


TO: James L. App
City Manager

FROM: Douglas R. Hamp, Chief
Emergency Services 

DATE: December 21, 1999

SUBJECT: Response Readiness Report for New Year's Eve and Beyond

NEED: To provide information to the Paso Robles City Council on the City's operational readiness for New Year's Eve 1999/2000 and for future services.

FACTS:

1. City staff has spent many hours analyzing and preparing for potential technological and celebration-generated incidents for New Year's Eve 1999/2000.
2. The Emergency Services, Police, and Public Works departments have planned for personnel and equipment readiness, deployment planning and expanded service deliveries. In addition, in accordance with City Council Resolution Number 99-95, Information Systems is completing equipment upgrades and evaluations ensuring Y2K compliance.
3. Logistical support and coordination with other agencies has been arranged.
4. City staff, in conjunction with the San Luis Obispo County Y2K Alliance, provided public information through Y2K awareness meetings, speakers and advertisements. The City provided financial support of the aforementioned countywide effort.

ANALYSIS AND CONCLUSION:

Because of the City's readiness practices, many Y2K potential challenges and strategies have been addressed and practiced during training sessions.

This readiness process utilizes both the City Council adopted Incident Command System (ICS) for field operations and the Standardized Emergency Management System (SEMS) for the Emergency Operations Center's management team.

Computer equipment, software, telephone equipment, radio equipment, pumps, vehicles and other electromechanical devices have been investigated and where necessary re-mediated or replaced. Additionally, backup systems have been designed and are in place in case of an unpredicted event. It is expected the calendar change to the year 2000 will have little or no impact on City services.

Personnel awareness and staffing plans have been modified, as necessary, for New Year's Eve and about 72 hours thereafter. Communication systems have been tested and upgraded by the acquisition of a shared radio cache of 25 portable radios for emergency services, police and public works operations. These radios will be dedicated to the Emergency Operations Center's inventory at the new Public Safety Center.

Attached are copies of Incident Management Position Duty Statements that are examples of ongoing revisions to the City's emergency plans. Each position identified in the City's Emergency Organizational Chart has a checklist to guide the person filling the position. Once an incident is determined to be of a significant nature, the City's Emergency Operations Center (EOC) will be activated and positions filled, as needed, to manage the incident. This system does not require that each position be filled; rather, the supervisor will fill positions on an as-needed basis.

POLICY

REFERENCE: Paso Robles Municipal Code, Chapter 2.24, Section 2.24.010

FISCAL IMPACT: Y2K staffing costs will be as follows (not including management hours):

Emergency Services:	\$1,570
Police:	zero (based on staffing patterns)
Public Works:	\$1,974
Information Systems:	zero (on-call)

OPTIONS:

- A. Review and retain this report.
- B. Amend, modify or reject the above option.

