## LOGISTICS SECTION

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1 This Annex is supplemented by appropriate procedures in Part 3 - EOC Procedures Manual.

4/30/08
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ANNEX D

LOGISTICS SECTION

MANAGEMENT

EOC Director
Fire/Law
EOC Deputy Director

Legal Advisor
County Counsel

Policy Advisor/Liaison
CAO

Agency
Representative(s)

Safety Officers
County Safety Officer

Public Information Officer
Fire PIO

OPERATIONS
Sheriff or Fire Staff

PLANNING/
INTELLIGENCE
Emg Svcs Mgr

LOGISTICS
Ass’t CAO,
General Svcs

FINANCE/
ADMINISTRATION
Budget Director

Services/
Support

Comm & ITS
Supply
Facilities
Transportation

Human
Resources

Personnel/Vols
Donations

Logistics Staff

Comm & ITS - ITS Manager
Supply - Purchasing Manager
Facilities - Parks & Rec Staff, Property Mgmt staff
Transportation - Fleet Svcs Mgr., Roads
Personnel/Volunteers - Personnel Director
Donations - Personnel Director

Figure D-1 EOC Logistics Section
1.0 PURPOSE

The Logistics Section provides, arranges for and coordinates the provision of facilities, supplies, equipment, transportation, communications, information systems, and personnel support for the Kern County/Operational Area (OA) Emergency Operations Center (EOC) staff and countywide emergency management organization (EMO). When necessary, the Logistics Section also recruits, trains, and assigns volunteers and coordinates the collection of donations of cash, supplies, equipment and other tangible assets.

In cooperation with other management staff, priorities will be established to assure the most effective and efficient use of all resources. The Logistics Section must be proactive in forecasting future resource needs critical to emergency operations. Comprehensive knowledge of local resources is invaluable as many needed resources will be time sensitive.

2.0 STAFFING

The EOC Director determines the extent to which the EOC will be activated and staffed at the time of an event. Upon activation of the Logistics Section, the Section Chief will determine the pre-designated Section functions and the pre-assigned staff to be activated.

If the assigned primary or alternate personnel are not available to staff a function, the Section Chief may assign available staff to perform more than one function, or the tasks assigned to that function will be the responsibility of the person next highest in the organization, in this case, the Logistics Section Chief.

When fully staffed, the Logistics Section may include the following functions:

- Logistics Section Chief
- Communications & Information Technology Services (ITS) Unit
- Supply Unit
- Facilities Unit
- Transportation Unit
- Personnel/Volunteers Unit
- Donations Unit

3.0 DUTIES

The Logistics Section’s primary responsibility is to ensure the acquisition, transportation, mobilization and documentation of personnel and material resources to support the response efforts of field emergency response units and EOC staff, utilizing available public, private, voluntary, donated and mutual aid resources.

3.1 Logistics Section Chief

The Logistics Section Chief, who is a member of the General Staff and reports to the EOC Director, oversees all Section activities and is responsible to:

- Assign and brief Section staff as indicated and oversee all Section activities. If necessary, appoint a Water Coordinator and develop and implement an Emergency Potable Water Procurement and Distribution Plan, and assign or activate a pre-assigned Donations Coordinator.
• Based on participation in EOC briefings and the EOC Action Plan, determine the type, quantity, potential locations and priorities for emergency resource needs.

• Oversee the allocation and distribution of alternate facilities, transportation, supplies, equipment, information systems, communications, and personnel, in accordance with priorities established by the EOC Director or EOC Management Group.

• Provide supplies, equipment and personnel to support Staging Areas, shelters and employee care facilities established by the Operations Section.

• Advise the EOC Director if suspension of competitive bidding is warranted.

• Assess status of communications/information systems and arrange for repairs and/or alternate systems if necessary.

• Report County building damage to the Damage Assessment Unit in the Planning/Intelligence Section, including information on habitability, accessibility and need for repairs.

• Ensure that complete and accurate records of resource requests, acquisitions and distributions are maintained.

• Itemize costs associated with resource acquisitions and provide Finance/Administration Section with cost summaries on a daily basis.

3.2 Communications & Information Technology Services (ITS) Unit

The Communications & Information Technology Services (ITS) Unit Leader reports to the Logistics Section Chief and is responsible to:

• Provide and maintain essential communication links for the EOC, and between the EOC and key County facilities, field units, Operational Area (OA) jurisdictions, and key external partners.

• Support communications/ITS needs of emergency response units and EOC staff.

• Provide alternate communications/ITS capabilities as needed.

• Refer issues to ITS staff for resolution, as indicated.

• Activate and supervise Amateur Radio operators, if necessary.

3.3 Supply Unit

The Supply Unit Leader reports to the Logistics Section Chief and is responsible to:

• Implement single point supply and equipment ordering process and coordinate the ordering, rental, delivery, and tracking of supplies and equipment procured or expended for the incident.

• Provide supplies and equipment for Mass Care Shelters, as requested by the Care & Shelter Branch of the Operations Section.

• Advise Logistics Section Chief of the need to execute emergency vendor and/or
service contracts.

- Maintain an inventory of available emergency supplies and equipment.
- Distribute available supplies and equipment, in accordance with priorities established by the EOC Action Plan.
- Arrange for special service contractors as necessary.
- Coordinate service for non-expendable supplies and equipment.
- Track ordered items to ensure delivery and return (if a non-expendable supply).
- Maintain status boards, receipts and logs to support documentation for disaster assistance applications.

### 3.4 Facilities Unit

The Facilities Unit Leader reports to the Logistics Section Chief and is responsible to:

- Compile status/damage reports on County facilities from Maintenance personnel and submit to the Planning/Intelligence Section Damage Assessment Unit. (Note: County field units may provide windshield survey findings on some County facilities, as well.)
- Identify alternate facilities to conduct emergency operations and/or essential County services, if required.
- Confer with the Operations Section Constructing & Engineering Branch Coordinator to arrange for repair and restoration of essential County facilities, if indicated.
- Coordinate with Operations Section to establish Staging Areas for resources, as necessary.
- Coordinate food, water, sleeping and sanitation facilities for EOC staff, emergency response and mutual aid personnel, as necessary.

### 3.5 Transportation Unit

The Transportation Unit Leader reports to the Logistics Section Chief and is responsible to:

- Identify and arrange for supplemental transportation resources for:
  - Transporting (evacuating) persons from threatened or impacted areas.
  - Transporting emergency and mutual aid workers and emergency supplies and equipment.
  - Transporting potable water to designated distribution points.
  - Serving as auxiliary ambulances.
  - Serving as vans for transporting non-ambulatory persons from threatened areas.
- Consult with Operations Section to identify central transportation pick-up points (e.g., public schools) for evacuees, if necessary.
- Confer with Planning/Intelligence Section to identify any road/highway closures.
Establish and implement a mechanism for tracking and maintaining status of transport vehicles.

