

PART TWO

LOGISTICS SECTION

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Note: Items identified with a (CPG-#) (Civil Preparedness Guide) following must remain in this plan as it complies with the Federal CPG 1-8A crosswalk.

All items identified with a (SEMS-#) following must remain in this plan as it complies with the SEMS crosswalk.

LOGISTICS SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Simi Valley to respond to 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 emergency response personnel and optimize the utilization of resources. *(CPG-79)*
- ▣ Provide support to the other sections of the City's 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. *(CPG-36)* This Section provides all necessary supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council. *(CPG-37)*

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 the 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) will be followed.
- ☐ All existing City and departmental operating procedures will be adhered to unless modified by the City Council or 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 in accordance with Departmental policy.
- ☐ While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.
- ☐ Available and accessible resources from neighboring jurisdictions, military installations, the state and federal levels of government, 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 Ventura County Operational Area via the Sheriff's EOC or the East Valley Watch Commander.

SECTION ACTIVATION PROCEDURES

The 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 the EOC Director.

Where to Report

The EOC is located at the Simi Valley Police Department, 3901 Alamo Street.

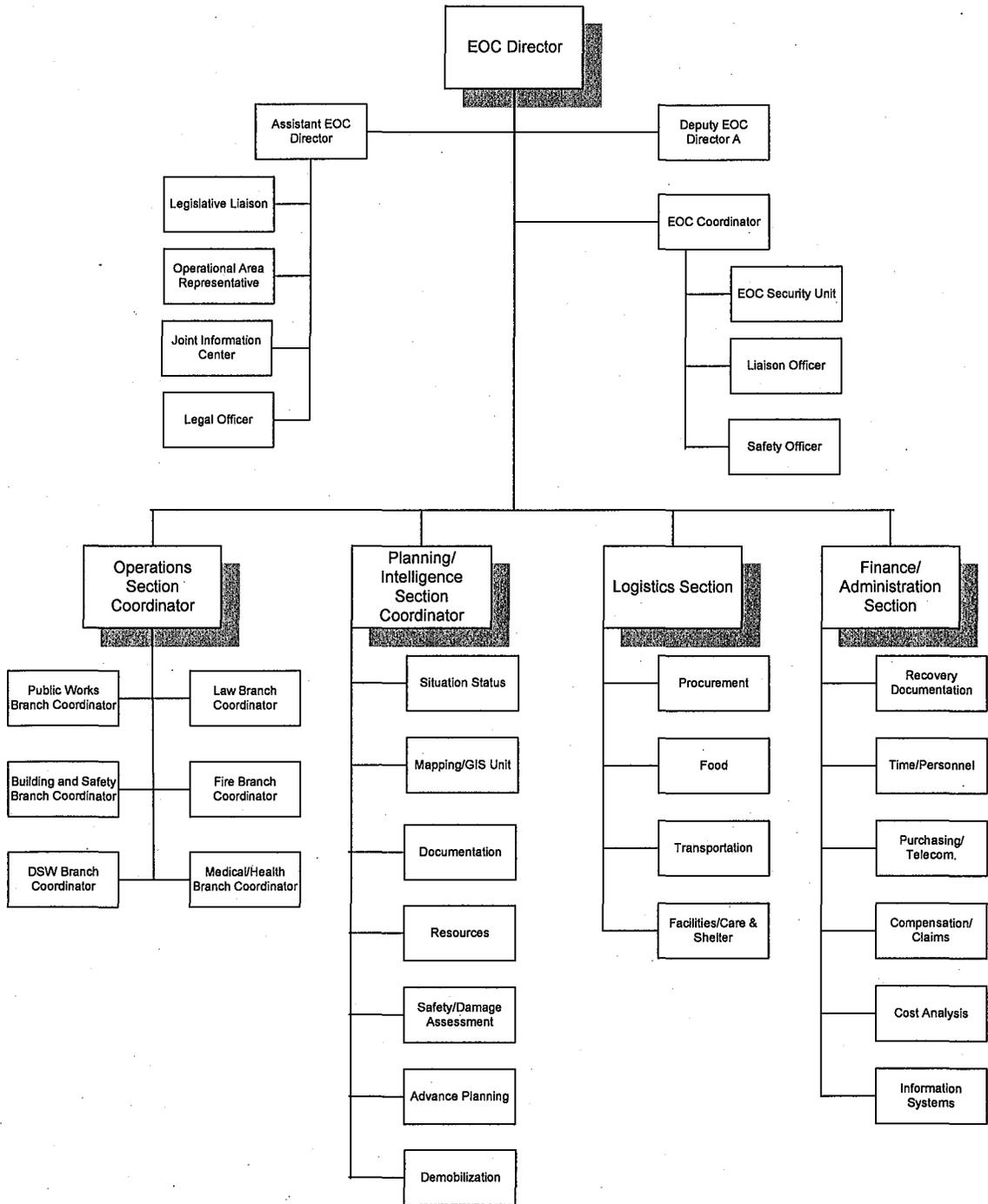
The alternate EOC is located at Simi Valley Cultural Arts Center, 3050 E. Los Angeles Ave.