OPERATIONS

**OPERATIONS SECTION
COORDINATOR**

PRIMARY: Chief of Emergency Services

ALTERNATE: Emergency Services Operations Chief

SUPERVISOR: EOC Director

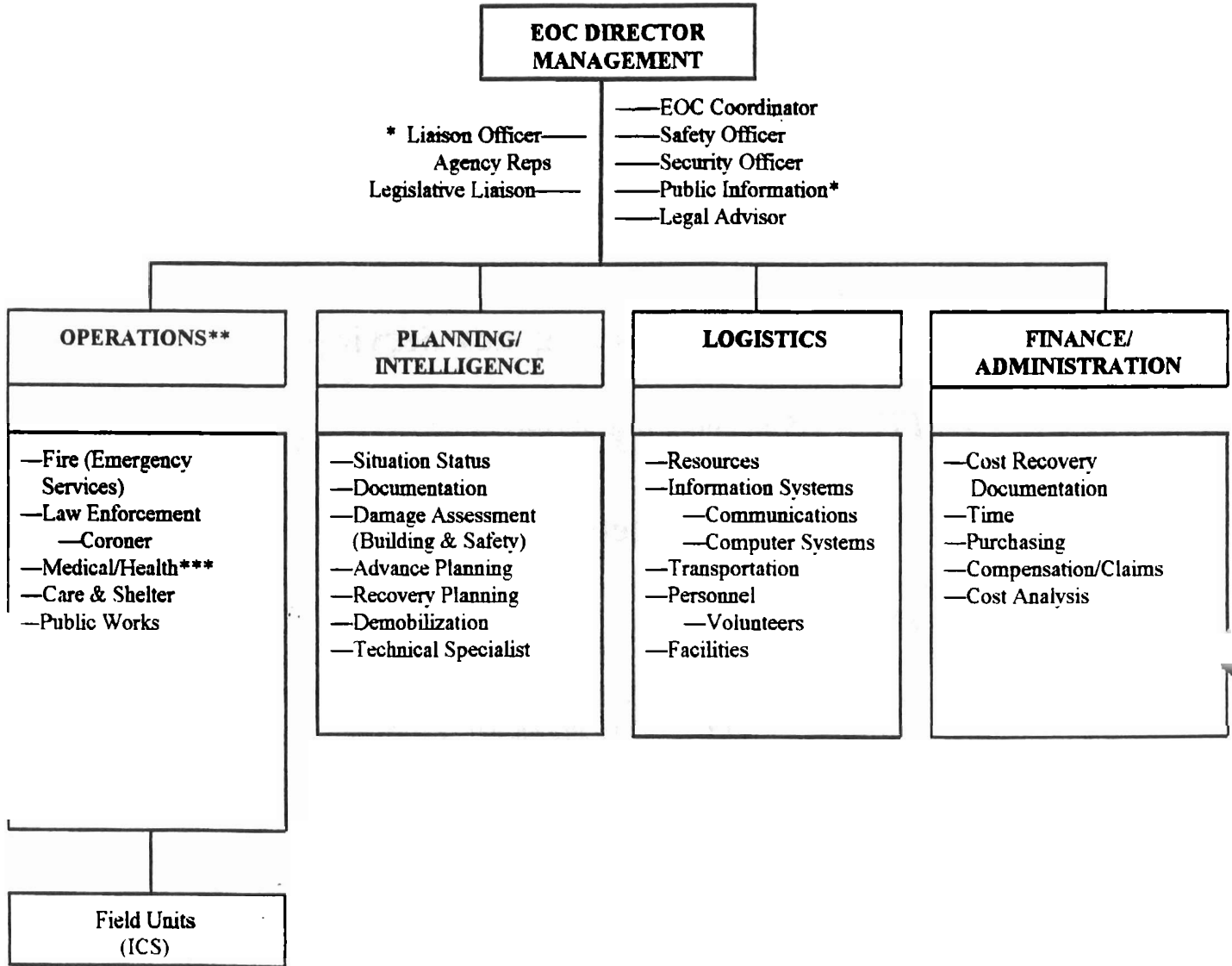
GENERAL DUTIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law, Medical/Health, Care and Shelter, and Public Works.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Coordinate all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and coordinate all requests for mutual aid and

SEMS ORGANIZATION CHART (CPG-27/62)



**May be organized as a section or branch.
 **If all elements are activated, a deputy will be appointed to provide a manageable span of control.
 ***Normally coordinated by County, but a local coordinator may be designated if needed.*

other operational resources. Assist in the development of the ACTION PLAN and approve all requests for Mutual Aid and other resources.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

ACTION CHECKLIST

Action Taken: Time/Date/Comments

Check-in upon arrival at the EOC and report to the EOC Director. Identify yourself as the Operations Section Coordinator by putting on the vest with your title.

Read the entire Action Checklist.

If you are not familiar with standard EOC check-in procedures and duties, or with deactivation procedures, read the section entitled "Generic EOC Check-in and Operating Procedures" that follows this checklist.

Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Determine present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/ Units.

Establish field communications with affected areas.

Assign alternate Care & Shelter Branch Coordinator as required.

Evaluate the field conditions associated with the emergency. Determine the resources committed and develop a briefing with the EOC Director.

Determine the need to evacuate and issue evacuation orders. (CPG-209)

Determine the need for In-Place Sheltering and issue notification orders. (CPG-236)

In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident. (CPG-210)

[Redacted]

Display on maps the primary and alternate evacuation routes which have been determined for the incident. (CPG-211)

[Redacted]

Identify, establish and maintain staging areas for Operations-related equipment and personnel.

[Redacted]

Share information and provide copies of documents relative to emergency with all Section Coordinators.

[Redacted]

Participate in the EOC Director's action planning meetings.

[Redacted]

Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan.

[Redacted]

Coordinate and approve all requests for mutual aid and other operational resources.