Maintain documentation, including agreements and invoices, for potential disaster assistance applications.

3.6 Personnel/Volunteers Unit

The Personnel/Volunteers Unit Leader reports to the Logistics Section Chief and is responsible to:

- Receive and process requests for non-operations personnel and volunteers and establish tracking mechanism.
- Identify potential sources for available non-operations personnel (e.g., non-assigned County employees, temporary personnel agencies, volunteers, mutual aid etc.)
- Ensure that all personnel and volunteers assigned to an emergency function are registered Disaster Service Workers\(^2\) (DSWs). (Attachment D-2)
- Confer with Logistics Section Chief on priorities for deployment of available personnel and volunteers.
- Consult with the County Office of Emergency Services (OES) staff to identify local sources for existing emergency-related volunteer groups sponsored by County departments, and/or associated with local support agencies (e.g., Red Cross, Salvation Army, Volunteer Organizations Active in Disasters – VOAD, etc.) regarding the availability of their respective volunteers to assume a County emergency assignment.
- In consult with the Public Information Officer, record messages on the Employee Hotline as directed or approved by the EOC Director.
- Be familiar with the appropriate utilization of volunteers during disasters (Attachment D-3).
- Classify available personnel and volunteers according to the typed resources defined in the National Incident Management System (NIMS) (Attachment D-4) or by skills, physical fitness or other appropriate characteristics, and register all as Disaster Service Workers (Attachment D-2).
- Coordinate with the Operations Section to establish Staging Area(s) for assembling volunteers and other personnel and equipment resources, and deploy these resources as requested to assist County employees assigned to perform an emergency role.
- Orient, train, assign, brief and track personnel assigned to support an emergency function, as necessary. Advise all of the Emergency Timekeeping Procedure (Part 2, Section 5.0).
- Provide or arrange for shelter and feeding for EOC staff and emergency response

\(^2\) All public employees (city, county, special district) are, by virtue of their employment, registered DSWs.
personnel, as indicated.

- Maintain status boards and logs to support documentation for tracking personnel and for disaster assistance applications, if warranted.

### 3.8 Donations Unit

A Donations Unit may be (pre-) assigned to coordinate the acceptance of cash donations and to receive, store and distribute donated goods (e.g., clothing, food stuffs, etc.) with community-based organizations (CBOs), voluntary agencies, and other non-profit non-governmental organizations (NGOs).

### 4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management position has specific duties to complete before, during and after a disaster. These tasks are outlined below, more detailed information about each EOC function is contained in the function-specific annexes to this Emergency Operations Plan (EOP). In general, the County/OA EOC Logistics Section staff is responsible to complete the preparedness and response activities listed here.

### 4.1 Preparedness

Preparedness actions allow County/OA EOC staff to prepare for disaster operations, become familiar with the contents of this EOP and annex, develop and update procedures, resource lists, and other supporting information, and participate in training, drills and exercises. The preparedness duties assigned to all personnel in the Planning/Intelligence Section include:

- Participate in regular meetings of the EOC staff to maintain familiarity with roles and responsibilities of the assigned EOC function, and to discuss emergency management issues.

- Review this EOP, emergency procedures, and the materials contained in this annex. Consolidate any recommended revisions and updates to this annex and submit changes to the County Emergency Services Manager.

- Develop any additional information needed to perform the assigned function and incorporate it into this annex.

- Revise status boards, if necessary, to address any revisions to EOC or function emergency procedures.

- Identify methods and sources for obtaining emergency contracting services, personnel, supply and equipment resources, and procuring alternate facilities and telecommunications/information systems.

- Identify key resources that may be required during various emergency scenarios and develop lists of vendors and contractors that could provide the services/equipment needed at the time of emergency.

- Participate in EOC training, exercises and post-exercise critiques.
4.2 Initial Response

Specific activities to be performed by the Logistics Section functions are listed in the checklists attached to this annex. The Logistics Section Chief is responsible to ensure that all Section staff:

- Report to the EOC when indicated or directed and obtain a briefing from the Logistics Section Chief.
- Initiate and maintain a function log and appropriate status displays.
- Implement activities outlined in the assigned Emergency Action Checklist.
- Evaluate the availability of personnel and equipment resources.
- Identify potential needs and options to address those needs.

4.3 Extended Operations

- Coordinate activities with other EOC Sections’ staff and with cities and special districts, if appropriate.
- Participate in regular Section briefings and provide input into the EOC Action Plan.
- Prepare function relief staffing schedule.
- Consult with EOC Director regarding any unresolved conflicts.
- Decide on the most appropriate option(s) to fill resource gaps.
- Confer with the EOC Director to determine relief EOC staffing needs and response personnel support needs.
- Track and document all activities, costs and major decisions for disaster claims and assistance applications.

4.4 Post Emergency

- Close out function logs and submit to the Planning/Intelligence Section Documentation Unit to be filed in the permanent Incident record.
- Provide Logistics Section Supply Staff with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supplies/equipment are serviced and retuned to proper locations.
- Confirm the location of Local Assistance Centers (LACs) and identify and arrange for any supply, equipment or personnel needs.
- Identify the resources required at the LAC and determine staffing needs.
- Ensure internal and external deactivation notifications are made.
- Participate in EOC debriefing and critique.

5.0 POLICIES AND PROCEDURES

In addition to the EOC Procedures outlined in Part 3 - EOC Manual, the County/OA Logistics Section staff will comply with the policies and procedures listed below, as the situation dictates, and as directed by the Logistics Section Chief and/or the EOC Director.

5.1 Section Activation

The Logistics Section Chief will activate the Section’s Units as the emergency situation necessitates. All Units may be placed on standby status following warning of an impending or developing emergency/disaster. In the event of an obvious disaster (e.g., major earthquake) that disrupts communications, all Section staff will report automatically to the primary EOC location.

5.2 General Emergency Operations

- All on-duty County employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments after ensuring the welfare of their families.

- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest County or local jurisdiction facility and attempt to contact the work supervisor to report status.

- All County employees are eligible to be assigned to perform or support an emergency function by the EOC Director or his designee, including the Logistics Section Personnel Unit.

- Operations Section Law Enforcement, Fire & Rescue, Medical, Health, and Construction & Engineering personnel may request mutual aid resources directly from their respective Regional Mutual Aid Coordinators.

- Depending on the scope of the emergency and its impact on County operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts will resume when conditions warrant.

- All local jurisdictions and agencies with pre-assigned emergency responsibilities that may require highly skilled supplemental personnel (e.g., medical personnel, engineers, etc.) at the time of a disaster, should identify, recruit and register such personnel as part of its preparedness measures.

