

**UNIFIED SAN DIEGO COUNTY
EMERGENCY SERVICES ORGANIZATION
OPERATIONAL AREA EMERGENCY PLAN**

ANNEX K

LOGISTICS

September 2006

UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION

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LOGISTICS

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UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION

ANNEX K

LOGISTICS

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**ANNEX K
LOGISTICS**

I. GENERAL

The Logistics Annex to the Operational Area Emergency Plan introduces the basic concepts, policies and procedures for providing and/or coordinating the provision of services, personnel, equipment and supplies to support operations associated with natural disasters and technological perils and incidents, within the San Diego County Operational Area. It describes the governmental organizations responsible for providing such logistics (facilities, supply/procurement, personnel, transportation, equipment, and utilities) and the elements of the private sector that normally offer commodities and services. The Unified Disaster Council of the Unified San Diego County Emergency Services Organization and the Unified San Diego County Emergency Services Agreement between and among the County of San Diego and the cities in the County, provide for a county-wide emergency services program and support the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

This Annex is intended to be a model for the county, cities and special districts to use in their emergency plans, with the realization that a city or special district may not have the personnel to fill all of the positions that will be filled at the Operational Area level.

A. Objectives

The overall objectives of logistics operations are to:

1. Implement emergency logistics functions through pre-designated assignments from the Policy Group.
2. Procure and allocate essential resources (personnel, services and material) to support emergency operations.
3. Oversee the distribution and inventory of food stocks and other essential supplies for emergency subsistence.
4. Procure and allocate required transportation, fuel and like-equipment resources.
5. Maintain communications systems, potable water systems, electrical, sanitation, and other utility systems and services. If required, coordinate the emergency restoration of disrupted private services with public utilities.
6. Acquire supplies for care and shelter facilities, multipurpose staging areas and fixed or mobile clinical and medical facilities.

7. Establish control of resources in a manner compatible with the Operational Area Emergency Plan, under the direction or coordination of the County Chief Administrative Officer (CAO) through the Operational Area Emergency Operations Center (EOC) staff.
8. Provide accountability of resources requested and expended for emergency and disaster events.

B. Activation and Termination

Activation and termination of this Annex occurs at the direction of the County's Chief Administrative Officer (CAO), as the Operational Area Coordinator of the Unified San Diego County Emergency Services Organization, the City Manager, the Assistant CAO, Assistant City Manager, Deputy CAO, the Director, Office of Emergency Services (OES) or a designated representative may activate and/or terminate EOC activities.

Activation of this Annex at the Operational Area Level normally occurs based on notification by OES that the scope of an emergency will exceed the area's resources; a disaster which by its nature or severity automatically initiates activation of the Plan; and/or an announcement that a disaster has occurred and that all personnel are to report to their disaster assignments.

Deactivation is normally accomplished by a phase-down procedure and return to normal, pre-disaster operations.

C. Concept of Operations

1. This Annex applies primarily to major or potentially life-threatening or property loss situations which can result in demands upon the Unified Organization that exceed the capabilities of local resources, and possibly the Operational Area's resources.

Detailed operational concepts and emergency actions associated with various types of emergencies are provided in Appendix K, Hazard Specific Checklists. Listings of local resources, support, and services are provided in the Operational Area Resources Directory and reflect the FEMA/NIMS Integration Center Resource Typing Definitions.

2. Policies and procedures for the various logistics functions during emergencies are provided below.

Counties, Cities and Special Districts are responsible for the receipt and local distribution of vital resources and the implementation of control procedures, to ensure that basic human needs are met. They also use locally prescribed procurement, contracting, and claim procedures, in order that documentation required for the ultimate payment of emergency costs can be accomplished

and incurred expenses can be reimbursed.

3. Levels of Response

Three levels of emergency response have been established, based on the severity of the situation. See the Basic Plan for a description of the three levels.

II. ORGANIZATION AND RESPONSIBILITIES

The organization described in this Annex covers all levels of disaster management from the cities and Special Districts to the county-operated Operational Area EOC, to the state and federal level. The Basic Plan networks all agencies involved in support of the emergency with their respective roles, to provide for an effective emergency response system to handle all types of disasters.

A. Operational Area - San Diego County

The San Diego County Chief Administrative Officer (CAO) coordinates the Emergency Services Organization and the County emergency management program. In a disaster located entirely within the County unincorporated area, the CAO directs emergency services and operations. In a disaster involving one or more jurisdictions, or special districts, the CAO serves as Coordinator. The CAO leads the Policy Group. The Operational Area Logistics Coordinator in the Operational Area EOC serves at the direction of the CAO.

