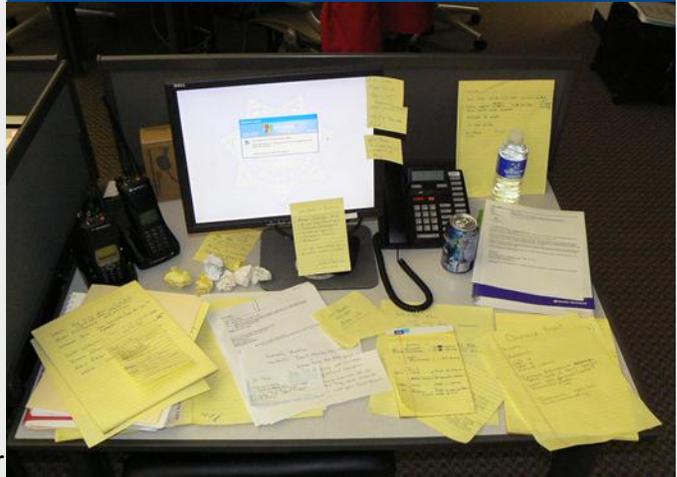# ANNEX K

## Logistics

**Staff and Principal Planners**

- Allen Hunsberger, Purchasing Manager
  Department of Purchasing and Contracting

- Lou Cavagnaro, Assistant Director,
  Department of General Services

- Michael Davis, Senior Emergency Services
  Coordinator, Office of Emergency Services

- Shelley Rieth, Human Resources Services
  Manager, Department of Human Resources

- Danielle Enriquez, Assistant Group Finance
  Director, Public Safety Group

- Marlon King, Emergency Services Coordinator
  Office of Emergency Services

Unified San Diego
County Emergency
Services Organization
And
County of San Diego

Operational Area
Emergency Operations Plan

September 2014

## GENERAL

### Introduction

The Logistics Annex to the Operational Area Emergency Operations Plan (OA EOP) 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 (OA). 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 (UDC) 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 OA, provide for a countywide 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 OA level.

### Purpose

The purpose of this annex is to describe the process in which the logistics function will be executed to support the logistical needs of an emergency response within the OA.

### Scope

The Logistics Annex applies to an emergency response operation within the OA and is typically executed during an OA Emergency Operations Center (EOC) activation. 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 OA's resources.

## EXECUTIVE SUMMARY

**The Logistics Annex addresses personnel, supplies, and equipment and how they are procured and supported within the OA. Some assets may come from other counties/states, and the Logistics Annex outlines how these resources will be accounted for. All costs need to be tracked so that claims can be made to state and federal agencies during the recovery process. The Logistics Annex describes how the functions will be carried out within the OA EOC.**

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.

## Objectives

The overall objectives of logistics operations are:



- Implement emergency logistics functions through pre designated assignments from the Policy Group.

- Locate, procure, and allocate essential resources (personnel, services and material) to support incident and OA EOC operations.

- Locate, procure, and allocate required transportation, fuel and like-equipment resources.

- Locate, procure, and allocate supplies for care and shelter facilities, local assistance centers, points of distribution, multipurpose staging areas, and fixed or mobile clinical and medical facilities.

- Oversee the distribution and inventory of food stocks and other essential supplies for emergency subsistence.

- Support the Operations Section with maintaining 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.

- Establish control of resources in a manner compatible with the OA EOP, under the direction or coordination of the County Chief Administrative Officer (CAO) through the OA EOC staff.

- Coordinate with the Planning Section (Resources Unit Leader if staffed) to provide accountability of resources requested and expended for emergency and disaster events.

- Coordinate with the Finance Section to identify appropriate funding mechanisms or financially responsible parties prior to procurement.

## Whole Community Approach

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests.   Engaging in whole community emergency management planning builds a more effective path to societal security and resilience.  This annex supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.

- Engage and empower all parts of the community to assist in all phases of the disaster cycle.

- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this annex was developed with the guidance of representatives from the OA Cities and representatives from County departments, law enforcement, fire services, emergency management, the access and functional needs communities, and various other stakeholders.  The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community.

### Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g. fire, law and Emergency Medical Services (EMS)) to divert from their day-to-day operations to the emergency effectively and efficiently.

2. The strength of the emergency management system and organizations within the region, to include EOCs, mass notification systems and communication systems.

3. The civil preparedness of the region's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly focuses the OA on improving the region's resiliency.

## CONCEPT OF OPERATIONS

When an emergency occurs within the OA, the emergency response will be handled at the lowest level possible (locally), until the emergency can no longer be handled with local resources. If the emergency exceeds the capabilities of the local emergency response, the OA EOC will be activated along with the OA EOP and the necessary annexes, including the Logistics Annex.

Once activated, the Logistics Annex will enable the Logistics Section of the OA EOC to support the emergency response and provide the logistical needs (personnel, facilities, equipment, supplies, etc.) to responders.

## Coordination

The Logistics Section will begin monitoring and addressing resource requests submitted through WebEOC Task Tracker or by other methods of request (via telephone, etc.). All resource requests within the OA EOC should be submitted through Task Tracker. There may be instances when external resource requests are submitted and the receiving party in the Logistics Section should manually enter the request into Task Tracker.



The members of the Logistics Section will work to identify how to fulfill the request. Resources may be available internally (County owned, mutual aid, etc.) or may need to be ordered/requested from outside vendors via vendor lists and other emergency agreements.

The Logistics Section will continually monitor Task Tracker and address the resource requests that fall under their responsibility. The Logistics Section will work through appropriate contacts, vendors, etc. to locate the resources needed and allocate the resources to the appropriate locations.

## Resource Ordering

When fulfilling a resource request, the Logistics Section staff will typically follow the general sequence for locating the resource to fulfill the request:



- Use internal resources first

- Attempt to borrow the resource

- Look for donated goods/services

- Rent or lease the resource

- As a last resort, buy the resource (if the Logistics Section must resort to purchasing the resource, the Logistics Section Chief will confer with the Finance Section to ensure the purchase is approved before placing the order, and all purchases will be in accordance with Purchasing guidelines)

Additionally, if the resource is a critical and immediate need, the general sequence may need to be bypassed in order to address immediate concerns. The Logistics Section

Chief, Finance Section Chief and Policy Group will coordinate to make the determination on the appropriate action.

## Resource Tracking

After the Logistics Section locates and procures the resources necessary to fulfill the request, the Logistics Section will coordinate with the Resources Unit Leader in the Planning Section to ensure the resource was delivered to the appropriate location and has been checked in to the response.

## Volunteer and Donations Management

### Volunteers

The County of San Diego Office of Emergency Services (OES) has a standing agreement with 2-1-1 to serve as the primary agency responsible for the jurisdiction-wide mobilization and deployment of volunteers and service programs. The Logistics Section will coordinate with 2-1-1 to utilize volunteers during an emergency. If volunteers can be utilized to fulfill a personnel request, the Logistics Section will poll 2-1-1 for qualified volunteers and 2-1-1 will allocate volunteers to the requesting agency. 2-1-1 will utilize the County of San Diego Spontaneous Volunteer Management Plan to support the Logistics Section with utilizing volunteers.
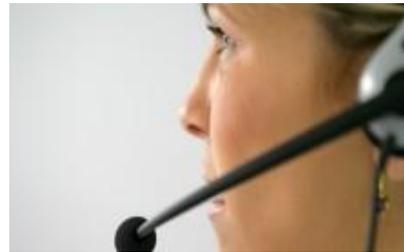
### Donations

The Logistics Section will coordinate with the Salvation Army to manage non-monetary donations. The County is currently in the process of finalizing a Memorandum of Understanding (MOU) between the County of San Diego and the Salvation Army to manage donations on behalf of the County during an emergency. The types of donations that the Logistics Section will coordinate with the Salvation Army include:

