

**APPENDIX 13
EOC LOGISTICS SECTION**

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The Logistics Section meets all support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel. Approval to order and allocate resources is the responsibility of the EOC Manager unless that authority has been delegated to the Logistics Section Chief.

Primary responsibilities of the Logistics Section Chief include activation of the Logistics Section and participation in the development and implementation of priorities and objectives for the Incident Action Plan.

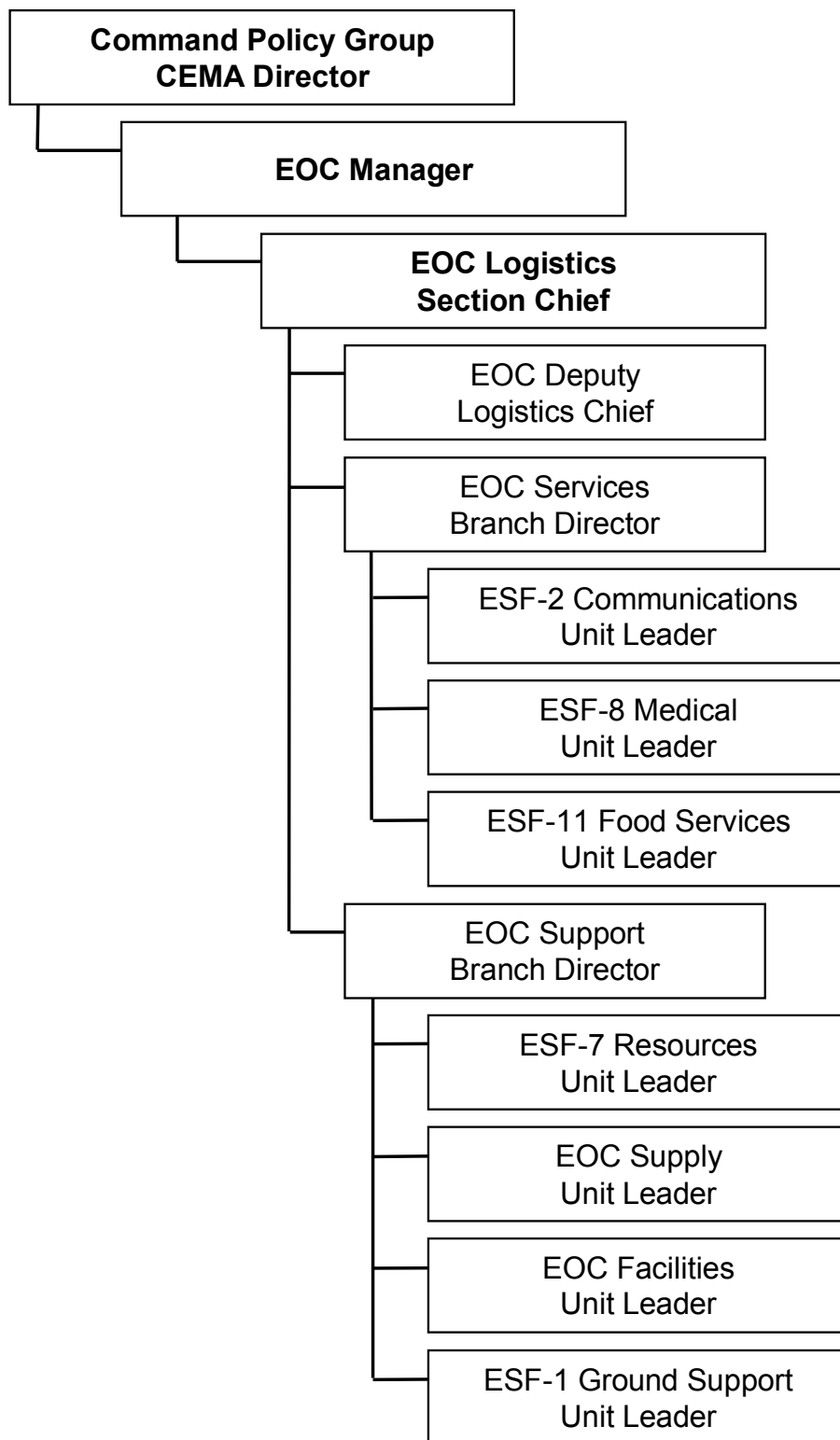
It may be desirable for the Logistics Section Chief to have a deputy as a relief or to manage projects requiring special attention.

The Logistics Section Chief will determine the need for establishing specific subordinate branches. The Logistics Section may be divided into two primary branches and a Deputy: Services and Support Branches, and Deputy Logistics Chief. As dictated by the event, not all branches or subordinate units may be activated. An activated unit, or single resource may handle specific roles and responsibilities. The Logistics Section Chief or Deputy Logistics Section Chief will handle responsibilities not assigned to a subordinate.

The persons in charge of the activated branches are known as Branch Directors. The Logistics Section Chief shall appoint qualified individuals to these positions as needed for EOC incident management. Directors will appoint qualified staff to fulfill functional roles within their specific branch.

During an event, other EOC section chiefs and the EOC Manager will advise the Logistics Section Chief on anticipated needs or operational adjustments that influence the logistical responsibilities of the EOC coordinated effort.

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LOGISTICS SECTION CHIEF

REPORTS TO:

- EOC Manager

POSITIONS REPORTING TO THE LOGISTICS SECTION CHIEF:

- Deputy Logistics Section Chief
- Services Branch Director
- Support Branch Director
- Resources Branch Director
- Coordination Branch Director

POSITION COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

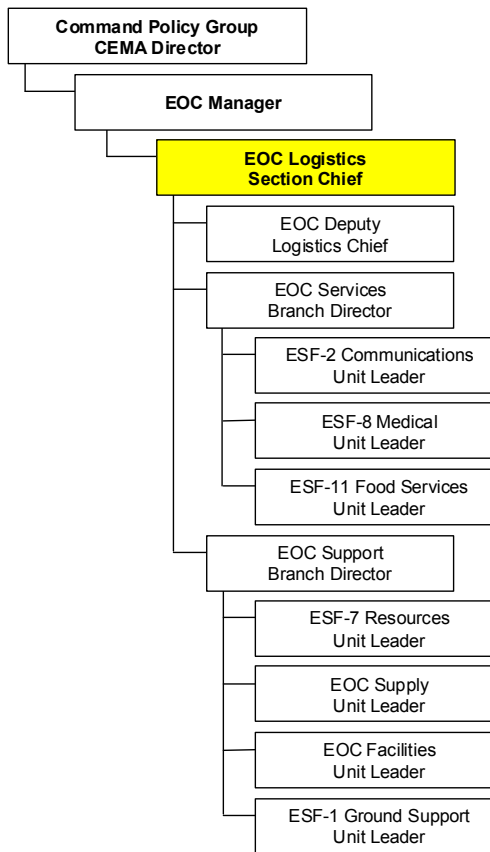
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300.
- This position is also required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County’s EOP Organization, the EOC Staff Manual and ESF structure.
- This position is also required to complete IS 701, IS-703, IS-807

GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the General Staff, is responsible for supporting the response effort through the acquisition, transportation and mobilization of resources. The Logistics Section Chief also insures that the Logistics Section provides facilities, transportation, supplies, equipment maintenance and fueling, food service, communications and medical services for incident personnel. Specific duties include:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position’s direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization’s SOP.



- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.
- Attends all required training as outlined and established by position training requirements.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Organize & brief subordinates.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Insures that the Resource Branch implements an immediate and accurate tracking system on all supplies or materials ordered, and coordinates the same with the Finance Section.
- Established Immediate Liaison with the Operations and Planning Sections thru the Deputy Logistics Section Director.
- Prepares Section work plans with Unit Leaders

- Forecast requirements
 - transportation
 - medical
 - resources
 - communications
 - facilities
 - resource requesting
 - safety issues
 - environmental issues
 - food/shelter

OPERATIONAL PHASE:

- Monitors, manages, leads and directs section activities and makes appropriate adjustments to Section organization as needed to meet operational needs,

Section Organization:

- Insures that the section is structured appropriately to meet the needs of the response.
 - Confirm availability of required resources and timelines
 - Determine additional resources necessary to support objectives
 - Identify any contingencies as needed
 - Verify support or upcoming plan
 - Provide estimates of future service and support requirements
- Review Logistics Section manual and develop a plan for carrying out all responsibilities.
- Anticipate the need for a Deputy Logistics Section Chief.
- Activate Branches/ Units as needed:
 - *Logistics Services Branch*
 - *Human Services Group*
 - *Mass Care Unit*
 - *Sheltering Unit*
 - *Voluntary Goods and Services*
 - *Special Needs Unit.*
 - *Logistics Support Branch*
 - *Equipment/supplies Unit*
 - *Food and Water Unit*
 - *Facilities Maintenance Unit*
 - *Energy Unit*
 - *Military Liaison Unit*
 - *Communications Unit*
 - *Transportation Unit*
 - *Resources Branch*
 - *Resource tracking Unit*
 - *Resource status Unit*
 - *Resource ordering Unit*
 - *Resource receiving and Distribution Unit*

Section Management:

- Responsible for the overall coordination of activities of the Section, and its Branches, Units.
- Conduct periodic section briefings to ensure proper coordination of all logistical operations and actions.
- Insures monitoring of staff for stress or other conditions that could adversely affect staff functions and operations.
- Works closely with Operations and Planning Sections to insure logistical needs are met.
- Insures that staff follows all outlined safety and administrative policies for EOC Staff

Job Assignments:

- Monitors all on-going activities of Section to insure a smooth and seamless support to the response.
- Insures that the Finance Section receives all requests when it is necessary to order resources beyond internal capabilities.
- Insures that all resource requests that are forwarded to the State Operations Section follow appropriate communications channels.
- Monitors the housing, feeding, transportation and medical needs of the response personnel to insure quality care for all responders.
- Establishes Critical supply and equipment lists based upon the tactical commanders needs.
- Insure the monitoring of all critical supplies and equipment to prevent any shortages that could result in response failure.
- Work closely with VOAD in tracking volunteers and donated goods.
- Implement fuel plans for forward area fueling of response personnel.

Situation Reporting:

- Receive regular and periodic reports from branch directors to keep current information posted regarding the logistical situation.
- Insure a flash report is immediately forwarded to the Operations Section Chief if any impending supply or equipment shortage is encountered that could adversely affect the response.
- Develop the Logistics SitStat Report.
- Attend Planning meeting.
- Review supply status on all classes of supply.
- Insure Unit leaders report critical shortages immediately.

Operational Period Objectives Meeting:

- Attend meeting and insure that logistics can support the goals and objectives of each tactical objective.
- Insure that any logistics problems are discussed and resolution to any issues is made prior to leaving meeting.

Command and General Staff Briefing:

- Give logistical brief to Commander.
- Insure the status of any critical supply and materials is clearly conveyed to IC/UC.
- Receive direction and guidance from IC/UC.
- Provide feedback to IC/UC on focus/direction.
- Discuss needs, resource requesting, approval and the ordering process.
- Discuss support facilities.
- Discuss interagency issues.
- Continue logistical operations based on IC/UC guidance.

Tactics Meeting:

- Brief on Current logistical situation.
- Work to insure logistics can support current tactical plan.
- Review Medical & Communications Plan, Transportation Plan and other supporting information.
- Convey limitations of the logistical situation (if any) to all players to insure that it is understood what can and can't be supported.
- Develop contingency plans for logistics in support of tactics.
- Insure tactics plan has forward fueling and feeding plans clearly designated for all responders.

Planning Meeting and IAP Development:

- Generate ISC for 213-rr for all resources identified that is needed to support next operational period.
- Provide information for ICS forms 205, 206 & Transportation Plan.
- Cross level any supplies, materials, equipment or other resources to address the changing situation.
- Insure Finance Section is immediately informed of any resources that must be ordered from outside sources.
- Insure logistics plan is flexible and can adjust to any identified contingency identified in the plan.
- Insure supply discipline procedures are addressed in the plan.
- Reinforce that controlled items (radios, computers, serialized numbered items) inventory procedures are followed and that operators checks and systems are followed.

Operations Briefing:

- Brief Logistics Section Staff
- Ensure all staff understands the tactical and long range plans of the response.
- Start next operational period.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.

- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.
- All logistical section staff will review Critical supply and materials list.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.
- Ensure all close-out paperwork is forwarded to the Finance Section for final disposition.

DEPUTY LOGISTICS CHIEF

REPORTS TO:

- Logistics Section Chief

POSITIONS REPORTING TO THE DEPUTY LOGISTICS SECTION CHIEF:

- Services Branch Director
- Support Branch Director
- Resource Branch Director
- Coordination Branch Director

POSITION COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

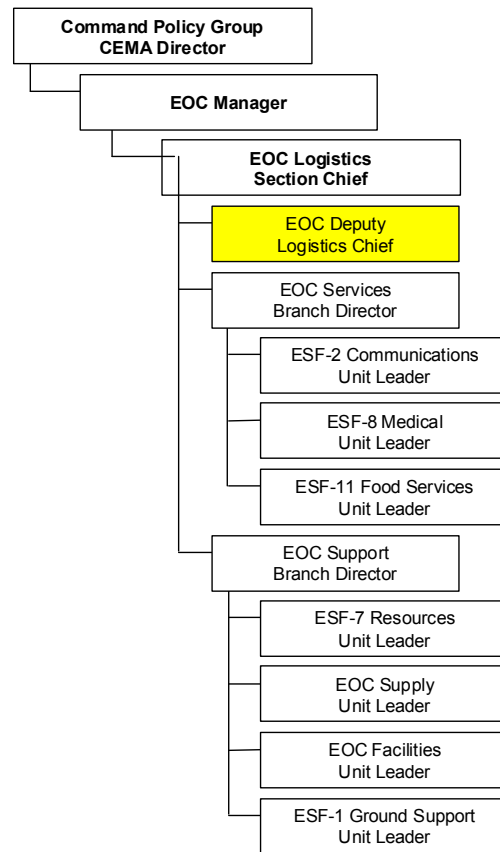
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300.
- This position is also required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization, the EOC Staff Manual and ESF structure.
- Required to Complete IS 701, IS 703, IS 807.

GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the Logistics Section, coordinates with the Operations Section and Planning Section regarding Logistical needs during each Operational Period, and serves as Logistics Section Chief in his/her absence. Specific duties include:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position's direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position



specific effectiveness to ensure appropriate modifications occur as required.

- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Attends the Planning meeting and ensures that all logistical needs of the next operational period are ordered.
- Assist the Logistics Section Branch Chiefs in the execution of their duties and responsibilities.
- Attends all briefings as the Logistics Section representative in absences of Log. Section Chief.
- Ensures all administrative paper work regarding the Logistics Section is completed.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.
- Attends and completes all required training for this position.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Works with the Logistics Section Chief in ensuring the section is properly staffed and manned, and is structured to meet the response needs.
- Established immediate liaison with Planning and Operations Section Chiefs.
- Serves as a reviewer for unit work plans and passes on recommendations to Logistical Section Chief and Unit Leaders regarding improvements in the Logistics Operations.

OPERATIONAL PHASE:

- Primary responsibility is to serve as the Liaison between Planning and Operations Sections regarding Logistics
- Attends all planning meetings
- Reports to the Logistics Section Chief any and all issues regarding logistics that may be raised at the planning meeting.
- Keeps the Logistics Section Chief updated regarding Critical Resources status.

Section Organization:

- Works with Logistics Section Chief to ensure the Section is properly structured to meet logistics needs of the response.
- Updates Logistics plans as needed.
- Assists the Logistics Section Chief in reviewing Unit work plans.

Section Management:

- Serves as the Section Chief in the absence of the Logistics Section Chief.
- Performs all duties outlined in Section Chiefs Position when the Logistics Section Chief is absent.

Job Assignments:

- Is the Primary POC for the Logistics Section at the planning meeting?
- Reviews resource request for accuracy to insure QA/QC of work.
- Helps track all orders to insure that the Finance Section receives all requests that require funding beyond internal capabilities.
- Keeps a constant monitoring of the Critical Resource List regarding status and takes appropriate action if a problem is detected with any item being tracked.
- Works closely with VOAD in tracking donated goods and services. Advises the Logistics Section Chief if the activation of a Coordination Branch is needed.

Situation Reporting:

- Reports to the Logistics Section Chief regarding the Planning meeting.
- Keeps the Logistics Section Chief updated on Critical Resources Tracking and Status.
- Provides input to the Logistics SitRep regarding Critical Resources.
- Assists in reviewing the status of all classes of supply.
- Serves as an extra set of eyes and ears regarding critical shortages of any class of supply.

Operational Period Objectives Meeting:

- Attends the planning meeting.
- Assures that logistics can support the goals and objectives of the next operational period.
- Resolves any logistics problems.
- Updates the Logistics Section Chief of any issues regarding the logistical support of the response.

Command and General Staff Briefing:

- Attends the Command and General Staff Briefing.
- May give the update on Critical Resource Tracking and Status.
- May represent the Logistics Section Chief on interagency coordination.
- Ensures the Logistics Section is briefed on IC/UC guidance.

Tactics Meeting:

- Provides information on Critical Resources tracking and Status.
- Works with Planning to ensure the logistics section is well read into the plan.
- Develops contingency plans with the Logistics Section Chief for any identified Courses of Action (COA).
- Ensures the Logistics plan can support all COA's

Planning Meeting and IAP Development:

- Is the Logistics Section representative at this meeting?
- Records and reports any resource requirements needed to support the next Operational Period.
- Ensures the Logistics Section Chief and all Unit leaders are well read into the plan and understand the logistical needs of the plan.
- Start planning for the next operational period.

Operations Briefing:

- May brief the Logistics Section.
- Ensures all Logistics Staff understands the tactical and long range plans of the response.
- Helps prepare staff to start planning for next operational period.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.
- Ensures incoming staff reviews the Critical Resource tracking and status list.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.

- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.
- Ensures all administrative paperwork is submitted through proper channels for close-out and final disposition.

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SERVICES BRANCH DIRECTOR

REPORTS TO:

- Logistics Section Chief

POSITIONS REPORTING TO THE LOGISTICS SERVICES BRANCH DIRECTOR:

- Communications Unit Leader
- Medical Unit Leader
- Food Service Unit Leader

POSITION COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

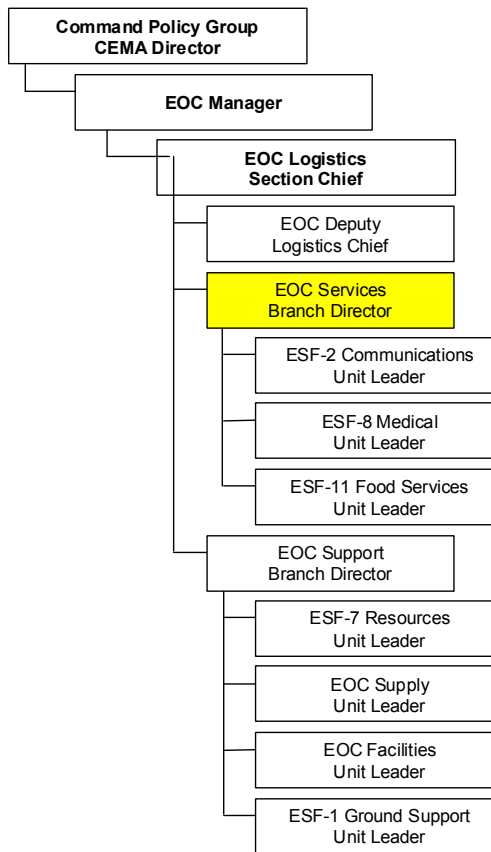
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300.
- This position is also required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization, EOC Staff Manual and ESF structure.
- This position is also required to complete IS 10, Is11, IS 111, IS 346, IS 703, IS 802, IS 807, IS 808

GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the Logistics Section, facilitates Branch Operations of the Service Branch, coordinates Branch Activities, and serves as the Branch Director and is third in command of the Logistics Section Specific duties include:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position's direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.



- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Ensures that the Logistics Services Branch functions are carried out to support the response.
- Ensures the Communications Unit can support all radio and telephone communications for the response and for EOC Operations.
- Ensures medical support is in place including sick call/ first aid stations for the EOC and for Response Personnel.
- Ensures that adequate, wholesome food is available for the EOC and for responders.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.
- Attends training as set forth by this position’s training requirements and personnel training goals.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Directs incoming personnel to work stations and provides for an initial situational briefing.
- Works with Unit leaders in developing status boards, checklists, etc.

OPERATIONAL PHASE:

- Ensures that any items or issues raised during the response that is a direct responsibility of the Service Branch is addressed through the Logistics Section Chief.

Organizing the Branch:

- Ensures the Branch is properly manned and organized to meet the needs of the EOC and Response Personnel.
- Reviews the Logistics plan and anticipate the proper build-out of the Branch.
- Reviews Log. Section Manual and develops a plan for carrying out all responsibilities.
- Activates the Units as necessary up to or Including :
 - o Communications Unit
 - o Medical Unit
 - o Food Unit

Job Assignments: (May or May Not Apply to Specific Position)

- Develops Branch Plans that support the EOC and field operations.
- Monitors on-going logistic operations regarding those areas of responsibility.
- Debrief resources coming on shift.
- Keeps up to date on all Branch situations.
- Provides for timely reporting to the Logistics Section Chief of the work Status of the Branch.
- Keeps a list of any key items that need to be addressed at the Logistics Section Briefing.

Operational Period Objectives Meeting: (May or May Not Apply to Specific Position)

- Attend meeting as directed

Command and General Staff Briefing: (May or May Not Apply to Specific Position)

- Attend meeting if directed.
- Be prepared to discuss any issues that affect the Branch.
- Discuss interagency issues.

Tactics Meeting: (May or May Not Apply to Specific Position)

- Attend meeting as directed.

Planning Meeting and IAP Development: (May or May Not Apply to Specific Position)

- Attend Meeting as directed.

Operations Briefing: (May or May Not Apply to Specific Position)

- Attend meeting as directed.
- Ensure all staff knows the location and schedule for feeding sites and medical support locations.

Branch/Unit Operations Checklists:

- Branch/Unit Operational Duties are organized into categories.
- Radio Frequency Coordination
- Telephone directory in EOC.
- Net Operations plans.

- Feeding Schedules and sites
- Sick call locations and schedules
- Medical Aid Station locations and schedules

Mobilization: (May or May Not Apply to Specific Branch/Unit)

- Continue detailed position specific responsibilities to support this action.

Initial Response: (May or May Not Apply to Specific Branch/Unit)

- Continue detailed position specific responsibilities to support this action.

Evacuation: (May or May Not Apply to Specific Branch/Unit)

- Continue detailed position specific responsibilities to support this action.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.
- Continue detailed position specific responsibilities to support this action.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Continue deactivation responsibilities for this position as required.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

COMMUNICATIONS UNIT LEADER

REPORTS TO:

- Logistics Services Branch Director

POSITIONS REPORTING TO THE COMMUNICATIONS UNIT LEADER:

- Communications Specialist (telephone)
- Communications Specialist (vhf and 800MHz)
- Frequency Coordinator
- Amateur Radio Coordinator
- IT Specialist
- Communications Maintenance and Repair Specialist

POSITION COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

TRAINING REQUIREMENTS:

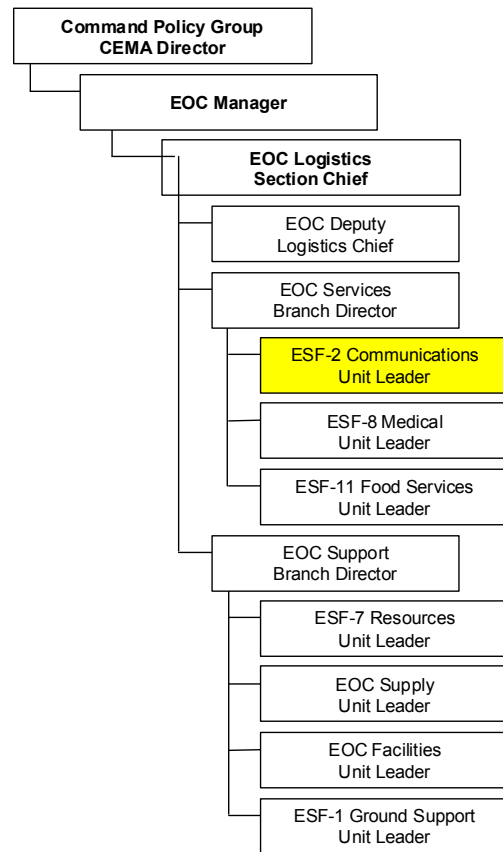
- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- **Individual should complete IS 242, IS 802**

GENERAL RESPONSIBILITIES:

This position, a member of the Logistics Section, facilitates effective communications in the EOC and Field Response, coordinates Radio Frequencies and Networks and serves as Point Of Contact for any communications issues in the EOC.

. Specific duties include:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position's direct report or when circumstances dictate, notify all



tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.

- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Develops the Communications Plan.
- Activates necessary radio nets as needed.
- Insures interoperability of Communications systems.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.
- Works with individual communities in developing effective communications systems.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Assigns frequencies and establishes the command frequency for the EOC and field operations.

OPERATIONAL PHASE:

- Activates one or more networks as the incident evolves:
- Command Net
- Tactical Nets
- Support Nets
- Ground to air nets
- Air to Air Nets if not already established.

Organizing the Unit:

- Monitors all staff activity to ensure appropriate and timely completion of assigned tasks.
- Ensures all staff understands and meet reporting deadlines.
- Monitors all staff reports for any communications problems that may arise.
- Ensure staff follows all written procedures for administrative processes.

Job Assignments:

- Provide QA/QC of staff during all operations.
- Ensures all actions required by the Unit to support the EOC and Response are handled in an effective and efficient manner.
- Ensures all reporting deadlines are met for Unit activities to be included in the Log. SitStat.
- Manage all assigned personnel for work productivity.
- Sets realistic goals for Unit work output.

Operational Period Objectives Meeting:

- Attend meeting if required.
- Monitors, manages, and leads unit activities to meet the needs of the EOC and field response.

Command and General Staff Briefing: (Use only if there is no Supervisor or Director)

- Attend Meeting if required.

Tactics Meeting: (Use only if there is no Supervisor or Director)

- Attend Meeting as required.
- Ensures that the communications plan meets the needs of the EOC and field response.
- Resolves any issues regarding communications nets.

Planning Meeting and IAP Development: (Use only if there is no Supervisor or Director)

- Ensures the communications plan is adjusted as the tactical and strategic goals change.

Operations Briefing: (Use only if there is no Supervisor or Director)

- Attends as required and briefs any changes or adjustments to the communications plan.

