



This document outlines the response expectations of the Yolo County Operational Area within the Logistics and Resources Management Annex.

Yolo County Logistics and Resource Management Annex

Annex to the Yolo County
Emergency Operations Plan

Version 1.0

November 2024

PROMULGATION

This Emergency Support Function Annex to the County of Yolo Emergency Operations Plan describes how Yolo County will manage an emergency incident or disaster mitigation, preparedness, response, and restoration related to this Emergency Support Function. All Primary and Support agencies identified as having assigned responsibilities in this Emergency Support Function shall perform the emergency tasks described, including preparing and maintaining Standard Operating Guidelines and Procedures and carrying out the training, exercises, and plan maintenance needed to support the plan.

This Emergency Annex plan was developed using the Comprehensive Planning Guide 101 version 3 from the Federal Emergency Management Agency and California's emergency planning guidance documents. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption under the direction of the Director of Emergency Operations. The revised plan will be relayed digitally to all Primary and Support agencies with assigned responsibilities in this Emergency Support Function. The Primary assigned agency will coordinate the review and update of the plan with the Support agencies as needed at least every three years. This Emergency Support Function plan supersedes any previous versions.

This Emergency Support Function Annex applies to Primary and Support agencies within Yolo County who are assigned responsibilities by Emergency Support Function of the All-Hazard Emergency Operations Plan and identified within the Emergency Support Function Annex.

This plan replaces previous annexes of the same or similar title.

The County of Yolo Board of Supervisors chairperson will formally promulgate this annex. The County Ordinance empowers the County Board of Supervisors to review and approve emergency and mutual aid plans.

Lucas Frerichs
Chair of the Board of Supervisors

Date:

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SECTION 1.0: INTRODUCTION

1.1 OVERVIEW

The Logistics and Resource Management Annex to Yolo County's Operational Area Emergency Operations Plan (OA EOP) introduces the basic concepts, policies, and procedures for providing and/or coordinating the provision of services, personnel, equipment, and supplies to support operations associated with natural disasters, technological perils, and incidents within the Yolo County Operational Area (OA). This annex describes the governmental organizations responsible for providing such logistics (facilities, supply/procurement, personnel, transportation, equipment, tracking methods, and utilities) and the elements of the private sector that normally offer commodities and services. In addition, this annex also supports and describes how the functions will be carried out at the Operational Area (OA) level within the City of Davis EOP, City of West Sacramento EOP, City of Winters EOP, City of Woodland EOP, Yolo County Housing EOP and the Yocha Dehe Wintun Nation EOP.

1.2 PURPOSE

The purpose of this annex is to provide and maintain a logistical and resource management construct for the support of response and recovery operations following an emergency or a major disaster within the Yolo Operational Area by promoting standard methods for identifying, acquiring allocating, and tracking resources. The success of this effort requires the coordination, pooling, and networking of both available and obtainable logistical resources provided by state agencies, local government entities, voluntary organizations, or other providers. The term "obtainable" means other necessary resources that must be acquired through emergency procurement assistance, contract, lease, purchase, mutual aid agreements, or otherwise from outside the inventory or control of participating agencies. These resources may be in such forms as facilities, personnel, equipment, materials, supplies, consulting services, technical assistance, or others.

All responding agencies manage people, equipment, facilities, and supplies to accomplish their objectives. However, emergencies can require more specialized resources or resources in such a quantity that the responding agencies do not have available. Resource management is a process that includes the determination of needs, finding and staging resources to meet these needs, and tracking those resources through demobilization. In practice, different jurisdictions assign parts of this process to several different organizational elements. The resource management function of ANNEX is necessary to ensure that:

- A complete picture of available resources is known to decision makers
- All available resources are used appropriately and arrive where and when they are most needed
- Additional resources can be secured for responders as their own resources are expended, damaged, or as needed in order to meet objectives as the incident expands.
- Critical resource needs of the public are met despite disruption of commerce and infrastructure

- Accountability is maintained for the jurisdiction's use of resources

The ability to articulate, share, and coordinate information regarding needed resources in advance of and during an event is critical to an emergency response. This information includes knowing what is needed, what is available on hand, what is not available or in insufficient quantities, how to get needed resources from other departments or jurisdictions or from contractors and vendors, and how to ask for resources from Federal or State agencies. The resource communication loop must be constantly updated by all stakeholders alike and be an integral part of their Planning processes.

Within the Yolo Operational Area, single-point resource ordering is usually the preferred method versus multi-point resource ordering, as multi-point ordering places a heavier load on incident personnel by requiring them to place orders through multiple ordering points. Multi-point method of ordering also requires tremendous coordination between and among ordering points, and increases the chances of lost or duplicated orders.

1.3 SCOPE

The Logistics and Resource Management Annex applies to all agencies associated with resource management throughout the Yolo Operational Area during an OA Emergency Operations Center (EOC) activation. This annex applies in order to uphold the mission of protecting life and property within the Yolo Operational Area, which can result in demands upon the incident command that exceeds the capabilities of local resources, and possibly the OA's resources.

The annex's stakeholders work together within their statutory and regulatory authorities to coordinate in an all-hazards approach. During emergency response, departments, cities, special districts, and agencies retain their respective administrative authority, but coordinate within the annex's structure in order to provide coordinated response operation.

1.4 POLICIES

Pursuant to National Incident Management System (NIMS) / Incident Command System (ICS) guidelines, resource management involves coordinating and overseeing the application of protocols, processes, and systems that provide incident managers with timely and appropriate resources during an incident. NIMS defines resources as personnel, pre-identified emergency response teams, facilities, equipment, materials, and supplies. Other resources may include pre-designated agreements, policies, and protocols.

According to the Standardized Emergency Management System (SEMS), comprehensive resource management is the identification, grouping, assignment, and tracking of resources. At all SEMS levels, there will be some functional activity related to managing resources. This will vary from level to level in terms of directing and controlling, to coordination, to resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

The guiding principle of Operational Area-wide resource management is for jurisdictions to

utilize all internal resources, including inventories on hand and procurement processes from their vendors, before escalating requests to their supporting Emergency Operations Center (EOC) branches and sections. This also assumes that the Incident Command Posts (ICPs) are supported by their respective Department Operations Center (DOC). The resources of the jurisdiction remain the asset of the jurisdiction as well as a shared resource of the EOC section/branch/unit under which the jurisdictions serving in the event response.

General policies and guidelines are as follows:

- Prior to a disaster, given the advance notice of a planned event, jurisdictions will implement their Emergency Operations Plans and activate their procedures to pre-stage resources and determine resource priorities.
- The resources of a jurisdiction remain the asset of the jurisdiction.
- Each responding entity must exhaust/maximize its own internal resources, including inventories on hand and pre-approved procurement processes, with its contractors and vendors, before escalating requests to the next supporting level listed in ascending order.
- Discipline-specific mutual aid related to fire and rescue, health, and law enforcement shall be invoked by the responsible jurisdictional department pursuant to established agreements.
- Non-discipline-specific mutual aid requests for Federal and State resources are submitted on a completed Resource Order Form to the appropriate jurisdictional EOC/Logistics Section.
- Departments maintain delegated purchasing authority during an emergency.
- All purchases from contractors and vendors required for the response shall be recorded in the jurisdictional accounting and purchasing system, either at the time of ordering or retroactively if the system is unavailable during an event.
- Purchases shall be documented using the jurisdictional purchasing and procurement system.
- Purchases shall conform to the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – 2 C.F.R. §§200.317 through 200.326*.
- Purchasing staff shall be assigned to the jurisdictional DOC/EOC Finance & Administrative Section and/or the Logistics Section to which they are normally assigned.
- Mission Tasking is the dispatching of personnel outfitted with the necessary supplies and equipment to complete a task or assignment. This differs from a Resource Order, which is used to order resources such as supplies, equipment, facilities, and personnel in support of and supervised by those responsible for operational objectives and assigned tasks.
- Requests for Disaster Service Worker (DSW) resources should be submitted six hours prior to the DSWs' reporting time.
- Donated goods will be received, sorted, repackaged, and distributed at the Operational Area Donations Management Staging Area and pre-identified local Distribution Sites. The Donations Management Unit in the Resource Management Branch of the EOC Logistics Section will coordinate operations associated with donations management.