GENERIC EOC CHECK-IN AND OPERATING PROCEDURES

[Empty box for name]

Print your name on the EOC organization chart next to your assignment and open and maintain a position log. Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

[Empty box for location]

Determine your personal operating location and set up as necessary.

[Empty box for responsibilities]

Review your position responsibilities. Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box for briefing]

Obtain a briefing on the extent of the Emergency from the Management Staff.

[Empty box for work station]

Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.

[Empty box for organization]

Review organization in place at the EOC. Know where to go for information or support.

[Empty box for personnel]

Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

[Empty box for responsibilities]

Carry out responsibilities of the Operations Section branches/groups/units that are not currently staffed.

[Empty box]

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.

- Fire Branch
- Law Branch
- Medical/Health Branch
- Care and Shelter Branch
- Public Works Branch

[Empty box]

Request additional personnel for the Section to maintain a 24-hour operation as required.

[Empty box]

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

[Empty box]

Inform the EOC Director and General Staff when your Section is fully operational.

[Empty box]

Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

[Empty box]

Prepare work objectives for Section staff and make staff assignments.

[Empty box]

From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to

or affect your Section operations. Provide information to appropriate branches/units.

[Redacted]

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

[Redacted]

Brief the EOC Director on major problem areas that need or will require solutions.

[Redacted]

Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

[Redacted]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.

[Redacted]

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

[Redacted]

Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.

[Redacted]

Prior to being relieved, fully brief your relief on the status of the emergency, the Action Plan and all relevant information. Allow at least 15 minutes for the relieving process. Be certain to inform the EOC Director and the EOC Coordinator, as well as all Section Chiefs that you have been properly relieved and who relieved you.

Deactivation

[Redacted]

Authorize deactivation of organizational elements within your Section when they are no longer required.

[Empty rectangular box]

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

[Empty rectangular box]

Ensure that any required forms or reports are completed prior to your release and departure.

[Empty rectangular box]

Be prepared to provide input to the After-Action Report.

[Empty rectangular box]

Deactivate your Section and close out logs when authorized by the EOC Director.

[Empty rectangular box]

Leave forwarding phone number where you can be reached.

FINANCE/ADMINISTRATION

COST RECOVERY DOCUMENTATION UNIT

PRIMARY: As Assigned By Finance/Administration
Section Coordinator

ALTERNATE: As Assigned By Finance/Administration
Section Coordinator

SUPERVISOR: Finance/Administration Section
Coordinator

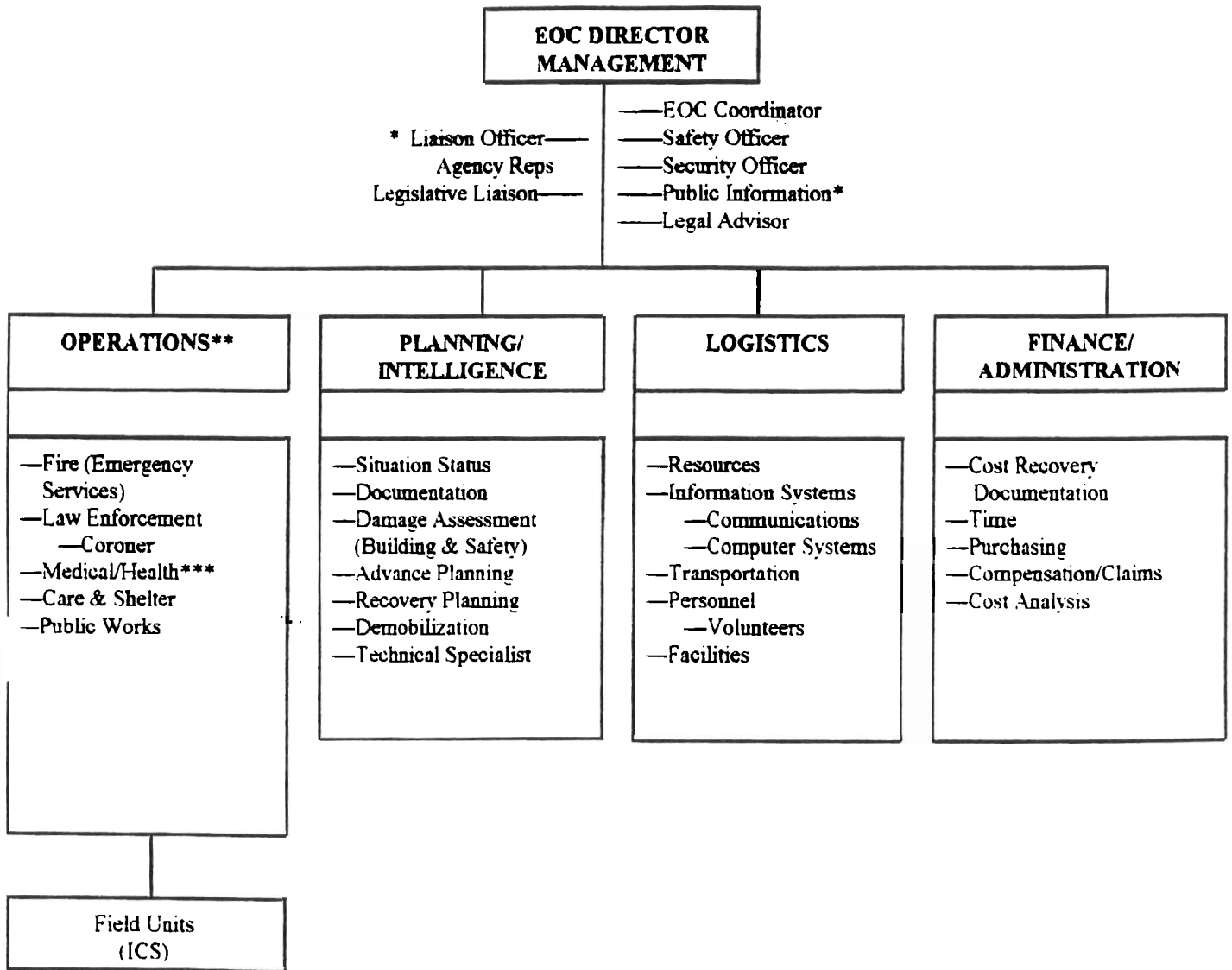
GENERAL DUTIES:

