

ANNEX K

Logistics



Decorative Image

Operational Area Emergency Operations Plan SEPTEMBER 2026

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

ACKNOWLEDGEMENTS

Staff and Principal Planners

Sean Behan, Chief, Procurement Services
Department of Purchasing
and Contracting

Nicole Alejandre,
Assistant Director,
Department of General Services

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

Karina Galvan, Assistant Group Finance
Director, Public Safety Group

Jessica Williams, Emergency Services
Coordinator, Office of Emergency Services

ANNEX K – TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
GENERAL.....	1
INTRODUCTION.....	1
PURPOSE.....	1
SCOPE.....	1
OBJECTIVES.....	2
Whole Community Approach	2
CONCEPT OF OPERATIONS.....	2
COORDINATION	3
RESOURCE ORDERING	3
RESOURCE TRACKING	4
DONATIONS AND VOLUNTEER MANAGEMENT	4
Donations	4
Volunteers	5
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	5
ORGANIZATION.....	5
Operational Area – San Diego County	6
ASSIGNMENT OF RESPONSIBILITIES	7
Logistics Section	7
Finance / Administration Section.....	7
Logistics Section Chief.....	7
Supply Unit.....	7
Communications Unit.....	8
Information Technology (IT) Unit.....	9
Transportation Unit.....	9
Facilities Unit.....	10
Personnel Unit.....	11
Volunteer Coordinator	12
OA EOC Support Staff (Runners)	12
DIRECTION, CONTROL, OR COORDINATION	13
ACTIVATION AND TERMINATION	13
INTERNAL COORDINATION	13
EXTERNAL COORDINATION	13
Private Sector.....	13
INFORMATION COLLECTION AND DISSEMINATION.....	14
COMMUNICATIONS	14
RESOURCE ORDERING	14
INTERNAL COMMUNICATIONS.....	15
ADMINISTRATION AND LOGISTICS	15
CONTRACT MANAGEMENT	15
DOCUMENTATION	15
ANNEX DEVELOPMENT AND MAINTENANCE.....	15
AUTHORITIES AND REFERENCES.....	16
ATTACHMENT 1 – STATE RESOURCES AND CAPABILITIES	17
SUPPLY PROCUREMENT	17

PERSONNEL	17
TRANSPORTATION	17
UTILITIES	17
ATTACHMENT 2 – SAN DIEGO URBAN AREA RESOURCE INVENTORY	18

EXECUTIVE SUMMARY

The Logistics Annex addresses personnel, supplies, and equipment and how they are procured and supported within the OA. Some assets may be supplied by other counties/states, so the Logistics Annex outlines how these resources will be accounted for. All costs need to be tracked so 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.

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 the positions that will be filled at the OA level.

PURPOSE

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

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.

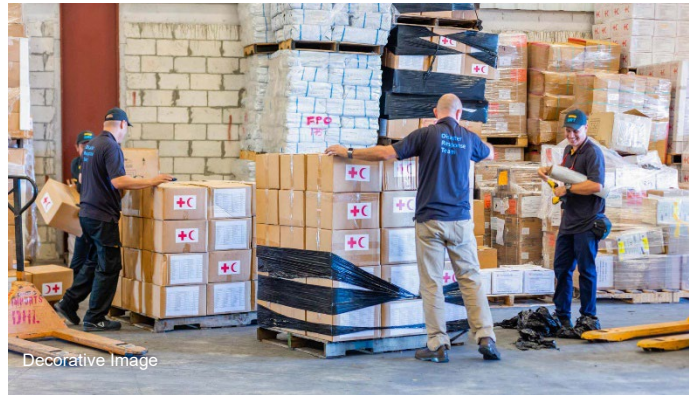
Counties, cities, and special districts are responsible for the receipt and local distribution of vital resources and the implementation of control procedures, to ensure that basic human needs are met. They also adhere to their own procurement, contracting, and reimbursement policies and procedures for 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/Intelligence Section to locate, procure, and allocate essential resources such as:
 - personnel, services, and materials to support incident and OA EOC operations
 - transportation, fuel and replacement 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/Administration Section.



Whole Community Approach

The San Diego Operational Area is committed to achieving and fostering an emergency management system that uses a Whole Community Approach and is fully inclusive of individual needs and circumstances. For further details on the Whole Community Approach to emergency management and the integration of inclusive emergency management practices, refer to the Basic Plan.