1.5 GOALS

This section identifies the goals for this annex to support its further development and ongoing maintenance over the coming years.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize the annex's emergency management activities within SEMS/NIMS.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the Operational Area's Function #7 capabilities.
- Identify, coordinate, and engage the Operational Area's stakeholders.
- Train and exercise.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Communication information.

1.6 GUIDELINES

All jurisdictions have systems in place for ordering, managing, storing, issuing, and accounting for materials and supplies required for normal operations. These materials include common items (e.g., water, paper, batteries) or specialized items used only within certain departments. City departments manage their resources using various systems consisting of paper-driven, manual processes; stand-alone, automated materials management systems; or modules within larger automated systems.

During a major disaster, jurisdictions must continue to practice an inventory control process to ensure that adequate supplies and equipment are available to support an emergency response. The Federal Emergency Management Agency (FEMA) National Preparedness Directorate (NPD) provides a "no cost" resource inventory tool called the Incident Resource Inventory System (IRIS). IRIS features the capability for users to inventory resources and share resource information with other agencies. Furthermore, users are able to define non-typed resources and select specific resources for mutual aid purposes based upon mission requirements, the capability and availability of resources, and desired response times.

During a response event, the resource management process often remains the same with the exception of a higher volume of resources and reduced lead time for deployment. Each jurisdictions' responders must coordinate with their respective department's inventory control staff to ensure that critically needed items are stocked in sufficient quantities to initiate a response.

The guiding principle of resource management is for jurisdictions to utilize all internal resources—including inventories on hand, procurement processes from their vendors, Memorandum of Understanding (MOUs), business partnerships, and existing mutual aid partners— before escalating requests to their supporting EOC branches and sections.

1.7 ASSUMPTIONS

The following planning assumptions have been used to develop this annex. If these assumptions are not valid for a specific event or circumstance, it will be necessary to modify the operational concepts and assigned responsibilities defined herein:

1. The lead and support agencies will have adequate personnel and equipment available at the time of this annex's activation to support emergency operations.
2. Life safety depends on the ability to obtain resources quickly. Standard purchasing methods may not be applicable.
3. The equipment, systems, and supplies normally available to the primary and support agencies needed for emergency operations will remain functional and can be repaired in a timely basis.
4. The County's ability to support a response to a large-scale incident or disaster can be severely impacted.
5. All forms of communication may be severely interrupted during the early phases of an incident or disaster.
6. Transportation outside and or within the OA may be interrupted due to damage to roads, bridges, and airports.
7. Following an incident or disaster, there may be a need to provide resources, goods, and services to other areas affected within the OA.
8. Resource support to an incident or disaster may prove costly and must be closely controlled.
9. The County will utilize all available resources prior to seeking assistance through the Regional Emergency Operations Center (REOC).

SECTION 2.0: STAKEHOLDERS

2.1 LEAD COORDINATOR

For the development of the Operational Area level, a lead agency has been designated based upon authorities and responsibilities. The lead agency is responsible to facilitate the development, maintenance, and implementation of this annex, with input and assistance from the stakeholders. For the purposes of annex, the lead agency is the Yolo County Office of Emergency Services (OES), in cooperation with the Cities of Davis, West Sacramento, Winters and Woodland; the Yocha Dehe Wintun Nation; and the Housing Authority of the County of Yolo. These agencies are responsible for assisting with the development, maintenance, and implementation of this annex, based upon their authorities, resources, and capabilities in their EOP. They provide the leadership, ongoing communication, coordination, and oversight for this annex throughout all phases of emergency management.

General responsibilities of the lead and cooperating agencies are:

- Assign ICS positions, as required, in the EOC Logistics Section. This includes DOC and EOC Logistics Section Chief and Branch Units.
- Receive and review resource orders in the EOC.
- Obtain resources that cannot be provided by EOC Operation Sections, DOCs or other departments.
- Collect projected resource needs from the EOC sections to develop pro-active resource ordering strategies.
- Oversee acquisition and allocation of scarce resources.
- Coordinate with the EOC Planning and EOC Finance and Administration sections to ensure EOC resource acquisition and issuance are documented for reimbursement.
- Initiate non-discipline-specific mutual aid to supplement resources (e.g., personnel, equipment, and supplies) as requested.

2.2 YOLO COUNTY OPERATIONAL AREA

Disasters located within Yolo County, the Emergency Services Director will lead emergency services and operations. The OA Logistics Section Chief within the OA EOC serves at the direction of the OA EOC Director.

2.3 ASSIGNMENT OF RESPONSIBILITIES

Logistics Section

The Logistics Section of the OA EOC is organized according to the organizational charts below. The Logistics Section reports to the EOC Director and is one of the five sections which make up the OA EOC when it is fully activated, as illustrated in *Figure 2-SEMS Functions*. This annex is supported by all levels of the emergency response starting with the Incident Command Post

(ICP) to the EOC Logistics Section. The guiding principle of this annex is for DOCs and/or responding departments to utilize all internal resources, including inventories on hand and procurement processes from their vendors, before escalating requests to their supporting EOC branches and sections.

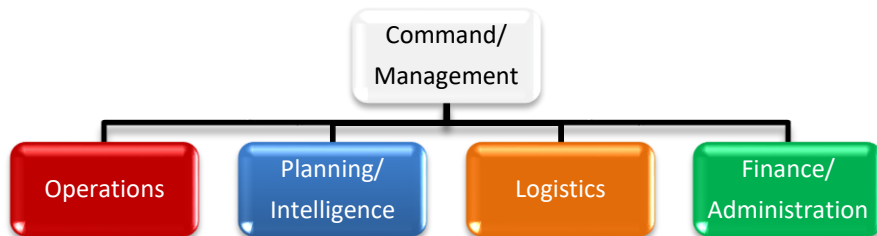


Figure 2- SEMS Functions

The Logistics Section coordinates the procurement and provisions of emergency resources for the OA. It is staffed by Section Chief and pre-designated emergency personnel from three branches; Communications and Information, Resource Management, and Operations Support. When needed, additional Unit Coordinators will be appointed to address the needs for communications, food, medical, supplies, facilities, transportation, and ground support. Unit Coordinators will be assigned to any of the three branches. The Logistics Section can also provide additional advisors to the EOC, who can provide expert advice on resource allocation, distribution, priorities, expenditures, and related logistical matters.

Logistics Section Chief

The Logistics Section Chief directs the Logistics Section and is responsible for providing facilities, services, and material to support an emergency or disaster response. This Section Chief activates and supervises the Unit Coordinators of the Logistics Section during OA EOC operations when needed. The Logistics Section Chief is responsible for coordinating OA Logistics operations, providing information regarding capabilities, directs questions to the appropriate agency, and submitting requests for support to the Mutual Aid Region Logistics Coordinator and to the State.

Communications and IT Branch

The Communications Branch, under the direction of the Logistics Section Chief, is responsible for developing plans for the effective use of communications equipment and facilities; installing and testing of communications equipment; coordinating with the Incident Communications Center; the distribution of communications to incident personnel; and the maintenance and repair of communications equipment.

The Communications Unit Leader is responsible for providing and maintaining radio and wireless data communications in support of ongoing operations. During emergencies, the Communications Unit Leader is responsible for restoring failed communications links, and for providing additional communications services as required to facilitate recovery efforts.