- Residents in hazardous areas who lack access to private automobiles may need transportation assistance if evacuation to a shelter is required. In order to make maximum use of available transportation resources, Central Pick-up Points may be established at public schools in the area. Buses (school and commuter) should be assigned to designated schools and may need to make several round trips to accommodate all residents.
• If assistance is needed to reach the Central Pick-up Points, transportation by publicly owned local vehicles or taxis may need to be provided.

5.3 County Employee Disaster Response

In accordance with the CGC §§ 3100, all County staff are considered Disaster Service Workers and are eligible to be assigned to perform an emergency role at the time of a disaster. County staff may be requested to modify shift schedules, remain at work, or perform different work assignments. If at home when a disaster occurs, it is expected that County staff will ensure the safety and security of families and homes before returning to work. Kern County will make every effort to establish a family information system for employees to check on the welfare of their homes and families.

5.4 Requests For Personnel

5.4.1 OPERATIONS PERSONNEL

Requests for operations personnel are directed to the appropriate Branch Coordinator in the EOC Operations Section. If the requested resource is not available within the OA, the OA Mutual Aid Coordinator will forward the request to the discipline-specific Regional Mutual Aid Coordinator via the Response Information Management System (RIMS). Mutual aid resources will be requested and deployed consistent with the procedure contained in Part 3, Section 14.0.

5.4.2 NON-OPERATIONS PERSONNEL & VOLUNTEERS

Requests for support or non-operations personnel and volunteers are made to the Logistics Section Personnel /Volunteers Unit. If the requested resource is not available within the OA, the request will be forwarded, via RIMS, to the Inland Region EOC (REOC) Logistics Section. If a requested resource is not available in the Region, the request is forwarded by the REOC Logistics Section to the State Operations Center (SOC) via RIMS. The State OES Director or a designated representative has overall responsibility for coordinating statewide resources and support operations and requirements.

If available Statewide resources are not sufficient, State OES or Office of Homeland Security (OHS) may request a Presidential declaration of Major Disaster and may request federal resources. Following a Presidential declaration of an Emergency or Major Disaster, assistance provided by Federal agencies will be coordinated by the designated Federal Coordinating Officer (FCO).

When the requested resource has been located and tasked, the Requesting Party will be advised of the estimated time of delivery (ETD) and is responsible for tracking the resource until it is released to return to its home jurisdiction. State and federal resources sent to support local government response, operate under the direction and supervision of the local jurisdiction. Military assets remain under the control and direction of the military at all times.

5.5 Coordination with Local Jurisdictions

The County/OA Logistics Section has overall responsibility for coordinating resource support to all jurisdictions in Kern County, including cities, special districts, and school
districts. Each jurisdiction retains control over and deploys its resources to respond to the incident within its boundaries. If additional resources are needed, a request is made to the County/OA Logistics Section, (except for operations personnel, which are requested from the Operations Section).

5.6 Use of Volunteers

Two classifications of volunteers may respond at the time of a disaster: those who volunteer with County agencies on a regular basis and those who respond spontaneously when a disaster occurs. Both can be incorporated into the County’s response efforts. Guidelines for Utilization of Volunteers are contained in Attachment D-3.

5.6.1 DISASTER SERVICE WORKER (DSW)

Volunteers who work with a City, Special District, School, or the County regularly are registered Disaster Service Workers (DSWs). All DSW volunteers:

- Are officially registered with the County’s Accredited Disaster Council; and
- Do not receive any pay, monetary or otherwise, for the services provided.

When needed to assist with County emergency operations, a pre-assigned Volunteer Coordinator or one assigned by the Logistics Section Chief at the time of an emergency, will notify pre-registered volunteers of the specific assistance needed and the reporting location. If necessary, additional volunteers will be recruited by the Volunteer Coordinator.

5.6.2 CONVERGENT VOLUNTEERS

Convergent volunteers are persons who come forward spontaneously during disasters to assist without pay or compensation. These volunteers can become registered as DSWs for the duration of a single emergency event. The Personnel/Volunteer Unit will issue the Loyalty Oath, and will ensure that these volunteers are appropriately oriented and assigned to perform an emergency role under the supervision of a County employee. Registration forms (Attachment D-2) for convergent volunteers will be submitted to the Documentation Unit in the Planning/Intelligence Section to be filed in the central event repository.

6.0 SUPPORTING ORGANIZATIONS

The County departments and external support agencies listed below may have resources that could assist the Logistics Section in meeting its responsibilities.

6.1 County Departments

- Aging & Adult Services
- Airports
- Board of Trade
- Building Services
- Emergency Medical Services
- Fire
- Fleet Services
- General Services
- GIS (Geographical Information Systems)
- Human Services
- Kern Medical Center
- Mental Health
- Parks and Recreation
- Resource Management Agency
- Roads
- Sheriff
6.2 Support Agencies

- American Red Cross (ARC)
- Community Action Partnership of Kern (CAPK 2-1-1)
- Salvation Army (SA)
- Radio Amateur Civil Emergency Services (RACES)
- Schools
- Volunteers Active in Disasters (VOAD)
ATTACHMENT D-1

COUNTY FACILITIES

AREA #1

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<tr>
<td>Administrative Center</td>
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<td>Superior Court</td>
<td>1415 Truxtun Avenue</td>
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<tr>
<td>Public Defender</td>
<td>1315 Truxtun Avenue</td>
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<tr>
<td>Central Receiving</td>
<td>1415 Truxtun Avenue</td>
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<tr>
<td>Justice Building</td>
<td>1215 Truxtun Avenue</td>
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<tr>
<td>Beale Library</td>
<td>701 Truxtun Avenue</td>
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AREA #2

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<tr>
<td>Dept. of Public Health</td>
<td>1800 Mt. Vernon Avenue</td>
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<tr>
<td>Juvenile Justice</td>
<td>2100 College Avenue</td>
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<td>Coroners</td>
<td>1832 Flower Street</td>
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<tr>
<td>Sheriff's Sub Station</td>
<td>1700 Flower Street</td>
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<tr>
<td>Mental Health</td>
<td>2151 College Avenue</td>
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<tr>
<td>Public Services</td>
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<td>Mental Health</td>
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<td>Holloway Gonzales Library</td>
<td>506 E. Brundage Lane</td>
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<td>Northeast Library</td>
<td>3725 Columbus Avenue</td>
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<td>Hall of Records</td>
<td>1655 Chester Avenue</td>
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<td>Weights &amp; Measures</td>
<td>1116 E. California Avenue</td>
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<td>Communications</td>
<td>2601 Panorama Drive</td>
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<td>Maintenance</td>
<td>610 E. 18th Street</td>
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<td>Baker Library</td>
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AREA #3

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<td>Norris Rd. Sheriff</td>
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<td>Delano Courts</td>
<td>1122 Jefferson Street</td>
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<td>455 Lexington Avenue</td>
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<td>Wasco County Building</td>
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<td>Buttonwillow Library</td>
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<td>EMS</td>
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<td>8301 Ming Avenue</td>
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<tr>
<td>Wilson Library</td>
<td>1901 Wilson Road</td>
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<td>Rathbun Library</td>
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ATTACHMENT D-2

DISASTER SERVICE WORKER REGISTRATION
LOCAL AND STATE INFORMATION

Loyalty Oath under Code of Civil Procedure §20/5.5 & Title 19, Div. 2, Chap. 2, Sub-Chap. 3, §2573.1

This block to be completed ONLY by government agency or jurisdiction

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Government Code §1088 §1000

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one nor more than 34 years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony and is punishable by imprisonment in the state prison.