The Operational Area Logistics Coordinator has the overall responsibility for coordinating county-wide Logistics operations and provides relevant information and submits all requests for support to other jurisdictions in the Operational Area, or to the Regional Logistics Coordinator at State OES in Los Alamitos.

B. Mutual Aid Region

The Mutual Aid Region Logistics Coordinators, who function under the direction of the State Office of Emergency Services (OES) Regional Administrator, are selected by representatives of the designated state agencies and are responsible for coordinating appropriate resources and/or support activities. (Assignments depend on regional availability of State agency representatives.) The Coordinators have the overall responsibility for coordinating operations within their areas. All relevant information and requests for support are submitted to the appropriate State Resource Coordinators.

C. State

The State Office of Emergency Services Director, or a designated representative, has overall responsibility for coordinating state-wide Logistics operations and requirements.

D. Federal

During emergencies, certain federal agencies can provide Logistics to state and local governments under separate statutory authorities. Following a Presidential declaration of an Emergency or Major Disaster, assistance provided by federal agencies is coordinated by the designated Federal Coordinating Officer.

E. Private Sector

1. Transportation Industries

Transportation industries function under their own management and operate their systems and facilities to provide the maximum possible service within their capabilities and to fill essential needs as specified by federal, state, and local government authorities. This includes responsibility for continuity of management, protection of personnel and facilities, conservation of supplies, restoration of damaged lines and terminals, rerouting, expansion or improvement of operations, and the securing of necessary personnel, materials, and services. The Board of Supervisors has signed a Memorandum of Understanding with the National Defense Transportation Association to implement the above.

2. Utility Companies

The utility companies, in mutual support of each other and the state and local governments, have provided a representative working in State OES to manage its Utilities Division. The Division has developed the State of California Utilities Emergency Plan, which provides for electric, gas, and water coordinators at the Mutual Aid Region and State levels. The Coordinators, who are representatives of the various utility organizations, provide a channel for mutual aid and other support as required. The Utilities Emergency Plan will be utilized during major emergencies. Additionally, the local utilities have assigned positions, telephones and radio communications links within the Operational Area EOC.

3. Heavy Construction Industries

Heavy construction industries function under their own management and operate their systems and facilities to provide the maximum possible service within their capabilities and to fill essential needs as specified by federal, state, and local government authorities. This includes responsibility to furnish materials, operate equipment, and supply skilled personnel as long as necessary through the direction of civil and military authorities in charge of disaster relief. The Board of Supervisors has signed a Memorandum of Understanding with the Associated General Contractors of America, San Diego Chapter, to implement the above.

F. Emergency Operations Center (EOC)

The primary Operational Area/County EOC is located in the Kearny Mesa area, San Diego, and is used as the central point for managing resources, acquisitions, supporting services and allocations. Emergency operations are normally directed or coordinated from the EOC. Whenever a jurisdiction or special district within the Operational Area activates their EOC, the Operational Area EOC will be activated and staffed to the degree necessary to provide coordination. The Chief Administrative Officer (CAO) of the County serves as Coordinator of the Unified San Diego County Emergency Services Organization for the Operational Area.

III. THE LOGISTICS SECTION - ORGANIZATION AND RESPONSIBILITIES

The Logistics Section coordinates the procurement and provision of emergency resources for the Operational Area. It is one of five functional sections that is operational when the Operational Area EOC is fully activated. It is staffed by a Section Chief and pre-designated emergency personnel, and may be augmented by representatives from private industry, military and charitable organizations. This section also provides additional advisors to the CAO, who provide expert advice on resource allocation, distribution, priorities, expenditures and related logistical matters.

A. Logistics Section Chief

The Logistics Section Chief (provided by the Department of Purchasing and Contracting) directs the Logistics Section and is responsible for providing facilities, services and material in support of an emergency or disaster. The Logistics Section Chief participates in the development of the EOC Action Plan. This Section Chief activates and supervises the units of the Logistics Section during EOC operations. He/she has the overall responsibility for coordinating Operational Area Logistics operations and provides information and submits requests for support to the Mutual Aid Region Logistics Coordinator and to the State.

B. Communications/IT Unit

The Communications/IT Unit Leader, under the direction of the Logistics Section Chief, is responsible for developing plans for the effective use of communications equipment and facilities; installing and testing of communications equipment; coordinating with the Incident Communications Center; the distribution of communications to incident personnel; and the maintenance and repair of communications equipment.