Included among the Communications Unit's responsibilities are to:

- Ensure radio resources and services are provided to OA EOC staff as required.
- Ensure that a communications link is established within the OA EOC.
- Provide management and coordination of County-controlled radio frequency resources assigned to field incidents and their Incident Communications Centers

Yolo County's Innovation and Technology Service (ITS) department provides IT services to this branch. It is also responsible for acting as liaison between the OA EOC and ITS department for the request and acquisition of telecommunication and computer services required to support emergency assistance centers as dictated by the OA EOC Policy Group. Included among the IT Unit's responsibilities are to:

- Ensure telephone and computer resources and services are provided to OA EOC staff as required.
- Determine the specific computer requirements for all OA EOC positions.
- Ensure network access for all OA EOC staff, including access to emergency information management software.
- Ensure requests for telecommunications and computer services are expedited to the appropriate parties for execution as required.
- Ensure IT equipment in EOC has assistive technology available for staff who require it.

Operations Branch

Ground Support

This section is provided by the Department of General Services, and is responsible for the transportation of personnel, equipment, supplies and subsistence stocks and the transportation of fuels, energy systems and equipment for emergency operations. The Transportation Unit Leader is also responsible for transportation routing and scheduling, and the work assignments for transportation support during OA EOC operations. This unit is also responsible for the direct servicing, repair, and fueling of all transportation apparatus and equipment, as well as, providing special transportation and support vehicle services, and maintaining records of transportation equipment use and service.

Included among the Transportation Unit's responsibilities are to:

- Process transportation requests, to include all modes of transportation including ground, rail, air, and sea.
- Determine the number and appropriate types of buses and other transportation resources available to support an evacuation to meet the all needs of community members including para transit buses and ambulances.
- May contact Yolo Transportation District and the Office of Education and School Districts to determine availability of buses and drivers.
- Coordinate maintenance and repair of primary tactical equipment vehicles and mobile support equipment.

- Manage the operation of a transportation pool which can be used for transporting personnel from one location to another. Ensure needs are met for personnel with access and functional needs.
- Coordinate with fuel suppliers to establish distribution priorities.
- Coordinate with the Law Enforcement and Construction and Engineering Branches to develop a Transportation Plan that identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population and shipment of resources and material.
- Coordinate with the Law Enforcement and Construction and Engineering Branches to identify alternate routes when primary routes are impassable.
- Utilize emergency information management software for the OA's formal resource tracking system.

Facilities Unit

This section is responsible for the activation and maintenance of facilities that are utilized during emergency operations. The Facilities Unit Leader is provided by the Department of General Services, and ensures proper sheltering, housing and personal sanitation facilities are maintained for emergency operations facilities, including the OA EOC. The Facilities Unit is responsible for safeguards at those facilities operated by the County, cities, and/or special districts in response to the emergency, to protect personnel and property from injury, damage, or loss.

The Facilities Unit is also responsible for identifying facilities that meet Americans with Disabilities Act (ADA) requirements available to be used in the emergency response as staging areas, warehouses, distribution centers, collection points, alternate worksites for government employees, etc.

Included are addition responsibilities:

- Locate and coordinate use of public facilities, private facilities, or Staging Areas required to support the disaster response.
- Coordinate the relocation of work space for essential staff dislocated by the disaster, including relocating or leasing office furniture or equipment and configuring the workspace, as appropriate.
- Support requests to locate and rent or lease alternate locations for the EOC/DOCs in the event that they are forced to relocate due to damage or space limitations. Support environmental and safety standards for those facilities.
- Coordinate pre-occupancy environmental inspections.
- Locate space for feeding and housing requirements as requested.
- Coordinate the provision of adequate essential facilities for the response effort, as requested.
- Ensure acquired buildings are returned to their original state when no longer needed.

Personnel Unit

This section is responsible for registering labor forces, insuring them under the appropriate workers compensation agreements, and keeping employment records. OES should register all nongovernmental volunteers as DSWs.

- Coordinate the acquisition, tracking, basic orientation/training, and support of additional Disaster Service Workers (DSWs)/ volunteers' resources, which include response personnel in non-DOC departments and convergent volunteers.
- Identify and register convergent volunteers.
- Establish a list of DSWs and convergent volunteers based on occupational skills, experience, and certification to use for response and recovery efforts.
- Provide guidance to the EOC Management Staff, Policy Group, and the Board of Supervisors regarding any current or potential union issues that may arise from the reassignment of staff to "out-of-class" tasks during the emergency.
- Ensure that DSWs and convergent volunteers are provided with food and shelter while in the jurisdiction on assignment and other personal support
- Document any injuries, accidents, or other personnel-related incident reports.

Resource Management Branch

- Coordinate the procurement of resources.
- Oversee the procurement and allocation of supplies and materials not normally provided through discipline-specific mutual aid channels (e.g. food, water, fuel).
- Activate the Donation Management Unit to oversee the donations management.
- Expedite delivery of supplies and materials, as required.
- Utilize FEMA Incident Resource Inventory System (IRIS) to collect, track, and provide shipment information for resource requests received by the Logistics Section.
- Work with other sections and branches to forecast and identify material and equipment shortfalls and pre-identify vendors and other sources.
- Coordinate with the Finance and Administration Section Chief to manage the collection and maintenance of cost and other procurement data.
- Coordinate with each jurisdictions' responders and their respective department's inventory control staff to ensure that critically needed items are stocked in sufficient quantities to initiate a response
- Coordinate the allocation of fuel resources, maintenance, and repair of vehicles and direct fleet management.

Procurement Unit

- Collect, organize, and prepare procurement requests for purchasing.
- Coordinate with DOC or appropriate purchasing organization to procure resources and route requests.
- Coordinate with stakeholders and agencies including purchasing department for each jurisdiction within the OA to coordinate resources
- The Yolo Operational Area will use Memorandums of Understanding to coordinate resources requests directly with any county in the state, as needed.
- Process procurement requests initiated by departments in the absence of the DOC activation.

- Contact primary vendors to mobilize resources such as fuel contractors, supplies and equipment vendors, caterers, and rental companies.
- Coordinate and purchase needed resources.
- Notify the Resources Management Unit Coordinator when common resources are being ordered by various agencies to facilitate consolidated ordering and to monitor scarce resources.
- Determine emergency policies on emergency procurement.
- Confer with the Finance and Administration Section Chief on delegation of purchasing authority to departments.

2.4 STATE AGENCIES

Any agency or department within the Yolo Operational Area will follow the Standardized Emergency Management System (SEMS). Resources not available within the Operational Area will be requested through the Regional Emergency Operations Center (REOC) by the Operational Area. Resource should be coordinated internally at the operational area level before being placed to the REOC. Resources not available within the regional level will be requested through the State Operations Center (SOC) by the REOC.

The role of the State Agencies will be dependent upon the specific nature of the emergency. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Logistics Section Chief during an incident. Most resource requesting is made through CalOES and must be entered into CalEOC, the state resource requesting system, by the Operational Area OES staff.

2.5 FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency.

The Strategic National Stockpile and Chempak are federal resources not ordered through the standard levels of SEMS, and are ordered directly through the Center for Disease Control.

SECTION 3.0: CONCEPT OF OPERATIONS

This section describes the annex's concept of operations, which documents how the emergency function stakeholders will, through collaboration and joint activities, support each phase of this annex. The YOA jurisdictions will use this annex to coordinate response actions during an emergency event. Procedures pertaining to this function do not pre-empt or nullify existing jurisdictional specific functions as they operate within the ICS. This annex is one component of a comprehensive, OA wide emergency management program. Therefore, this annex incorporates a blend of protocols to maintain compliance with Federal and State planning guidelines and local practices that follow NIMS, SEMS, and ICS principles.