#### Items (clothing, furniture, household items)

The Salvation Army will pick up and/or collect from drop off locations, donations provided to the victims of the emergency. The Salvation Army will transport donations to their existing sorting facilities and distribute the donations to their stores throughout the county. The Salvation Army will provide disaster victims vouchers (five dollar increments with no cash back) that will allow them to visit Salvation Army locations and purchase the supplies they need. The Salvation Army is the only organization that will be distributing the vouchers and the distribution of vouchers is managed through the Salvation Army case work process.

**Monetary**

If possible, the Logistics Section will support the Finance Section in establishing a temporary non-profit organization that can receive and manage monetary donations with the purpose of helping those most affected by the emergency. If a temporary non-profit cannot be established, the County will most likely not be able to accept monetary donations and will encourage donators to supply donations to organizations directly responding to the emergency.

**In-Kind**

In-kind donations include larger bulk items (i.e. pallets of water, etc.) The Logistics Section will inventory and track the type of in-kind donation and the donor. The donations will be distributed to distribution points and staging areas as necessary. The Logistics Section will work with the Operations Section to determine where the donations are needed.



**Time**

Once 2-1-1 has allocated spontaneous volunteers to the requesting agency, if it is a County agency, the volunteers become affiliated volunteers and are therefore required to be sworn in as a Disaster Service Worker (DSW). Once a DSW, the volunteers' time need to be tracked according to time charging policies established by the Finance Section. If the spontaneous volunteers are not allocated to a County agency, their time must still be tracked and recorded so that they can be properly thanked for their services.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

The Logistics Section of the OA EOC is organized according to the organizational chart below. The Logistics Section is one of the five sections which make up the OA EOC. The Logistics Section reports to the OA EOC Director.  The roles and responsibilities of all personnel assigned with duties in executing this annex are summarized in the following sections.

```
Logistics Section
     Chief
        ├── Supply Unit
        ├── Communications
        │   Unit
        ├── Information
        │   Technology Unit
        ├── Transportation
        │   Unit
        ├── Facilities Unit
        ├── Personnel Unit
        ├── Volunteer
        │   Coordinator
        └── OA EOC Support
                ├── Security
                └── Internal Support
```
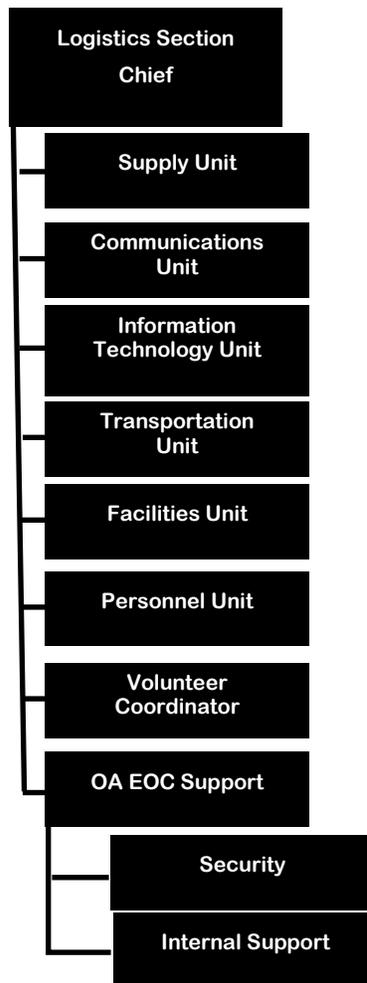
## Operational Area - San Diego County

The County of San Diego CAO coordinates the Emergency Services Organization and the County emergency management program. In a disaster located entirely within the County unincorporated area, the CAO serves as the Director of Emergency Services and directs emergency services and operations. In a disaster involving one or more jurisdictions, or special districts, the CAO serves as the Coordinator of Emergency Services. The OA Logistics Coordinator in the OA EOC serves at the direction of the CAO via the OA EOC Director.

