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**Operational Area Emergency Operations Plan**  
**SEPTEMBER 2018**

## 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.

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## 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.

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## **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.

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 adhere to their own procurement, contracting, and reimbursement policies and procedures for potential federal and state reimbursements.

## **OBJECTIVES**

The overall objectives of logistics operations are:

### **IMPLEMENT EMERGENCY LOGISTICS FUNCTIONS THROUGH PRE-DESIGNATED ASSIGNMENTS FROM THE OA EOC DIRECTOR.**

- Coordinate with the Planning Section to locate, procure, and allocate essential resources such as:
  - personnel, services and materials to support incident and OA EOC operations
  - transportation, fuel and like-equipment resources
  - supplies for care and shelter facilities, Local Assistance Centers (LACs), points of distribution (PODs), multipurpose staging areas, and fixed or mobile clinical and medical facilities
  
- Oversee the distribution and inventory of food and 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 of or in coordination with the County Chief Administrative Officer (CAO) through the OA EOC staff.
- Coordinate fiscal questions and responsibilities with the Finance Unit.



## WHOLE COMMUNITY APPROACH

The San Diego Operational Area is committed to achieving and fostering a whole community emergency management system that is fully inclusive of individuals with disabilities and others with access and functional needs. For further details on our whole community approach to emergency management, which includes the integration of inclusive emergency management practices, refer to the Basic Plan.

## 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, the necessary annexes, including the Logistics Annex, as well as other applicable plans in support of the emergency such as the Reunification Plan, Evacuation Annex, and other hazard-specific plans.

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.

Originator Date/Time/Task Number		Description/Response	Assigned To Date/Time	Time Due/Completed	Status Priority
<b>INCIDENT: Santa Ana Wind Event Week of 12-5-17</b> <span style="float: right;"><b>Task Tracker / Logistics Request - Originator</b></span>					
ERPO #: Incident #:	Desc: <b>***NOTE: Please send to EOC Finance Cost Unit.***</b> These are 2-1-1 San Diego's expenses for responding to the fire(s) associated with Santa Ana Wind Event Week of 12/5/17. This entry to be updated periodically to keep accurate running total. Loc: Zip: Contact:		OAEOC Logistics - Procurement Unit	01/19/2018 09:00:00	Low - next 6 to 12 hours
211 of San Diego	Details: 2-1-1 San Diego expenses for incident response updated 1/09/18 at 16:00: Staff: Technology/Facility: Other Operating: TOTAL:		12/09/2017 18:12:49		
12/09/2017 18:12:49	<b>Logistics Response:</b> <b>Finance Response: Approved per terms of the contract (#555785) - at 18:31:28 on 12/09/2017</b>				
ERPO #: Incident #:	Desc: Loc: Zip: Contact:		POW PIO	01/05/2018 17:52:00	High - within the next hour
Director POW EOC	Details:		01/05/2018 16:52:12		
01/05/2018 16:52:12	<b>Logistics Response:</b> <b>Finance Response:</b>				
ERPO #: Incident #:	Desc: Vista Library Local Assistance Center (LAC) Signage Loc: 700 Eucalyptus Avenue Zip: Contact:		OAEOC . Logistics Section Chief	12/11/2017 15:15:00	High - within the next hour
Chief OAEOC . Info/Intel	Details: Six large A-Frame Signage Boards		12/11/2017 14:15:09		
12/11/2017 14:15:09	<b>Logistics Response:</b> <b>Finance Response:</b>				

## 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.). If possible, 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.

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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 locating resources to fulfill a request, the Logistics Section will follow this order:

1. Use internal resources
2. Borrow resources
3. Look for donated goods/services
4. Rent or lease the resource
5. Purchase resources in accordance with Purchasing guidelines

If a request is critical and immediate, the ordering sequence may be bypassed. The Logistics Section Chief will coordinate with Policy Group 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.

### **DONATIONS AND VOLUNTEER MANAGEMENT**

#### **DONATIONS**

Donations can be an important resource for survivors, especially when there are unmet needs following a disaster, due to a lack of insurance, being underinsured, or limited federal Individual Assistance programs. However, an overabundance of donations, especially if of a type not needed by survivors, can become a challenge and take up local government and NGO resources.

Depending on the size of the disaster, community need, and donations available, proactive monitoring, messaging, and management may be needed.

In most circumstance, unless there is a specific identified need for a specific commodity, financial donations are better for the impacted community. They require no storage, transportation, or staff to sort, clean, package or distribute. Additionally, financial donations can be used to acquire the exact resources needed at the time they are needed, as well as help the local economy recover.

Messaging about responsible donating and coordinating with local Voluntary Organizations Active in Disasters is critical to a successful donations management effort.