When to Report

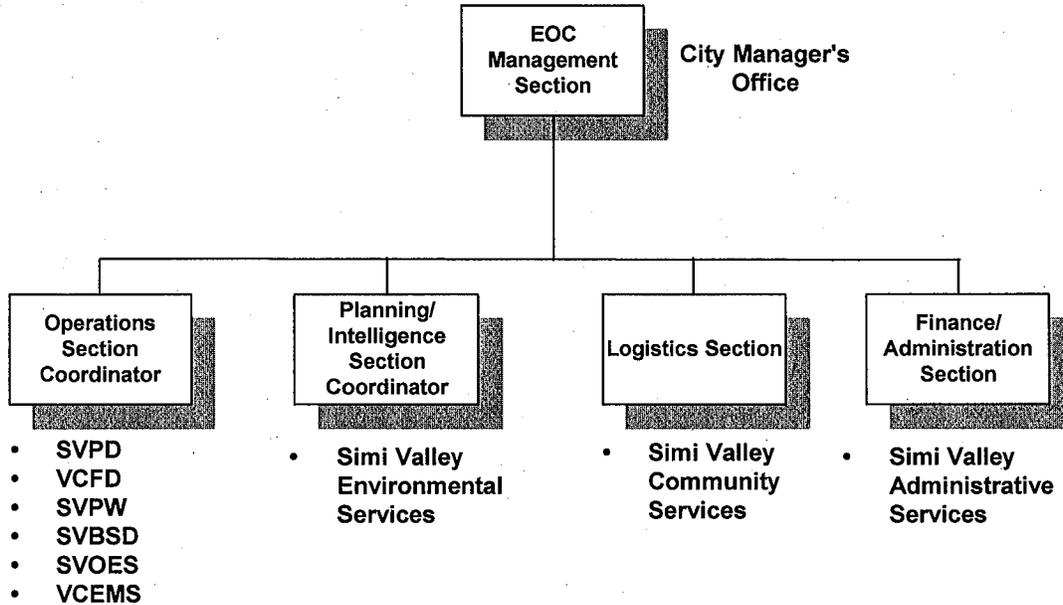
Logistics Section staff will report to the EOC immediately after a major earthquake that affect the City of Simi Valley or adjacent communities.

Operations Section staff will be contacted by the Operations Chief or their respective Branch Director for other emergencies..

SEMS ORGANIZATION CHART (CPG-27/62) Updated 10-24-2008



SEMS EOC RESPONSIBILITIES CHART (SEMS-4/5)
Updated 10-24-2008



Responsibilities:

EOC Director (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The 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; developing the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After-Action Report and maintaining documentation.