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System.
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies

YOUR RESPONSIBILITY:

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. **The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.**

SEMS ORGANIZATION CHART (CPG-27/62)



**May be organized as a section or branch.
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**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**



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ACTION CHECKLIST

Action Taken: Time/Date/Comments

Check-in upon arrival at the EOC and report to the Finance/Administration Section Coordinator. Obtain a briefing on the current emergency. Identify yourself as the Cost Recovery Documentation Unit Coordinator by putting on the vest with your title.

Read the entire Action Checklist.

If you are not familiar with standard EOC check-in procedures and duties, or with deactivation procedures, read the section entitled, "Generic EOC Check-in and Operating Procedures" that follows this checklist.

Inform all sections and departments that the Disaster Accounting System is to be used.

Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.

Act as liaison officer with disaster assistance agencies and coordinate the recovery of costs as allowed by law.

Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.

Coordinate with the Documentation Unit of the Planning/Intelligence Section.

Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director and the San Luis Obispo County Operational Area as required.

Work with EOC sections and appropriate departments to collect all required documentation.

Receive and allocate payments.

Organize and prepare records for final audit.

Prepare recommendations as necessary.

GENERIC EOC CHECK-IN AND OPERATING PROCEDURES

[Empty box for name]

Print your name on the EOC organization chart next to your assignment and open and maintain a position log. Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

[Empty box for location]

Determine your personal operating location and set up as necessary.

[Empty box for responsibilities]

Review your position responsibilities. Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box for briefing]

Obtain a briefing on the extent of the Emergency from the field command post(s) and brief the Finance/Administration Section Coordinator.

[Empty box for supplies]

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

[Empty box for personnel]

Ascertain if all key Cost Recovery Documentation Unit personnel are in the EOC or have been notified.

[Empty box for branch activation]

Activate elements of your Branch, establish work area, assign duties and ensure Branch journal/log is opened.

[Empty box for responsibilities]

Carry out responsibilities for elements that are not currently staffed.

[Empty box for on-duty personnel]

Ensure that all on-duty Cost Recovery Documentation Unit

personnel have been alerted and notified of the current situation.

[Redacted]

Ensure that all off-duty Cost Recovery Documentation Unit personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.

[Redacted]

Ensure that all Cost Recovery Documentation Unit personnel have completed status check on equipment, facilities and operational capabilities.

[Redacted]

Determine 24-hour staffing requirement and request additional support as required.

[Redacted]

Based on the situation as known or forecast, request additional resources through the Logistics Section or established ordering procedures, as needed.