During the time of an emergency, the Yolo County EOC will be activated to support the local incident as well as to provide resource management for the county as a whole and determine the availability of essential resources within the County. The Logistics Section will recommend priorities for the use of scarce supplies and materials needed to maintain the best welfare of the population in coordination with Incident Command.

3.1 PHASES OF OPERATIONS

This section describes the emergency operations that may be required by the primary and support agencies in order to be prepared for activation, as well as the operations to be implemented during the response and recovery phase. Demobilization actions of logistics functions are also defined.

1. Preparedness

Preparedness is initiated through cooperation and participation of the OA partners throughout Yolo County and the surrounding region, including municipalities, special districts, school districts, universities and colleges, health facilities, and county personnel. CalOES will provide pre-incident support and coordination for incidents exceeding the capacity of Yolo County through mutual aid and intergovernmental agreements.

Resource management preparedness activities include:

- Conduct resource inventories, categorize resources, establish agreements/contracts for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the annex stakeholders.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities.
- Coordination of planning activities and the development of resource management processes through the EOC
- Identify stakeholder roles, responsibilities, and statutory authorities.
- Plan for short-term and long-term emergency management and recovery operations.

- Establishment of purchase prices and contract costs for specific items and services through county purchasing guidelines and pre-existing contracts
- Planning and training adequate personnel for the management and maximum utilization of resources and integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the exercise and training process
- Maintenance of current listings of point of contact names and contact numbers of resources throughout Yolo County
- Pre-identify resources and inventory agreements to support incident response
- Support coordination for incident prioritization, critical resource allocation, integrates communications systems and information coordination.
- Coordination of resources with other agencies and volunteers in order to maintain adequate resources
- Identification of facilities in the county that can be used at the county's discretion

2. Response

Resource management will be prioritized and accomplished under the direction of the EOC Manager in support of the EOP. Information from on-scene Incident Commanders will be used to prioritize multiple requests. Resource requests will be met dependent on the needs of the incident(s) and the responding entities available or anticipated resource requirements. In the event county resources have been exhausted, a formal request to CalOES will be initiated by the Logistics Section Chief.

Response operations within the Logistics Section will ensure that appropriate personnel, equipment, and supplies are either in place or are being effectively acquired, including maps, status boards, vendor references, and other resource directories. Response operations are considered in two phases: (1) initial actions for the operational period when first activated; and (2) continuing actions that are to be implemented during each EOC operational period for the response phase until the ESF can transition to recovery operations. In all cases, the response operations are general guidelines for actions, and may be modified to adjust to the circumstances of the situation. The phases of the response operations are described below:

Initial Actions:

The following initial actions are to be completed during the first operational period:

- Ensure the functionality of telecommunications and data management systems utilized for resource requests and take corrective action as needed.
- Access needed guidelines, checklists, rosters, and inventories.
- Receive a situational briefing of emergency operations by other activated ESFs.
- The Procurement and Resource Management Unit will coordinate together to ensure vendors and contractors have been identified. Evaluate additional needs.
- The Logistics Section Chief will assist with the collaboration and development of operational priorities based on the objectives set forth in the initial briefing.
- Implement necessary initial actions specific to this annex based on direction and objectives set forth by the EOC Director

Continuing Actions

The following continuing actions would be repeated during each operational period for the duration of the response period until the transition to recovery operations:

- Monitor staffing, resource availability and adequacy, and take corrective actions if necessary. Coordinate with the EOC Director on need for prioritization of scarce resources.
- Review the Emergency Action Plan (EAP) for the operational period; prioritize ESF operations and resource allocation in accordance with its directives.
- Monitor emergency actions initiated and continue from the previous operational period until completion.
- Maintain complete and accurate documentation as required.
- Completed a Resource Order Form to appropriate jurisdictional EOC/Logistical Section for non-discipline specific mutual aid requests for Federal and State resources
- Provide information regarding operations, problem areas, and resource needs to ESF-05 (Emergency Management) for development of the EOC situation report and EAP.
- Participate in EOC meetings and briefings.
- Coordinate with Law Enforcement and Transportation to deliver resources. Ensure routes of travel are available and access will be granted.
- Coordinate with supporting agencies and voluntary organizations active in disaster for additional assistance in obtaining and distributing resources.
- As response actions near completion, anticipate and plan for transitioning to recovery operations and provide ESF recovery plans to ESF-05 (Emergency Management)

Resource management response activities include:

- Conducting a needs assessment
 - What is needed and why, as specifically as possible (since a different item might work as well or better and be readily available)
 - How much is needed?
 - Who needs it?
 - Where it is needed?
 - When it is needed?
- Assess current plans, procedures, and inventory lists, and make needed adjustments identified in the needs assessment
- Establishing staging areas for internal and external response personnel, equipment, supplies and commodities if needed or required by on-scene Incident Command
- Prioritization of scarce resources
- Obtaining supplies, equipment and resources as needed to successfully manage the incident or series of incidents
- Soliciting Donations
- Financial Accountability – The Logistics Section should coordinate with the Finance Section regarding:
 - Authorized Budget Balance
 - Ability to secure access for additional funding as necessary and feasible
- Identify and activate key facilities

- Donations Facilities: Warehouse, Distribution and Receiving areas
- Checkpoints
- Disaster Recovery Centers
- Traffic Control
 - High priority resources should be dispatched quickly
 - Hauling/Transportation
 - Assistance may be needed to suppliers to transport procurements and donations
- Reporting and Coordination
 - EOC to notify checkpoints and other facilities of incoming resources, when they are expected and their priority designation
 - Checkpoints and other facilities are to provide regular reports on resources passing through to the EOC
 - Distribution personnel will use this information to track location of resources and timeliness of deliveries
- Coordination of services and efforts with other agencies and OA
- Requesting activation of emergency purchasing processes buy submitting a Resource Order Form
- Making available a list of sources to provide materials, equipment, and other resources during emergencies
- Keeping records and tracking all services, personnel, equipment, supplies and other resources needed during an emergency

Resource Ordering

When locating resources to fulfill a request, the Logistics Section will follow this order:

1. Use internal resources
2. Borrow resources
3. Look for donated goods/services
4. Rent or lease the resource
5. Purchase resources If a request is critical and immediate, the ordering sequence may be bypassed.

The Logistics Section Chief will coordinate with the Resource Management Unit to take the appropriate action. A Resource Order Form will be submitted to first the State, then to the Federal government if resources were not available at the State level.

Deployment and Distribution of Equipment

After the Logistics Section locates and procures the resources necessary to fulfill a request, the Logistics Section will coordinate with the Resource Management Unit Leader and the Incident Command to ensure the resource was delivered to the appropriate location and has been checked in to the response. All resources, supplies, and equipment must be accounted for through one of the following:

- Telephone updates or resource orders from on-scene Incident Command
- Dispatch or Interagency Dispatch

Donations and Volunteer Section

Donations can be an important resource for survivors, especially when there are unmet needs following a disaster due to a lack of insurance, being underinsured, or limited federal Individual Assistance programs. However, an overabundance of donations, especially if of a type not needed by survivors, can become a challenge and take up local government and resources.

Depending on the size of the disaster, community need, and donations available, proactive monitoring, messaging, and management may be needed. Messaging about responsible donating and coordinating with local Voluntary Organizations Active in Disasters is critical to a successful donations management effort. Additional information can be found on Yolo County's *Volunteer and Donations Management Support Annex*.

