

Logistics Section

Position: **Logistics Section Chief**

Position Responsibility: Manage and coordinate all Logistics Section personnel and functions.

Duty—Checklist:

- ◆ Check in at the campus EOC and obtain briefing from EOC Director.
- ◆ Activate and brief Logistics Section personnel.
- ◆ Participate in preparation of action plan.
- ◆ Execute the action plan.
- ◆ Coordinate procurement activities.
- ◆ Coordinate and process all requests for support services, care and shelter, transportation, supplies and equipment.
- ◆ Initiate a record-keeping system for resources implementation.
- ◆ Provide EOC Director with input regarding services available; i.e., shelter, food, existing equipment, etc.
- ◆ Keep logs, records of calls, assignments, actions, resources allocated and/or requested.
- ◆ Secure operations and forward necessary messages, reports and logs to the EOC Director.

Position: **Human Resources**

Position Responsibility: Maintain current inventory of human resources for emergency operations. Assign personnel in accordance with CSU and campus policy. Coordinate and assign volunteers.

Duty—Checklist:

- ◆ Report to the campus EOC.
- ◆ Assign support staff to appropriate activities.
- ◆ Obtain briefing from Logistics Section Chief and EOC Director.
- ◆ Analyze incident(s) for human resources needs. Decide on the best procedure for shift assignments for all campus staff.
- ◆ Authorize call-back procedure.
- ◆ Schedule times to relieve crews on duty.
- ◆ Arrange for feeding and rest periods of staff on duty.
- ◆ Log all assignments and actions taken.
- ◆ Document all injuries and care of staff and volunteers.
- ◆ Document, investigate any personnel problems that may occur.
- ◆ Determine any outstanding family needs of staff.
- ◆ Participate in the recovery process; i.e., after-action report, etc.

Position: Volunteers and Volunteer Organizations

Position Responsibility: The Volunteer function is responsible for recruitment, orientation and placement of volunteers and disaster service workers. The Volunteer function will also be responsible for communicating with and receiving support resources from established volunteer organizations.

Duty—Checklist:

- ◆ Report to the campus EOC.

- ◆ Check in with Logistics Section Chief and Human Resources Unit.
- ◆ Alert and activate volunteers.
- ◆ Establish and maintain volunteer staging areas.
- ◆ Screen volunteers, assessing and verifying skills; maintain volunteer personnel information. Provide identification cards.
- ◆ Present orientation.
- ◆ Coordinate placement or assignment of volunteers.
- ◆ Maintain records of all volunteer personnel assignments.
- ◆ Make arrangements for food and drink for volunteers.

Procurement

EOC Procurement has overall responsibility for coordinating the procurement and distribution of resources and support services required for emergency operations and for support of the campus community.

County and City

County and City Resources and Support Coordinators are responsible for coordinating resources and support operations within their jurisdictions. They will provide available resources from their jurisdictions to support campus operations in response to requests through mutual aid channels.

Operational Area

The Operational Area Resources and Support Coordinator, who will be assisted by Support Coordinators with counterpart titles to Local Support Officers, will have the overall responsibility for coordinating county-wide resources and support operations, and will provide relevant information and submit all requests for support to the Mutual

Aid Region Resource Coordinator. (Individuals at the Mutual Aid Region and State levels are referred to as Resource Coordinators.)

Mutual Aid Region

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

State

The State OES Director, or a designated representative, will have overall responsibility for coordinating State-wide resources and support operations and requirements.

Supply/Procurement

The campus will be responsible for the receipt and distribution of vital resources and the implementation of control procedures to ensure that basic human needs are met on campus. Prescribed procurement, pre-emergency contracting for supplies and services and claim procedures will be used in order that documentation required for the ultimate payment of emergency costs can be accomplished and incurred expenses can be equitably reimbursed.

Personnel

Campus personnel agencies should, to the maximum extent practicable:

- Register, classify and assign all available personnel and volunteers.

- Consult with management and labor to establish personnel priorities.
- Estimate personnel requirements of local agencies to support emergency operations and advise the appropriate Personnel Coordinator of anticipated deficiencies.

- ◆ The provision of non-professional and unskilled temporary help will be coordinated with the Human Resources function.
- ◆ Existing or emergency job clearance practices will be utilized for matching workers to jobs both within and outside hazard areas.
- ◆ All agencies assigned emergency responsibilities should pre-identify sources of supplemental personnel.
- ◆ Campus units requiring supplemental professional or other highly skilled personnel (e.g., medical, health, engineering) should identify and register such personnel prior to the onset of emergencies. To meet additional requirements, such units should apprise appropriate personnel authorities of specific personnel qualifications and job requirements in order to screen and refer personnel effectively.

Transportation

Transportation resources normally will be provided for:

- ◆ Transporting persons from threatened, impacted or untenable areas.
- ◆ Transporting essential equipment, supplies and other resources.
- ◆ Transporting emergency workers from reception to hazard area.
- ◆ Transporting potable water to points of consumption.
- ◆ Serving as auxiliary ambulances.

Utilities

- ◆ All personnel, equipment, supplies and transportation facilities of specific utilities will be reserved primarily for individual utility operations and restoration.
- ◆ Information regarding demand, availability, etc., of utilities will be furnished to governmental officials for use in informing the public regarding the conservation of the services.

Position: **Procurement**

Position Responsibility: Order essential supplies, prepare vendor contracts (pre-emergency, emergency period and post-emergency), and provide appropriate means of payment for contracted emergency services.

Duty—Checklist:

- ◆ Report to the campus EOC.
- ◆ Ensure access to contractors, vendors, etc.
- ◆ Assign support staff to appropriate activities.
- ◆ Locate resources and service vendors as required.
- ◆ Coordinate contract service requests and emergency employment with Human Resources.
- ◆ Prepare and initiate contracts prior to an emergency, during an emergency and for post-emergency activities.
- ◆ Brief EOC staff on existing and projected availability of resources.
- ◆ Log all actions, including assignments, contracts, resources obtained, cost, etc.
- ◆ After emergency, develop estimates of costs (working with Finance Section) of resources for briefing with the Policy Management Group.

- ◆ After emergency, working with other staff, prepare recovery report (loss expenditures, etc.) to be used for documentation to Federal Emergency Management Agency, Chancellor's office, state and other agencies.

Position: Equipment and Supplies

Position Responsibility: Equipment and Supplies is responsible for receiving inventory and delivering equipment and supplies to needed functions as authorized.

Duty—Checklist:

- ◆ Check in with Logistics Section Chief at EOC.
- ◆ Establish and staff equipment and supplies collection points.
- ◆ Inventory equipment and supplies and trade distribution.
- ◆ Brief Logistics Section Chief.