Branch/Unit Operations Checklists:

- Branch/Unit Operational Duties are organized into categories.
- Develop communications plan for EOC and Field Operations

- Insure security of the IT network
- Develop and publish Communications plan to support responders and the EOC staff
- Develop frequency control plan and schedule for responders and EOC staff.
- Develop Battery charging and replacement plan for portable radios.
- Coordinates deployment and recovery of communications equipment as needed.
- Develop Radio Station Log

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.
- Ensure incoming staff receives situation briefing.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Ensure all closeout paperwork is forwarded to the Finance Section for final disposition.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

MEDICAL UNIT LEADER

REPORTS TO:

- Logistic Services Branch Director

POSITIONS REPORTING TO THE MEDICAL UNIT LEADER:

- Emergency Medical Ops Specialist
- Medical Supply Specialist

POSITION COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

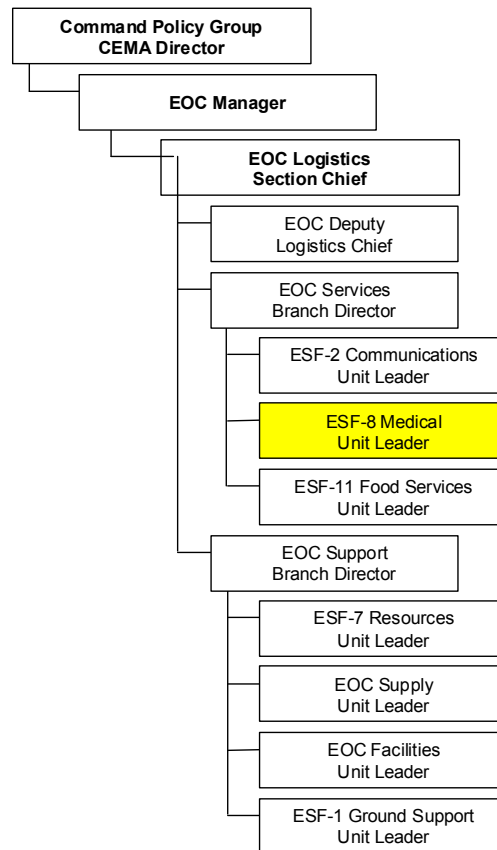
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County’s EOP Organization and ESF structure.
- Completion of IS 200.HC, IS 808.

GENERAL RESPONSIBILITIES:

This position, a member of the Logistics Service Branch, facilitates Medical Operations to support the EOC and field Response, coordinates the establishment of sick call and first aid clinics for the EOC and field responders, and serves as Point of Contact for any health or medical issues for EOC and field response personnel. Specific duties include:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position’s direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization’s SOP.
- Provide support to the position’s direct support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position



specific effectiveness to ensure appropriate modifications occur as required.

- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Determines the number and staffing size of sick call sites and first aid stations.
- Orders medical supplies as needed.
- Determines medical bench stock needs for such items as O2, bleach, IV supplies, etc.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Determines immediate medical needs for the response.

OPERATIONAL PHASE:

- Determines the current and projected needs of the field response to ensure adequate medical coverage is provided.
- Determines location and staffing of sick call and first aid stations.
- Ensures that medical supplies are ordered in a timely manner.
- Develops bench stocks of common medical supplies.
- Works closely with Safety Officer in determining anticipated needs of responders.
- Establishes Communications system for medical needs.
- Establishes transportation needs for medical evacuations.

Organizing the Unit:

- Monitors all staff activity to ensure appropriate and timely completion of assigned tasks.
- Ensures all staff understands and meet reporting deadlines.
- Monitors all staff reports for any communications problems that may arise.
- Ensure staff follows all written procedures for administrative processes

Job Assignments: (May or May Not Apply to Specific Position)

- Monitors all staff activity to ensure appropriate and timely completion of assigned tasks.
- Ensures all staff understands and meet reporting deadlines.
- Monitors all staff reports for any communications problems that may arise.
- Ensure staff follows all written procedures for administrative processes
- Continue detailed position specific responsibilities to support this action.

Operational Period Objectives Meeting: (Use only if there is no Supervisor or Director)

- Attend the meeting if required.
- Ensures the Medical plan supports the Operational Objectives.

Command and General Staff Briefing: (Use only if there is no Supervisor or Director)

- Attend meeting if required.

Tactics Meeting: (Use only if there is no Supervisor or Director)

- Attend Meeting if required.
- Medical plan needs to be flexible to shift to support the tactical situation.

Planning Meeting and IAP Development: (Use only if there is no Supervisor or Director)

- Ensure the Medical plan supports the IAP.

Operations Briefing: (Use only if there is no Supervisor or Director)

- Attends as required
- Brief any changes in the Medical Plan or any special operations to support the operations of the EOC and field response.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.
- Ensure incoming staff receives situational briefing.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to

- direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Ensure final paperwork is forwarded to Finance Section for final close-out.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

FOOD UNIT LEADER

REPORTS TO:

- Logistics Service Branch Director

POSITIONS REPORTING TO THE FOOD UNIT LEADER:

- Dining Facility Manager
- Dietician
- Food Service Supply Manager
- Volunteer Agency Liaison

POSITION COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

TRAINING REQUIREMENTS:

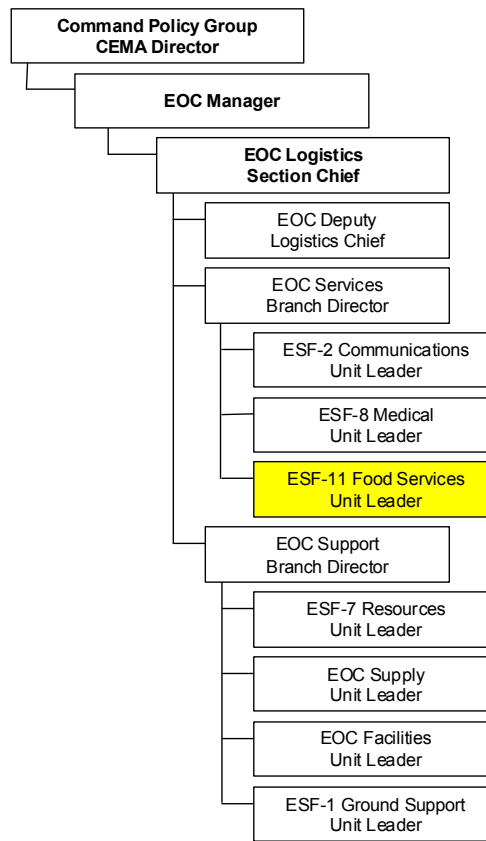
- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County’s EOP Organization and ESF structure.
- Should complete IS 288.

GENERAL RESPONSIBILITIES:

This position, a member of the Logistics Services Branch facilitates Food Service Operations for the EOC and Field Responders, coordinates The establishment of food service sites and serves as Coordinator for all aspects of the food service program for the EOC and Field responders.