CONCEPT OF OPERATIONS

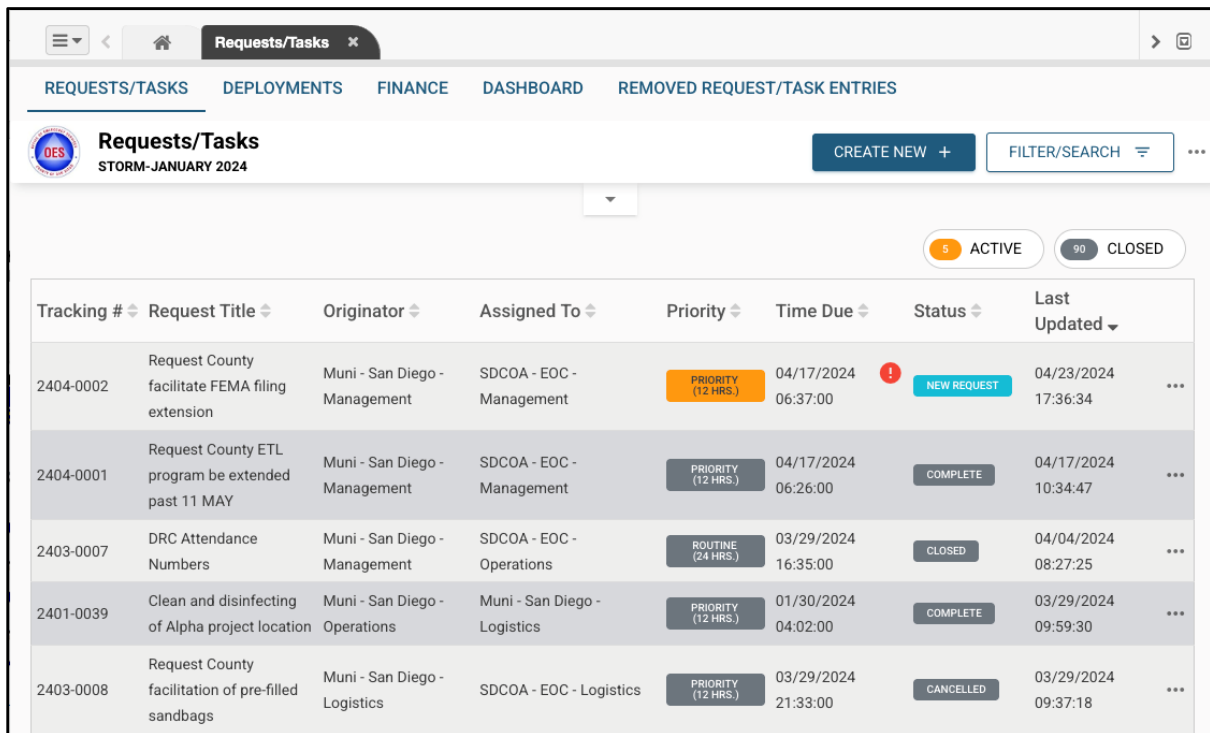
When an emergency occurs within the OA, the emergency response will be handled at the lowest level possible (locally), until the emergency can no longer be handled with local resources. If the emergency exceeds capabilities of the local emergency response, the OA EOC will be activated along with the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

COORDINATION

The Logistics Section will begin monitoring and addressing resource requests submitted through WebEOC Task Tracker or by other methods of request (via telephone, email etc.). If possible, all resource requests within the OA EOC should be submitted through Task Tracker. If resource requests are submitted through other means, the Logistics Section should manually enter the request into the WebEOC Task Tracker. Every effort should be made to include all information pertaining to the request (description, location, point of contact, special specifications required, etc.) to minimize delays in fulfilling the request.

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 screenshot displays the 'Requests/Tasks' section of the WebEOC Task Tracker. The interface includes a navigation bar with tabs for 'REQUESTS/TASKS', 'DEPLOYMENTS', 'FINANCE', 'DASHBOARD', and 'REMOVED REQUEST/TASK ENTRIES'. Below the navigation bar, there is a header for 'Requests/Tasks' with a 'STORM-JANUARY 2024' filter, a 'CREATE NEW +' button, and a 'FILTER/SEARCH' button. The main content area shows a table of requests with columns for Tracking #, Request Title, Originator, Assigned To, Priority, Time Due, Status, and Last Updated. The table lists five requests, with the first one being a 'NEW REQUEST' and the others being 'COMPLETE' or 'CANCELLED'.