Financial Donations

Financial donations are almost always more effective in supporting disaster survivors than commodities. Members of the community looking to donate should be encouraged to consider a financial gift to a trusted local organization with missions and services that meet the donor's interests and intent. The Donations Manager will coordinate with the Public Information Officer to put information for the hotline and the website on social media and on the Yolo County website to help people provide monetary donations. In addition, each Emergency Volunteer Center will have the ability to receive monetary donations in person. All County monetary donations will be dispersed into an account pre-established by the Yolo County Department of Financial Services. Each of the cities in the OA will also have a pre-established account for receipt of monetary donations that will be managed by the respective financial department for each jurisdiction, and will coordinate with the Yolo County Department of Financial Services as needed. Refer to the *Volunteer and Donations Management Support Annex* for additional information on donation procedures.

In-Kind/Commodities (clothing, furniture, household items, bulk goods)

Commodity and In-Kind donations, especially when unsolicited, unpackaged, and unplanned for can become a challenge during the response and recovery phases. Therefore, the YOA will have pre-established distribution points that can be set up for receipt of donations whether it be new or used. Each distribution point will have a Distribution Point Manager that will oversee management and tracking of all donations. They will work closely with the EOC Logistics Section to ensure all donations are being received and moved effectively and efficiently as needed. Refer to the *Volunteer and Donations Management Support Annex* for additional information on donation procedures.

Volunteers

In the EOC, volunteer coordination falls under the Personnel Unit of the Logistics Section. The Personnel Unit is staffed by Human Resource, and a pre-identified and trained Volunteer Coordinator will oversee volunteer coordination for any spontaneous and affiliated volunteers. Each jurisdiction in the YOA is responsible for the coordination, mobilization, deployment, and demobilization of their volunteers. In the YOA EOC, the Volunteer Coordinator will coordinate and communicate with the cities and any partner agencies for effective volunteer coordination

within the YOA. Refer to the *Volunteer and Donations Management Support Annex* for additional information on the volunteer procedures.

3. Recovery

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. It is critical that resources are reconstituted as efficiently as possible and that recovery funds are accessed in an expedited manner for recovery activities. Requests for equipment to facilitate or expedite recovery operations will be prioritized and provided under the direction of the EOC Manager and/or Logistics Chief. Requests for recovery equipment or resources will be processed exactly the same as response requests until the EOC is deactivated or the Recovery Plan is activated.

Recovery activities include:

- Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.
- Create and implement a plan for the deactivation of all assets and the Incident Command Post (ICP) position.
- Compile reports of damages to facilities, equipment, and injuries, and develop a plan for the priority replacement of any damaged or destroyed assets.
- Assess the short- and long-term needs of disaster survivors, responders and others affected by the incident
- Assess the impact of the emergency on the available resource needs
- Ensure resources are demobilized and returned to places of origin according to agreements in place.
- Following demobilization, all unit leaders and staff should engage in a post-incident hotwash to discuss best practices, areas for improvement for future events, and lessons learned. This may result in the development of an After-Action Report or Improvement Plan (AAR/IP).
- Conducting a needs assessment with all response agencies, local officials and the Finance Department to identify all resources used during an emergency – available resources and needed resources
- Revise county inventory to include identified additional resources that may need to be maintained on a continuous basis
- Financial reconciliation
 - Estimating cost to provide additional resources
 - Reimbursement or compensation to owners of private property
 - Compile appropriate reports that may address financial liability for any assistance received under local, state or federal declarations

SECTION 4.0: COMMUNICATIONS

All communications should be a two-way flow from the positions within the Logistics Section to the Logistics Section Chief, and vice versa. When communicating, all personnel should use plain language to avoid any confusion (no acronyms or abbreviations). The Logistics Section should also monitor the situation updates in WebEOC so that the Logistics Section has good situational awareness and can remain ahead of incident needs and be prepared to fulfill a request.

The Logistics Section will keep the Planning Section and Operations Section informed of any logistical issues, delays, etc. so that both sections can identify workarounds if necessary. The Logistics Section will also maintain communication with the Finance Unit to maintain awareness of purchasing status.

SECTION 5.0: RECEIPT, STORAGE, AND DELIVERY

5.1 OVERVIEW

This section describes the processes for the handling of resources from the point of procurement to delivery to end user, including the recovery of unused assets. This section also addresses warehouse and staging area operations.

Receipt

Resources may be received at the County Office of Emergency Services (OES) storage facility; a public or private warehouse under arrangement with the County; a staging area; or directly to the point of need. Regardless of location, WebEOC must be updated to reflect receipt. The specific information to be entered into the IRIS regardless of location of delivery must include the following minimum data:

- Resource description, e.g., type of product and key details sufficient to track item
- Quantity of Each - Each is described as the lowest Unit of Measure shipped from the warehouse
- Packaging and sub-packaging - E.g., Outer-most packaging (i.e., 20 per case); sub-packaging (5 per bag)
- Condition (if applicable) - E.g., Damaged; Broken; Contaminated; Expired; Missing part(s)
- Name/title/organization of the person authorized to sign for receipt (or person with actual signature)

- Location receiving, to include warehouse name, address, and etc. - Location stored, e.g., Area of warehouse floor; Rack #; Grid #; Refrigerator; Freezer
- Date/time received
- Source of the resources, e.g., contracted vendor; donating party; government agency (i.e., FEMA, DSNS, CalOES, CDPH)
- Identifying and/or “Use By” information (if applicable)

Storage

Resources may be stored for future use at the OES storage facility, commercial or other government warehouse, or staging area. If stored in a facility using a separate IRIS from Logistics, the pertinent information should be entered into IRIS.

Physical Resources: If possible, host facilities should provide materials handling personnel and equipment to properly receive, store, maintain, and safeguard resources while stored at their facility including temperature control and protection from weather if required by the nature of the resource with particular attention given to perishable resources.

Personnel Resources: Personnel may be temporarily housed in a camp, staging area or other facility while awaiting assignment and deployment. In this case Logistics must ensure that the facility is safe and secure; adequate arrangements are made for feeding; adequate sanitary facilities and supplies are available; and appropriate sleeping areas provided if personnel are to be present on site overnight.

Delivery

There are several options for delivery of resources:

- Delivery via County vehicle.
- Delivery utilizing leased vehicles.
- Direct delivery from vendor/mutual aid provider directly to operational site.
- Delivery utilizing commercial delivery services

In some cases, resources may be delivered to a staging site for final delivery to point of need.

In some cases, the requesting party for a resource may coordinate with a storage site manager to send a vehicle to pick up a resource, in which case the item is “delivered” at the time of transfer.

Deliveries Utilizing County or County-Leased Vehicles and County Drivers:

Prior to dispatch:

- Brief drivers on the mission.
- Ensure drivers have current California driver’s license and authorized if a 3+ axle vehicle.
- Conduct safety inspection prior to loading.
- Check after loading to ensure cargo is balanced and properly secured.
- Provide drivers with Trip Tickets (see below).
- Record driver name, cell phone number, vehicle license number, destination.

- Provide drivers with safety briefing including any known hazards, detours, or closures.
- Provide drivers with emergency contact instructions, breakdown instructions, etc.
- Instruct drivers to inform dispatch unit of arrival at destination.

Direct Delivery by Vendor or Commercial Delivery Service:

Specific procedures will vary depending upon the normal operating procedures of the delivering entity and the receiving facility. Ensure that the delivering service have the following information:

- Location of destination (address and description).
- Name of person authorized to receive.

Trip Tickets

Each County driver will be provided with a packet of materials. Packet contents should include:

- Trip Ticket (delivery address, bill of lading (BOL), driver name, vehicle license number, name/title of person authorized to receive).
- Maps, if needed, but access to navigation support via mobile phone may be sufficient.
- Shipping documents from loading staff, which will include Packing List.
- Special delivery instructions, if applicable.
- Destination information (e.g., unloading point or dock number, time expected).
- If a secured facility, security perimeter access instructions.
- travel directions for trip, if needed, and delivery sequence, if appropriate.