Specific duties include:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position’s direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization’s SOP.
- Provide support to the position’s direct support to ensure all actions are accomplished within the established priorities.



- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Determines and established the food service sites for the EOC and field responders.
- Establishes Operations times for food service to compliment the Operational period.
- Ensures that food is being handled, stored, prepared and served in a safe and wholesome manner.
- Works with the Dietician to ensure the menu is a healthy and nutritious variety of foods.
- Orders all food service supplies and foodstuffs.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.
- Completes any required training for the position.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Develops and implements the food service plan.
- Establishes food service sites.
- Ensures that Field feeding sites are located near the operational site and is open during hours for the responders
- Orders food and supplies.

- Ensures that re-hydration sites equipped with drinks and snacks are open and available to responders.

OPERATIONAL PHASE:

- Determines current and projected needs for the establishment of feeding sites and hours of operations.
- Determines the need for Bag Meals for remote sites.
- Orders necessary food supplies for continuity of operations.
- Coordinates with volunteer organizations for support and operation of additional feeding sites.
- Works closely with Environmental Health personnel to ensure the food service operations are being conducted in a safe and healthy manner per food service rules and regulations.
- Coordinate with dietician to insure any special diets are prepared and that the food compliments the needs of the responders.

Organizing the Branch:

- Monitors all staff activity to ensure appropriate and timely completion of assigned tasks.
- Ensures all staff understands and meet reporting deadlines.
- Monitors all staff reports for any communications problems that may arise.
- Ensure staff follows all written procedures for administrative processes
- Establishes or deactivates feeding sites dependent upon the tactical plans.
- Opens hydration sites or warming sites as needed.

Job Assignments: (May or May Not Apply to Specific Position)

- Monitors all staff activity to ensure appropriate and timely completion of assigned tasks.
- Ensures all staff understands and meet reporting deadlines.
- Monitors all staff reports for any communications problems that may arise.
- Ensure staff follows all written procedures for administrative processes

Operational Period Objectives Meeting: (Use only if there is no Supervisor or Director)

- Attends meeting if required.
- Ensures the food service plan supports the operational objectives.

Command and General Staff Briefing: (Use only if there is no Supervisor or Director)

- Attend meeting as required.

Tactics Meeting: (Use only if there is no Supervisor or Director)

- Attends the meeting as required.
- Ensures that food service sites are established or deactivated as per the tactical situation evolves.
- Brief the locations and times for feeding site operations and hydration/warming sites.

Planning Meeting and IAP Development: (Use only if there is no Supervisor or Director)

- Ensures that the food plan supports the IAP
- Attend the meeting as required.

Operations Briefing: (Use only if there is no Supervisor or Director)

- Attend the meeting as required.
- Brief the food service operations plans and any special feeding operations that are required of the plan.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.
- Ensure incoming staff receive a current situational briefing.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Ensure all final paperwork is forwarded to the Finance Section for final close-out.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

SUPPORT BRANCH DIRECTOR

REPORTS TO:

- Logistics Section Chief

POSITIONS REPORTING TO THE SUPPORT BRANCH DIRECTOR:

- Supply Unit Leader
- Facilities Unit Leader
- Ground Support Leader
- Resources Unit Leader

POSITION COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

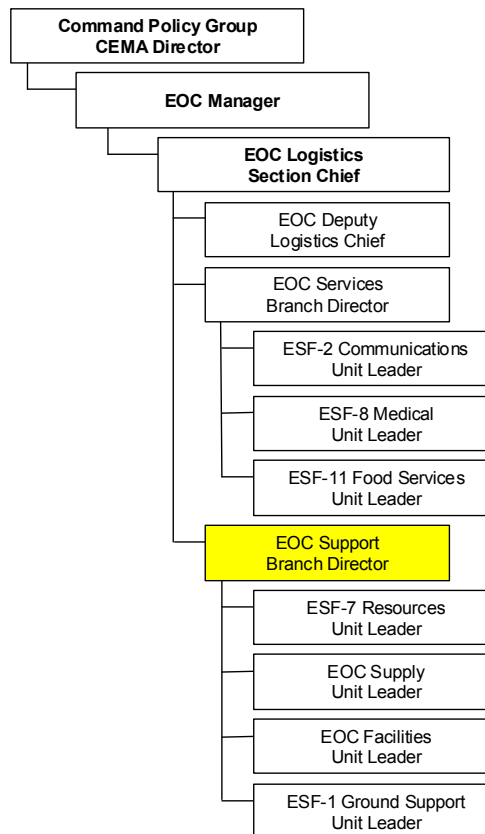
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300.
- This position is also required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization, EOC Staff Manual and ESF structure.
- Additional training requirements for this position include IS 288, IS 703, IS 706, IS 801, IS 807

GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the Logistics Section, facilitates Operations of the Support Branch, coordinates Branch Activities, and serves as Branch Director and is fourth in command of the Logistics Section. Specific duties include:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position's direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Provide support to the position's direct support to ensure all actions are accomplished



within the established priorities.

- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Ensures that the Logistics Support Branch functions are carried out to support the response.
- Ensures that the supply unit is properly manned and staffed to support the response.
- Ensures the Facilities Unit (if Activated) has all pre-identified locations for bases or camps prepared for operations.
- Ensures the Ground Support Unit begins immediate statuses of all rolling stock to support the response.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.
- Attends training as set forth by this position’s training requirements and personnel training goals

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Directs incoming personnel to work stations and provides for an initial situational briefing.
- Works with Unit Leaders in developing status boards, checklists, etc

OPERATIONAL PHASE:

- Ensures that any items or issues raised during the response that is a direct responsibility of the Support Branch is addressed through the Logistics Section Chief.

Organizing the Branch:

- Ensures the Branch is properly manned and organized to meet the needs of the EOC and Response Personnel.
- Review Logistics Plan and section manual and develop plans for the branch to carry out all assigned functions.
- Activate Units as needed up to and including.
 - o Supply Unit
 - o Facilities Unit
 - o Ground Support Unit.
- Job Assignments:* Develops Branch Plans the support the EOC and field operations. Continue detailed position specific responsibilities to support this action.
- Monitors on-going logistics operations regarding those areas of responsibility.
- Debrief resources coming on shift.
- Provides for timely reporting to the Logistics Section Chief of the work status of the Branch.
- Keeps a list of any key items that need to be addressed at the Logistics Section briefing. Receives regular and periodic reports from unit leaders to keep current of the Branch Operations.

Operational Period Objectives Meeting: (May or May Not Apply to Specific Position)

- Ensures that any items or issues raised during the response that is a direct responsibility of the Support Branch is addressed through the Log. Section Chief.

Command and General Staff Briefing: (May or May Not Apply to Specific Position)

- Attend meeting as directed.
- Be prepared to discuss any issues that affect the Branch.
- Discuss any interagency issues,

Tactics Meeting: (May or May Not Apply to Specific Position)

- Attend meeting as directed.