LOYALTY OATH OR AFFIRMATION (GOVERNMENT CODE §3002)

I, ____________________________, do solemnly swear (or affirm) that I will support and defend the

PRINT NAME

Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the

Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

DATE | SIGNATURE | IF UNDER 18 YEARS OLD, SIGNATURE OF PARENT/GUARDIAN |
|------|-----------|--------------------------------------------------|

SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH

*Registration for the active DSW volunteer is effective for the period the person remains a member with that organization for a volunteer registering for an intermittent or a single event, the expiration date is set at the discretion of the accredited Disaster Council but not in excess of one year. (Govt. Code §3002)

OES 2000 Rev. 9000 Entered into OES database: Date: 4/30/08
ATTACHMENT D-3

GUIDELINES FOR THE UTILIZATION OF VOLUNTEERS

1.0 INTRODUCTION

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster - whether they emerge spontaneously or have been preregistered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Worker Compensation Insurance is handled by the Finance/Administration Section.

2.0 PURPOSE

The following materials provide guidelines for registering Disaster Service Workers in the State Worker's Compensation and Safety Program. It also provides general guidance for managing volunteers workers during an emergency.

3.0 BACKGROUND

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

4.0 ELIGIBILITY

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve police officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk
Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury under these circumstances is covered no matter where it occurs.

### 4.1 Exclusions

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

### 5.0 VOLUNTEER DISASTER SERVICE WORKERS

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

### 6.0 ORGANIZED VOLUNTEERS

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

#### 6.1 Agency Trained Volunteers

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. Members of these teams, sometimes called Neighborhood Emergency Response Teams (NERT) or Citizens Emergency Response Teams (CERT), receive training in such skills as fire extinguishment, search and rescue and shelter operations.

These organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served
7.0 SPONTANEOUS (CONVERGENT) VOLUNTEERS

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer staging areas for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

8.0 CONSIDERATIONS IN VOLUNTEER UTILIZATION

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions, with convergent volunteers it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster. Issues to be addressed include those outlined below.

8.1 Recruiting

Recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

8.2 Screening

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

8.3 Identification

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of ID include arm bands, vests, patches, and County ID cards.

8.4 Training

Before being deployed, it is essential that volunteers receive an adequate amount of
training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and any limits on performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

8.5 Supervision

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteers. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

8.6 Planning

The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed volunteer resources may mean the difference between success and failure of the emergency response.

8.7 Recognition

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.
ATTACHMENT D-4

NATIONAL INCIDENT MANAGEMENT SYSTEM RESOURCE TYPING SYSTEM

NIMS Resource Typing Web Site: http://www.fema.gov/emergency/nims/rm/rt.shtm

As part of the Nation’s efforts to strengthen resource management in line with the National Incident Management System (NIMS), the Federal Emergency Management Agency (FEMA), has developed a NIMS Incident Resource Inventory System (NIMS-IRIS) tool for use by the emergency response community. This tool consists of a common database into which local communities enter the availability of 120 typed resources, including equipment, communications, facilities, responders, teams, etc.

The browser-based database management tool is available to Federal, Tribal, State, and local officials, at no-cost or licensure fees. The tool assists communities with inventorying and typing resources in accordance with NIMS protocols and will facilitate quick identification of resources to support emergency response operations. Additional features include the ability to insert user-defined resource types, kinds, and categories (e.g., typing of Tier 2 assets), and to extract resource reports from the system.

A user guide and a tutorial are also included in the tool to familiarize users with the tool’s functionality, along with instructions on how to install and use the tool. The user guide and tutorial are available within the tool and also through a separate download at http://www.fema.gov/emergency/nims/rm/iris.shtm. Technical support requests for assistance can be made to IRIS@NIMSSC.net.
ATTACHMENT D-5

LOGISTICS SECTION CHIEF

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

☐ Report to EOC check-in and obtain briefing from the EOC Director.
  - Magnitude and scope of event
  - Area(s) of County impacted
  - Current situation and priorities
  - Actions taken
  - Local EOCs activated
  - Existing or anticipated problems/issues

☐ Identify potential logistical support needs.

☐ Identify available internal and external communications capabilities.

☐ Determine the extent to which Section functions should be activated and initiate staff notification procedure.

☐ Assign and brief incoming staff on the following:

☐ Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Logistics Section, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability

☐ Assign or activate a pre-assigned Donations Coordinator, if warranted.

☐ Ensure that all Section staff maintain required records and documentation to support disaster assistance applications and the After-Action Report.

☐ Provide briefing to the General Staff on operating procedures for use of EOC equipment (e.g., telephone, data, radio systems, etc.).

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

☐ Participate in regular EOC briefings and provide input to an EOC Action Plan.
  - Prepare Logistics elements of the EOC Action Plan.
  - Review suggested strategy and operations for next operational period.
o Identify logistic requirements for planned and expected operations.
o Estimate future logistic requirements.
o Compare required capabilities with current capabilities.
o Determine additional service and support requirements corresponding to the EOC Action Plan.
o Coordinate and process requests for additional personnel and equipment resources.

Extended Operations

☑ Review EOC status displays and keep up-to-date on situation and resource needs.
☑ Brief the EOC Director on major problem areas that need or may 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.
☑ Coordinate with the Operations Section Chief to activate Staging Areas as a rally point for mutual aid and/or volunteers and unassigned County employees, if indicated.
☑ Ensure key facilities have been inspected and have adequate power, sanitation, or other critical services and supplies.
☑ From Operations and Planning Sections, determine status of transportation system into and within the affected area. Provide information to other Sections.
☑ Ensure internal communications and coordination between Section Unit Leaders.
☑ Update status information with other Sections as appropriate.
☑ Conduct periodic briefings for Section staff. Ensure that all Section staff are aware of priorities.
☑ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
☑ Participate in Action Planning meetings.
☑ Advise EOC Director of need to suspend competitive bidding, if warranted.
☑ Ensure that status and damage reports on County buildings from Facilities Maintenance personnel are reported to the Damage Assessment Unit, including information on habitability, accessibility, and need for repairs.
☑ Ensure that Section personnel and equipment time records and a record of expendable materials used are submitted to the Cost & Time Unit in the Finance/Administration Section at the end of each operational period.
☑ Brief relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
☑ Keep the EOC Director apprised of overall situation and status of resources.

