plan Appendix 12.1 for hard copy*)

❑ Assign and brief incoming staff.

❑ Assess EOC Communications and IT systems; ensure 24-hour capability.

❑ Establish and maintain communications links between EOC and key County facilities and with field units and OA jurisdictions.

❑ Establish and maintain communication links between on-scene and off-site personnel/agencies (e.g., shelters, hospitals).

❑ Implement alternate communications as necessary.

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

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

❑ Provide input to development of the EOC Incident Action Plan, as indicated.

❑ Monitor response activities and identify any potential current or future issues that require prompt attention.

❑ Distribute and track communication devices, consistent with established priorities.

    o Advise EOC staff on the communications capabilities and/or limitations.
    o Provide technical information and assistance as required on:
        ▪ Adequacy of communications systems currently in operation
        ▪ Geographic limitations on communications systems
        ▪ Equipment capabilities
        ▪ Amount and types of equipment needed
        ▪ Anticipated problems in the use of communications equipment

    o Ensure IT needs are coordinated, and alternate solutions are implemented as needed.

Extended Duration

❑ Plan for functional relief and staffing schedule.

❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.

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

❑ Participate in regular Section briefings and provide input to the EOC Incident Action Plan, consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*

❑ Conduct periodic briefings for Unit staff. Ensure staff are aware of priorities.

❑ Supervise Communications activities, including the integration of Amateur Radio resources, if indicated.

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

❑ As needed, arrange for any communications/IT required to support Local Assistance Center and/or Disaster Recovery Center.

EOC Deactivation

❑ Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.

❑ Recover communications equipment from relieved or released units.

❑ Provide Logistics Section Supply Unit with list of supplies to be replenished.

❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.

❑ Submit Expenditure Tracking and Timekeeping forms to the Finance/Admin Section.

❑ Provide input to the After-Action Report and Corrective Action Plan.

❑ Resume normal activities.

Recovery

❑ Continue support at Local Assistance Center and/or Disaster Recovery Center, as needed.

❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

❑ Implement any assigned corrective actions

ORDERING/SUPPLY UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

❑ Report to EOC, check-in and obtain briefing from the Logistics Section Chief.

  o Location, magnitude and scope of event
  o Area(s) of County impacted
  o Current situation and priorities
  o Actions taken
  o Existing or anticipated problems/issues
  o Immediate objectives

❑ Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

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

❑ Assign and brief incoming staff.

❑ Determine the type and amount of supplies available.

❑ Establish single point supply ordering process and method for tracking non-expendable supplies and equipment.

❑ Identify sources for types of supplies and equipment for each request.

❑ Receive and process or refer, as appropriate, requests for supplies and equipment, as indicated.

❑ Track and account for equipment, supplies and materials provided to each facility.

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

❑ Compile and summarize costs associated with supply and equipment purchases and rentals and any service contracts on a daily basis and submit summary with invoices and receipts to the Finance/Administration Section.

❑ Participate in regular Section briefings and provide Logistics Section Chief with input for the EOC Incident Action Plan, as indicated.

❑ Monitor response activities and identify potential supply and equipment needs and/or shortfalls.

❑ Advise Section Chief of need to execute emergency vendor and/or service contracts and/or to suspend the competitive bidding process.

❑ Provide periodic status reports to Section Chief for updating information to the Planning/Intelligence Section.

❑ Review EOC Incident Action Plan for information on supplies, equipment and/or services that might be needed.

Extended Duration

❑ Plan for functional relief and staffing schedule.

❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.

❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Incident Action Plan, consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*

❑ Conduct periodic briefings for Unit staff. Ensure staff are aware of priorities.

❑ Ensure reusable equipment is serviced, as necessary.

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

❑ Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.

❑ Maintain a master list of all major supply and equipment resources deployed.

❑ Provide resources summary information to the Situation Status Unit of the Planning/Intelligence Section as requested.

❑ Assist in strategy planning based on an evaluation of resources allocated, en route and projected shortfalls.

❑ Make recommendations to the Logistics Section Chief on resources that are not deployed and/or that should be deactivated.

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

❑ As needed, arrange for supplies/equipment to support the Local Assistance Center and/or Disaster Resource Center.

❑ Assign staff to assist if needed at the Local Assistance Center and/or Disaster Recovery Center, if activated.

EOC Deactivation

❑ Deactivate Unit and close out logs when directed by Section Chief.

❑ Close out supply and equipment tracking documentation.

❑ Compile a list of supplies to be replenished from other EOC staff.

❑ Replenish expendable supplies as indicated.

- ❑ Ensure that non-expendable supplies and equipment have been returned to original source.

- ❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.

- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance/Admin Section.

- ❑ Provide input to the After-Action Report and Corrective Action Plan.

- ❑ Resume normal activities.

Recovery

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

- ❑ Implement any assigned corrective actions.

FACILITIES UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

❑ Report to EOC, check-in and obtain briefing from the Section Chief:

- o Location, magnitude and scope of event
- o Area(s) of County impacted
- o Current situation and priorities
- o Actions taken
- o Existing or anticipated problems/issues
- o Immediate objectives

❑ Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

❑ Assign and brief incoming staff.

