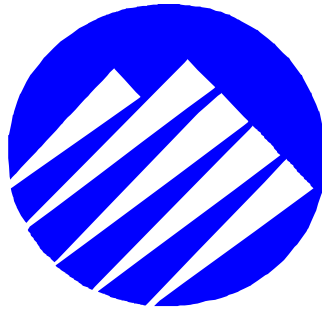


**Pierce County  
Department of Emergency Management**



**Resource Management and  
Logistics Plan**

**Annex D to the EOC Plan  
&  
Support Annex 3: Logistics Management  
to the  
Pierce County  
Comprehensive Emergency  
Management Plan**

October 2010

## Table of Contents

Introduction .....	1
I: Purpose, Scope, Situations & Assumptions .....	1
Purpose .....	1
Scope .....	1
Situation .....	1
Planning Assumptions .....	1
II. Concept of Operations .....	2
Preparedness .....	2
RCC .....	2
TEW .....	2
EQUIPMENT ACQUISITION .....	3
Activation .....	4
Response .....	4
DEPLOYMENT AND DISTRIBUTION OF EQUIPMENT .....	5
RESOURCE NEEDS AND SHORTFALLS .....	5
Recovery .....	6
Demobilization .....	6
III: Organization and Assignment of Responsibilities .....	6
Pierce County Government .....	6
Emergency Operations Center (EOC)/Logistics Section .....	10
Logistics Section Chief .....	10
Service Branch Director .....	10
Communications Unit Leader .....	10
Medical Unit Leader .....	11
Food Unit Leader .....	11
Support Branch Director .....	11
Supply Unit Leader .....	11
Facilities Unit Leader .....	11
The Security Manager .....	12

## Pierce County Comprehensive Emergency Management Plan

The Base and/or Camp Manager .....	12
Transportation/Ground Support Unit .....	12
Federal .....	12
Private Sector .....	13
Transportation Industries .....	13
Utility Companies .....	13
Heavy Construction Industries .....	13
IV: Direction, Control & Coordination.....	14
Direction:.....	14
Control: .....	14
Coordination: .....	14
V: Information Collection & Dissemination .....	14
Information Collection: .....	14
Dissemination: .....	14
VI: Communications .....	14
VII: Administration, Finance & Logistics .....	15
VIII: Plan Development & Maintenance .....	15
Development: .....	15
Maintenance: .....	15
IX: Authorities & References .....	15
WAC SECTIONS:.....	15
X: Appendices.....	16
Appendix A: Call Receivers SOP .....	16
Appendix B: Emergency Fuel Protocol Duty Officer SOP # 22 .....	16
Appendix C: Resource Request (ICS Form/ICS 213) .....	16

## **INTRODUCTION**

The Resource Management and Logistics Plan 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 Pierce County. This Plan describes the governmental organizations responsible for providing logistics and resources (facilities, supply/procurement, personnel, transportation, equipment, and utilities) and the elements of the private sector that normally offer commodities and services.

Partnerships between Pierce County Emergency Management and the cities in the County provide for a county-wide emergency services program that supports the National Incident Command System (NICS) the National Incident Management System (NIMS), and Emergency Support Function 7 (ESF 7). The Plan is intended to be a model for how the county, cities and special districts conduct resource management and logistics operations.

## **I. PURPOSE, SCOPE, SITUATIONS & ASSUMPTIONS**

### **Purpose**

The Resource Management and Logistics Plan is an overview of how the county, cities and special districts conduct resource management and logistics operations in Pierce County.

### **Scope**

The Resource Management and Logistics Plan applies to all Pierce County, City, Public and Private agencies and entities operating under the control or direction of the Pierce County Department of Emergency Management during a local, regional or nationally declared emergency. This Plan will also apply to any entity requesting assistance during an undeclared emergency.

The Resource Management and Logistics Plan applies to all Pierce County emergencies presented by a threat to life and property. Certain events or incidents have been anticipated based on historical or projected threats Hazard Identification and Risk Analysis. Pierce County Department of Emergency Management also anticipates and prepares for “un-known” threats under an All-Hazard Planning and equipment acquisition process (Regional Coordinating Council and Terrorism Early Warning Committees).

