

6.4 EOC Logistics Section Overview

The Logistics Section (the “Getters”) consists of those departments and agencies that have a primary responsibility to support emergency operations in the Region or Municipalities.

Responsibilities:

- Manage resources including assessing needs, allocating, procuring and documenting actions taken and resources obtained.
- Provide shelter, food, transportation, for workers when requested.
- Maintain a master list of resources available.



6.4.1 Logistics Section Chief

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: EOC Director

Responsibilities:

- Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services and information technology, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services as well as arranging for food, lodging, and other support services as required both for the EOC and responder/site requirements.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated Incident Commands within the area.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Ensure critical resources are allocated according to EOC Action Plan policy, priorities and direction.
- Coordinate with ESS Branch Coordinator on the provision of food and lodging for EOC and Site Personnel.
- Supervise the Logistics Section.

Activation Phase:

- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:
 - Communications / Information Systems Unit
 - Personnel Unit
 - Transportation Unit
 - Facilities Unit
 - Supply / Procurement Unit
 - EOC Support & Security Unit (Clerical Team)
 - Information Technology Unit (Communications Team, Computer Systems Team)
- Mobilize sufficient section staffing for 24 hour operations.
- Establish communications with the Logistics Section at the Provincial Regional Coordination Centre, if activated.
- Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts Commanders in the field and other agency/organization operations centres. This should be done prior to acting on the request.
- Meet with the EOC Director and Management Team and identify immediate resource needs.
- Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority for the Logistics Section.
- Assist Branch and Unit Coordinators in developing objectives for the Logistics section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
- Provide periodic Section Status Reports to the EOC Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

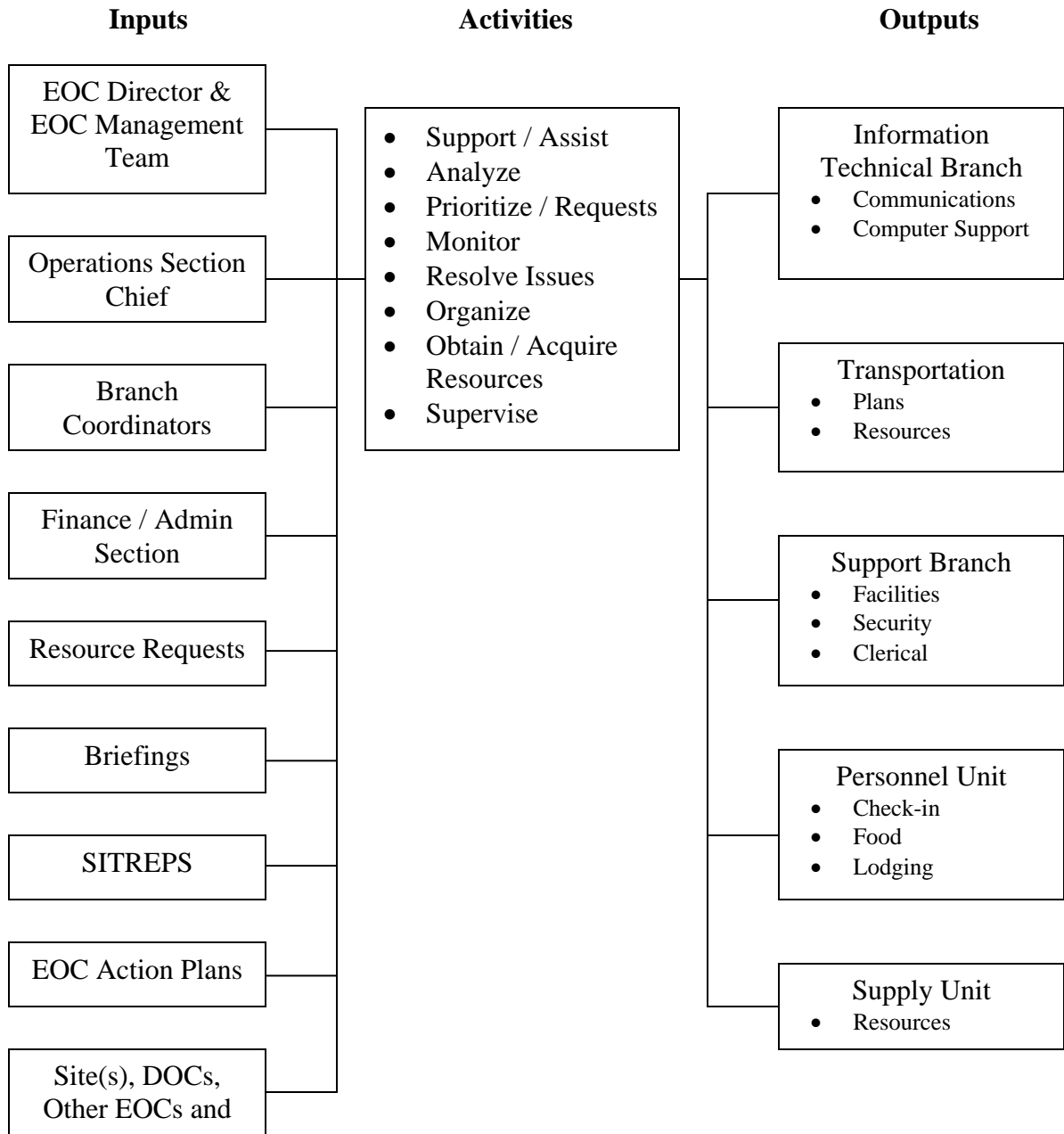
- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Provide periodic Section Status Reports to the EOC Director and Planning Section (Situation Unit).
- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure Logistics Section (Supply and Personnel Units) coordinate relevant activities with appropriate Functional Branch Coordinators in the various EOC Sections.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.