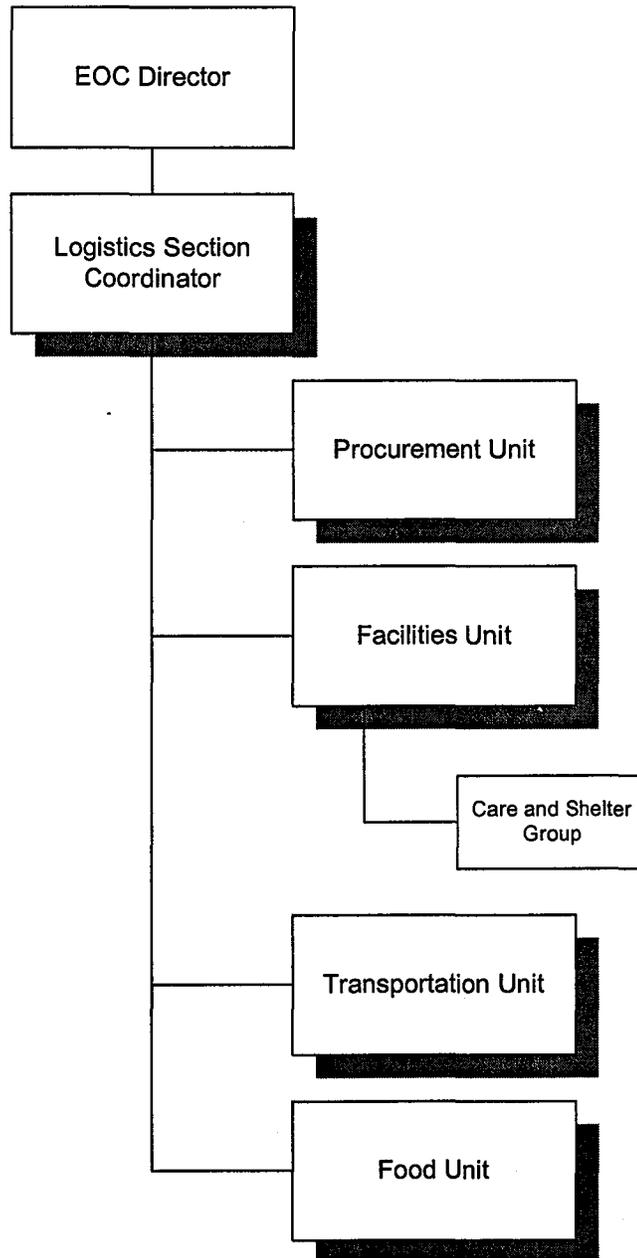
Logistics Section

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



LOGISTICS SECTION STAFF (CPG-63)

The Director of Community Services will fill the position of Logistics Section Coordinator. The Deputy Director of Community Services/Compliance shall serve as first alternate to the Logistics Section Coordinator. The Coordinator also may be designated by the EOC Director.

The Logistics Section Coordinator 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:

- Transportation Unit
- Food Unit
- Procurement Unit
- Facilities Unit

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

Logistics Section Coordinator

The Logistics Section Coordinator, a member of the 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.

Transportation Unit

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

Food Unit

The Food Unit is responsible for coordinating the feeding of all assigned disaster response personnel. This includes: field personnel, Department Operating Center Staff and EOC staff.

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.

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.

The Facilities Unit also organizational contains the **Care and Shelter Group**. The Care and Shelter Group is staffed by members of the American Red Cross. It is responsible for providing care and shelter for disaster victims and will coordinate efforts with the City through the Facilities Unit. Under some circumstances, the American Red Cross may not be able to serve in Simi Valley (massive regional disaster). In these instances, City disaster services workers (government workers and CERT team members) will staff this group.

LOGISTICS

LOGISTICS SECTION COORDINATOR

PRIMARY: Director of Community Services

ALTERNATE: Deputy Director of Community
Services/Compliance

SUPERVISOR: EOC Director

GENERAL DUTIES:

- ☐ Ensure the logistics function is carried out consistent with SEMS guidelines, including:
 - Resources management and tracking.
 - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
 - Obtaining all materials, equipment and supplies to support emergency operations.
 - Coordinating management of facilities used during disaster response and recovery.
 - Feeding of all incident personnel
- ☐ 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 the 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/Comments

CHECKLIST ACTIONS

Section Start-Up Actions

[Empty box for action taken]

Check in upon arrival at the EOC.