### **Situation**

### **Planning Assumptions**

1. The Resource Management and Logistics Plan will be subject to and operate under existing and emergency laws, ordinances and policies of Pierce County, Washington State and the Federal Government.
2. Emergency logistics functions will be implemented through pre-designated assignments from the Director of the Department of Emergency Management and/or Pierce County Emergency Operations Manager and the Pierce County Policy Group.
3. Procedures for the management of resources will be implemented in a manner compatible with the ICS-NIMS and applicable Emergency Plans under the

direction or coordination of the County Executive's Office, the Director of Pierce County Department of Emergency Management, and the Pierce County Operations Center (EOC) Manager.

4. Pierce County Department of Emergency Management will procure and allocate essential resources (personnel, services and material) to support County and Regional emergency operations.
5. Pierce County Department of Emergency Management will oversee the distribution and inventory of food stocks, and other essential supplies for emergency subsistence.
6. Pierce County Department of Emergency Management will procure and allocate required transportation, fuel and like-equipment resources (see Attachment B).
7. Pierce County Department of Emergency Management will maintain communications systems, potable water systems, electrical, sanitation, and other utility systems and services. If required, coordinate the emergency restoration of disrupted private services with public utilities.
8. Pierce County Department of Emergency Management will acquire supplies for care and shelter facilities, multipurpose staging areas and fixed or mobile clinical and medical facilities.
9. Pierce County Department of Emergency Management will provide accountability of resources requested and expended for emergency and disaster events in close coordination with the EOC Operations, Plans and Finance Sections.

## **II. CONCEPT OF OPERATIONS**

### **Preparedness**

In Pierce County, preparedness is initiated through cooperation and participation in a County wide dialog. Multiple agencies, jurisdictions and disciplines participate in and may be members of the Regional Coordinating Council (RCC) and the Terrorism Early Warning (TEW) Committees. These Committees operate within County and grant budgets.

### **Regional Coordinating Committee**

The RCC is made up of senior officials and officers representing the Fire Service, Law Enforcement, Law Enforcement Support Agency, Fire Dispatch Communications, Tacoma-Pierce County Health Department, Hospitals, Schools, Public Works, Pierce Transit, PC-Water Purveyors, PC-911 System, Puyallup Tribe, Port of Tacoma, PC-DEM, Joint Base Lewis-McChord and other jurisdictions and disciplines as necessary.

The RCC, based on information sharing, local and national intelligence and input from the TEW, determines and establishes priorities and a budget for training, exercise and equipment acquisition for Pierce County.

### **Terrorism Early Warning**

The four TEW Committees - Intelligence, Training, Exercise and Equipment - carry forward the priorities set by the RCC. For resource and logistics acquisitions, the TEW Resource Committee consisting of 17 voting members from the Fire Service, Law Enforcement, Law Enforcement Support Agency, Fire Dispatch Communications, Tacoma-Pierce County Health Department, Hospitals, Schools, Public Works, Pierce Transit, PC-Water Purveyors, PC-911 System, Puyallup Tribe, Port of Tacoma, and PC-

DEM meet as required and create a prioritized list of equipment for purchase. These purchases are to specifically address the RCC identified risk mitigation and prevention needs.

The TEW established list for grant purchases (State Homeland Security, Urban Area Security Initiative and other grants) is forwarded to the Washington State Equipment Committee for vetting under the grant and State specific criteria. Once the list is vetted by the State, the Pierce County DEM Equipment Coordinator and Pierce County DEM Finance Department initiate the purchasing process. Upon receipt, the equipment is inventoried, entered into the Office of Domestic Preparedness (ODP) Pierce County Portal data base, issued, and hand-receipted to the sub-recipient agency or jurisdiction.

Annual reviews by the RCC and TEW insure equipment and resource priorities are kept current.