Planning Meeting and IAP Development: (May or May Not Apply to Specific Position)

- Continue detailed position specific responsibilities to support this action

Operations Briefing: (May or May Not Apply to Specific Position)

- Attend meeting as directed.
- Ensure that all unit leaders are aware of projected needs of supplies, facilities or transportation needs of the EOC or field response.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.

- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.
- Review status of any critical resources under Branch responsibility

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Ensure that all closeout paperwork is completed and forwarded to the finance section for final disposition
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

SUPPLY UNIT LEADER

REPORTS TO:

- Logistics Support Branch Director

POSITIONS REPORTING TO THE SUPPLY UNIT LEADER:

- Resources Team Manager
- Ordering Team Manager
- Receiving and Distribution Team Manager
- Donated Goods and Volunteer Services Manager

POSITION COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

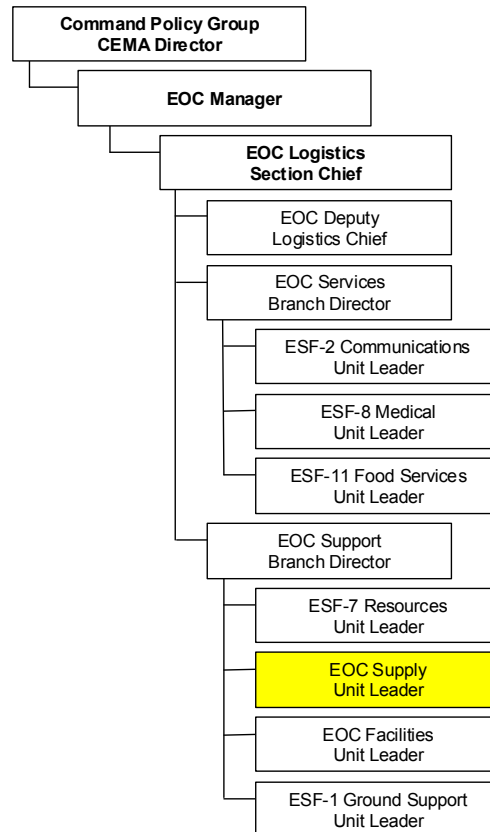
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County’s EOP Organization and ESF structure.
- Should complete IS 288, IS 703, IS 706, and IS 807.

GENERAL RESPONSIBILITIES:

This position, a member of the Logistics Support Branch, facilitates Supply Operations in support of the EOC and field response, coordinates All aspects of supply ordering, procurement, receipt, storage processing and distribution and serves as The coordinator of supply operations. Specific duties include:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position’s direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Provide support to the position’s direct support to ensure all actions are accomplished



within the established priorities.

- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Develops the supply plan to support the EOC and Field Response.
- Ensures that supplies are ordered in a timely manner.
- Establishes a system to track and account for all resources.
- Develops the Critical Resource List based on guidance from the Operations Section and IC/UC.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.
- Completes any required training for this position.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establishes and implements the supply plan.
- Activates teams as appropriate to manage order, receive and distribute, and track resources in support of the EOC and the field response.
- Closely track all items listed and managed as critical resources.

OPERATIONAL PHASE:

- Provides for the accounting of all incident personnel and equipment.
- Maintains inventories of both expendable and non-expendable supplies.
- Submit request for, and track all supply and equipment ordered.
- Receive and distribute all resources.
- Prepare resources for demobilization as needed.

Organizing the Branch:

- Monitors all staff activity to ensure appropriate and timely completion of assigned tasks.
- Ensures all staff understands and meet reporting deadlines.
- Monitors all staff reports for any communications problems that may arise.
- Ensure staff follows all written procedures for administrative processes
- Expands or reduces teams as the response evolves.
- Ensures PODs are opened and closed based as the response continues.

Job Assignments: (May or May Not Apply to Specific Position)

- Monitors all staff activity to ensure appropriate and timely completion of assigned tasks.
- Ensures all staff understands and meet reporting deadlines.
- Monitors all staff reports for any communications problems that may arise.
- Ensure staff follows all written procedures for administrative processes

Operational Period Objectives Meeting: (Use only if there is no Supervisor or Director)

- Attends the meeting as required
- Ensures the supply unit supports the Response.

Command and General Staff Briefing: (Use only if there is no Supervisor or Director)

- Attend the meeting as required.

Tactics Meeting: (Use only if there is no Supervisor or Director)

- Attends the meeting as required.
- Anticipates any special supply operations as the tactics are applied or changed.
- Brief the locations and times of special supply operations such as refueling points, PODs, etc.

Planning Meeting and IAP Development: (Use only if there is no Supervisor or Director)

- Attend the meeting as required

Operations Briefing: (Use only if there is no Supervisor or Director)

- Attend the meeting as required.
- Brief the supply plan regarding support for the operational period.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.

- If arriving to EOC, check in with reception and direct report.
- Ensure that incoming staff receive a current situational briefing.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Ensure all final paperwork is submitted to the Finance Section for final close-out.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

FACILITIES UNIT LEADER

REPORTS TO:

- Logistics Support Branch Director

POSITIONS REPORTING TO THE FACILITIES UNIT LEADER:

- Base Camp Manager
- Staging Site Manager
- Facilities Maintenance Manager

POSITION COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

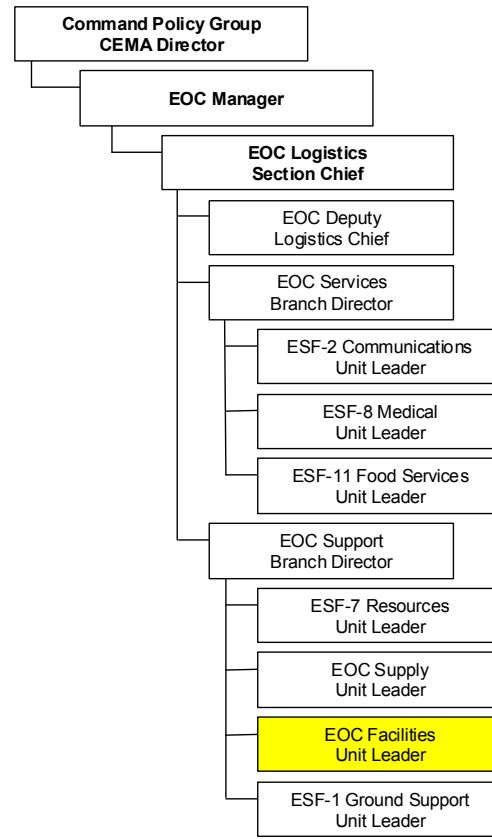
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County’s EOP Organization and ESF structure.
- Shelter Managers Course recommended for this position.

