

City of Lakeport Emergency Operations Plan

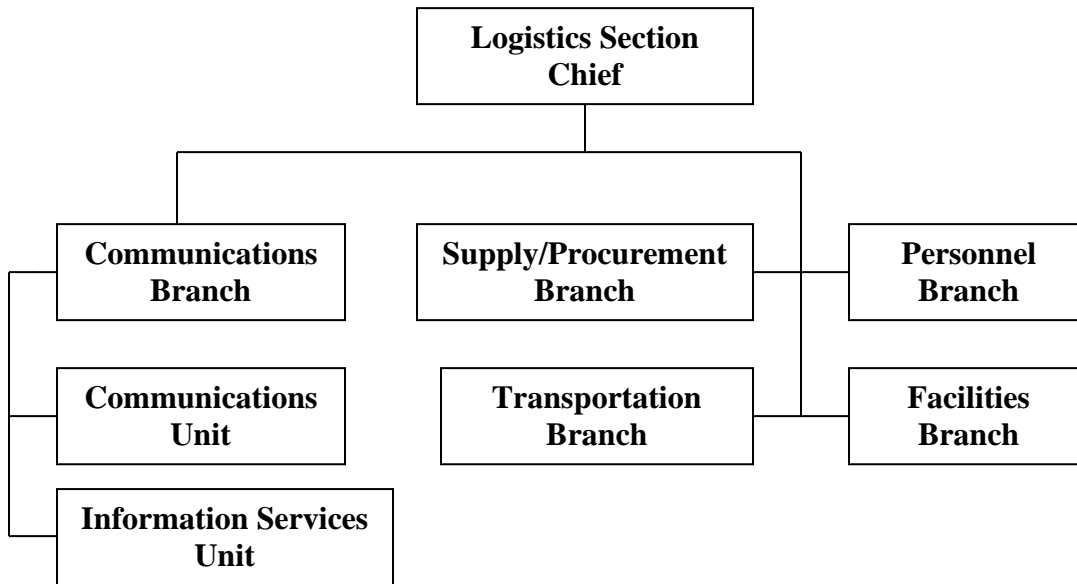


LOGISTICS SECTION ANNEX

Position Checklists

LOGISTICS SECTION

The Logistics Section is the support arm for emergency response operations. The Section is headed by the Logistics Section Chief who has the overall management responsibility for logistics activities. This can include procuring equipment and supplies, providing food and medical support to response personnel, and meeting transportation needs. The Logistics Section supports all responding agencies for the City of Lakeport.



LOGISTICS SECTION CHIEF

PRIMARY: Public Services Director
 ALTERNATE: As Assigned
 SUPERVISOR: Director of Emergency Services
 WORK STATION: Emergency Operations Center

Responsibilities:

1. Ensure the Logistics function is carried out in support of the City EOC. This function includes providing communication, services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services as well as arranging for food, lodging, sanitation services, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section. Continuously monitor the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Supervise the Logistics Section.
5. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to established Incident Command(s) within the City.
6. Keep the EOC Director informed of all significant issues relating to the Logistics Section.

Activation Phase:

- Follow the generic Activation Phase Checklist
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:

Communications Branch
Transportation Branch
Supply/Procurement Branch
Information Services Unit
Resource Status Unit

Communications Unit
Personnel Branch
Facilities Branch
Technical Services Staff

- Mobilize sufficient section staffing for 24-hour operations.

- Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the EOC Director and General Staff and identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Assist Branch and Unit Leaders in developing objectives for the section as well as plans to accomplish those objectives within the first operational period, or in accordance with the Action Plan.
- Provide periodic Section Status Reports to the EOC Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for next operational periods.
- Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Ensure that the Supply/Procurement Branch coordinates closely with the Purchasing Branch in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Coordinate with the Planning Section to ensure that all City resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Provide section staff with information updates as required.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Communications Branch Coordinator

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

General Duties:

1. Provide radio communications from point to point where other forms of communications are not available.
2. Provide additional or alternative communications capability to mass care facilities, neighborhoods, hospitals, public safety locations, and field command posts.
3. Activate and coordinate volunteers in the ACS (Auxiliary Communications Service), which includes R.A.C.E.S. and other groups as needed.
4. Develop a communications plan.