SECTION 6.0: STAGING AREAS

6.1 OVERVIEW

Some incidents may require the use of staging areas to receive and store resources for distribution to the requesting location at time of need. The ideal staging area will depend on the characteristics of both the incident and the resources being staged. The Logistics Section may work in coordination with County and operational partners to activate and utilize appropriate facilities as staging areas during an emergency or disaster.

A staging area is not only used when there is an associated warehouse operation; however, when the staging area is holding resources, such as trucks, that are directly supporting the warehouse operations, then the staging area should be located in reasonable proximity to the warehouse to ensure timely travel times between facilities.

Site Determination

The establishment of staging areas is scalable to incident needs, because some responses may benefit from multiple staging area while others may be best served by having only one or even no staging areas. Location considerations include the site's proximity to disaster-affected population(s); impacted transportation infrastructure; access routes, post-disaster facility status, and capacity of the staging area itself, including perimeter fencing, hardened surface, absence of obstructions, and building suitable for shelter of response personnel; as well as other factors,

which should all be considered when determining a staging area's location. In addition, if possible, staging areas should be located near transportation nodes to expedite logistics.

Staging Area Requirements

When feasible, staging areas characteristics and capabilities should be consistent with any specific requirements of the federal government for the operation of effective staging sites. The following standards should be met at activated staging areas.

- Sufficient area for parking and staging commodities.
- Sufficient area to support equipment, operations, and mission support personnel.
- Communications support and viability.
- Access to fuel and other support services, within a reasonable distance, if not on-site.
- Ability to establish and sustain separate ingress and egress patterns.
- Access to freeway and/or arterial street systems, which are suitable for distribution vehicles.
- Ability to establish and maintain security of assets and staff, including perimeter and facility.
- Ability to support cold-chain storage of resources, when necessitated by resource requirements.
- Sufficient enclosure, which is located outside of the staging/transfer zone, for staff to perform their office tasks and to rest

SECTION 7.0: ANNEX DEVELOPMENT AND MAINTENANCE

This Annex is a product of the OA Emergency Operations Plan (EOP). As such, the Yolo County Office of Emergency Services which has the primary responsibility for ensuring that necessary changes and revisions to this annex are prepared, coordinated, published, and distributed. The development and maintenance of this ESF plan will be consistently updated regularly to reflect necessary changes. Once distributed, new editions to this plan shall supplant older versions and render them inoperable.

7.1 TRAINING AND EXERCISE

Regular training and exercising the plan are essential not only for readiness, but for ensuring that the plan remains an effective tool for emergency preparedness, response and recovery.

All staff potentially assigned to the Logistics Section will be trained to the minimum level as identified in the EOP. The Office of Emergency Services will develop a program of tabletop, functional, and full-scale exercises to test the County's Emergency Operations Plan on a regular

basis. The exercises should include exercise objectives that rely upon elements of this annex, as appropriate. In addition, OES will coordinate with support agencies to conduct tabletop and/or functional exercises on the department procedures and those encompassed in this annex for all personnel likely to be assigned duties in the EOC Logistics Section.

APPENDIX A: LOGISTICS ANNEX ACTIVATION CHECKLIST

Plan Activation Authority

- EOC Director
- Director of Emergency Services

EOC Logistics Section Set-up

- Once notified by OES, Section Chief and Unit Coordinators will report to the EOC
- Check availability of computer systems, telephone lines, and fax lines.
- Check connectivity to the EOC local area network and access to the Logistics Section folder on the Drive
- Test connectivity to Regional Emergency Operations Center (REOC) and Response Information Management System (RIMS)
- Locate Logistics Section flash drives and distribute to Branch Managers when network is not available.
- Launch the Resource Tracking Log and establish Resource Order Inbox placement and files.
- Ensure sufficient quantity of ICS-260 SFEOC Resource Order Form ("**ICS Form 260**") are available for all EOC Sections.
- Conduct initial briefing for staff with assigned responsibilities for EOC Logistics Section utilizing **ICS FORM 201**.
- Check connectivity to Logistics DOCs and support offices.

Continued Operations

- Obtain situation briefing and Incident Action Plan from outgoing ICS staff (for subsequent Operational Periods)
- Continuously monitor status of incoming resource requests
- Establish/maintain spreadsheet to track resource requests and disposition
- Activate emergency contracting procedures as necessary to fulfill resource requests
- Ensure that financial and time keeping records conform to FEMA requirements for reimbursement eligibility
- Maintain communications with EOC or OES Duty Officer to monitor overall situation status
- Request resources as necessary from other County departments
- Generate requests for Mutual Aid as needed and transmit to EOC Logistics Section
- Deploy and track resource deliveries
- Stand up warehouse and/or staging areas as necessary
- Prepare Incident Action Plan for next Operational Period
- Brief incoming DOC staff

APPENDIX B: LOGISTICS SECTION CHIEF CHECKLIST

Responsible for managing and coordinating logistical response efforts and the acquisition, transportation, and mobilization of resources.

Elements Include:

- Ensuring the Logistics function is carried out in support of the EOC and Field Activities.
- Providing communication services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services, as well as arranging for food, lodging and other support services as required.
- Establishing the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensuring section objectives as stated in the EOC Action Plan are accomplished within the Operational Period or within the estimated time frame.
- Coordinating closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
- Keeping the EOC Director informed of all significant issues relating to the Logistics Section.

Reports to:

- EOC Director

Supervises:

- Communications & Information Branch
- Resources Management Branch
 - Donations Management Unit
 - Personnel Unit
- Operations Support Branch
 - Procurement Unit

Plans and Reports:

- EOC Action Plan

Forms:

• Logistics Section Chief Job Aid Checklist	• Recourse Request Message (ICS 213 RR)
• Communications List (ICS 205A)	• Activity Log (ICS 214)
• Incident Check-In List (ICS 211)	• Resource Tracking (ICS 219)

Activation:

- Check-in at the EOC:
 - FORM: Incident Check-In List (ICS 211)
 - FORM: Communications List (ICS 205A)
 - Physical sign-out book/sheet if physically present on property
- Assist with EOC Setup (if not already fully setup)
- Check workstation to ensure readiness.
- Wear identification vest and read over Logistics Section Chief Job Aid Checklist
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities:
 - FORM: Activity Log (ICS 214)
- 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 the section as needed and designate Unit Leaders for each element:

• Communications & Info Branch	• Facilities Unit
• Resource Management Branch	• Donations Unit
• Operations Support Branch	• Food Unit
• Transportation Unit	• Personnel/ Volunteers Unit

- Mobilize sufficient section staffing for twenty-four (24) hour operations
- Establish communications with the Logistics Section at the Operational Area EOC if activated, and advise branches and units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field (this should be done prior to acting on the request)
- Meet with the EOC Director and General Staff and identify immediate resource needs
- Meet with the Finance Section Chief and determine level of purchasing authority for the Logistics Section
- Assist Branch Supervisors in developing objectives for the 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.

Response:

- 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/Intelligence Section Chief with the Logistics Section objectives at least thirty (30) minutes prior to each Action Planning meeting
- Attend and participate in EOC Action Planning meetings

- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance Section, and that all required documents and procedures are completed and followed
- 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, as well as resources ordered through Mutual Aid:
 - FORM: Resource Request Message (ICS 213 RR)
 - FORM: Resource Tracking (ICS 219)
- Provide section staff with information updates as required.