- Ensure that all resources are tracked and accounted for in cooperation with the Planning Section (Resource Unit), as well as resources ordered through Mutual Aid.
- Provide section staff with information updates as required.

Demobilization Phase:

- Identify high cost resources that could be demobilized early and advise other Section Chiefs.
- Ensure coordination with Operations before commencing demobilization.
- Determine demobilization status of the Logistics Section and advise the EOC Director.
- Complete all logs and documentation and forward to Planning Section (Documentation Unit).
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administrative Section.
- Provide input towards the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

Logistics Section Chief



6.4.2 Communications / Information Systems Unit Coordinator/ Information Technology Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Logistics Section Chief

Responsibilities:

- Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
- Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with the Provincial Regional Coordination Centre and Incident Commander(s), other agency/organization operations centres, other EOC's, ESS Headquarters or Reception Centres and PREOC, if established.
- Determine specific computer requirements for all EOC positions.
- Implement available computer systems if available, for internal information management to include message and e-mail systems.
- Ensure that the EOC Communications Centre is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
- Develop and distribute a Communications Plan (check with Planning Section) that identifies all systems in use and lists specific frequencies, email addresses and telephone and fax contact numbers allotted for the event or disaster.
- Supervise the Communications / Information Systems Unit / Information Technology Unit.

Activation Phase:

- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Obtain a situation briefing from Logistics Section Chief.
- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.

- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Based on the situation, activate the necessary units within the Communications / Information Systems Unit
 - Communications Unit
 - Information Systems Unit
 - Computer Systems Team
- Prepare objectives for the Communications / Information Systems Unit; provide them to the Logistics Section Coordinator prior to the initial Action Planning meeting.
- Prepare objectives for the Information Technology Unit; provide them to the Logistics Section Chief as directed.