Tracking #	Request Title	Originator	Assigned To	Priority	Time Due	Status	Last Updated
2404-0002	Request County facilitate FEMA filing extension	Muni - San Diego - Management	SDCOA - EOC - Management	PRIORITY (12 HRS.)	04/17/2024 06:37:00	NEW REQUEST	04/23/2024 17:36:34
2404-0001	Request County ETL program be extended past 11 MAY	Muni - San Diego - Management	SDCOA - EOC - Management	PRIORITY (12 HRS.)	04/17/2024 06:26:00	COMPLETE	04/17/2024 10:34:47
2403-0007	DRC Attendance Numbers	Muni - San Diego - Management	SDCOA - EOC - Operations	ROUTINE (24 HRS.)	03/29/2024 16:35:00	CLOSED	04/04/2024 08:27:25
2401-0039	Clean and disinfecting of Alpha project location	Muni - San Diego - Operations	Muni - San Diego - Logistics	PRIORITY (12 HRS.)	01/30/2024 04:02:00	COMPLETE	03/29/2024 09:59:30
2403-0008	Request County facilitation of pre-filled sandbags	Muni - San Diego - Logistics	SDCOA - EOC - Logistics	PRIORITY (12 HRS.)	03/29/2024 21:33:00	CANCELLED	03/29/2024 09:37:18

The Logistics Section will continually monitor the WebEOC Task Tracker and address the resource requests that fall under their responsibility. The Logistics Section will work through appropriate contracts, vendors, OA EOC sections, 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

If a request is critical and immediate, the ordering sequence may be bypassed. The Logistics Section Chief will coordinate with the Policy Group to take 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 Supply, Transportation and/or Personnel Unit Leaders 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 circumstances, unless there is a specific identified need for a particular 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. The Joint Information Center (JIC) will coordinate gathering of financial donations information for public release.

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

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, 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.