[Redacted]

Ensure that all your incoming Branch/Unit personnel are fully briefed. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

[Redacted]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Redacted]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Redacted]

Obtain regular briefings from field command post(s)

[Redacted]

Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Redacted]

Establish operating procedures with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe after shocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities. Ensure field forces are advised of the location of shelters, first aid facilities, casualty collection points, and other facilities that may be established.

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Redacted]

Assist in the preparation of the ACTION PLAN

[Redacted]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.

[Redacted]

Prior to being relieved, fully brief your relief on the status of the emergency, the Action Plan and all relevant information. Allow at least 15 minutes for the relieving process. Be certain to inform the Planning/Intelligence Section Coordinator as well as the personnel you supervise that you

have been properly relieved and who relieved you.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Cost Recovery Documentation Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.

Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

PLANNING/INTELLIGENCE SECTION COORDINATOR

PRIMARY: Community Development Director

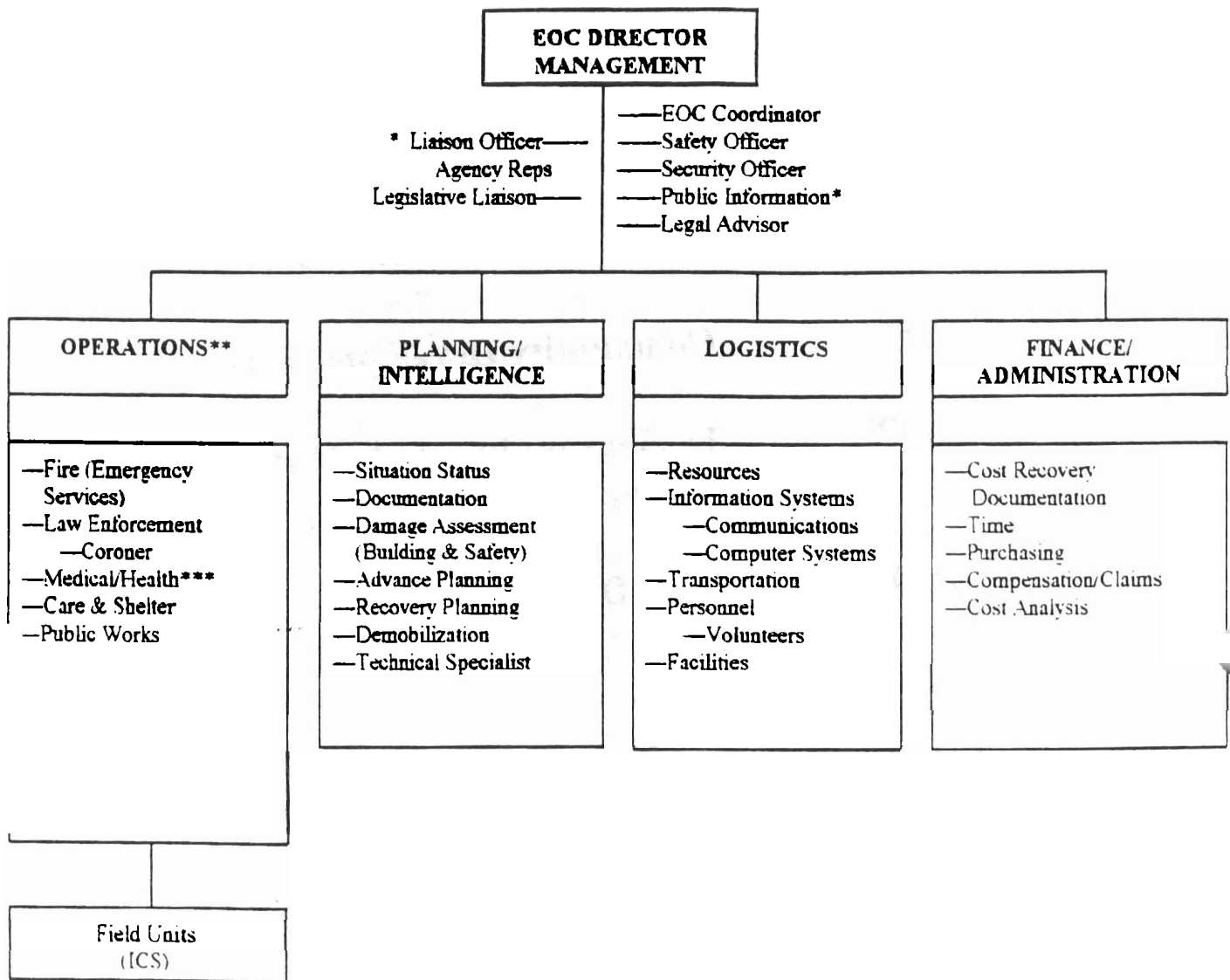
ALTERNATE: 1. Housing Program Manager
2. Building Official