[Empty box for action taken]

Report to the EOC Director.

[Empty box for action taken]

Obtain a briefing on the situation.

[Empty box for action taken]

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

[Empty box for action taken]

Review your position responsibilities.

[Empty box for action taken]

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

[Empty box for action taken]

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

[Empty box for action taken]

Review organization in place at the EOC. Know where to go for information or support.

[Empty box for action taken]

Determine if other Section staff are 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:.

- Transportation Unit
- Food Unit
- Procurement Unit
- Facilities 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 of operational period work shifts.

[]

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

[]

Open and maintain Section logs.

[]

Using activity log (see sample, Part Three—Forms), 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.

[Empty rectangular box]

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

[Empty rectangular box]

Prepare work objectives for Section staff and make staff assignments.

[Empty rectangular box]

Meet with other activated Section Coordinators.

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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

General Operational Duties

[Empty rectangular box]

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

[Empty rectangular box]

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 the 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 backup 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 the 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. (See Part Three—Forms.)

[]

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 Coordinator 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.

[Redacted]

Keep the Ventura County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests via the Sheriff's EOC or East Valley Watch Commander.

Deactivation

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

Leave forwarding phone number where you can be reached.

LOGISTICS

TRANSPORTATION UNIT

PRIMARY: Deputy Director/Transit

ALTERNATE: Management Analyst/Transit

SUPERVISOR: Logistics Section Coordinator

GENERAL DUTIES:

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources. (CPG-218)

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/Comments **CHECKLIST ACTIONS**

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

[Empty box]

Report to the Logistics Section Coordinator.

[Empty box]

Obtain a briefing on the situation.

[Empty box]

Determine your personal operating location and set up as necessary.

[Empty box]

Review your position responsibilities.

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

Using activity log (see sample, Part Three—Forms), 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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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.

[Empty rectangular box]

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

[Empty rectangular box]

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

[Redacted]

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

[Redacted]

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

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

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

[Redacted]

Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See Part Three—Forms.)

[Redacted]

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

Branch/Unit Operational Duties

[Redacted]

Coordinate with the Planning/Intelligence and Operations Sections to determine which disasters routes are available for emergency use. (See Part Three—Operations/ Disaster Route Priority Plan.)

[Redacted]

Coordinate use of disaster routes with the Operations Section.

[Redacted]

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

[Redacted]

Establish a transportation plan for movement of:

- Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs). (CPG-216)
- Individuals to medical facilities. (CPG-152)

- Emergency workers and volunteers to and from risk area. (CPG-219)

[Redacted]

Coordinate with the Operations Section on the movement of disabled and elderly persons. (CPG-33)

[Redacted]

Coordinate transportation of animals as required.

[Redacted]

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

[Redacted]

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

Deactivation

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

Leave forwarding phone number where you can be reached.

LOGISTICS

PROCUREMENT UNIT

PRIMARY: Deputy Director/Citizen Services

ALTERNATE: Administrative Officer

SUPERVISOR: Logistics Section Coordinator

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. *(CPG-111)*
- ▣ Provide supplies for the EOC, field operations and other necessary facilities.
- ▣ Determine if the required items exist within the City supply system.
- ▣ Determine the appropriate supply houses, vendors or contractors who 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.

PROCUREMENT 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 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/Comments

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Logistics Section Coordinator.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Procurement Unit/Branch leader *by putting on the vest with your title.* Print 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.

[Empty box]

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

[Empty box]

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

[Empty box]

Obtain additional resources, as needed.

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

Using activity log (see sample, **Part Three—Forms**), 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

[Empty box]

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 Coordinator 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 Coordinator 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 Coordinator.

[]

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 Coordinator.

[]

Be prepared to participate in the EOC Director'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 Coordinator at the end of each operational period. (See Part Three—Forms.)

[Empty rectangular box]

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

Branch/Unit Operational Duties

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

Maintain information regarding;

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

[Empty rectangular box]

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.