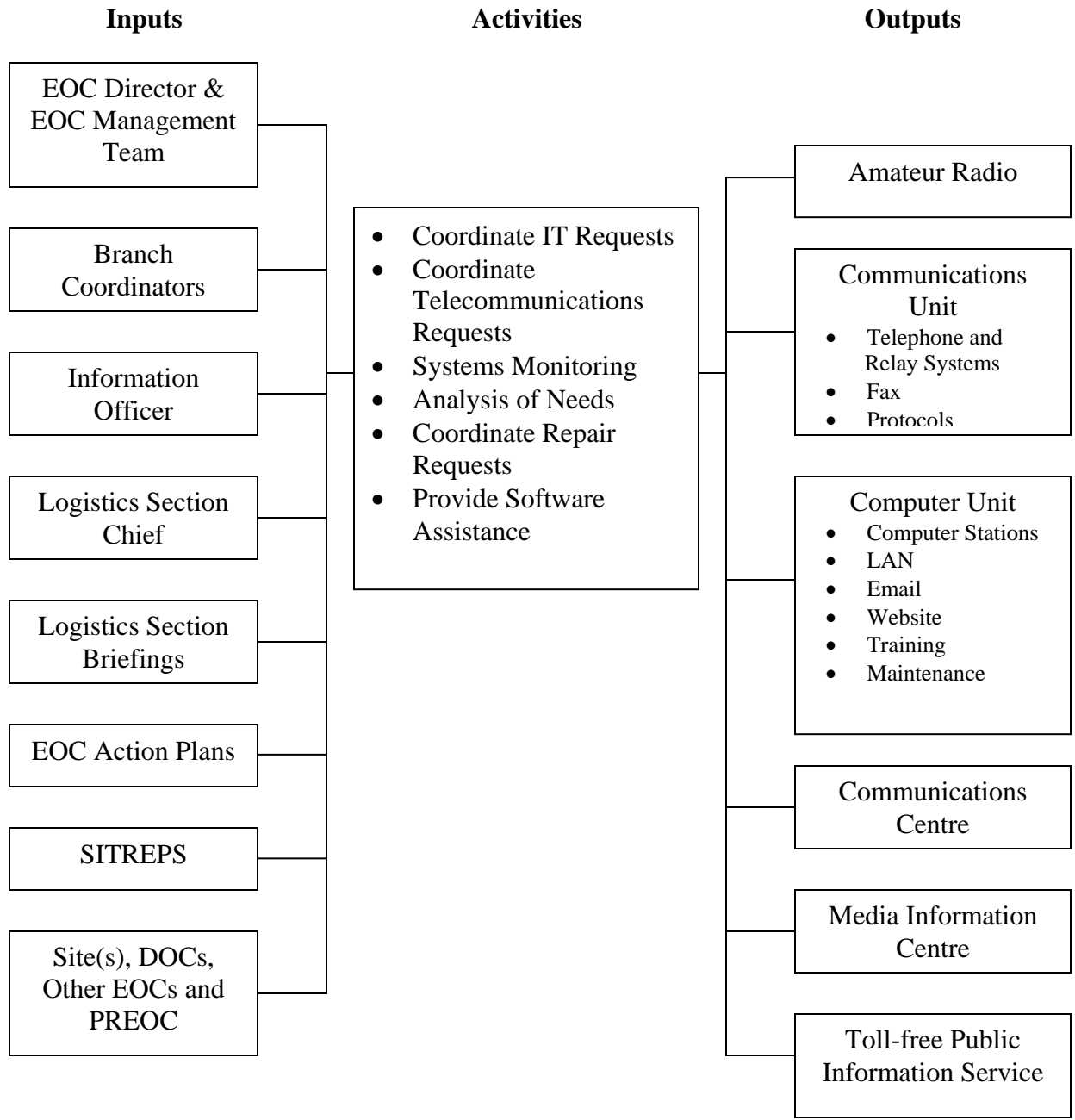
Operational Phase:

- Ensure that Communication / Information Systems Unit / Information Technology Unit position logs and other necessary files are maintained.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- Ensure that the EOC Communications Centre is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- Contact Telus if installation of emergency telephone service is required at EOC or other location.
- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Provide necessary telecommunications when Information Officer establishes a Media Information Centre.
- Provide necessary telecommunications when Information Officer establishes a toll-free Public Information Line or Call Centre.
- Ensure that communications links, if available, are established with the Provincial Regional Emergency Operations Centre.
- Continually monitor the operational effectiveness of EOC communications systems.
- Provide additional equipment as required.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- Keep the Logistics Section Coordinator informed of the status of communications systems.
- Prepare objectives for the Communications / Information Systems Unit; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- Refer all contacts with the media to the Information Officer.

Demobilization Phase:

- Determine demobilization status of the Information Technology Branch and advise the EOC Logistics Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

Communications / Information Systems Unit / Information Technology Unit Coordinator



6.4.3 Transportation Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Logistics Section Chief

Responsibilities:

- In coordination with the Public Works / Engineering Branch Coordinator, and the Situation Assessment Unit, develop a transportation plan to support EOC operations.
- In coordination with the Infrastructure Branch Coordinator, and Planning's Situation Unit, develop a Transportation Plan to support the EOC Action Plan.
- Arrange for the acquisition or use of required transportation resources.
- Coordinate transportation requirements with the Operations Section.
- Supervise the Transportation Unit.