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## Financial Donations

Financial donations are almost always more effective in supporting disaster survivors than commodities. Members of the community looking to donate should be encouraged to consider a financial gift to a trusted local organization with missions and services that meet the donor's interests and intent. San Diego Voluntary Organizations Active in Disasters is made up of numerous local organizations with various disaster missions that donors may consider. In larger disasters, grant-making organizations such as the San Diego Foundation have also assisted by setting up disaster funds to receive donations, which may then be used to support the disaster survivors' recovery. The County will most likely not be able to accept monetary donations directly and will encourage donors to supply donations to organizations directly responding to the emergency. Refer to the Financial Donations Management Concept of Operations for additional planning and response considerations.

## In-Kind/Commodities (clothing, furniture, household items, bulk goods)

Commodity and In-Kind donations, especially when unsolicited, unpackaged, and unplanned for can become a challenge during the response and recovery phases. Managing donated goods can take up space, personnel, and time, and in many circumstances, donated goods may not meet the needs of survivors.

**Efforts should be made to mitigate against unsolicited commodity donations through early and consistent public information messaging. Financial donations are almost always more appropriate to best match survivors with the resources they specify need.**

If there is an identified need for commodity donations, it is important to be clear on the exact commodities needed, quantity needed, who will be accepting them, where they may be delivered, who will be transporting them (donor if possible), how they are packaged, and any special handling needs, i.e. refrigeration, lift gates, fork lifts, etc.

Some members of San Diego Voluntary Organizations Active in Disasters may accept commodity donations. If commodity donations are being offered or are becoming an issue in the field (at temporary evacuation points, shelters, points of distribution, etc.), these member organizations should be coordinated with for possible donation drop off sites or if pick up is needed at specific locations.

For large scale commodity donations management issues, a multi-agency warehouse may need to be established to assist in housing the donated commodities while local NGOs work to distribute the donated resources amongst the community.

If establishing a multi-agency warehouse, the Logistics Section should work with involved stakeholders to identify the exact needs of the warehouse, i.e. size, location, security, etc. Refer to the Commodities Donations Management Concept of Operations for additional planning and response considerations.