Shift Change

- Provide turnover briefing to position replacement
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period:
 - Logistics Section Chief Job Aid Checklist
 - FORM: Activity Log (ICS 214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC checkout procedures, including signing out, workstation clean-up, and forwarding phone number where you can be reached:
 - FORM: Incident Check-In List (ICS 211)
 - FORM: Communications List (ICS 205A)
 - Physical sign-out book/sheet if physically present on property

Demobilization and Termination

- Deactivate appropriate Section Positions when authorized by EOC Director, and follow Demobilization Unit Leader directions/plan
- Identify staff to support on-going Recovery Operations and Recovery Plan, and advise identified staff on their continual support role
- Complete all required forms, reports, and other documentation
- Provide all completed documentation to the Documentation Unit, prior to departure
- Turn over financial information to Finance Section Chief
- Clean work area before leaving
- Provide a forwarding phone number where you can be reached
- Be prepared to provide input to the After-Action Report.

APPENDIX C: RESOURCE ORDER CHECKLIST / ICS 260 FORM

Operating in the EOC Logistics Section during an event requires the basic following steps to be adhered to in order to respond effectively:

- All assigned staff receive and review ICS-260 Resource Order Forms
- Log completed ICS-260 Resource Order Forms submitted to the Logistics Section into the Master Tracking Log (Resource Request Tracking Unit Leader).
- Distribute submitted ICS-260 Resource Order Forms to the applicable Logistics Section Branch (Resource Management Branch Coordinator).
- Take action to fill requests as follows
 - Send requests to the DOC – Supplies and Equipment
 - Check available resources and inventory
 - Procure through existing contracts and vendors
 - Obtain resources from other sources
 - Submit non-discipline-specific mutual aid requests pursuant to policies.
- Document all actions taken on the Resource Request Log and EOC Activity Log and update periodically
- Once processed, distribute copies of completed ICS-260 Resource Order Forms to Operations, Finance and Administration, and Planning Sections as instructed on ICS-260 Resource Order Form.
- Collect projected resources needs from the Planning Section to develop pro-active resource ordering strategies (Logistics Chief).
- Monitor response actions via radio to anticipate upcoming resource needs (Logistics Sections Chief).

ICS-260 RESOURCE ORDER FORM INSTRUCTIONS

1. Determine what resources you need to complete the assignment or task. Where appropriate, use the Operational Planning Worksheet, ICS-215, to assist you in this.
2. Determine what resources are available to you and how to access it. These may include on-hand inventories available at the Incident Command Post that you are assigned to, and/or from your home operating unit, facility or department.
3. Determine what remaining needed resources are not available or in sufficient quantities. Where appropriate, initiate a Request Order, ICS-260, with your DOC representative.
4. Your DOC representative should attempt to fill your requirements with resources from member departments and agencies assigned to your DOC. This may be in the form of issues from their shared inventories and/or the DOC/Logistics Section exercising its delegated purchasing authority.
5. Where the internal resources of the DOC is insufficient, the DOC's liaison at the EOC shall be notified of the resource need to poll member departments and agencies within units and branches of the Operations Section if their DOCs may be able to fill the need by issues from their inventories or exercising their delegated purchasing authority.

6. Where the internal resources of the EOC/Operations Section are unable to meet the resource request, the EOC liaison must submit a completed Resource Order, ICS-260, to the EOC/Logistics Section.
7. The EOC/Logistics Section will assign the resource order to the appropriate branch:
8. In the event that the resource cannot be obtained the resource order will be routed the State's Regional Emergency Operations Center
9. REOC will attempt to fulfill the request from its resources and where it is unable will advance it up to the State's Emergency Operations Center.
10. State EOC will attempt to fulfill the request from its resource and where it is unable will advance it up to FEMA.

ICS FORM 260

INCIDENT PROJECT ORDER NUMBER	RESOURCE ORDER		Initial Date/ Time		2. INCIDENT/ PROJECT NAME				3. INCIDENT/ PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER				
	5. DESCRIPTIVE LOCATION/ RESPONSE AREA					6. SEC	TWN	RNG	Base MDM	8. INCIDENT BASE/ PHONE NUMBER				9. JURISDICTION/ AGENCY			
						7. MAP REFERENCE				10. ORDERING OFFICE							
	11. AIRCRAFT INFORMATION					LAT				LONG							
	BEARING	DISTANCE	BASE OR OMNI		AIR CONTACT	FREQUENCY		GROUND CONTACT	FREQUENCY		RELOAD BASE	OTHER AIRCRAFT/ HAZARDS					
12. Request Number	Ordered Date/ Time	From	To	Q T Y	RESOURCE REQUESTED	Needed Date/ Time	Deliver To	To	From	Time	Agency ID	RESOURCE ASSIGNED	ETD	ETA	RELEASED		Time ETA
															Date	To	
13. ORDER RELAYED					ACTION TAKEN				ORDER RELAYED					ACTION TAKEN			
Req. No.	Date	Time	To	From					Req. No.	Date	Time	To	From				

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
9. Current Organization (fill in additional organization as appropriate):		
<pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] </pre>		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 3	Date/Time: _____	

APPENDIX F: INCIDENT ORGANIZATION CHART (ICS 207)

<p>1. Incident Name: _____</p>	<p>2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____</p>		
<p>INCIDENT ORGANIZATION CHART (ICS 207)</p>			
<p>3. Organization Chart</p>			
<p>ICS 207</p>	<p>IAP Page _____</p>	<p>4. Prepared by: Name: _____</p>	<p>Position/Title: _____</p>
<p>Signature: _____</p>		<p>Date/Time: _____</p>	

APPENDIX H: INCIDENT CHECK-IN LIST (ICS 211)

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:		2. Incident Number:		3. Check-In Location (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other				4. Start Date/Time: Date: _____ Time: _____								
Check-In Information (use reverse of form for remarks or comments)																
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:						6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
State	Agency	Category	Kind	Type	Resource Name or Identifier											
ICS 211		17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____														

APPENDIX I: RR RESOURCES REQUEST MESSAGE (ICS 213)