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:
 - Collecting, analyzing and displaying situation information.
 - Preparing periodic situation reports
 - Initiating and documenting the City's Action Plan and After-Action Report.
 - Advance planning.
 - Planning for demobilization.
 - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required
- Be prepared to form additional branches/groups/units as dictated by the situation
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section

SEMS ORGANIZATION CHART (CPG-27/62)



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SEMS Multi Hazard Functional Plan Planning/Intelligence Section Coordinator

- Report to the EOC Director on all matters pertaining to Section activities

YOUR RESPONSIBILITY:

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT

ACTION CHECKLIST

Action Taken: Time/Date/Comments

Check-in upon arrival at the EOC and report to the EOC Director. Identify yourself as the Planning/Intelligence Section Coordinator by putting on the vest with your title.

Read the entire Action Checklist.

If you are not familiar with standard EOC check-in procedures and duties, or with deactivation procedures, read the section entitled, "Generic EOC Check-in and Operating Procedures" that follows this checklist.

Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.

Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.

Direct the Documentation Unit leader to initiate collection and display of disaster information.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

Develop situation analysis information on the impact of the emergency from the following sources:

- City of Paso Robles/ San Luis Obispo County Fire Department
- City of Paso Robles Police/San Luis Obispo County Sheriff's Department
- City of Paso Robles Public Works Department
- City of Paso Robles Recreation Department
- City of Paso Robles School Districts
- San Luis Obispo Regional Transit

SEMS Multi Hazard Functional Plan Planning/Intelligence Section Coordinator

- Red Cross, San Luis Obispo County Chapter
- Disaster Communications Services (DCS)
- Media (Radio and Television)

[Redacted]

Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, San Luis Obispo County Operational Area via the San Luis Obispo Sheriff's Station EOC or Watch Commander and the public. (CPG-70)

[Redacted]

Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the San Luis Obispo County Operational Area via the San Luis Obispo Sheriff's Station EOC or Watch Commander.

[Redacted]

Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives.

[Redacted]

Assemble information on alternative strategies.

[Redacted]

Identify the need for use of special resources.

[Redacted]

Initiate the EOC Action Plan development for the current and forthcoming operational periods.

[Redacted]

Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

[Redacted]

Ensure coordination of collection and dissemination of disaster information and intelligence with other sections

[Redacted]

Begin planning for recovery

GENERIC EOC CHECK-IN AND OPERATING PROCEDURES

[]

Print your name on the EOC organization chart next to your assignment and open and maintain a position log. Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

[]

Determine your personal operating location and set up as necessary.

[]

Review your position responsibilities. Clarify any issues regarding your authority and assignment and what others in the organization do.

[]

Obtain a briefing on the extent of the Emergency from the Management Staff.

[]

Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies

[]

Review organization in place at the EOC. Know where to go for information or support.

[]

Confirm that all key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

[]

Carry out responsibilities of the Planning/Intelligence Section branches/groups/units that are not currently staffed.

SEMS Multi Hazard Functional Plan Planning/Intelligence Section Coordinator

[]

Activate organizational elements within your Section as needed and designate leaders (primary and alternate) for each element or combination of elements.

- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialist

[]

Request additional personnel for the Section to maintain a 24-hour operation as required.

[]

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

[]

Inform the EOC Director and General Staff when your Section is fully operational.

[]

Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities

[]

Prepare work objectives for Section staff and make staff assignments.

[]

From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or

SEMS Multi Hazard Functional Plan Planning/Intelligence Section Coordinator

affect your Section operations. Provide information to appropriate branches/units. (THIS IS ONE OF YOUR UNITS! MAKE CERTAIN THEY ARE PROVIDING THIS INFORMATION!!)

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

Brief the EOC Director on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires. (THIS IS ONE OF YOUR UNITS! MAKE CERTAIN THAT OTHER SECTIONS ARE PROVIDING THIS INFORMATION!!)