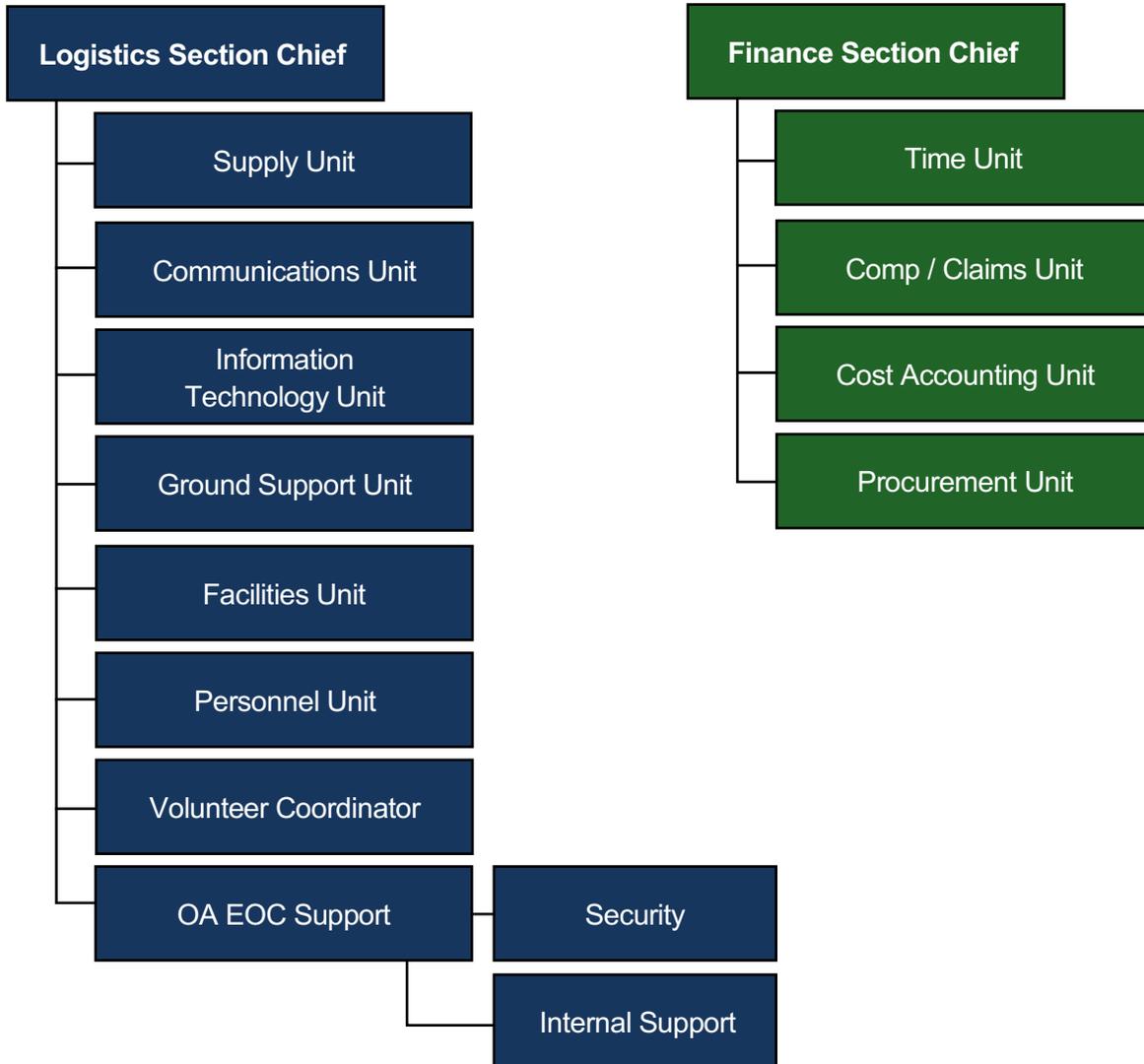
## VOLUNTEERS

The County of San Diego Office of Emergency Services (OES) has an 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 ensures that 2-1-1 utilizes the County of San Diego Spontaneous Volunteer Management Plan. Volunteers are required to be sworn-in as a Disaster Service Worker (DSW). Volunteers' time should be tracked for reporting purposes.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### ORGANIZATION

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



### 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

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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** during a disaster, 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.

### FINANCE SECTION

The Finance Section provides fiscal support to the OA EOC and coordinates with county departments to ensure costs are tracked and that proper documentation is maintained for reimbursement requests. Refer to Annex A, page 12 for additional information on this section.

### LOGISTICS SECTION CHIEF

The Logistics Section Chief directs the Logistics Section and is responsible for providing facilities, services and material in support of an emergency or disaster. 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.

### 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 Unit, 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, including functional needs support services (FNSS) suppliers and resource providers.
- 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. Directory should contain FNSS resources and capabilities. (see Attachment 2 – San Diego Urban Area Resource Inventory).
- 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.

## 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 (for additional information see **Annex I – Communications and Warning Systems**).

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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.
- Ensure IT equipment in EOC has assistive technology available for staff who require it.

### GROUND SUPPORT 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.

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- 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. (see **Annex Q – Evacuation** for additional information on transportation modalities).
  - 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. Ensure needs are met for personnel with access and functional needs.
  - 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.



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## 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.



## 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.

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- 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 (translators, interpreters, PAS, etc.) 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.

#### VOLUNTEER COORDINATOR

- Manage and assign volunteers to areas in need based on qualifications or skillsets.
- Manage and track spontaneous volunteers.
- Keep records for timekeeping, injury claims, etc.

#### OA EOC SUPPORT STAFF (RUNNERS)

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

Support Staff duties include:

- Coordinate security needs for the EOC or other contracted facilities.
- 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.

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## 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 Unit 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.

## 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, providing mobility needs accessible transportation, 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.

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## 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 an 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

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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 Unit to maintain awareness of purchasing status.

## ADMINISTRATION 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 non-governmental 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, including FNSS. 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 connection to the OA EOC via a business liaison.

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.

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- Private sector personnel and 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.

### **ADMINISTRATION/LOGISTICS**

Through the Department of Purchasing and Contracting, the Logistics Section maintains a variety of prepositioned contracts, including those with services providing functional needs. The Logistics Section is also able to secure emergency contracts in the event that no prepositioned contract is in place.

Emergency Purchasing Cards are available to purchase supplies necessary for operations in the field and the OA EOC. Purchases will be in accordance with established County policies.

### **DOCUMENTATION**

It is imperative that local government maintain records of all information necessary for restoration of normal operations. Record retention includes offsite storage of vital digital and paper-based data that can be readily accessible.

Digital 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.

The Logistics Section will coordinate with the Planning Section Documentation Unit Leader to ensure all documentation is being collected and recorded 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 four years, in accordance with the maintenance schedule established for the OA EOP. Updates to the attachments or appendices in 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](mailto: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
- California Government Code § 8593.3 (2016) – Accessibility to Emergency Information and Services

## **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, Department 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

**SAN DIEGO URBAN AREA RESOURCE DIRECTORY**

Over the last decade, the San Diego Urban Area has invested millions of dollars to build, enhance and sustain their capacity to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

This enhancement to the capabilities has included the development of specialized resources such as equipment, teams and incident management personnel. In an effort to identify the level of capability of these resources, a database of resources which match standards under the National Incident Management System (NIMS) Resource Typing program has been created.

The resource inventory list exists in several formats. A single database solution has been identified that will be viewable by key personnel across the region. Additionally, the information is available in a variety of electronic formats for exporting and importing. Utilizing this data, a variety of reports are available to summarize and list the resources. The information will primarily serve emergency managers, emergency communications centers and public safety officials