Sub-Recipient Agreements signed by receivers of resources and equipment spell out the requirement for maintenance and replacement or disposal of all issued equipment and assets.

Pierce County General Fund purchases for approved equipment are processed through the established Pierce County Budget and Finance policies and procedures. Acquired equipment is distributed over a diverse geographic area based on specific need applications or special team (hazmat, swat, search and rescue, air assets) access. The philosophy of staging equipment based on geographic risk, threat, population, physical barriers and quick dispatch is intended to help minimize a single event disabling or preventing resource access.

### **Equipment Acquisition**

Resources and Equipment may be acquired through several avenues:

1. Utilizing special purchasing authority in a County, State or Federally declared disaster or incident. Refer to: PC-DEM Finance Division Policy and Procedures Section G and M.
2. Access to existing inventory of equipment.
3. Purchase of equipment through General or Grant funding. Refer to: PC-DEM Finance Division Policy and Procedures Section D and B
4. The resident Federal Urban Search and Rescue Team WA-TF 1 is a resource for local, State and Federal incidents as required.
5. Through local agency mutual aid and EMAC requests submitted to Washington State Emergency Management Department. Refer to: PC-DEM Finance Division Policies Section C.
6. All equipment purchased with Federal Grant funding is by Federal Grant criteria a regional asset and must be made available at the Incident Commander's request.
7. All equipment purchased with Grant Funds will on receipt have the packing slip or a copy of the purchase order stamped with the Logistics Program Coordinator stamp "CERTIFIED INVENTORIED AND RECEIVED IN FULL AND IN GOOD

WORKING CONDITION” signed and dated. The equipment is then bar-coded and entered into the Pierce County Portal database under Office of Domestic Preparedness Distribution. The resource/equipment is then issued to the requesting discipline under a hand receipt.

8. Equipment purchased with General Fund or made available by participating mutual aid agencies will be input to the Pierce County Portal under Rapid Access to Resources.

### **Activation**

This Plan is activated through notification by the Pierce County Executive’s Office, Director of Emergency Management, EOC Manager or the Pierce County Duty Officer upon identification of an active or imminent emergency incident (See ESF 7 in Pierce County CEMP).

A disaster through its nature or severity may automatically initiate activation of the Plan. Activation may be in support of the State Emergency Operations Center, a local jurisdiction’s Emergency Operations Center, or any other incident/mission requiring resource support from Pierce County.

### **Response**

Resource and logistic response will be prioritized and accomplished under the direction of the EOC Manager in support of the Operations Chief and the Operations Plan. Information from Field Incident Commanders will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding entities available or anticipated resource requirements. All resource requests will be submitted on an ICS Form 213; the request will be entered into WebEOC data base and assigned for action. Once the resource request has been accomplished the WebEOC data base will be updated to indicate the action taken and who completed the request. The ICS Form will then be signed-off and returned to the requesting party. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS 213.

Operational concepts and emergency actions associated with various types of emergencies are provided in the Pierce County Emergency Operations Center Plan and Procedures. Listings of local resources, support, and services are provided on the Pierce County Portal in the ODP Equipment and Rapid Access to Resources platforms as well as the Pierce County directory and vendor directories (DEM Lists, Yellow and White Pages).

Counties, Cities and Special Districts are responsible for the receipt and local distribution of vital resources and the implementation of control procedures, to ensure that basic human needs are met. This Plan applies to Pierce County and or Regional municipalities or agencies requesting resources beyond what they may be able to provide. Counties, Cities and Special Districts will also use locally prescribed procurement, contracting, and claim procedures to ensure that required documentation is completed for the payment of emergency costs and incurred expenses can be reimbursed. In the event County resources have been exhausted, by direction of the EOC Manager, a formal request to Washington State EMD/Logistics (253) 512-7059), will be initiated via phone or the State’s Web Page ([emd.wa.gov](http://emd.wa.gov)).

### **Deployment and Distribution of Equipment**

During emergencies that do not require the activation of the EOC, equipment is deployed by the Director of Emergency Management, the Deputy Director of Emergency Management, the Response and Recovery Program Manager, or the Pierce County Duty Officer.