The OA Logistics Coordinator has the overall responsibility for coordinating countywide Logistics operations and provides relevant information and submits all requests for support to other jurisdictions in the OA, or to the Regional Logistics Coordinator at the Governor's Office of Emergency Services (Cal OES) Regional EOC (REOC) at Los Alamitos.

## Assignment of Responsibilities

### Logistics Section

The Logistics Section coordinates the procurement and provision of emergency resources for the OA. It is one of five functional sections that is operational when the OA 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. The Logistics Section also provides additional advisors to the CAO, who provide expert advice on resource allocation, distribution, priorities, expenditures and related logistical matters.

### Logistics Section Chief



The Logistics Section Chief (provided by OES) 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 and implementation of the OA EOC Action Plan. This Section Chief activates and supervises the units of the Logistics Section during OA EOC operations. He/she has the overall responsibility for coordinating OA Logistics operations and provides information and submits requests for support to the Mutual Aid Region Logistics Coordinator and to the State.

### Communications Unit

The Communications 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 Sheriff's Wireless Services Division provides the Communications Unit Leader to the OA EOC. The Communications Unit Leader is responsible for providing and maintaining radio and wireless data communications in support of ongoing operations. During emergencies, the Communications 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 and they will handle all repairs to wireless systems within the OA EOC.

Included among the Communications Unit's responsibilities are to:

- Ensure radio resources and services are provided to OA EOC staff as required.

- Ensure that a communications link is established within the OA EOC.

- Provide management and coordination of County-controlled radio frequency resources assigned to field incidents and their Incident Communications Centers

### Information Technology (IT) Unit

The County Technology Office provides the IT Unit Leader. The IT Unit Leader is also responsible for acting as liaison between the OA EOC and the County Technology Office for the request and acquisition of telecommunication and computer services required to support emergency assistance centers as dictated by the OA EOC Policy Group.

Included among the IT Unit's responsibilities are to:

- Ensure telephone and computer resources and services are provided to OA EOC staff as required.

- Determine the specific computer requirements for all OA EOC positions.

- Ensure network access for all OA EOC staff, including access to emergency information management software.

- Ensure requests for telecommunications and computer services are expedited to the appropriate parties for execution as required.

### 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 Transportation Unit Leader is also responsible for transportation routing and scheduling, and the work assignments for transportation support during OA 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:

- Process transportation requests, to include all modes of transportation including ground, rail, air, and sea.

- Determine the number and appropriate types of buses and other transportation resources available to support an evacuation to meet the all needs of community members including para transit buses and ambulances.

- Contact County Office of Education and School Districts to determine availability of buses and drivers.

- Coordinate maintenance and repair of primary tactical equipment vehicles and mobile support equipment.

- Manage the operation of a transportation pool which can be used for transporting personnel from one location to another.

- Coordinate with fuel suppliers to establish distribution priorities.

- Coordinate with the Law Enforcement and Construction and Engineering Branches to develop a Transportation Plan that identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population and shipment of resources and material.

- Coordinate with the Law Enforcement and Construction and Engineering Branches to identify alternate routes when primary routes are impassable.

- Utilize emergency information management software for the OA's formal resource tracking system.

### Facilities Unit

The Facilities Unit Leader 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 OA EOC. The Facilities Unit is responsible for safeguards at those facilities operated by the County, cities, and/or special districts in response to the emergency, to protect personnel and property from injury, damage or loss.

The Facilities Unit is also responsible for identifying facilities that meet Americans with Disabilities Act (ADA) requirements available to be used in the emergency

response as staging areas, warehouses, distribution centers, collection points, alternate worksites for government employees, etc.