Activation Phase:

- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Obtain a situation briefing from the Planning Section Chief.
- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

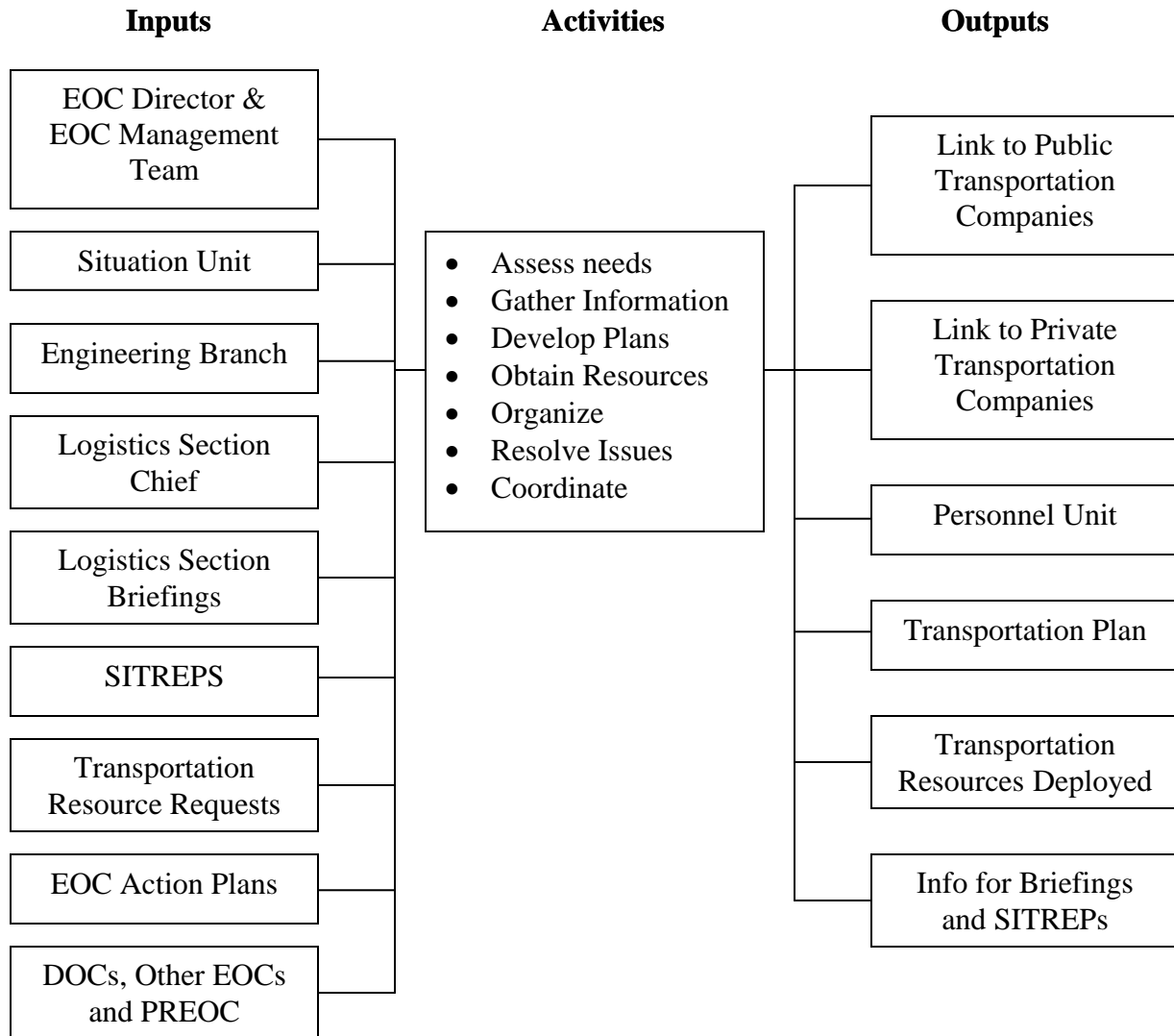
- Establish and maintain a position log and other necessary files.
- Routinely coordinate with the Planning Section (Situation Assessment Unit) to determine the status of transportation routes in and around the area.
- Routinely coordinate with the Infrastructure Branch Coordinator to determine progress of route recovery operations.
- Develop a Transportation Plan that identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.

- Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- Keep the Logistics Section Coordinator informed of significant issues affecting the Logistics Section (Transportation Unit).
- Coordinate transportation activities and needs with Logistics Section (Supply and Personnel Units), Branches, Information and Liaison Officers.