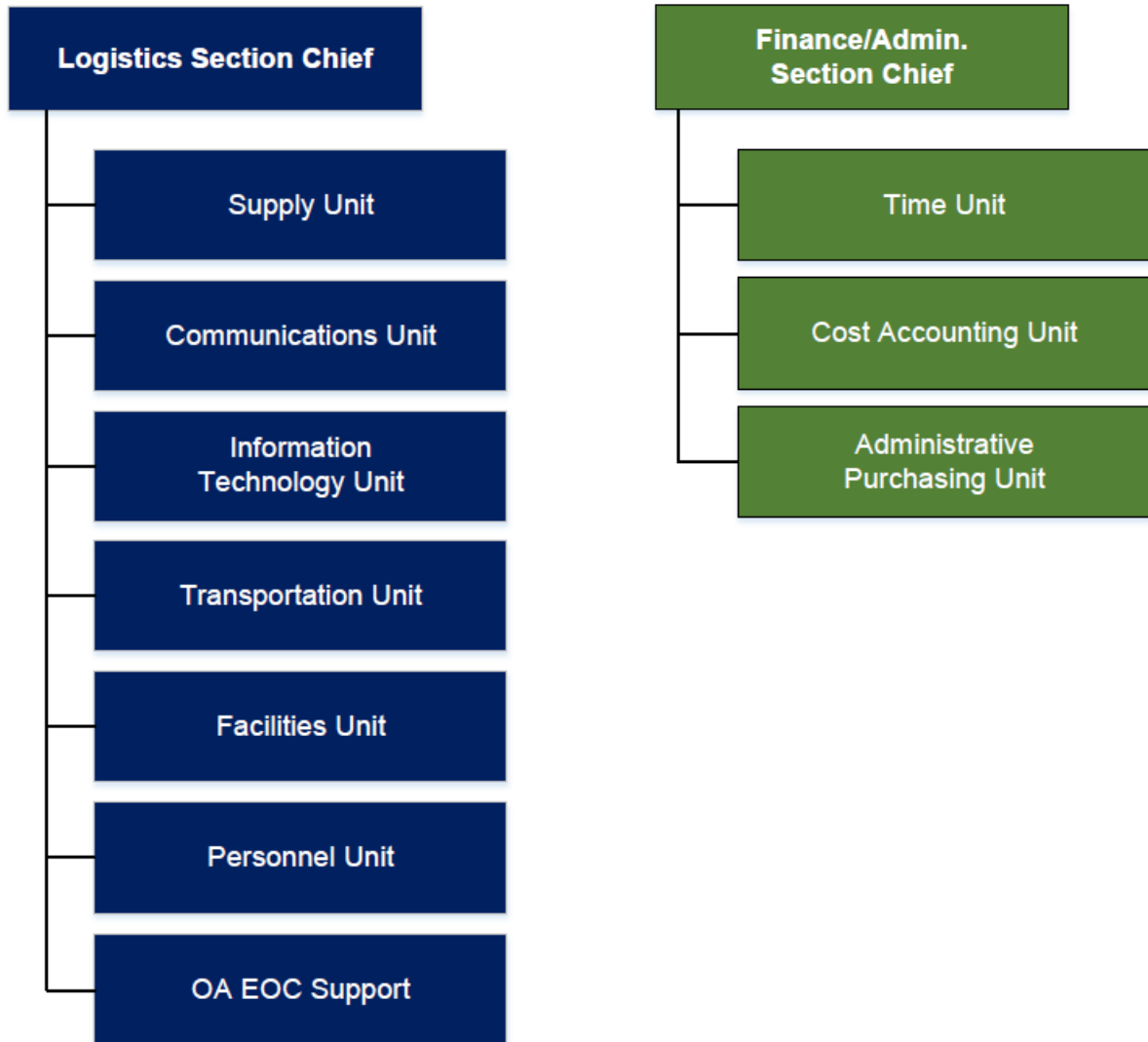
Volunteers

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 providing referrals to local organizations offering spontaneous volunteer opportunities.

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/Administration Section is an integral part of logistics operations.



Operational Area – San Diego County

The County of San Diego CAO coordinates the Unified San Diego County 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 during a disaster, provides relevant information and submits all requests for support to other jurisdictions in the OA, or to the Mutual Aid Region Logistics Coordinator at the California Governor’s Office of Emergency Services (Cal OES).

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 / Administration 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 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 to support an emergency or disaster response. This Section Chief activates and supervises the units of the Logistics Section during OA EOC operations. The Logistics Section Chief is responsible for coordinating OA Logistics operations, providing information and submitting requests for support to the Mutual Aid Region Logistics Coordinator. The Department of Purchasing and Contracting provides the Logistics Section Chief and staff.

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/Administration Section, 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
- Maintaining a list of contracts for emergency use, including Functional Needs Support Services (FNSS) suppliers and resource providers.

- Maintaining 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).
- Supporting the establishment of staging areas, support facilities, and additional resources as necessary in coordination with the Facilities and Personnel Units.
- Supporting the establishment and operations of collection points and sorting areas for donations as required.
- Utilizing 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.
- Performing procurements in compliance with all applicable rules and regulations, including County requirements, State requirements, and any applicable federal or State funding source requirements.
- Following the Federal Uniform Guidance and applicable FEMA and CAL-EMA requirements if the County intends to request financial support or reimbursement.

Communications Unit



Photo by Walter Wallenborn

Decorative Image

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](#)).

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.

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 to:

- 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 all needs of community members including transit buses and ambulances. (see [Annex Q](#) – Evacuation and Repopulation 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.
 - Support the coordination of emergency commodity movement across the transportation and freight network, including vehicle assignment, routing, and delivery operations.
 - 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 and ensure transportation access for emergency vehicles in the event of disruptions to the transportation network..
 - 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, and ensures proper operation and maintenance of County facilities for emergency response. 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.

Included among the Facilities Unit's responsibilities are:

- Determine specific facility requirements such as HVAC, electrical, plumbing, sanitation (janitorial and trash services), generators, etc.
- Identify alternative facilities or locations to response to the emergency.
- Identify facilities that meet Americans with Disabilities Act (ADA) requirements available to be used in the emergency response,
- Assist in the establishment (stand up) and demobilization of staging areas, warehouses, distributions centers, shelters, collections points, alternate worksites for government employees, etc.
- Establish and demobilization of Local Assistance Centers (LACs), including providing tables chairs, traffic control cones and signage, trash cans, canopies, etc.
- Coordinate with the Construction and Care and Shelter Branches on resource availability.
- Coordinate with Law Enforcement Branch for road closure access and escort as required.



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 to:

- Provide personnel resources as requested in support of OA EOC and field operations by coordinating with the Group Human Resources Directors, Assistant Director of Human Resources, and Director of Human Resources.

-
- 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 (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 OA EOC or other contracted facilities.
- Ensure adequate supplies are available in the OA EOC.
- Support the Planning/Intelligence 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 incoming phone lines are staffed, calls are answered, and messages are recorded.
- Provide assistance in meal coordination 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 Chief will coordinate with the Operations Section to verify resources delivered meet mission needs. The Logistics Section will also 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.

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.

To appropriately and adequately fulfill a request, the Logistics Section should 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 supplies or 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/Intelligence 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/Intelligence 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

CONTRACT MANAGEMENT

Through the Department of Purchasing and Contracting, the Logistics Section maintains a variety of prepositioned contracts, including those providing services for functional needs. All contractual requests are routed for approval through the designated Contracting Officer Representative (COR). The Logistics Section is also able to secure emergency contracts if 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.

All Information Technology Services are managed by the County Technology Office (CTO). The Logistics Section will coordinate with the Planning/Intelligence 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 is subject to coordinate the maintenance and update 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

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

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, 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

ATTACHMENT 2 – SAN DIEGO URBAN AREA RESOURCE INVENTORY

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.