Post Emergency

☑ Upon EOC deactivation, approve requests for release of resources, as indicated.
☐ Supervise demobilization of Section staff.

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

☐ Ensure that any required forms or reports are completed prior to Section staff release and departure.

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

☐ Leave forwarding phone number where you can be reached.

☐ Assign staff to assist at Local Assistance Center (LAC) or Disaster Recovery Center (DRC), if necessary.

☐ Provide Logistics Section Supply Unit staff with list of supplies to be replenished.

☐ Submit log and other incident-related documentation to Planning/Intelligence Section Documentation staff.

☐ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section, as directed.

☐ Participate in post-emergency debriefing and critique session.

☐ Participate in After Action Reporting and Corrective Action Planning meetings.

☐ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

☐ Implement any assigned corrective actions.
ATTACHMENT D-6
COMMUNICATIONS & INFORMATION TECHNOLOGY SERVICES UNIT LEADER

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

☐ Report to EOC, check-in and obtain briefing from the Logistics Section Chief.
  ◦ Magnitude and scope of event
  ◦ Area(s) of County impacted
  ◦ Current situation and priorities
  ◦ Actions taken
  ◦ Existing or anticipated problems/issues
  ◦ Immediate objectives

☐ Initiate and maintain a function log. Record the following:
  ◦ By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Communications & Information Technology Services (ITS) function, directions given, and actions taken.
  ◦ Information to be shared with other EOC functions
  ◦ Items that require follow-up
  ◦ Information/data needed for recovery operations
  ◦ Issues that involve potential liability
  ◦ Unit personnel, time on duty, and assignment

☐ Assign and brief any subordinates, as indicated.

☐ Assess EOC Communications and ITS systems.

☐ Establish and maintain communications links between EOC and key County facilities and with field units and OA jurisdictions.

☐ Implement alternate communications as necessary.

☐ Request assistance of Amateur Radio operators, if necessary, from RACES operator.

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

☐ Request additional resources through the appropriate Logistics Unit, as needed.

☐ Participate in regular Section briefings and provide Section Chief with input to the EOC Action Plan, as indicated.

☐ Monitor response activities and identify any potential current or future issues that require prompt attention.
Distribute and track portable radios, consistent with established priorities.

- Advise EOC staff on the communications capabilities and/or limitations
- Provide technical information and assistance as required on:
  - Adequacy of communications systems currently in operation
  - Geographic limitations on communications systems
  - Equipment capabilities
  - Amount and types of equipment needed
  - Anticipated problems in the use of communications equipment
- Ensure ITS needs are coordinated and alternate solutions are implemented as needed.

Extended Operations

- Supervise Communications activities, including the integration of Amateur Radio resources, if indicated.
- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.
- Keep the Logistics Section Chief advised of Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to Section Chief for updating information to the Planning/Intelligence Section.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Leave forwarding phone number where you can be reached.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.
- Deactivate Unit and close out logs when directed by Section Chief.
- Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- Recover communications equipment from relieved or released units.
- Participate in post-emergency debriefing and critique session.
- Participate in After Action Reporting and Corrective Action Plan meetings.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.
ATTACHMENT D-7

SUPPLY UNIT LEADER

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

☐ Report to EOC, check-in and obtain briefing from the Logistics Section Chief.
  o Magnitude and scope of event
  o Area(s) of County impacted
  o Current situation and priorities
  o Actions taken
  o Existing or anticipated problems/issues
  o Immediate objectives

☐ Initiate and maintain a function log. Record the following:
  o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Supply Unit, directions given, and actions taken.
  o Information to be shared with other EOC functions
  o Items that require follow-up
  o Information/data needed for recovery operations
  o Issues that involve potential liability
  o Unit personnel, time on duty, and assignment

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

☐ Assign and brief any subordinates, as indicated.

☐ Determine the type and amount of supplies available.

☐ Establish single point supply ordering process and method for tracking non-expendable supplies and equipment.

☐ Identify sources for types of supplies and equipment likely to be requested.

☐ Receive and process or refer, as appropriate, requests for supplies and equipment, as indicated.

☐ Track and account for equipment, supplies and materials provided to each facility.

☐ Oversee the distribution of fuel, water, food, other consumables and essential supplies to all disaster operation facilities.

☐ Compile and summarize costs associated with supply and equipment purchases and rentals and any service contracts on a daily basis and submit summary with invoices and receipts to the Finance/Administration Section.

☐ Participate in regular Section briefings and provide Logistics Section Chief with input for the EOC Action Plan, as indicated.
Monitor response activities and identify potential supply and equipment needs and/or shortfalls.

Advise Section Chief of need to execute emergency vendor and/or service contracts and/or to suspend the competitive bidding process.

Provide periodic status reports to Section Chief for updating information to the Planning/Intelligence Section.

Review EOC Action Plan for information on supplies, equipment and/or services that might be needed.

**Extended Operations**

- Ensure reusable equipment is serviced, as necessary.
- Determine 24-hour Unit staffing requirement and request additional support as required.
- Ensure that all Unit personnel and equipment time records and a record of expendable materials used are provided to Section Chief at the end of each operational period.
- Direct the collection, organization and display status of incident resources to include allocation, deactivation and staging areas.
- Maintain a master list of all major supply and equipment resources deployed.
- Provide resources summary information to the Situation Status Unit of the Planning/Intelligence Section as requested.
- Assist in strategy planning based on an evaluation of resources allocated, en route and projected shortfalls.
- Make recommendations to the Logistics Section Chief on resources that are not deployed and/or that should be deactivated.
- Brief relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Post-Emergency**

- Upon EOC deactivation, release resources, as directed.
- Leave forwarding phone number where you can be reached.
- Identify staff to assist at a Local Assistance Center (LAC) or Disaster Resource Center (DRC) as needed.
- Close out supply and equipment tracking documentation/
- Compile a list of supplies to be replenished from other EOC staff.
- Replenish expendable supplies as indicated.
- Ensure that non-expendable supplies and equipment have been returned to original source.
- Deactivate Unit and closeout logs when directed by Section Chief.
- Submit logs and other incident-related documentation to Planning/Intelligence Section Documentation Unit.
- Participate in post-emergency debriefing and critique session.
- Participate in After Action Reporting and Corrective Action Plan meetings.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.
ATTACHMENT D-8

FACILITIES UNIT LEADER

EMERGENCY ACTION CHECKLIST

Initial Response  (To Most Emergencies)

☐ Report to EOC, check-in and obtain briefing from the Section Chief.
  - Magnitude and scope of event
  - Area(s) of County impacted
  - Current situation and priorities
  - Actions taken
  - Existing or anticipated problems/issues
  - Immediate objectives

☐ Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Facilities function, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability
  - Unit personnel, time on duty, and assignment

☐ Assign and brief any subordinates, as indicated.