Demobilization Phase:

- Coordinate transportation activities and needs with Logistics Section (Supply and Personnel Units), Branches, Information and Liaison Officers.
- Determine demobilization status of the Logistics Section (Transportation Unit) and advise the EOC Logistics Section Chief.
- Complete all logs and documentation and forward to Planning Section (Documentation Unit).
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

Logistics Transportation Unit Coordinator



6.4.4 Personnel Unit Coordinator

Read This Entire Position Checklist Before Taking Action
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All forms listed below are found in Sec 10.3

Reports to: Logistics Section Chief

Responsibilities:

- Provide personnel resources as requested in support of the EOC and Site Operations.
- Identify, recruit and register volunteers as required.
- Develop an EOC organization chart.
- Supervise the Personnel Unit.

Activation Phase:

- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Obtain situation briefing from Logistics Section Chief.
- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

- Establish and maintain personal log and other necessary files.
- Check in all incoming EOC personnel (See EOC 511 and PEP Task Reg. 512)
- In conjunction with the Planning Section (Documentation Unit), develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the EOC Coordinator and Safety Officer / Coordinator and Risk Management Officer / Coordinator to ensure that all EOC staff including volunteers, receive a current situation and safety briefing upon check-in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources and services.

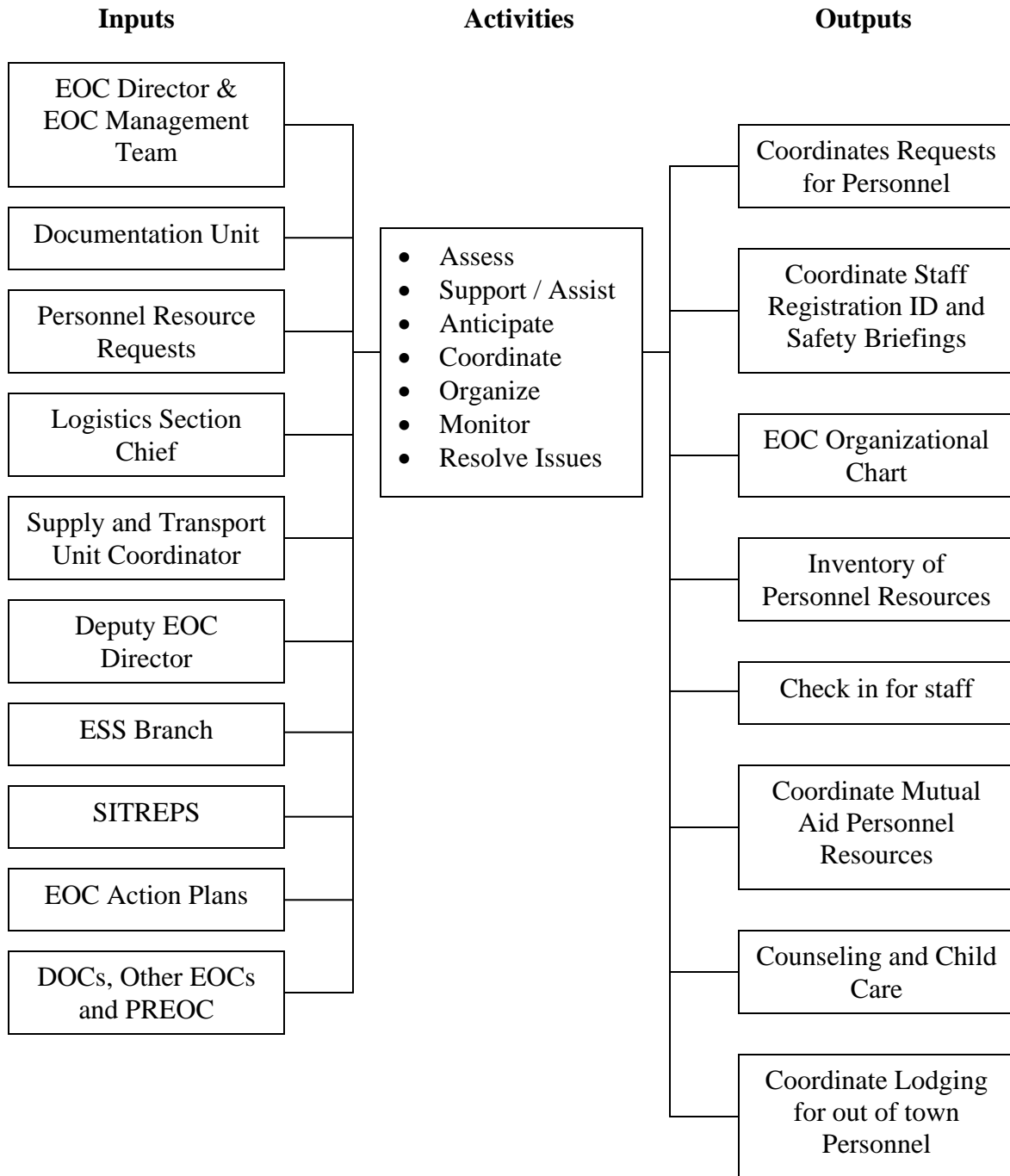
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel resources.
- Develop shift schedules (See EOC 503).
- Coordinate with the EOC Coordinator or deputy and Safety Officer / coordinator Risk Management Officer / Coordinator to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- Assist the Operations Section Fire & Rescue Branch and Police Branch with ordering mutual aid personnel resources as required.
- To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
- In coordination with the EOC Deputy Director and Safety Officer, determine the need for crisis counseling and critical incident stress debriefing for emergency workers; acquire mental health specialists as needed.
- Arrange for child care services for EOC personnel as required.
- Establish registration locations with sufficient staff to register volunteers, and issue them identification cards.
- Establish a staff registration location(s) to register volunteers. Liaise with the Operations Section (ESS Branch).
- Issue disaster service worker identification cards. Liaise with Risk Management.
- Keep the Logistics Section Coordinator informed of significant issues affecting the Personnel Unit.
- Ensure that accommodation is arranged for out-of-town personnel. Coordinate with Operations Section (ESS Branch) and Logistics Section (Supply Unit).
- Coordinate ground transportation requirements with Logistics Section (Transportation Unit).