The Unit Leader is provided by the Sheriff's Wireless Services Division. The Unit Leader is responsible for providing and maintaining radio and wireless data communications in support of ongoing operations. During emergencies, the Unit Leader is responsible for restoring failed communications links, and for providing additional communications services as required to facilitate recovery efforts. Radio

communications are part of the Sheriff's Wireless Services Division. All repairs to wireless systems and computers within the EOC are handled by them.

Included among the Communications/IT Unit's responsibilities are to:

1. Ensure radio, telephone and computer resources and services are provided to EOC staff as required.
2. Ensure that a communications link is established within the EOC.
3. Determine the specific computer requirements for all EOC positions.
4. Ensure network access for all EOC staff, including access to emergency information management software.

C. Transportation Unit

The Transportation Unit Leader is provided by the Department of General Services, and is responsible for the transportation of personnel, equipment, supplies and subsistence stocks and the transportation of fuels, energy systems and equipment for emergency operations. The Unit Leader is also responsible for transportation routing and scheduling and the work assignments for transportation support during EOC operations. This unit is also responsible for the direct servicing, repair, and fueling of all transportation apparatus and equipment, as well as, providing special transportation and support vehicle services and maintaining records of transportation equipment use and service.

Included among the Transportation Unit's responsibilities are to:

1. Process transportation requests, to include all modes of transportation including ground, rail, air, and sea.
2. Determine the number of buses and other transportation resources available to support an evacuation.
3. Contact County Office of Education and School Districts to determine availability of buses and drivers.
4. Coordinate maintenance and repair of primary tactical equipment vehicles and mobile support equipment.
5. Manage the operation of a transportation pool which can be used for transporting personnel from one location to another.
6. Coordinate with fuel suppliers to establish distribution priorities.
7. 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 material.

8. Identify alternate routes when primary routes are impassable.
9. Utilize emergency information management software for the Operational Area's formal resource tracking system.

D. Facilities Unit

The Facilities Unit is responsible for the activation and maintenance of facilities that are utilized during emergency operations. The Facilities Unit Leader is provided by the Department of General Services. He/She ensures that proper sheltering, housing and personal sanitation facilities are maintained for emergency operations facilities, including the EOC. The Facilities Unit is responsible for safeguards at those facilities operated by the County/City/Special District in response to the emergency, to protect personnel and property from injury, damage or loss.

The Facilities Unit is also responsible for identifying facilities available to be used in the emergency response as staging areas, warehouses, distribution centers, collection points, alternate worksites for government employees, etc.

E. Supply/Procurement Unit

The Supply/Procurement Unit is responsible for administering purchases, requisitions, contracts and funding allocations, including cost-sharing agreements between functional organizations (special districts, cities and/or county departments). The Supply/Procurement Unit Leader is provided by the Department of Purchasing and Contracting. The Unit Leader reports to the Logistics Section Chief.

Included among the Supply/Procurement Unit's responsibilities are to:

1. Purchase requisition control and recording
2. Purchase order control and recording
3. Inter-governmental purchasing control actions
4. Emergency purchasing/renting procedures/instructions
5. Emergency purchasing administration for unified and mutual aid actions
6. Contract, credit card and purchase bidding control
7. Cost/price data processing

8. Claims and negotiations
9. Special purchasing drafts, exchanges and lending control
10. Fiscal and financial estimating
11. Cost-price estimating
12. Maintain a list of stand-by contracts for emergency use.
13. Maintain a current resource directory and inventory for necessary supplies, equipment and services based on the FEMA/NIMS Integration Center Resource Types
14. Coordinate the location and support of staging areas, support facilities, and additional resources as necessary with the Facilities and Personnel Units.
15. Coordinate the locations of collection points and sorting areas for donations via Volunteer San Diego and San Diego 211 information line.
16. Utilize emergency information management software for the Operational Area's formal resource tracking system.

This unit is also responsible for ordering or requisitioning equipment, supplies and services (which includes food and water as required); receiving, storing provisions, supplies and equipment to support emergency and EOC operations; and managing its inventories.

F. EOC Support Unit

The EOC Support Unit Leader is provided by the Department of Human Resources and is responsible for managing the Message/Status Boards, coordinating Message Center communications into and out of the EOC and providing general support to EOC staff.

Included among the EOC Support Unit's responsibilities are to:

1. Ensure adequate supplies are available in the EOC.
2. Coordinate Message Center activities and monitor communications locations without assigned personnel (i.e., fax machines).
3. Ensure that incoming phone lines are staffed and calls are answered and messages are recorded.
4. Survey the need for, and coordinate the provision of support staff to the OA EOC with the Personnel Unit.

5. Provide assistance in the coordination of meals for EOC Staff.
6. Facilitate requests for EOC equipment and supplies where possible, such as position guides, emergency plans, telephone directories, message forms and activity logs.
7. Assist the Documentation Unit in collecting, organizing and filing EOC documentation.