☐ Identify the types of emergency facilities likely to be required based on the nature of the emergency and identify potential alternate sites.

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

☐ Ensure that County facilities are inspected for damages and that damage reports are submitted to the Planning Section Damage Assessment Unit.

☐ Identify alternate facilities to conduct essential government services if required.

☐ As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement, or restriction negotiations required.

☐ Arrange for alternate facilities to support emergency operations:
  - Determine requirements for each facility type
  - Coordinate leases
  - Prepare layouts of emergency facilities
  - Notify EOC staff of facility availability and layout
  - Assign Facility Managers and support staff, as necessary
- Ensure assigned staff are oriented to life safety systems in alternate facilities.

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

- Participate in regular Section briefings and provide Section Chief with input to the EOC Action Plan, as indicated.

- Conduct periodic briefings for Unit staff. Ensure staff are aware of priorities.

- Ensure a regular sanitation schedule is established for the EOC, which includes:
  - Rest rooms
  - Food service areas
  - Garbage

- Confer with Transportation Unit on transportation requirements to move County or other staff to alternate facilities. Coordinate movement schedules and identify locations involved.

- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations (e.g., Staging Areas, shelters, Local Assistance Center [LAC] or Disaster Recovery Center [DRCs], etc.).

- Monitor the actions at each alternate facility activated and provide additional support requested, in accordance with EOC Action Plan and priorities.

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

- Brief relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

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

- Request additional resources through the appropriate Logistics Unit, as needed.

- Based on the situation as known or forecast, determine likely future Unit needs.

- Keep the Logistics Section Chief advised of Unit status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation reports to Section Chief for updating information to the Planning/Intelligence Section.

- Arrange for transfer and transport of personnel back to assigned facilities when able.

- Ensure that access and other specific needs of disabled persons are provided in temporary facilities.

- Provide facilities for sheltering emergency response, mutual aid and EOC personnel, as indicated.

- Be prepared to arrange for facilities for animal (large and domestic) boarding if required.

- Coordinate water resources for consumption, sanitation and firefighting at all facilities.
Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Leave forwarding phone number where you can be reached.
- Identify staff to assist at the Local Assistance Center (LAC) or Disaster Recovery Center (DRC), as needed.
- Provide Logistics Section Supply Staff with list of supplies to be replenished.
- Deactivate Unit and closeout logs when directed by Section Chief.
- Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Participate in post-emergency debriefing and critique session.
- Participate in After Action Reporting and Corrective Action Plan meetings.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.
ATTACHMENT D-9

TRANSPORATION UNIT

EMERGENCY ACTION CHECKLIST

**Initial Response (To Most Emergencies)**

- Report to EOC and obtain briefing from the Logistics Section Chief.
  - Magnitude and scope of event
  - Areas of County impacted
  - Current situation and priorities
  - Actions taken
  - Existing or anticipated problems/issues

- Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Transportation Unit, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involved potential liability

- Assign and brief any subordinates, as indicated.

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

- Determine if evacuation of any area(s) might be needed and identify sources for transport vehicles.

- Coordinate with the Operations Section on the movement of disabled and elderly persons, as necessary.

- Identify any transportation needs for injured and identify possible sources for appropriate vehicles.

- Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.

- As reports are received from field units and EOCSections, and as sufficient information develops, analyze the situation and anticipate transportation requirements.

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

- Participate in regular Section briefings and provide Section Chief with input to the EOC Action Plan, as indicated.

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

- Request additional resources through the appropriate Logistics Unit, as needed.
Based on the situation as known or forecast, determine likely future Unit needs and shortfalls in transportation resources.

Coordinate with Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use and identify any road/highway closures.

Consult with other Sections and Units to identify possible transportation needs.

**Extended Operations**

Keep the Logistics Section Chief advised of Unit status and activity and any problem areas that now need or will require solutions.

Provide periodic situation or status reports to Section Chief for updating information to the Planning/Intelligence Section.

Coordinate the transportation of large and/or domestic animals if necessary.

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

Brief relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Post-Emergency**

Upon EOC deactivation, release resources, as directed.

Deactivate the Transportation Unit and close out logs when authorized by the Logistics Section Chief.

Leave forwarding phone number where you can be reached.

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

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

Provide Logistics Section Supply Staff with list of supplies to be replenished.

Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.

Participate in post-emergency debriefing and critique session.

Participate in After Action Reporting and Corrective Action Plan meetings.

Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

Implement any assigned corrective actions.
ATTACHMENT D-10

PERSONNEL/VOLUNTEER UNIT

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Report to EOC, check-in and obtain briefing from the Logistics Section Chief:
  - Magnitude and scope of event
  - Areas of County impacted
  - Current situation and priorities
  - Actions taken
  - Existing or anticipated problems/issues

- Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Personnel Unit, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability

- Assign and brief any subordinates, as indicated.

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

- Determine Unit 24-hour staffing requirements and advise Section Chief, as required.

- Request additional resources through the appropriate Logistics Unit, as needed.

- Confer with Logistics Section Chief on the classifications of personnel and volunteers likely to be requested and priorities for deployment.

- Identify potential sources for the classification(s) of non-operations personnel likely to be needed.

- Confer with Logistics Section Chief and the Public Information Officer (PIO) on the need to record a message on the Employee Information Hotline.

- In consult with Public Information Officer, prepare and record message on Employee Information Hotline, as directed or approved by EOC Director.

- Classify available personnel and volunteers according to NIMS definitions or by skills, physical fitness or other appropriate characteristics, and register as DSW.

- Receive and process all incoming requests for personnel and volunteers. Identify number needed, any special qualifications or training, assignment location, and person to report to upon arrival. Obtain an estimated time of arrival for relay back to the requesting agency or party.

- Consult with Logistics Section Chief regarding establishing Staging Area for convergent
volunteers, if necessary.

- Issue Loyalty Oath, register and assign convergent volunteers, as indicated.
- Assign convergent volunteers to work under supervision of designated County staff.
- Develop a system for tracking personnel/volunteers processed by the Unit.
- Maintain sign in/out logs and establish controls for the accountability of personnel and volunteers during assignment.
- Refer personnel/volunteers relieved from assignment to be processed out through the Planning Section Demobilization Unit.
- Maintain information regarding:
  - Personnel/volunteers processed, including classification
  - Personnel/volunteers allocated and assigned by classification/agency/location
  - Personnel/volunteers on standby
  - Special personnel requests not filled by category
- Arrange for training of assigned personnel, including volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training includes safety and hazard awareness and is in compliance with OSHA requirements.
- Participate in regular Section briefings and provide Section Chief with input to EOC Action Plan, as indicated.
- Based on the situation as known or forecast, determine likely future personnel and Unit needs.
- Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.
- Keep the Logistics Section Chief advised of Unit status and activity and on any problem areas that now need or will require solutions.