### Supply Unit

The Supply Unit Leader is responsible for supporting emergency operations by fulfilling requirements for goods and services, including administering procurements, contracts, and funding allocations including cost sharing agreements between functional organizations (special districts, cities and/or county departments). The Department of Purchasing and Contracting provides the Supply/Procurement Unit Leader and staff.



In coordination with the Finance Section of the OA EOC, the Supply Unit's responsibilities include:

- Requirement control and recording

- Procurement documentation and tracking

- Inter-governmental purchasing control

- Emergency purchasing procedures

- Emergency purchasing administration for unified and mutual aid

- Contract, credit card and purchase order control

- Cost/price data processing

- Claims and negotiations

- Cost estimating

- Maintain a list of contracts for emergency use.

- Maintain a current resource directory and inventory for necessary supplies, equipment and services based on Federal Emergency Management Agency (FEMA)/NIMS Integration Center Resource Types.

- Coordinate the location and support of staging areas, support facilities, and additional resources as necessary with the Facilities and Personnel Units.

- Coordinate the locations of collection points and sorting areas for donations as required.

- Utilize emergency information management software for the OA's formal resource tracking system.

- Ordering equipment, supplies and services (which include food and water as required); receiving and storing provisions, supplies and equipment to support field and OA EOC operations; and managing its inventories.

## Personnel Unit

The Personnel Unit Leader, is provided by the Department of Human Resources, and is responsible for registering labor forces, insuring them under the appropriate workers compensation agreements, and keeping employment records. OES should register all non-governmental volunteers as DSWs. The Department of Human Resources tracks DSWs in the County's Human Resources Management System.

Included among the Personnel Unit's responsibilities are

- Provide personnel resources as requested in support of OA EOC and field operations.

- Develop and maintain the OA EOC Organizational Chart, which includes creating a current phone list and inserting the name of the County employee working in each position at the time of OA EOC activation, using templates for the phone lists pre-loaded into the WebEOC system.

- Identify back-up and relief personnel for Branch Coordinator, Unit Leader and Support Staff positions from the Human Resources Management System, as requested by the OA EOC Director or Section Chiefs.

- Coordinate with the Security Officer to assist in the verification of reporting personnel.

- Contact private personnel providers if temporary workers or individuals with specialized skills need to be obtained.

- Request state assistance. In the event of staffing shortfalls and upon request by the OA EOC Director, request State assistance via the Emergency Managers Mutual Aid System (EMMA) or the Emergency Management Assistance Compact (EMAC).

- Coordinate spontaneous volunteers in coordination with the Volunteer Unit Leader in the OA EOC Operations Section.

- Coordinate the requests for and assignments of DSWs and other trained volunteers.

### OA EOC Support Staff (Runners)

OA EOC Support Staff are responsible for providing general support to OA EOC staff.

Support Staff duties include:

- Ensure adequate supplies are available in the OA EOC.

- Support the Planning Section and Information and Intelligence Section to ensure message boards/displays updated as necessary, and all OA EOC staff are aware of the updates

- Assist the JIC in disseminating press releases to all OA EOC staff

- Monitor communications locations without assigned personnel (i.e., fax machines).

- Ensure that incoming phone lines are staffed and calls are answered and messages are recorded.

- Provide assistance in the coordination of meals for OA EOC Staff.

- Facilitate requests for OA EOC equipment and supplies where possible, such as position guides, emergency plans, telephone directories, message forms and activity logs.

- Assist the Documentation Unit in collecting, organizing and filing OA EOC documentation.

## DIRECTION, CONTROL, OR COORDINATION

### Activation and Termination

Activation and termination of this annex occurs at the direction of the Director/Coordinator of Emergency Services for the Unified San Diego County Emergency Services Organization.

Activation of this annex at the OA 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 annex; and/or an announcement that a disaster has occurred and that all personnel are to report to their disaster assignments.

### Internal Coordination

The Logistics Section will coordinate with the Finance Section to ensure the funding is available to sustain the operation and to continue ordering/procuring the resources necessary.