❑ Identify the types of emergency facilities likely to be required based on the nature of the emergency and identify potential alternate sites.

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

❑ Ensure that County facilities are inspected for damages and that damage reports are submitted to the Planning Section Damage Assessment Unit.

❑ Identify alternate facilities to conduct essential government services if required.

❑ 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.

❑ Arrange for alternate facilities to support emergency operations:

- o Determine requirements for each facility type
- o Coordinate leases
- o Prepare layouts of emergency facilities
- o Notify EOC staff of facility availability and layout
- o Coordinate with site manager to provide support as needed.

❑ Ensure assigned staff are oriented to life safety systems in alternate facilities.

Extended Duration

❑ Plan for functional relief and staffing schedule.

❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.

❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Incident Action Plan, consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*

❑ Conduct periodic briefings for Unit staff. Ensure staff are aware of priorities.

❑ Ensure a regular sanitation schedule is established for the EOC, which includes:

   o Rest rooms
   o Food service areas
   o Garbage

❑ Ensure site security services are provided as needed.

❑ Confer with Transportation Unit on transportation requirements to move County or other staff to alternate facilities. Coordinate movement schedules and identify locations involved.

❑ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations (e.g., Staging Areas, shelters, Local Assistance Center and/or Disaster Recovery Center, etc.).

❑ Monitor the actions at each alternate facility activated and provide additional support requested, in accordance with EOC Incident Action Plan and priorities.

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

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

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

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

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

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

❑ Provide periodic situation reports to Section Chief for updating information to the Planning/Intelligence Section.

❑ Ensure that temporary facilities meet ADA requirements to ensure accessibility for persons with disabilities.

❑ Provide facilities for sheltering emergency response, mutual aid and EOC personnel, as indicated.

❑ Advise Ordering/Supply Unit if water resources are needed at alternative facilities for consumption, sanitation and/or firefighting.

❑ As needed, secure facilities required to support a Local Assistance Center and/or Disaster Resource Center.

❑ Identify staff to assist if needed at the Local Assistance Center and/or Disaster Recovery Center, if activated.

EOC Deactivation

- ❑ Deactivate Unit and close out logs when directed by Section Chief.

- ❑ Provide Logistics Section Supply staff with list of supplies to be replenished.

- ❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.

- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance/Admin Section.

- ❑ Provide input to the After-Action Report and Corrective Action Plan.

- ❑ Resume normal activities.

Recovery

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

- ❑ Implement any assigned corrective actions.

TRANSPORTATION UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC and obtain briefing from the Logistics Section Chief:

  - o Location, magnitude and scope of event
  - o Areas of County impacted
  - o Current situation and priorities
  - o Actions taken
  - o Existing or anticipated problems/issues

- ❑ Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

- ❑ Assign and brief incoming staff.

- ❑ Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.

- ❑ 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.

- ❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.

- ❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Incident Action Plan, as indicated.

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

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

- ❑ Based on the situation as known or forecast, determine likely future Unit needs and shortfalls in transportation resources.

- ❑ Consult with other Sections and Units to identify possible transportation needs.

Extended Duration

- ❑ Plan for functional relief and staffing schedule.

- ❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.

- ❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Incident Action Plan, consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*

❑ Conduct periodic briefings for Unit staff. Ensure staff are aware of priorities.

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

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

EOC Deactivation

❑ Deactivate Unit and close out logs when directed by Section Chief.

❑ Provide Logistics Section Supply staff with list of supplies to be replenished.

❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.

❑ Submit Expenditure Tracking and Timekeeping forms to the Finance/Admin Section.

❑ Provide input to the After-Action Report and Corrective Action Plan.

❑ Resume normal activities.

Recovery – Transportation Unit

❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

❑ Implement any assigned corrective actions.

PERSONNEL/VOLUNTEER MANAGEMENT UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC, check-in and obtain briefing from the Logistics Section Chief:

    - o Location, magnitude and scope of event
    - o Areas of County impacted
    - o Current situation and priorities
    - o Actions taken
    - o Existing or anticipated problems/issues

- ❑ Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

- ❑ Assign and brief incoming staff.

- ❑ Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.

- ❑ Determine Unit 24-hour staffing requirements and advise Section Chief, as required.

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

- ❑ Fulfill requests for personnel from Logistics Section Chief Confer based on the current and estimated personnel types/quantity needed to fulfill the mission, the timing, and priorities for deployment.

- ❑ In consult with the Logistics Section Chief and the Joint Information Center (JIC) Manager, and as approved by the EOC Director, prepare and send employee recall notifications via telephone, cell phone, email or two-way radio as required by the situation.

- ❑ Consult with Logistics Section Chief to identify potential location for physical Volunteer Reception Center, as needed.

- ❑ As indicated, activate the Personnel/Volunteer Department Operations Center, a virtual Volunteer Reception Center and/or a physical Volunteer Reception Center to register, screen, assess, assign and deploy non-affiliated volunteers.

- ❑ As appropriate, contact Volunteer Center to assist in operation of physical VRC.