Demobilization Phase:

- Determine demobilization status of the Logistics Section (Personnel Unit) and advise the EOC Logistics Section Chief.
- Complete all logs and documentation and forward to Planning Section (Documentation Unit).
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

Personnel Unit Coordinator



6.4.5 Supply / Procurement Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Logistics Section Chief

Responsibilities:

- Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
- Coordinate procurement actions with the Finance/Administration Section.
- Coordinate delivery of supplies and material as required.
- Supervise the Supply/Procurement Unit.
- Allocate critical resources as required and directed.

Activation Phase:

- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Obtain situation briefing from Logistics Section Chief.
- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure adequate staffing levels for Supply Unit.

Operational Phase:

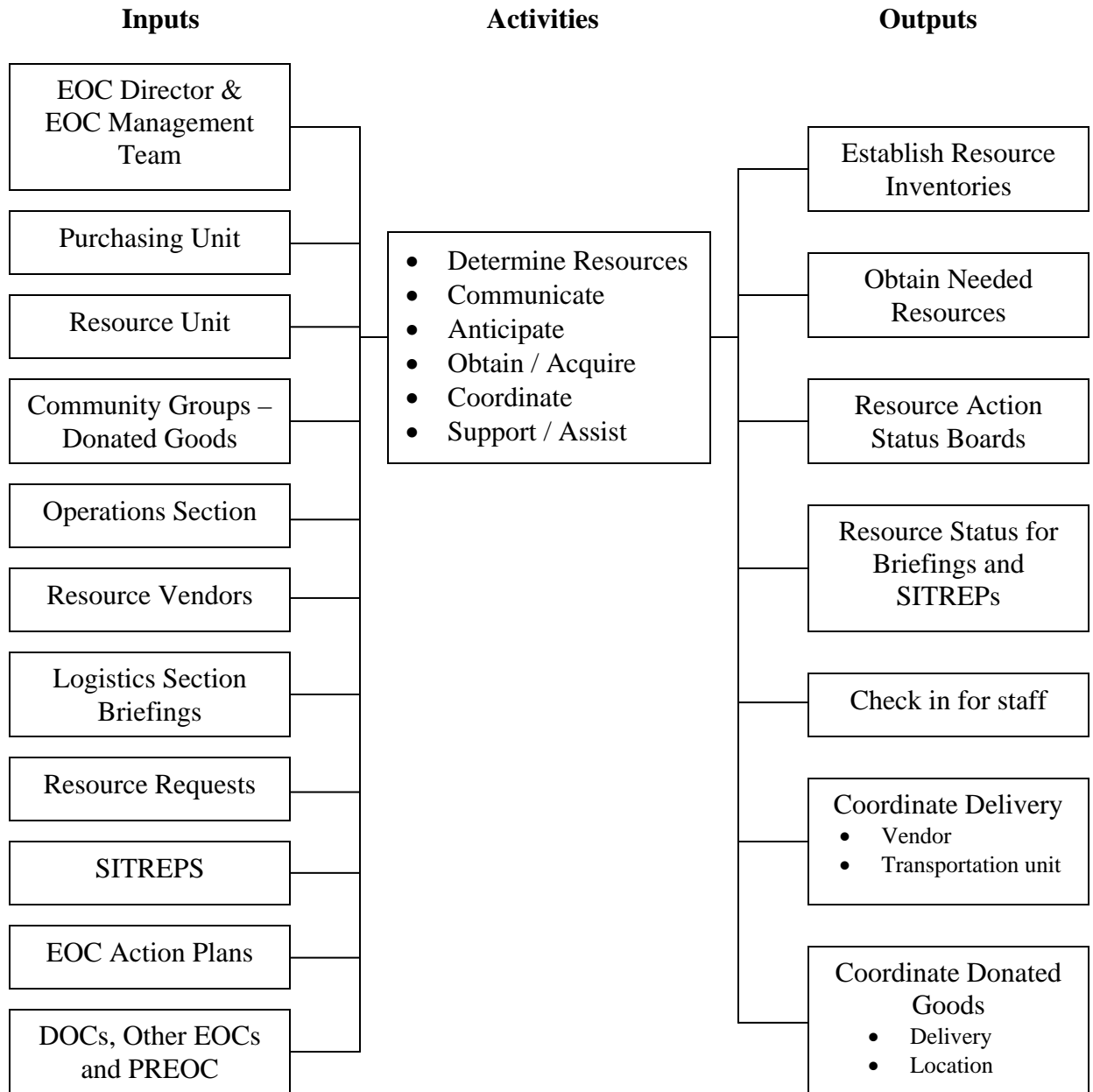
- Establish and maintain a position log and other necessary files.
- Determine if requested types and quantities of supplies and materials are available in inventory or from the area status.
- Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materials, and also verify that the request has not been previously filled through another source.