G. Personnel Unit

The Personnel Unit, if activated, is led by the Director of the Department of Human Resources or designee and is responsible for registering labor forces, insuring them under the appropriate workers compensation agreements, and keeping employment records. All Non-Governmental volunteers should be registered as Disaster Service Workers by the Office of Emergency Services. The Office of Emergency Services maintains a database of registered Disaster Service Workers.

Included among the Personnel Unit's responsibilities are to:

1. Provide personnel resources as requested in support of EOC and field operations.
2. Develop and maintain the EOC Organizational Chart.
3. Identify back-up and relief personnel for Branch Coordinator, Unit Leader and Support Staff positions as requested by the EOC Director or Section Chiefs.
4. Coordinate with the Security Officer to assist in the verification of reporting personnel.
5. If temporary workers or individuals with specialized skills need to be obtained, contact private personnel providers.
6. In the event of staffing shortfalls, request State assistance via the Emergency Managers Mutual Aid System (EMMA) or the Emergency Management Assistance Compact (EMAC).
7. Coordinate spontaneous volunteers via San Diego 211 information line
8. Coordinate the requests for and assignments of Disaster Service Workers and other trained volunteers.

FIGURE 1

Logistics Section

Logistics Section Chief

--Communications/IT Unit

--Transportation Unit

--Facilities Unit

--Supply/Procurement Unit

--EOC Support Unit

--Personnel Unit

ATTACHMENT A

STATE RESOURCES AND CAPABILITIES

The state agencies listed below have varied capabilities and responsibilities for providing, or coordinating the provision of, Logistic services:

1. SUPPLY PROCUREMENT

Principal: Department of General Services (Office Procedure)

FOOD

Principal: Department of Food and Agriculture

Support: Department of Fish and Game

Fuel

Principal: Energy Commission

Support: Department of Conservation

2. Personnel

Principal: Employment Development Department

Support: Department of Correction, Education, and Forestry; Military Department; Personnel Board; California Youth Authority; University of California: Community Colleges

3. Transportation

Principal: Department of Transportation

Support: California Highway Patrol; California Maritime Academy; Department of General Services (Fleet Administration Division), Motor Vehicles, Transportation, Boating and Waterways; Military Department; Public Utilities Commission

4. Utilities

Principal: Office of Emergency Services (utilities Divisions)

Support: Energy Commissions; Department of Water Resources; Public Utilities Commission

**APPENDIX K-1
Logistics
Emergency Action Checklist
Response To A Major Earthquake**

Action

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Mobilize Logistics and Finances/Administrations Section Personnel.	Procurement
Track resources and supplies (according to established priorities).	Procurement
Coordinate the transportation resources required for:	Transportation
-Transporting casualties	
-Evacuating persons	
-Transporting supplies, equipment, and personnel	
-Transporting portable water	
Coordinate the acquisition of medical supplies for Field Treatment Sites, hospital, and first aid stations.	Procurement
Coordinate distribution of water, food, and other consumables.	Transportation
Coordinate with provider of utilities for restoration of telephone, water, gas and electric power for essential facilities, if necessary.	Procurement/ Facilities
Acquire and install chemical toilets at key facilities and mass care facilities as needed	Procurement/ Facilities

**Logistics
Earthquake Response**

<u>Action</u>	<u>Responsibility</u>
Coordinate with providers of utilities to close down or isolate damaged sewage disposal systems and water delivery systems.	Procurement/ Facilities
Coordinate with Fire and Rescue Coordinator on provision of additional resources of water for firefighting.	Procurement/ Facilities
Provide emergency power and power generating equipment where needed.	Procurement/ Facilities
Participate in emergency Plans for the restoration of damaged water, gas, electric, sewage, or other systems in the jurisdiction.	Facilities
Procure, allocate and assign personnel and material resources required to support local emergency operations.	Procurement
Initiate request for resources assistance from OES.	OES/Sheriff/Area Fire Coordinator

APPENDIX K-2

**Logistics Action Checklist
Response to Hazardous Materials Incident**

<u>Action</u>	<u>Responsibility</u>
Participate with Operations Section Chief and the Incident Commander to estimate/determine emergency resources and support requirements.	Logistics Chief
Mobilize Resources, Finance and Support Section personnel, as required.	Procurement
Coordinate transportation resources, if required, for: <ul style="list-style-type: none">- Transporting casualties- Evacuating persons- Transporting supplies, equipment, and personnel- Transporting water and fueling stocks	Transportation
Coordinate with utilities to close down and to isolate contaminated sewage disposal and water delivery systems.	Facilities
Assist with other agencies in transporting requested supplies and equipment to feed and shelter disaster victims.	Transportation
Ensure that operations personnel have adequate protective clothing for operations in hazardous areas.	Procurement
Initiate request for assistance from the OES Mutual Aid Region Logistics Coordinator, as required.	OES/Sheriff/Area Fire Coordinator