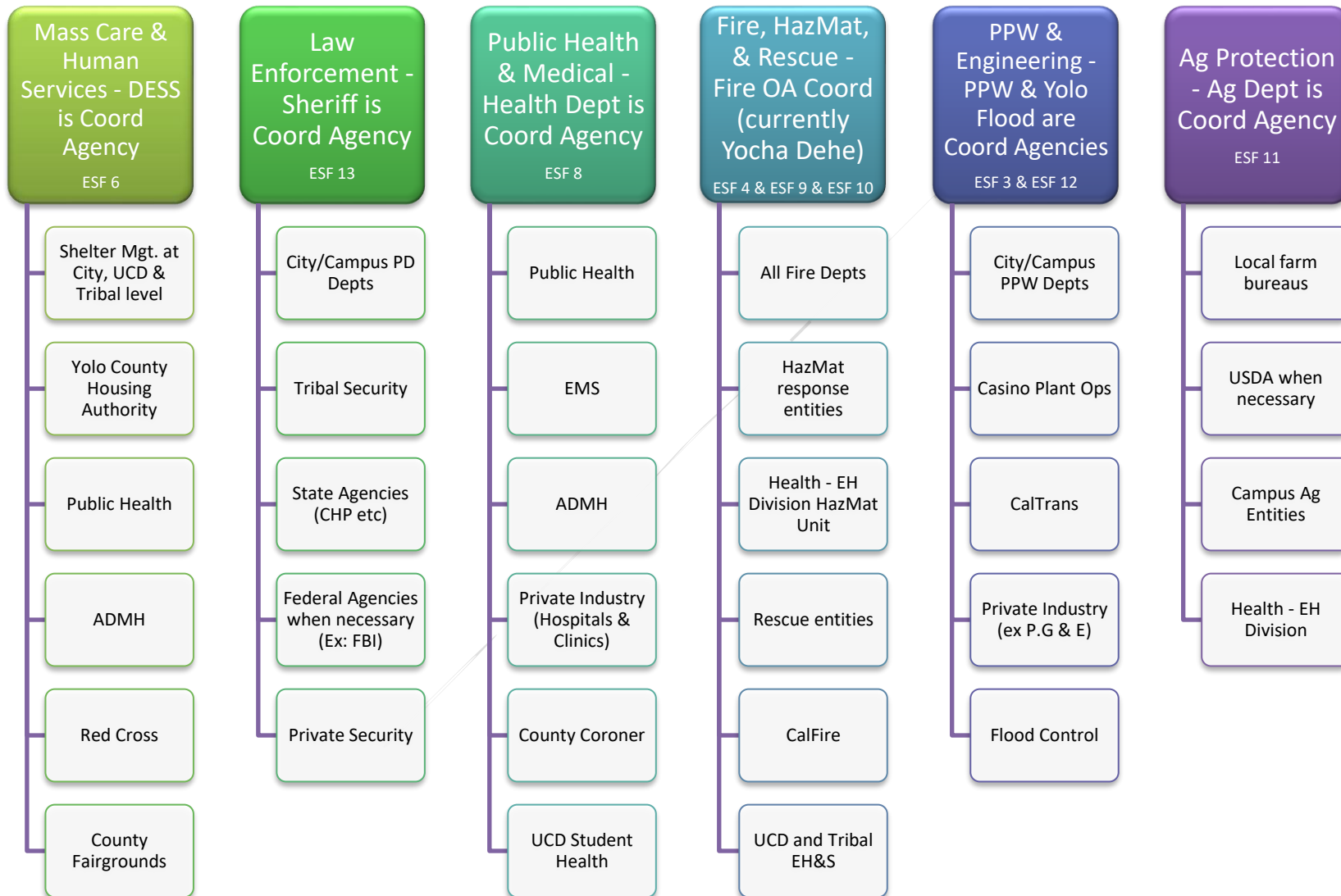
RESOURCE REQUEST MESSAGE (ICS 213 RR)

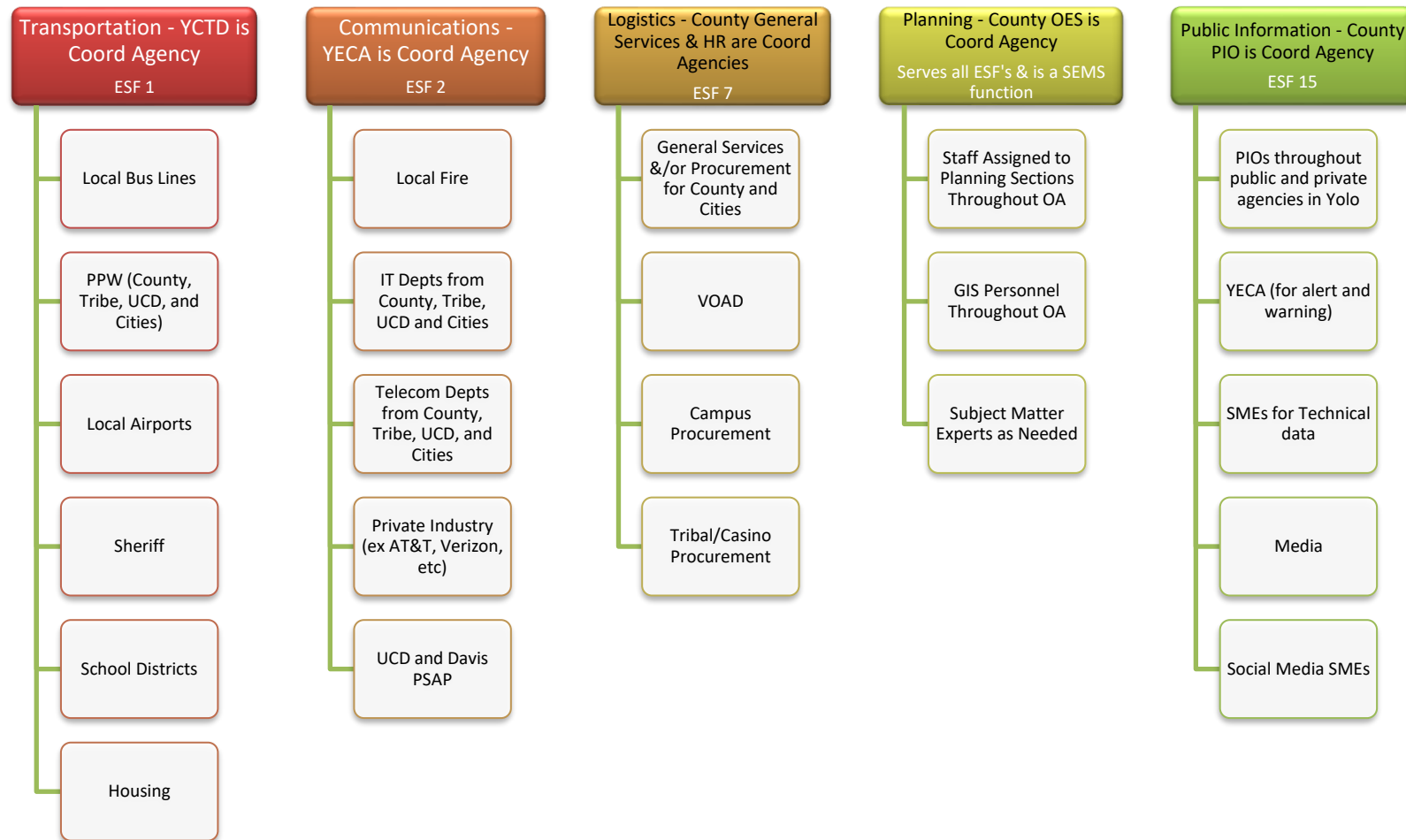
1. Incident Name:			2. Date/Time		3. Resource Request Number:		
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
5. Requested Delivery/Reporting Location:							
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position:				8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:	
10. Logistics Order Number:					11. Supplier Phone/Fax/Email:		
13. Notes:							
14. Approval Signature of Auth Logistics Rep:					15. Date/Time:		
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC							
Finance							
18. Finance Section Signature:					19. Date/Time:		
ICS 213 RR, Page 1							

APPENDIX K: STORAGE AREA DIRECTORY

County-Owned Storage Areas		
Location	Contact Information	Storage Area Assets

APPENDIX L: YOLO OPERATIONAL AREA PLANNING GROUPS





ESF5 is satisfied by OES involvement in all other ESF planning aspects & ESF 14 is satisfied by the recovery planning within each ESF

APPENDIX M: ACRONYMS

AAR – After Action Report

ADMH – Alcohol Drug & Mental Health

ARES – Amateur Radio Emergency Service

CAHAN – California Health Alert Network

Cal OES – California Office of Emergency Services

CAP – Corrective Action Plan

EAS – Emergency Alert System

EMCOMM – Emergency Communication Plan

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

GIS – Geographic Information Systems

MAC – Multi-agency Coordination

MACS – Multi-agency Coordination System

NRF – National Response Framework

NIMS – National Incident Management System

OES – Office of Emergency Services

OA – Operational Area

PA – Public Assistance

SAP – Safety Assessment Program

SEMS – Standardized Emergency Management System

UCD – University of California Davis

UCD – University of California Davis

VOAD – Voluntary Organizations Active in Disasters

YECA – Yolo Emergency Communications Agency

APPENDIX N: VERSION HISTORY

Change Number	Section	Date of Change	Individual Making Change	Description of Change
0.1	All	Sept 2015		Initial Draft
0.2	All	August 2016	OES	Added OES comments to document
<u>1.0</u>	All	July 2023	OES	Updated all sections of document