### Extended Operations

- Ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to Section Chief at the end of each operational period.
- Brief relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Arrange for Crisis Incident Stress Debriefings for emergency workers, if indicated.
- Coordinate feeding, shelter and care of EOC and field response personnel, employees unable to return home, and volunteers with the Procurement and Facilities Units.
- If requested to do so by the Logistics Section Chief, establish a plan for child and elderly care for County employees as needed. Coordinate with Facilities Unit for suitable facilities.
- Assist and support employees and their families who are also disaster victims.
Develop a plan for communicating with those agencies having personnel resources capable of meeting specific needs.

Coordinate with the Inland REOC for additional personnel needs.

Consult with the Volunteer Coordinator to arrange for recruitment, registration, mobilization and assignment of volunteers as necessary.

Establish Disaster Service Worker and Volunteer registration and orientation/training locations. Assign staff to accomplish these functions.

Issue ID cards to personnel and volunteers assigned to support or perform an emergency function.

Coordinate transportation of personnel and volunteers with the Transportation Unit.

If the need for a recruitment of volunteers is anticipated, coordinate with the Volunteer Coordinator and PIO to prepare the specific content of any broadcast item desired.

Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

Post Emergency

Identify staff to assist at the Local Assistance Center (LAC) or Disaster Recovery Center (DRC), if necessary.

Upon EOC deactivation, release resources, as directed.

Leave forwarding phone number where you can be reached.

Provide Logistics Section Supply staff with list of supplies to be replenished.

Deactivate Unit and close out logs when directed by Logistics Section Chief.

Submit logs and other emergency related documentation to Planning/Intelligence Section Documentation Unit.

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

Participate in post-emergency debriefing and critique session.

Participate in After Action Reporting and Corrective Action Planning meetings.

Revise and update emergency plan and procedures to reflect lessons learned from the emergency.

Implement any assigned corrective actions.
ATTACHMENT D-11

DONATIONS UNIT

EMERGENCY ACTION CHECKLIST

☐ Report to EOC, check-in and obtain briefing from the Logistics Section Chief.
  ☐ Magnitude and scope of event
  ☐ Area(s) of County impacted
  ☐ Current situation and priorities
  ☐ Actions taken
  ☐ Existing or anticipated problems/issues or need for volunteers
  ☐ Immediate objectives

☐ Initiate and maintain a function log. Record the following:
  ☐ By date and time, note arrival time, decisions made, directions given, and actions taken.
  ☐ Information to be shared with other EOC functions
  ☐ Items that require follow-up
  ☐ Issues that involve potential liability

☐ Participate in regular Section briefings and provide the Logistics Section Chief with input to an EOC Action Plan, as indicated.

☐ Monitor response activities and identify any potential issues that require prompt attention.

☐ Identify location for accepting, sorting and storing donated goods.

☐ Consult with Finance Section Chief to determine where and how monetary donations are to be processed and deposited.

☐ Recruit, orient and assign volunteers, if necessary.

☐ Track all volunteers and maintain a list of volunteer assignments.

☐ Receive and process, as appropriate, donated goods and document type and quantity.

☐ Identify appropriate community based, non-profit organizations to whom donated goods may be directed.

Post-Emergency

☐ Upon EOC deactivation, release volunteers, as indicated.

☐ Provide Logistics Section Supply Unit Staff with list of supplies to be replenished.

☐ Close out log when directed by Section Chief.

☐ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.

☐ Participate in EOC post-emergency debriefing and critique session.
☐ Participate in After Action Reporting and Corrective Action Planning meetings.

☐ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

☐ Implement any assigned corrective actions.
ATTACHMENT D-12

LOGISTICS SECTION

HAZARD-SPECIFIC RESPONSES

This Attachment includes Emergency Action Checklists to be used as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

D-13-a Response to a Major Earthquake
D-13-b Response to Hazardous Material Incident
D-13-c Response to Imminent/Actual Flooding
D-13-d Response to Imminent/Actual Dam Failure
ATTACHMENT D-13-a

LOGISTICS SECTION

RESPONSE TO A MAJOR EARTHQUAKE

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobilize resource and support personnel.</td>
<td>Logistics Manager</td>
</tr>
<tr>
<td>Activate Multipurpose Staging Areas.</td>
<td>Staging Area Manager</td>
</tr>
<tr>
<td>Allocate resources and supplies according to established priorities.</td>
<td>Section Chiefs</td>
</tr>
<tr>
<td>Coordinate transportation resources required for:</td>
<td>Business Unit Leader</td>
</tr>
<tr>
<td>- Transporting casualties</td>
<td></td>
</tr>
<tr>
<td>- Evacuating persons</td>
<td></td>
</tr>
<tr>
<td>- Transporting supplies, equipment and personnel</td>
<td></td>
</tr>
<tr>
<td>- Transporting potable water</td>
<td></td>
</tr>
<tr>
<td>Distribute medical supplies to Casualty Staging Areas, hospitals and First Aid Stations.</td>
<td>Health &amp; Medical Branch Logistics</td>
</tr>
<tr>
<td>Coordinate distribution of water, food, and other consumables.</td>
<td>Care/Shelter Branch Health &amp; Medical Branch Red Cross</td>
</tr>
<tr>
<td>Coordinate with utilities on restoration of telephone, water, gas and electric power for essential facilities.</td>
<td>Utilities</td>
</tr>
<tr>
<td>Distribute and install chemical toilets at key facilities and mass care facilities as needed.</td>
<td>Transportation</td>
</tr>
<tr>
<td>Coordinate with utilities to close down and isolate damaged sewage disposal systems and water delivery systems.</td>
<td>Utilities</td>
</tr>
<tr>
<td>ASSIGNED ACTION</td>
<td>RESPONSIBILITY</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Coordinate with the Fire and Rescue Coordinator on provision of water for</td>
<td>Logistics</td>
</tr>
<tr>
<td>firefighting.</td>
<td></td>
</tr>
<tr>
<td>Provide emergency equipment or coordinate with major suppliers.</td>
<td>Supply</td>
</tr>
<tr>
<td>Provide emergency power where needed.</td>
<td>Supply</td>
</tr>
<tr>
<td>Procure and allocate personnel and material resources required to support</td>
<td>Logistics</td>
</tr>
<tr>
<td>local emergency operations.</td>
<td></td>
</tr>
<tr>
<td>Request assistance from the OES Mutual Aid Region Resources Coordinator,</td>
<td>OA Mutual Aid Coordinators</td>
</tr>
<tr>
<td>as required.</td>
<td></td>
</tr>
</tbody>
</table>
## ATTACHMENT D-13-b