[Empty rectangular box]

Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.

[Empty rectangular box]

Determine availability and cost of resources from private vendors.

[Empty rectangular box]

Issue purchase orders for needed items within dollar limits of authority delegated to Unit.

[Redacted]

Notify Finance/Administration Coordinator of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.

[Redacted]

If contracts are needed for procuring resources, request that the Purchasing Unit of the Finance/Administration Section develop necessary agreements.

[Redacted]

Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.

[Redacted]

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

[Redacted]

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.

[Redacted]

Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication. (See Part Three—Logistics/Feeding Operations.) (CPG-239)

[Redacted]

Be prepared to provide veterinary care and feeding of animals. (See Part Three—Logistics/Animal Care.)

[Redacted]

Assemble resource documents which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations. (CPG-39)

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

Provide updated reports on resource status to Resources Unit.

[Redacted]

Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts. *(CPG-39/115/166)*

[Redacted]

Arrange for storage, maintenance and replenishment or replacement of equipment and materials. *(CPG-38)*

[Redacted]

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. *(CPG-165)*

[Redacted]

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

[Redacted]

Support activities for restoration of utilities to critical facilities.

[Redacted]

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

[Redacted]

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

[Redacted]

Obtain and coordinate necessary medical supplies and equipment for special needs persons. *(CPG-33)*

[]

Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments. **(CPG-117)**

[]

Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency. **(CPG-86)**

[]

Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations. **(CPG-150)**

[]

In coordination with Operations Section and Ventura County Operational Area, maintain essential medical supplies in designated Casualty Collection Points (CCPs). **(CPG-151)**

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 Coordinator or EOC Director.

[]

Leave forwarding phone number where you can be reached.

LOGISTICS

FACILITIES UNIT

PRIMARY: Environmental Programs Supervisor

ALTERNATE: Code Enforcement Supervisor

SUPERVISOR: Logistics Section Coordinator

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

[Empty box for action taken]

Check in upon arrival at the EOC.

[Empty box for action taken]

Report to the Logistics Section Coordinator.

[Empty box for action taken]

Obtain a briefing on the situation.

[Empty box for action taken]

Determine your personal operating location and set up as necessary.

[Empty box for action taken]

Review your position responsibilities.

[Empty box for action taken]

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

[Empty box for action taken]

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

[Empty box for action taken]

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

[Empty box for action taken]

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

[Empty box for action taken]

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

[Empty box for action taken]

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

[Empty box]

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

[Empty box]

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

[Empty box]

Using activity log (see sample, Part Three—Forms), 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

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Redacted]

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.

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

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

[Redacted]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See **Part Three—Forms.**)

[Redacted]

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

Branch/Unit Operational Duties

[Redacted]

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.

[Redacted]

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.

[Redacted]

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), etc. (CPG-35)

[Redacted]

Identify communications requirements to the Information Systems Branch.

[Redacted]

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

[Redacted]

Identify personnel needs to the Personnel Unit.

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

Coordinate the receipt of incoming resources to facilities.

[Redacted]

Ensure that operational capabilities are maintained at facilities.

[Redacted]

Coordinate sanitation service during an emergency. (CPG-169)

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

Provide facilities for sheltering essential workers, employees' families and volunteers. *(CPG-233)*

[Redacted]

Be prepared to provide facilities for animal boarding as required. *(See Part Three—Logistics/Animal Care.)*

[Redacted]

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

Deactivation

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

Deactivate the Facilities Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

LOGISTICS

CARE AND SHELTER GROUP

PRIMARY: American Red Cross Representative

ALTERNATE:

SUPERVISOR: Operations Section Coordinator

The City of Simi Valley is within the jurisdiction of the Ventura County Chapter of the American Red Cross.

Address: 2355 Portola Road, Ventura 93003
Business Hours Telephone: (805) 339-2234
After-hours telephone (805) 339-2241

If the disaster is large enough, the affected American Red Cross chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Group shall ensure that plans are in place to open and operate evacuation centers and mass care facilities until the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and any other volunteer services agencies providing assistance to disaster victims. *(CPG-231)*

The Ventura County Department of Public Social Services has the Operational Area responsibility for Care and Shelter.