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/ Administration Section at the end of each operational period.

Prior to being relieved, fully brief your relief on the status of the emergency, the Action Plan and all relevant information. Allow at least 15 minutes for the relieving process. Ensure that your relief reads and understands the checklists. Be certain to inform the EOC Director and the EOC Coordinator, as well as all Section Chiefs that you have been properly relieved and who relieved you.

Deactivation

Authorize deactivation of organizational elements within your Section when they are no longer required.

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report

Deactivate your Section and close out logs when authorized by the EOC Director.

Leave forwarding phone number where you can be reached.

LOGISTICS

LOGISTICS SECTION COORDINATOR

PRIMARY: Director of Public Works

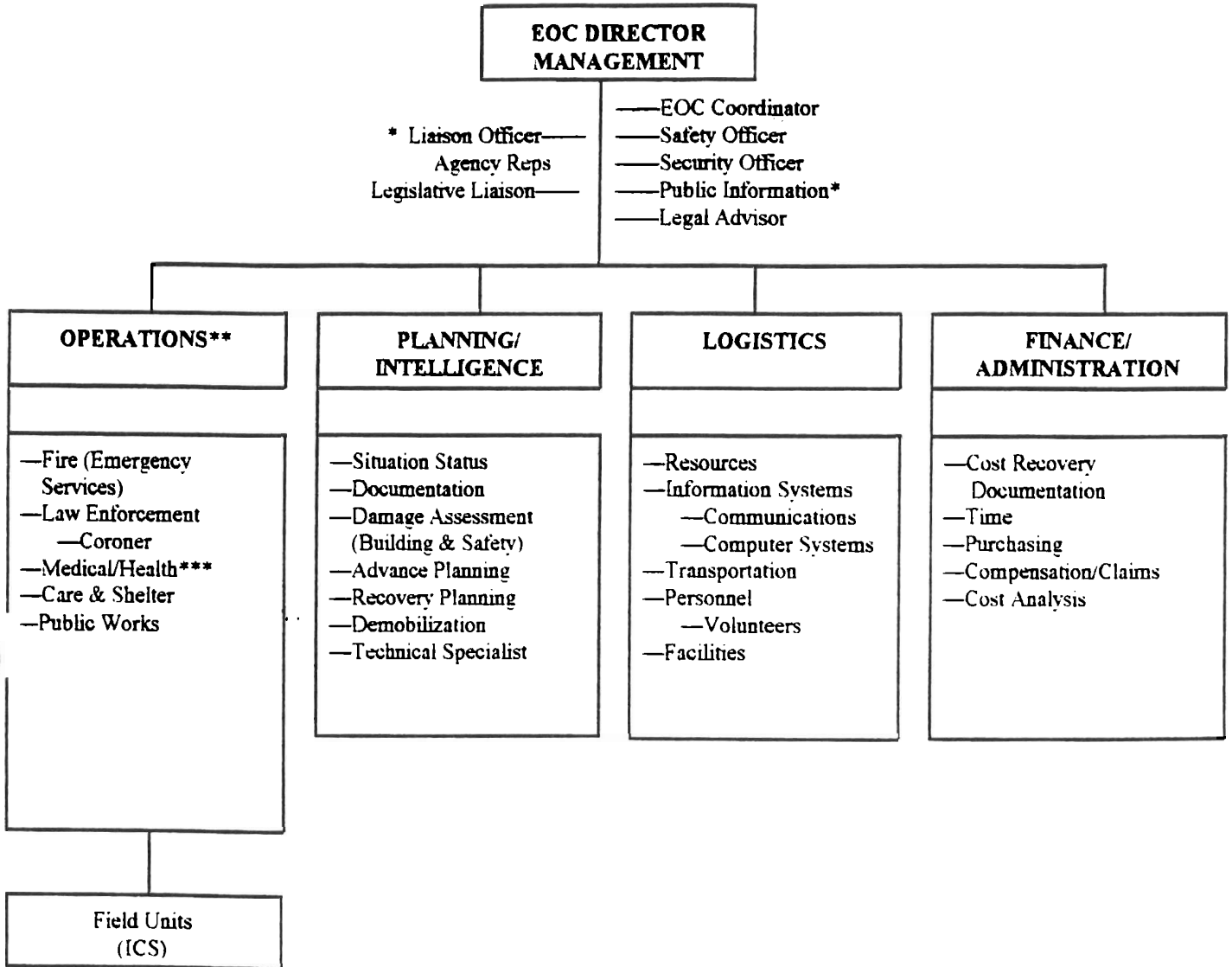
ALTERNATE: 1. City Engineer
2. Street Superintendent