During emergencies that do require EOC activation, equipment may be deployed by the EOC Manager, the Operations Chief, or the Logistics Chief at the request of a Pierce County agency or entity (local or regional jurisdiction, first responder and special responder agencies). Deployment and distribution must meet the definitions for lawful emergency response a recognized threat or local, state or federally declared emergency. All equipment must be accounted for through one of the following: WebEOC, Logistics Section Resource Request (ICS-213), Duty Officer Log or other officially acceptable documents/mechanisms for tracking Federal and County assets (such as a Hand Receipt or signed ICS 213).

The Logistics Section Chief, Duty Officer or authorizing agent must consider at time of deployment the need for de-mobilization/return of equipment and proper accountability. A Hand Receipt or ICS 213 noting time/date of return, condition of equipment and need for maintenance, fueling or any other requirement need to bring the equipment back into the inventory fully serviceable and ready for deployment.

### **Resource Needs and Shortfalls**

The Pierce County Regional Coordinating Committee (RCC) and the Pierce County Terrorism Early Warning Resource Committee (PC-TEWRC) will determine the priorities for resource needs based on identified gaps.

The RCC, using input and data from the Department of Homeland Security, National Preparedness Guidelines, local intelligence and threat assessments will provide a high level determination of resource needs. These assessments will take into account specific threats as well as potential all-hazard threats and response capability.

The primary funding source for purchase of equipment and services are Federal Grant Program's (SHSP, UASI, PSIC and others) and General Fund. The Department of Homeland Security Grant criteria, Authorized Equipment List, Standard Equipment Lists, Program Investment Justifications and Strategic Regional Plans will identify and define qualification and requirements for equipment acquisition. The RCC establishes a budget for equipment and resources.

The TEWRC serves under the auspices of the RCC. Each of the TEW Resource Committee disciplines have within them sub-committees (Hazmat, Explosive/IED Mitigation, Swat etc.) that identify and address the specific resource/equipment requirements to answer the priorities set forth by the RCC.

The TEWRC prioritizes the identified resource needs and provides a list within the allowed budget for RCC vetting. In the case of grant expenditures, the list is forwarded to the Washington State Emergency Management Department (WA-EMD) and their Equipment Committee for State vetting. Upon receipt of WA-EMD's vetting approval the purchase process begins.



Each of these authorities recognize an all-hazard approach to resource management and a logistics program which includes not only terrorist threats but man-made and environmental threats in their criteria for equipment availability and purchase. General Fund purchases respond to identified local and regional risks and prioritizing purchases based on budget constraints.

Using the processes described above, an annual assessment by local and County Government, the RCC and the PC-TEWRC set the annual purchasing priorities and plans. Any new threat identified in the interim may initiate the process anew.

### **Recovery**

Requests for equipment to facilitate or expedite recovery operations will be prioritized and provided under the direction of the EOC Manager and/or Operations Chief. Request for recovery equipment or resources will be processed exactly the same as response requests.

### **Demobilization**

Demobilization of equipment will follow a systematic review of all ICS Form 213s and the WebEOC data base. Daily demobilization reviews of resources and equipment begins at the time of resource deployment. A daily accounting of deployed equipment and its current need and status will be conducted by the Resource Unit Leader or assignee by the Logistics Chief to ensure timely off-hire of equipment is accomplished.

At the close of the mission or incident, a thorough review of resources used will be conducted to ensure all equipment is accounted for, off-hired, stocks are replenished and that re-fueling, repair and maintenance are accomplished.

It will be a priority that all resources are returned to ready response condition as soon as possible and reflected in the appropriate (WebEOC) data base.