- ❑ Forward requests for volunteers to DOC, including quantity needed, any special qualifications or training, and assignment location.

- ❑ Ensure Activity logs and sign in/out logs and received for each operational period from all DOC and VRC staff, and all deployed volunteers.

❑ Maintain information regarding:

  o Volunteers processed, including classification
  o Volunteers allocated and assigned by classification/agency/location
  o Volunteers on standby
  o Special personnel requests not filled by category

❑ Ensure volunteer timesheets are collected regularly and turned into supervisors at each volunteer job site, then picked up by the VRC Supervisor or designee.

❑ Participate in regular Section briefings and provide Section Chief with input to EOC Incident Action Plan, as indicated.

❑ Based on the situation as known or forecast, determine likely future personnel and Unit needs.

❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.

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

Extended Duration

❑ Plan for functional relief and staffing schedule.

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

❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Incident Action Plan, consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*

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

❑ Arrange for Crisis Incident Stress Debriefings for emergency workers and volunteers, as needed.

❑ Communicate the need for additional personnel to the Logistics Section Chief.

❑ As needed, request transportation of volunteers from the Transportation Unit.

❑ If the need for a recruitment of volunteers is anticipated, coordinate with the DOC and the JIC Manager to prepare and deploy the broadcast item.

❑ Identify staff to assist if needed at the Local Assistance Center and/or Disaster Recovery Center, if activated.

EOC Deactivation

❑ Deactivate Unit, release personnel, and close out logs when directed by Section Chief.

❑ Provide Logistics Section Supply staff with list of supplies to be replenished.

- ❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.

- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance/Admin Section.

- ❑ Provide input to the After-Action Report and Corrective Action Plan.

- ❑ Resume normal activities.

Recovery

- ❑ Continue to provide support at Local Recovery Center and/or Disaster Recovery Center, as needed.

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

- ❑ Implement any assigned corrective actions.

DONATIONS MANAGEMENT UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

❑ Report to EOC, check-in and obtain briefing from the Logistics Section Chief.

- o Location, magnitude and scope of event
- o Area(s) of County impacted
- o Current situation and priorities
- o Actions taken
- o Existing or anticipated problems/issues or need for volunteers
- o Immediate objectives

❑ Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

❑ Coordinate with Joint Information Center (JIC) Manager to ensure that public facing websites addressing cash and in-kind donations are live.

❑ Be prepared to receive spontaneous in-kind donations.

- o If spontaneous in-kind donations have been already received, deploy staff to assess the donation site.

- o If in-kind donations are being distributed, deploy staff to assist in managing the site:
  - ▪ Manage the receipt of donated items
  - ▪ Document the items (quantity, description, donor, date, etc.) and the donor information
  - ▪ Provide receipts to donors
  - ▪ Sort, inventory and prepare items for distribution (consider structure for distribution: voluntary organizations, faith-based organizations, survivors at distribution centers)
- o Record and document all volunteer hours
- o Provide information to JIC Manager to affect public messaging as appropriate.
- o Communicate with Facilities Unit as if security is needed.

❑ Communicate the need for additional personnel to the Logistics Section Chief.

❑ Participate in regular Section briefings and provide the Logistics Section Chief with input to an EOC Incident Action Plan, as indicated.

❑ As appropriate, provide input to the Joint Information Center (JIC) Manager to affect public messaging.

❑ If appropriate based on quantity of donations received, coordinate with Logistics Section Chief to activate a large donations warehouse and request assistance from Adventist Community Services (VOAD position in the EOC) for its management.

❑ Identify appropriate community based, non-profit organizations to whom donated goods may be directed.

❑ Monitor response activities and identify any potential issues that require prompt attention.

Extended Duration

❑ Plan for functional relief and staffing schedule.

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

❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Incident Action Plan, consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*

❑ Receive and ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to Section Chief at the end of each operational period.

❑ If operating, support in-kind donations site(s) as needed with regards to personnel, equipment or supplies.

❑ If activated, support software to virtually manage donations.

❑ As directed, develop an action plan to deactivate the in-kind donations site(s).

❑ Arrange for Crisis Incident Stress Debriefings for emergency workers, as needed.

❑ Document final distribution of donated goods.

❑ Provide thank you's to donors.

❑ Identify staff to assist if needed at the Local Assistance Center and/or Disaster Recovery Center, if activated.

EOC Deactivation

❑ Return any loaned or leased equipment.

❑ Inspect facilities used.

❑ Dispose of any remaining in-kind donations as appropriate (contact local non-profit agencies for assistance in distributing)

❑ Track all returning volunteers and provide close out information as appropriate.

❑ Finalize collection of volunteer hours and donated resources.

❑ Provide Ordering/Supply Unit with a list of supplies to be replenished.

❑ Deactivate Unit, release personnel, and close out logs when directed by Section Chief.

❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.

❑ Submit Expenditure Tracking and Timekeeping forms to the Finance/Admin Section.

❑ Provide input to the After-Action Report and Corrective Action Plan.

❑ Resume normal activities.

Recovery

❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

❑ Implement any assigned corrective actions.