POTENTIAL SHELTER SITES

Potential shelter facilities should:

- ☐ Be pre-identified as potential sites with Site Surveys completed (See Part Three—Operations/Care and Shelter)
- ☐ In conjunction with the Ventura County Chapter, American Red Cross, have permission and Memos of Understanding secured for shelter usage.

SEMS Multihazard Functional Plan Facilities Unit - Care and Shelter Group

- ☐ In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
 - Structural safety inspection arranged with local Building Department.
 - OSHA safety inspection for safety of shelterees and workers.
 - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Examples of suitable potential shelter sites:

- ☐ City-owned facilities such as community centers, recreational facilities or auditoriums.
- ☐ Churches and other privately owned facilities.
- ☐ School multi-purpose buildings and gymnasiums.
- ☐ Convention Centers.

Care and Shelter Branch should coordinate with the American Red Cross in identifying potential sites. Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:

- ☐ An open space suitable for cots, tables, etc.
- ☐ Sanitation and hygiene facilities, as available.

See Part Three—Operations/Care and Shelter for City of Simi Valley pre-identified shelter sites.

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering. *(CPG-232)*

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

See Part Three—Operations/Care and Shelter for legislation regarding use of buildings as shelters.

See Part Three—Operations/Care and Shelter for Mass Care Activation Procedures (being developed).

SEMS Multihazard Functional Plan Facilities Unit - Care and Shelter Group

GENERAL DUTIES:

- ☐ Identify the care and shelter needs of the community.
- ☐ Coordinate with the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- ☐ Via the media, encourage residents to go to the shelter nearest their residence.

YOUR RESPONSIBILITY:

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

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

Action

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

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Operations Section Coordinator and obtain a briefing.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.

Identify yourself as the Care and Shelter Branch Coordinator *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

SEMS Multihazard Functional Plan Facilities Unit - Care and Shelter Group

[Empty rectangular box]

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

[Empty rectangular box]

Ascertain if all key Care and Shelter personnel are in the EOC or have been notified.

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities.

[Empty rectangular box]

Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

[Empty rectangular box]

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

[Empty rectangular box]

Request additional resources through the Logistics Section or established ordering procedures, as needed.

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

Using activity log (see sample, Part Three—Forms), 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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

Ensure that the Safety/Damage Assessment plan is being carried out by field units. (See **Part Three—Operations/Safety/Damage Assessment.**)

[Empty rectangular box]

Obtain regular briefings from field command post(s) or DOC.

[Empty rectangular box]

Maintain contact with established DOCs and *work/control/dispatch* centers to coordinate resources and response personnel. (CPG-106)

[Empty rectangular box]

Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch. (CPG-109)

[Empty rectangular box]

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

SEMS Multihazard Functional Plan *Facilities Unit - Care and Shelter Group*

[Empty box]

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

[Empty box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty box]

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

[Empty box]

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.

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

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

[Empty box]

Refer all media contacts to your Section Coordinator.

[Empty box]

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

[Empty box]

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

[Redacted]

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

Branch/Unit Operational Duties

[Redacted]

If need is established, contact the Ventura County Chapter of the American Red Cross and request an ARC liaison for the City of Simi Valley's EOC. (The Ventura Chapter of the American Red Cross will arrange for a liaison at the Operational Area EOC which may satisfy local government needs.)

[Redacted]

Identify the care and shelter needs of the community, in coordination with the other Operations Branches.

[Redacted]

Determine the need for an evacuation center or mass care shelter.

[Redacted]

The Ventura County Chapter of the American Red Cross should be contacted when considering opening a mass care facility.

[Redacted]

Identify and prioritize which designated mass care facilities will be needed and if they are functional.