## External Coordination

The Logistics Section will coordinate with the following agencies/organizations to support the incident response.

## Mutual Aid Region

The Mutual Aid Region Logistics Coordinators, who function under the direction of the Cal 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.



### State

The Director of Cal OES or a designated representative has overall responsibility for coordinating statewide logistics operations and requirements.

### 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, the designated Federal Coordinating Officer coordinates assistance provided by federal agencies.

### Private Sector

#### Transportation Industries

Transportation industries function under their own management and operate their systems and facilities to provide the maximum possible service (within their capabilities) 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.
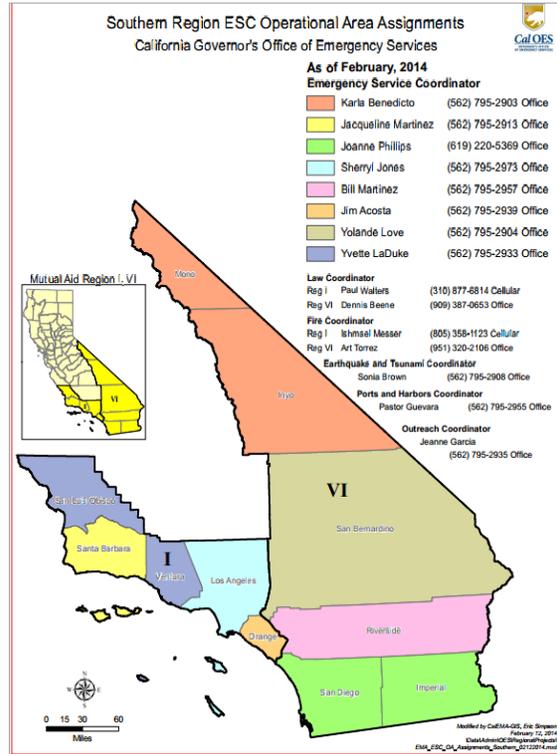
**Utility Companies**

The utility companies, in mutual support of each other and the state and local governments, have provided a representative working in Cal 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 OA EOC.

**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) 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.

## INFORMATION COLLECTION AND DISSEMINATION

When locating a resource, it is important that the Logistics Section receive as much information as possible. In order to appropriately and adequately fulfill a request, the Logistics Section will be provided or collect the following information:

- A detailed description of the resource needed

- Approximately how long the resource will be needed (duration of use)

- Does the resource require and operator?

- When is the resource needed?

- Where does the resource need to be delivered?

- Will there be additional maintenance needed for the resource?

- Does the resource require a special permit to operate?

The Logistics Section will share information regarding fulfilled resource request with the Planning Section to ensure the resources are being included into action plans for each operational period.

## COMMUNICATIONS

### Resource Ordering

The Logistics Section should receive all requests through the established resource request process in WebEOC. The Logistics Section will utilize the most appropriate communication method to contact potential resource providers. Once fulfilled, the Logistics Section will update the resources board in WebEOC to notify the requestor that the order has been fulfilled, with an estimated time of arrival of when the resource can be expected.

### Internal Communications

All communications should be a two-way flow from the positions within the Logistics Section to the Logistics Section Chief, and vice versa. When communicating, all personnel should use plain language to avoid any confusion (no acronyms or abbreviations). The Logistics Section should also monitor the situation updates in WebEOC so that the Logistics Section has good situational awareness and can remain ahead of incident needs and be prepared to fulfill request.

The Logistics Section will keep the Planning Section and Operations Section informed of any logistical issues, delays, etc. so that both sections can identify workarounds if necessary. The Logistics Section will also maintain communication with the Finance Section to maintain awareness of purchasing authority.