- In conjunction with the Resources Unit, maintain a status board or other reference depicting procurement actions in progress and their current status (See EOC 515).
- Determine if the procurement item can be provided without cost from another jurisdiction or through the Provincial Regional Coordination Centre.
- Determine unit costs of supplies and materials, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- Coordinate donated goods and services from community groups and private organizations. Set up procedures (Donated Goods Team) for collecting, inventorying, and distributing usable donations.
- Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

- Determine demobilization status of the Supply Unit and advise the EOC Logistics Section Chief.
- Complete all logs and documentation and forward to the Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

Supply Unit Coordinator



6.4.6 Support and Security Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Logistics Section Chief and / or Risk Management / Safety / Security Officer

Responsibilities:

- Ensure that all buildings and other facilities used in support of the EOC are in safe operating conditions.
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.
- Secure the EOC facilities to preserve confidentiality and worker safety.

Activation Phase:

- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

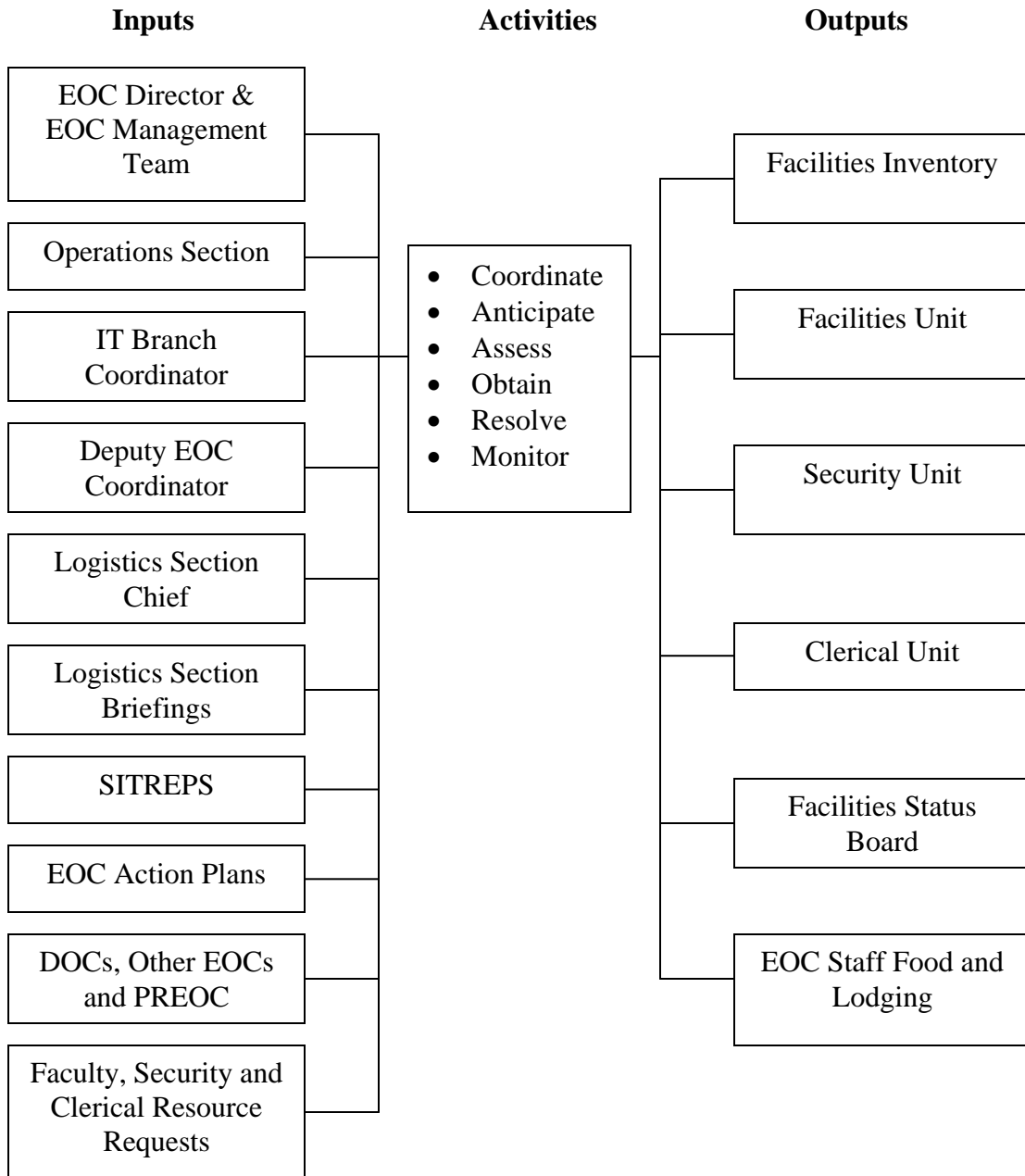
Operational Phase:

- Ensure that adequate EOC facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions that require improvement.
- Prepare and present EOC security briefings for the EOC Director and Management Team at appropriate meetings.
- Ensure the EOC and workspaces are returned to their original state when no longer needed.

Demobilization Phase:

- As facilities are vacated, coordinate with the facility manager and Logistics Section (Information Technology Branch Coordinator) to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Determine demobilization status of the EOC Support Branch and advise the EOC Logistics Section Chief and / or Risk Management / Safety / Security Officer.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

Support and Security Unit Coordinator