[Redacted]

Ensure that Building & Safety has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock. *(CPG-249)*

[Redacted]

If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations *(CPG-236/241)*

[Redacted]

In conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.) *(CPG-84/240)* (See **Part Three— Operations/Care and Shelter for documents.**)

SEMS Multihazard Functional Plan *Facilities Unit - Care and Shelter Group*

[Redacted]

Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards, in conjunction with the American Red Cross. (CPG-237/238)

[Redacted]

Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall city staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.

[Redacted]

Coordinate with the Ventura County Operational Area Care and Shelter Unit for sheltering of residential care and special needs populations. (CPG-234)

[Redacted]

Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards. (CPG-247)

[Redacted]

Coordinate with the Ventura County Chapter of the American Red Cross and other volunteer agencies for emergency mass feeding operations. (CPG-239)

[Redacted]

Coordinate with the Ventura County Operational Area Care and Shelter Unit, the American Red Cross, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc.

[Redacted]

Coordinate with the Information Systems Branch of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.

[Redacted]

Coordinate with the Procurement and Facilities Units of the Logistics Section the care of shelterees' animals.

[Redacted]

Coordinate with the Transportation Unit of the Logistics Section the transportation needs of shelterees.

[Redacted]

Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any city expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section. (See **Part Three—Operations/Care and Shelter.**)

[Redacted]

Assist the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Procurement Unit of the Logistics Section if requested by Red Cross. (CPG-235/238)

[Redacted]

Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities which may be threatened by any hazardous condition. (CPG-246)

[Redacted]

Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed. (CPG-222)

Deactivation

[Redacted]

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

[Redacted]

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

[Redacted]

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

[Redacted]

Deactivate the Care and Shelter Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

LOGISTICS

FOOD UNIT

PRIMARY: **Senior Code Enforcement Officer**

ALTERNATE: **Code Enforcement Officer**

SUPERVISOR: **Logistics Section Coordinator**

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:

The Food Unit is responsible for coordinating the feeding of all assigned disaster response personnel. This is accomplished by coordinating with the food liaisons or Food Units established at each field command post, Department Operating Centers (DOC) and the EOC.

**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 Coordinator.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Food Unit/Branch leader *by putting on the vest with your title*. Print 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.

[Empty rectangular box]

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

[Empty rectangular box]

Using activity log (see sample, Part Three—Forms), 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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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

[Empty rectangular box]

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.

[Redacted]

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

[Redacted]

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

2

[Redacted]

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

[Redacted]

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

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

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

[Redacted]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See **Part Three—Forms.**)

[Redacted]

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

Branch/Unit Operational Duties

[Redacted]

Maintain information in the Unit regarding:

- Incident feeding locations.
- Food Unit liaisons at all Department Operating Centers, the EOC and field command posts.
- Supplies and equipment at the various locations.

[Redacted]

Establish communications with food units at all Department Operating Centers (Police, General Services,

Environmental Services, Community Services, Public Works and Fire Department), the EOC and field command posts.

[Redacted]

Based on communications with DOC's, the EOC and field command post, determine overall feeding needs

[Redacted]

As the requirement for emergency-use feeding facilities is identified, coordinate with the Facilities Unit and food unit liaisons to establish kitchens and dining areas.

[Redacted]

Prepare menus to insure incident personnel of well balanced meals.

[Redacted]

Insure that sufficient potable water is available to meet all incident needs.

[Redacted]

As feeding and potable water requirements are determined, place orders with the Procurement Unit.

[Redacted]

Place orders for other equipment, material and supplies with the Procurement Unit.

[Redacted]

Identify your Unit's personnel needs to the Personnel Unit in the Finance/Administration Section.

[Redacted]

Identify food and water transportation requirements to the Transportation Unit. Coordinate deliveries of food and water and identify locations involved.

[Redacted]

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

[Redacted]

Monitor the overall feeding operations (field, DOC's and EOC) and provide additional support requested in accordance with Unit capabilities and priorities established.

[]

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

[]

Ensure that operational capabilities are maintained at facilities.

[]

Ensure that basic sanitation and health needs are met.

[]

Insure that all appropriate health and safety measures are taken.

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 Coordinator or EOC Director.

[]

Leave forwarding phone number where you can be reached.