## ADMINISTRATION, FINANCE, AND LOGISTICS

Under SEMS, special districts are considered local governments. As such, they are included in the emergency planning efforts throughout the OA. The OA Emergency Organization, in accordance with SEMS, supports and is supported by:

- Cities within the OA

- The County of San Diego

- Special districts

- Other Counties

- The State of California

- The Federal Government

NIMS provides a consistent nationwide template to enable Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively. NIMS also enables these entities to efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement, and other OA Mutual Aid Agreements.

The private sector is an important part of the emergency organization. Business and industry own or have access to substantial response and support resources. Community Based Organizations (CBOs) or Non-Governmental Organizations (NGOs) provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level. OES has established the ReadySanDiego Business Alliance. The Alliance will have a virtual connection to the OA EOC via a social networking system fed through an RSS feed from WebEOC.

There are some City and County personnel who do not have specific task assignments. They are automatically designated by State Law as DSWs during a disaster, and serve in the response effort.

- "All public employees and all registered volunteers of a jurisdiction having an accredited disaster council are Disaster Service Workers," per Government Code Title I, Division 4, Chapter 8, and Labor Code, Part I, Division 4, Chapters 1 and 10.

- The term public employees includes all persons employed by the State, or any County, City or public district.

- Other personnel including volunteers can be quickly registered by OES as DSWs, which provides Workers Compensation and liability coverage.

OES maintains a list of pre-registered volunteers affiliated with volunteer organizations that have been signed up as DSWs.

It is imperative that local government maintain duplicate records of all information necessary for restoration of normal operations. This process of record retention involves offsite storage of vital computerized and paper-based data that can be readily accessible.

Vital records of the Unified Organization are routinely stored in records storage rooms at OES in printed hard copy form, on CD-ROM, and electronically. Computer records are routinely backed up and stored separately from the hard drives. All personnel records are stored by the County Department of Human Resources at several locations throughout the OA.

### Administration/Logistics

Through the Department of Purchasing and Contracting, the Logistics Section maintains a variety of prepositioned contracts. The Logistics Section is also able to secure emergency contracts in the event that no prepositioned contract meets the requirements of the emergency.

In addition to the Logistics Section Personnel, OES staff also has Emergency Purchase Cards which enable them to purchase emergency supplies necessary for emergency response operations both in the field and the OA EOC. All purchases will be in accordance with established policies, and approved by the Finance Section.

**Documentation**

The Logistics Section will coordinate with the Planning Section Documentation Unit Leader to ensure all documentation is being collected and recorded for all incident related information. Additionally, all resource requests/orders/procurements will be documented for reimbursement purposes.

## ANNEX DEVELOPMENT AND MAINTENANCE

This annex is a product of the OA Emergency Operations Plan (EOP). As such, the policies, procedures, and practices outlined in the OA EOP govern this annex. OES coordinates the maintenance and updates of this annex every three to four years, in accordance with the maintenance schedule established for the OA EOP. Record of changes, approval, and dissemination of the OA EOP will also apply to this annex.

Updates to this annex can be made before such time for multiple reasons, including but not limited to changes in policy/procedure, improvements and recommendations based on real life events or exercises, etc. Recommended changes should be submitted to OES at oes@sdcounty.ca.gov

## AUTHORITIES AND REFERENCES

- County of San Diego Administrative Code, Article XXIII, Ordinance No. 9297, Sec. 402. Emergency Purchases.

- County of San Diego, California Board of Supervisors Policy A-87

## ATTACHMENT 1:

### State Resources and Capabilities

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

#### Supply Procurement

**Primary Agency:** Department of General Services (Office Procedure),or Department of Food and Agriculture, Depart of Fish and Game (Food), Energy Commission, Department of Conservation (Fuel).

#### Personnel

**Primary Agency:** Employment Development Department

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

#### Transportation

**Primary Agency:** Department of Transportation

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

#### Utilities

**Primary Agency:** California Emergency Management Agency (Utilities Division)

**Support Agency:** Energy Commission; Department of Water Resources; Public Utilities Commission