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure the logistics function is carried out consistent with SEMS guidelines, including:
 - Resources management and tracking.
 - Managing all radio, data and telephone needs of the EOC.
 - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
 - Managing personnel issues and registering volunteers as Disaster Services Workers.
 - Obtaining all materials, equipment and supplies to support emergency operations.
 - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Coordinate the provision of logistical support for the EOC

SEMS ORGANIZATION CHART (CPG-27/62)



**May be organized as a section or branch.*
***If all elements are activated, a deputy will be appointed to provide a manageable span of control.*
****Normally coordinated by County, but a local coordinator may be designated if needed.*

- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Support the response effort and oversee the acquisition, transportation and mobilization of resources.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

ACTION CHECKLIST

Action Taken: Time/Date/Comments

Check-in upon arrival at the EOC and report to the EOC Director. Identify yourself as the Logistics Section Coordinator by putting on the vest with your title.

Read the entire Action Checklist.

If you are not familiar with standard EOC check-in procedures and duties, or with deactivation procedures, read the section entitled, "Generic EOC Check-in and Operating Procedures" that follows this checklist.

Ensure the Transportation Unit has disseminated data regarding transportation assets and evacuation routes as well as the reestablishment of travel routes to appropriate Branches/ Units.

From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Ensure that the Personnel Unit is prepared to conduct debriefings.

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.

[Redacted]

Ensure that your Section logs and files are maintained.

[Redacted]

Ensure internal coordination between branch/group/unit leaders.

[Redacted]

Update status information with other sections as appropriate.

[Redacted]

Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.

[Redacted]

Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.

[Redacted]

Keep the San Luis Obispo County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests via the San Luis Obispo Sheriff's Station EOC or Watch Commander.

GENERIC EOC CHECK-IN AND OPERATING PROCEDURES

[Empty box for name]

Print your name on the EOC organization chart next to your assignment and open and maintain a position log. Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

[Empty box for location]

Determine your personal operating location and set up as necessary.

[Empty box for responsibilities]

Review your position responsibilities. Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box for briefing]

Obtain a briefing on the extent of the Emergency from the Management Staff.

[Empty box for workstation]

Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.

[Empty box for organization]

Review organization in place at the EOC. Know where to go for information or support.

[Empty box for personnel]

Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

[Empty box for responsibilities]

Carry out responsibilities of the Logistics Section branches/groups/units that are not currently staffed.

5/35

[Empty box]

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.

- Resources Unit
- Information Systems Branch
 - Communications Unit
 - Computer Systems Unit
- Transportation Unit
- Personnel Unit
- Procurement Unit
- Facilities Unit

[Empty box]

Assign Primary and Secondary Unit Coordinators for any elements from the following list that have been activated:

- Resources Unit
- Information Systems Branch
- Transportation Unit
- Personnel Unit
- Procurement Unit
- Facilities Unit

[Empty box]

Request additional personnel for the Section to maintain a 24-hour operation as required.

[Empty box]

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

[Empty box]

Inform the EOC Director and General Staff when your Section is fully operational.

[Empty box]

Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

[Empty box]

Prepare work objectives for Section staff and make staff assignments.

[Empty box]

From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.

[Empty box]

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

[Empty box]

Brief the EOC Director on major problem areas that need or will require solutions.

[Empty box]

Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

[Empty box]

Establish operating procedures with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known. (THIS IS ONE OF YOUR BRANCHES!! ENSURE THAT ALL SECTIONS ARE COMPLYING WITH THIS CHECKLIST ITEM!!!)

[Empty box]

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

[Empty box]

Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/ Administration Section at the end of each operational period.

Prior to being relieved, fully brief your relief on the status of the emergency, the Action Plan and all relevant information. Allow at least 15 minutes for the relieving process. Be certain to inform the EOC Director and the EOC Coordinator, as well as all Section Chiefs that you have been properly relieved and who relieved you.

Deactivation

Authorize deactivation of organizational elements within your Section when they are no longer required.

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Deactivate your Section and close out logs when authorized by the EOC Director.

Leave forwarding phone number where you can be reached.