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the City EOC.
3. Determine specific computer requirements for all EOC positions.
4. Implement RIMS if available, and internal information management to include message and e-mail systems.
5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
6. Develop and distribute a Communications Plan, which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
7. Supervise the communications branch.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Communications Branch:

Communications Unit
Technical Services Unit

Information Systems Unit

- Prepare objectives for the Communications Branch and provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

- Ensure that communication branch position logs and other necessary files are maintained.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- Ensure that the: EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Ensure that RIMS Communications links, if available, are established with the Operational Area EOC.
- Ensure that communications links are established with other activated EOCs within the Operational Area as appropriate.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- Keep the Logistics Section Chief informed of the status of communications systems.
- Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- Refer all contact with the media to the Public Information Branch.

Communications Unit Leader

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Communications Branch Leader
WORK STATION: Emergency Operations Center

Responsibilities:

1. Install, activate, and maintain telephone and radio systems for the City EOC.
2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
3. Acquire radio frequencies as necessary to facilitate operations.
4. Assign Amateur Radio Operators as needed to augment primary communications networks.
5. Supervise the EOC Communications Center and the Communications Unit.

Activation Phase:

- Follow generic Activation Phase checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files. Continually monitor and test the radio and telephone systems. Keep the Communications Branch Leader informed of system failures and restoration activities.
- Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary. Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- Coordinate with telephone companies' representatives in the City to obtain portable telephone banks, as necessary.
- Refer all contacts from the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Information Systems Unit Leader

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Communications Branch Leader
WORK STATION: As Required

Responsibilities:

1. Install, activate, and maintain information systems for the City of Lakeport EOC.
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Install RIMS, if available, on all computers for internal information management to include message and e-mail systems.
4. Supervise the Information Systems Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Continually monitor and test RIMS if available, and ensure automated information links are maintained.
- Ensure the Communications Branch Leader is informed of system failures and restoration activities.
- Develop instructional guidance for use of computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.
- Request additional computer equipment as required through the Communications Branch Coordinator.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Transportation Branch Coordinator

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. In coordination with the Construction/Engineering Branch, and the Situation Analysis Branch, develop a transportation plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation resources.
3. Supervise the Transportation Unit:

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Routinely coordinate with the Situation Analysis Branch to determine the status of transportation routes in and around the City.
- Routinely coordinate with the Construction/Engineering Branch to determine progress of route recovery operations.
- Develop a Transportation Plan, which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
- Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- Ensure the Logistics Section Chief is informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Personnel Branch Coordinator

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Supervise the Personnel Branch.
2. Provide personnel resources as requested in support of the EOC and Field Operations Identify, recruit and register volunteers as required.
3. Develop an EOC organization chart.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a log and other necessary files.
- In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receives a current situation and safety briefing upon check-in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival.
- Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel resources.
- Coordinate with the Liaison Officer and Security Officer to ensure access, proper identification, and direction for responding personnel upon arrival at the EOC.
- Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
- To minimize redundancy, coordinate all requests for personnel resources from the field level through the Operations Section prior to acting on the request.

- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- Arrange for childcare services for EOC personnel as required.
- Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- Ensure the Logistics Section Chief is informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Supply/Procurement Branch Coordinator

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance /Administration Section.
3. Coordinate delivery of supplies and materiel as required.
4. Supervise the Supply/Procurement Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Determine if requested types and quantities of supplies and materiel are available in City inventory.
- Determine procurement spending limits with the Purchasing Unit in Finance/ Administration. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- Determine if the procurement item can be provided without cost from another jurisdiction within the Operational Area.
- Determine unit costs of supplies and materiel from suppliers and vendors. Determine if they will accept purchase orders as payment, prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance/ Administration Section before the order can be completed.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.

- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Branch.
- In coordination with the Personnel Branch, provide food and lodging for EOC staff and volunteers as required.
- Assist field level with food services at camp locations as requested.
- Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- Ensure the Logistics Section Chief is informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Facilities Branch Coordinator

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.
3. Supervise the Facilities Unit

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Determine if assistance with facility acquisition and support is needed at the field level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC; coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference, which depicts the location of each facility, a general description of furnishings, supplies and equipment at the site, hours of operation, and the name and phone number of the Facility Manager.
- Ensure all structures are safe for occupancy and that they comply with ADA requirements.
- As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Ensure the Logistics Section Chief is informed of significant issues affecting the facilities unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.