GENERAL RESPONSIBILITIES:

This position, a member of the Logistics Support Branch, facilitates Base and Staging site Operations in support of the EOC and field response, coordinates All aspects of feeding Housing and security for all response personnel and serves as The coordinator of facility management operations:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position’s direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization’s SOP.
- Provide support to the position’s direct support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position



specific effectiveness to ensure appropriate modifications occur as required.

- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Develops the plan for staging and housing of response personnel.
- Ensures that an adequate safe and healthy facility can sleep, support and feed all responders.
- Develops a security plan for all facilities including a sign-in/out system.
- Orders necessary supplies and support items such as portable toilet and shower facilities to support the base and staging areas.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.
- Works with the various agencies to identify potential sites for staging areas and base camps.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Activates the staging area and base camp plans.
- Activates the base and staging area managers and provides the necessary support to get the areas opened and operational.
- Provides maintenance support for all base and staging areas.
- Orders supplies and items to support all response personnel

OPERATIONAL PHASE:

- Monitors the operations of base camps and staging areas to ensure they are adequate and are providing the proper support to the responders.
- Monitors all meals and feeding sites to ensure wholesome and nutritious meals are provided at all sites.
- Ensures all supplies and items are ordered in a timely and efficient manner
- Ensures bases and staging areas are opened and demobilized as the response needs change

Organizing the Branch:

- Activates and opens bases and staging areas as needed.
- Develops and implements a forward base if necessary.
- Monitors all reports from managers to ensure the base and staging areas are being operated in an effective and efficient manner

Job Assignments: (May or May Not Apply to Specific Position)

- Ensures staff follows all required policies and procedures.
- Ensures staff completes and submits all required reports in a timely manner.

Operational Period Objectives Meeting: (Use only if there is no Supervisor or Director)

- Attends meeting if required.
- Ensures the facilities plan supports the response.

Command and General Staff Briefing: (Use only if there is no Supervisor or Director)

- Attends the meeting if required.

Tactics Meeting: (Use only if there is no Supervisor or Director)

- Attends the meeting if required.
- Prepares plans for forward base camps if the tactical plan requires them.
- Attends the meeting if required.

Operations Briefing: (Use only if there is no Supervisor or Director)

- Attends the meeting if required.
- Prepares necessary documents to ensure base and staging area plans are flexible and sufficient to support the operational plan.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.
- Ensures incoming staff receive a current situational briefing.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Ensure final paperwork is submitted to the Finance Section for final close-out.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

GROUND SUPPORT UNIT LEADER

REPORTS TO:

- Logistics Support Branch Director

POSITIONS REPORTING TO THE GROUND SUPPORT UNIT LEADER:

- Ground Transportation Manager
- Maintenance Manager
- Fuel Supply and Distribution Manger
- Vehicle Supplies & Repair Manager

POSITON COORDINATOR:

- CEMA EM Specialist – Logistics

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPREATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 0-1

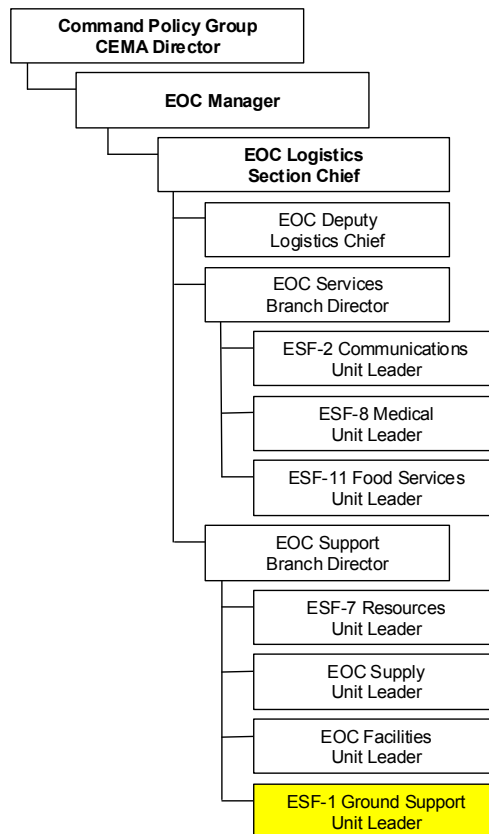
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County’s EOP Organization and ESF structure.
- Maintenance Operations Training needed.

GENERAL RESPONSIBILITIES:

This position, a member of the Logistics Support Branch facilitates all ground support operations for the Responders, coordinates Vehicle support, maintenance, scheduling and refueling, and serves as The Motor movements coordinator for the response. Specific duties include:

- Immediately notify the direct report of significant emergencies affecting or potentially affecting the County.
- When directed by the position’s direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization’s SOP.
- Provide support to the position’s direct support to ensure all actions are accomplished within the established priorities.



- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Develops the transportation plan for the field response.
- Ensures fuel and repair parts are ordered in a timely and efficient manner.
- Provides for the scheduling of ground transportation assets to support the response. Ground Support Unit functions as the event's primary central dispatch.
- Provides for the maintenance of response vehicles.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.
- Works with County Maintenance facilities to Identify potential sites for maintenance and repair facilities to support the response.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, assignments and expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Activates the ground support plan
- Ensures that maintenance sites and fueling points are situated to support the response.
- Anticipates and plans for ground transportation needs of the field response.
- Orders the necessary repair parts and fuel to support the response
- Establishes the transportation schedule for necessary movements of the field responders.

OPERATIONAL PHASE:

- Monitors the maintenance program to ensure rapid repair and return of grounds support vehicles.
- Closely monitors the status of any vehicles on the critical resource list.
- Ensures all required maintenance reports are completed and submitted as required.
- Develops and implements the traffic Plan for the field response.
- Deploys forward maintenance repair and refueling teams as needed.

Organizing the Branch:

- Activates field maintenance collection and repair points as necessary.
- Activates maintenance contact teams as necessary.
- Ensures all reports are submitted for inclusion on the Log. SitRep.

Job Assignments: (May or May Not Apply to Specific Position)

- Ensures staff follows all required policies and procedures.
- Ensures staff completes and submits all required reports in a timely manner.

Operational Period Objectives Meeting: (Use only if there is no Supervisor or Director)

- Attends the meeting if required.
- Ensures the Ground support plan supports the response.

Command and General Staff Briefing: (Use only if there is no Supervisor or Director)

- Attends if required.

Tactics Meeting: (Use only if there is no Supervisor or Director)

- Attends the meeting if required.
- Prepares the forward maintenance and refueling plan if necessary.

Planning Meeting and IAP Development: (Use only if there is no Supervisor or Director)

- Attends the meeting if required.

Operations Briefing: (Use only if there is no Supervisor or Director)

- Attends the meeting if required.
- Ensures any necessary changes are made in the plan to support field operations.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.
- Ensures incoming staff receive current situational briefing.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Ensures all final paperwork is submitted to the Finance Section for final closeout.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.