6.4.7 Facilities Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Logistics Section Chief

Responsibilities:

- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
- Supervise the Facilities Unit.
- Ensure food and refreshments are provided to EOC staff.
- Ensure security measures are taken to secure all facilities from access by unauthorized people.
- Supervise the EOC Support Unit.

Activation Phase:

- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Obtain situation briefing from Logistics Section Chief.
- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure adequate staffing levels to meet needs of Support Branch.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.

- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference that depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Keep the Logistics Section Coordinator informed of significant issues affecting the Facilities Unit.
- Activate Facilities Team, Security Team, and Clerical Team if required.
- Work closely with the Deputy EOC Director, Logistics Section (Information Technology Unit Coordinator), and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with Branches and Units in the Operations Section to determine if assistance with facility acquisition and support is needed at the site level.
- Arrange for continuous maintenance of acquired facilities, ensuring that utilities and restrooms are operating properly.
- Keep inventory lists (See EOC 523).
- Ensure all structures are safe for occupancy and that they comply with appropriate regulations & bylaws. Coordinate with the Operations Section (Infrastructure Branch).
- Determine food requirements for EOC staff (See EOC 508). Coordinate activities with Operations Section (ESS Branch Coordinator) and Logistics Section (Supply Unit Coordinator).
- Arrange for and supervise security staff for EOC facilities.
- Arrange for and supervise clerical staff for the EOC.
- Keep the Logistics Section Chief informed of significant issues affecting the Support Branch.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.
- Return any communications equipment or other materials specifically issued for your use.

- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.