### LOGISTICS SECTION

**RESPONSE TO HAZARDOUS MATERIAL INCIDENT**

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check with Incident Commander to determine emergency resource and support</td>
<td>Logistics</td>
</tr>
<tr>
<td>requirements.</td>
<td></td>
</tr>
<tr>
<td>Mobilize resources and support personnel, as required.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Coordinate transportation resources, if required, for:</td>
<td>Transportation</td>
</tr>
<tr>
<td>- Transporting casualties</td>
<td></td>
</tr>
<tr>
<td>- Evacuating persons</td>
<td></td>
</tr>
<tr>
<td>- Transporting supplies, equipment, and personnel</td>
<td></td>
</tr>
<tr>
<td>Coordinate with utilities to close down and to isolate contaminated sewage</td>
<td>Health &amp; Medical Branch</td>
</tr>
<tr>
<td>disposal and water delivery systems.</td>
<td></td>
</tr>
<tr>
<td>Assist other agencies in transporting requested supplies and equipment to feed</td>
<td>Transportation</td>
</tr>
<tr>
<td>and shelter disaster victims.</td>
<td></td>
</tr>
<tr>
<td>Respond to sheltering requests in the affected area.</td>
<td>Care &amp; Shelter Branch</td>
</tr>
<tr>
<td>Request assistance from the OES Mutual Aid Region Resources and Support Coordinator, as required.</td>
<td>OA Mutual Aid Coordinators</td>
</tr>
</tbody>
</table>
ATTACHMENT D-13-c

LOGISTICS SECTION

RESPONSE TO IMMINENT/ACTUAL FLOODING

FLOODING EXPECTED

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place resources and support personnel on standby.</td>
<td>OES Staff</td>
</tr>
<tr>
<td>Organize teams for sandbagging operations.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Activate staging areas, if required.</td>
<td>Staging Area Manager</td>
</tr>
<tr>
<td>Establish and test a communications and reporting system.</td>
<td>Communications Coordinator</td>
</tr>
<tr>
<td>Procure and stockpile sandbags.</td>
<td>Logistics - Supply</td>
</tr>
<tr>
<td>Initiate volunteer recruitment, if needed.</td>
<td>Volunteer Coordinator</td>
</tr>
<tr>
<td>Coordinate transportation resources, if required, for:</td>
<td>Transportation</td>
</tr>
<tr>
<td>• evacuating persons</td>
<td></td>
</tr>
<tr>
<td>• transporting equipment, supplies, and personnel</td>
<td></td>
</tr>
<tr>
<td>Coordinate with Utilities to turn off services to evacuated areas.</td>
<td>Liaison</td>
</tr>
<tr>
<td>Obtain from the Care and Shelter Coordinator locations of mass care facilities</td>
<td>Care &amp; Shelter Branch, Red Cross</td>
</tr>
<tr>
<td>and prepare to support each facility.</td>
<td></td>
</tr>
<tr>
<td>Determine material needs and stockpile essential items in accessible areas not</td>
<td>Logistics</td>
</tr>
<tr>
<td>subject to flooding.</td>
<td></td>
</tr>
<tr>
<td>Establish storage depots for potable water and tank trucks to transport it.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Coordinate with sewage treatment facilities on potential flood caused</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>effluent escapes.</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist in moving resources and supplies from flood prone areas.</td>
<td>Transportation</td>
</tr>
<tr>
<td><strong>FLOODING OCCURS</strong></td>
<td></td>
</tr>
<tr>
<td>Provide emergency power for essential facilities and conducting emergency operations.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Request assistance from the OES Mutual Aid Region, as required.</td>
<td>OA Mutual Aid Coordinator</td>
</tr>
<tr>
<td>Provide personnel and resources to continue sandbagging operations.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Support mass care facility operations.</td>
<td>Care &amp; Shelter Branch Red Cross</td>
</tr>
<tr>
<td>Continue to coordinate transportation resources.</td>
<td>Transportation</td>
</tr>
<tr>
<td>Procure and allocate essential personnel and material resources required to support local emergency operations.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Request assistance from the OES Mutual Aid Region, as required.</td>
<td>OA Mutual Aid Coordinator</td>
</tr>
</tbody>
</table>
LOGISTICS SECTION

RESPONSE TO IMMINENT/ACTUAL DAM FAILURE

DAM FAILURE IMMINENT

<table>
<thead>
<tr>
<th>ASSIGNED ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place resources and support personnel on standby.</td>
<td>OES Staff</td>
</tr>
<tr>
<td>Coordinate transportation resources for evacuating persons.</td>
<td>Transportation</td>
</tr>
<tr>
<td>Establish and test a communications and reporting system.</td>
<td>Communications &amp; IT</td>
</tr>
<tr>
<td>Coordinate with Utilities to turn off services in evacuated areas.</td>
<td>Fire/Law</td>
</tr>
<tr>
<td>Obtain locations of mass care facilities from the Care and Shelter Coordinator.</td>
<td>Care &amp; Shelter Branch</td>
</tr>
<tr>
<td>Assist in supporting each care and shelter facility.</td>
<td>Red Cross</td>
</tr>
<tr>
<td>Stockpile essential resource items outside inundation areas.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Establish storage depots for potable water and tank trucks.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Coordinate with sewage treatment facilities on potential flood caused effluent escapes.</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Assist in moving resources and supplies outside inundation areas.</td>
<td>Transportation</td>
</tr>
<tr>
<td>Provide emergency power for essential facilities and other emergency operations.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Procure and stockpile sandbags.</td>
<td>Logistics</td>
</tr>
</tbody>
</table>
## DAM FAILURE OCCURS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate volunteer recruitment, if needed.</td>
<td>Volunteer Coordinator</td>
</tr>
<tr>
<td>Request assistance from the OES Mutual Aid Region, as required.</td>
<td>OA Mutual Aid Coordinator</td>
</tr>
<tr>
<td>Coordinate transportation resources to assist in evacuation operations, as feasible.</td>
<td>Transportation</td>
</tr>
<tr>
<td>Provide personnel and resources to assist in flood fighting and clean-up operations.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Support mass care facility operations.</td>
<td>Care &amp; Shelter Branch</td>
</tr>
<tr>
<td>Assit in transporting casualties to medical facilities.</td>
<td>Emergency Medical Services (EMS)</td>
</tr>
<tr>
<td>Coordinate with utilities for the restoration of damaged water, gas, electric, sewage or other systems in Kern County.</td>
<td>Operations</td>
</tr>
<tr>
<td>Obtain and allocate personnel and material required to support local emergency operations.</td>
<td>Logistics</td>
</tr>
<tr>
<td>Request assistance from the OES Mutual Aid Region, as required.</td>
<td>OA Mutual Aid Coordinator</td>
</tr>
</tbody>
</table>