APPENDIX K-3

**LOGISTICS
EMERGENCY ACTION CHECKLIST
RESPONSE TO IMMINENT/ACTUAL FLOODING**

<u>Action</u>	<u>Responsibility</u>
Place Logistics, Finance/Administration personnel on stand by.	Procurement
Dispatch teams for sandbagging operations.	Facilities
Active staging area, if required.	Facilities
Provide, maintain and test communications assets for a reporting system.	Communications/IT
Assist construction and engineering operations for the procurement and stockpiling of sand bags.	Procurement/ Facilities
Initiate volunteer flood control recruitment, if needed.	Procurement
Coordinate transportation resources, if required, for: <ul style="list-style-type: none">- Evacuating persons- Transporting equipment, supplies, and personnel	Transportation

FLOODING OCCURS

Coordinate with providers of utilities to redistribute or turn off services to evacuate areas.	Procurement/ Facilities
Coordinate with providers with Care and Shelter Coordinator, locations of mass care facilities and prepare to support each facility.	Facilities
Determine material needed and stockpile essential items in accessible areas not subject to flooding.	Procurement
Establish and maintain a storage depot for portable water and dispatch tank trucks to transport it.	Procurement

Logistics

Flood Response

Action

Responsibility

Coordinate with sewage lines and treatment facilities
On potential flood control by the effluent escape

Facilities

Assist Area Movement Coordinator in moving
resources and supplies from flood prone areas.

Procurement/Facilities

Provide emergency power and power generating
equipment for essential facilities and conducting
emergency operations.

Procurement/Facilities

Initiate request for resources assistance from
the OES Mutual Aid Region, as required.

OES/Sheriff/Area Fire
Coordinator

Provide and assign personnel and resources
to continue sandbagging operations.

Personnel

Support mass care facility operations.

Facilities

Continue to coordinate transport resources.

Transportation

Participate in emergency plans for the restoration of
damaged water, gas, electric, sewage or other systems.

Facilities

Procure and allocate essential personnel and material
resources required to support local emergency
operations.

Personnel/Procurement

APPENDIX K-4

**LOGISTIC ACTION CHECKLIST
RESPONSE TO IMMINENT ACTUAL DAM FAILURE**

DAM FAILURE IMMINENT

<u>Action</u>	<u>Responsibility</u>
Place Resources, Finance and Support Selection personnel on standby.	Procurement
Coordinate with Area Movement Coordinator for transportation resources for evacuating persons.	Transportation
Provide, maintain and test communications assets for a reporting system.	Communications/IT
Coordinate with providers of utilities turn-off services in evacuated areas.	Facilities
Obtain Location of mass care facilities from the Care and Shelter Coordinator.	Facilities
Assist in supporting each care and shelter facility.	Facilities
Stockpile essential resource items outside inundation areas.	Procurement
Establish and maintain a storage depot(s) for potable water and tank trucks.	Facilities
Coordinate with sewage lines and treatment facilities on potential flood control by effluent escapes.	Facilities
Assist Area Movement Coordinator in moving resources and supplies outside inundation areas.	Procurement
Provide emergency power and power generating equipment for essential facilities and other emergency operations.	Procurement/Facilities

**Logistics
Dam Failure Response**

<u>Action</u>	<u>Responsibility</u>
Assist Construction and Engineering in the procurement and stockpiling of sandbags.	Procurement/ Logistics
Initiate volunteer recruitment, if needed.	Procurement
Initiate request for resource assistance from the OES Mutual Aid Region, as required.	OES/SO/Area Fire Coordinator
Coordinate with Area Movement Coordinator for transportation resources to assist in evacuation operations, as feasible.	Transportation
DAM FAILURE OCCURS	
Provide personnel and resources to assist in flood fighting and clean-up operations.	Procurement
Support mass care facility operation.	Facilities
Assist in transporting casualties to medical facilities under direction of Health Services Director.	Transportation
Activate emergency plan for the restoration of damaged water, gas, electric, sewage, or other systems in the jurisdiction.	Facilities
Obtain and allocate personnel and materials required to support local emergency operations.	Procurement
Initiate request for resource assistance from the OES Mutual Aid Region, as required.	OES/SO/Area Fire Coordinator