## **III: ORGANIZATION AND RESPONSIBILITIES**

### **Pierce County Government**

#### **A. Executive**

The Executive's emergency management responsibilities include:

1. Provide overall direction and control through the Director of PC DEM.
2. Approve emergency ordinances passed by the County Council and coordinate other disaster legislative needs.
3. Proclaim the existence or threatened existence of a disaster as recommended by the Director of PC DEM.
4. Request assistance from and through the Governor or when delegation of legal authority of the Governor under Chapter 38.52 RCW or other statute is necessary or desirable to protect the public health, safety, or welfare.
5. Provide emergency public information.

B. Executive Pro Tempore

In the absence of the Executive, the Executive Pro Tempore responsibilities are those of the Executive.

C. County Council

1. Elect an Executive Pro Tempore and Chair to proclaim the existence or threatened existence of a disaster as recommended by the Director of PC DEM.
2. Pass by two-thirds vote emergency ordinances necessary for the immediate preservation of the public peace, health, or safety, or support of the county government and its existing institutions.

D. County Council Chair

In the absence of the Executive and the Executive Pro Tempore, proclaim the existence or threatened existence of a disaster as recommended by the Director of PC DEM.

E. Deputy Executive

In the absence of the Executive, the Deputy Executive has decision-making authority in the interpretation and application of established county policy.

F. Executive Directors and Department Heads

Develop and maintain internal emergency operations plan to include the following information and related ESF responsibilities.

1. Establish procedures to ensure the preservation of essential records and data technology, and maintaining the continuity of essential services.
2. Determine internal chain of command and succession of authority to ensure continuity of leadership and operations. Department heads will ensure that their identified successors are aware of their emergency responsibilities.
3. Designate primary and alternate locations from which to establish internal direction and control of departmental activities.
4. Conduct a need and availability assessment. Compile inventory of critical personnel, facilities, and resources. Identify and obtain necessary equipment and supplies to conduct departmental emergency activities.
5. Establish policy and procedures for tracking disaster operations, overtime and other associated costs.
6. Make staff available, when requested by the Director of PC DEM, for appropriate training, planning, exercise design and emergency assignments, such as PC EOC operations.

7. Provide staffing to support PC EOC operations, damage assessments and/or liaison with other agencies and organizations when requested by the PC EOC manager.
  8. Provide accurate emergency contacts and phone and pager numbers to the Director of PC DEM and update with indicated changes.
  9. When indicated, activate internal emergency operational procedures. This includes internal communications, conducting a roll-call and accountability of personnel, conducting a damage assessment, evaluating needed resources, and continually communicating this and other related information to the PC EOC Manager.
  10. Funnel any emergency information intended for the public through the PC JIC.
  11. Compile damage assessment and fiscal records as requested by PC EOC Manager in response to state and federal emergency proclamation evaluation and determination.
  12. Establish mutual aid agreements, memoranda of understanding, contracts and other relationships, if indicated, to maintain departmental emergency activities.
  13. Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan.
  14. Any and all costs related to the listed and other emergency activities, will be the responsibility of the respective county department or ESF agency.
- G. Director of Pierce County Department of Emergency Management
1. Develop, implement and administer the Pierce County Emergency Management program including the four phases of emergency management: mitigation, preparedness, response and recovery.
  2. Develop and maintain PC EOC readiness.
  3. Lead and coordinate emergency contingency planning for Pierce County. Planning will detail emergency management activities within the unincorporated areas of the county and within cities and towns, which contract with PC DEM for emergency management services.
  4. Advise the Executive of the need to proclaim the existence or threatened existence of an emergency or disaster.
  5. Request the Executive of Pierce County or in his/her absence, the Pro Tem, or in his/her absence, the Chair of the County Council to proclaim the existence or threatened existence of an emergency or disaster and the termination thereof, or to issue such proclamation if the Executive, Pro Tem, and the Chair are not available, subject to confirmation by the Executive at the earliest practicable time (Chapter 2.118.030 A, Pierce County Code).

6. Request the Executive of Pierce County or in his/her absence, the Pro Tem, or in his/her absence, the Chair of the County Council to request the Governor to proclaim a state of extreme emergency when, in the opinion of the Director of PC DEM, the resources of the area or region are inadequate to cope with the disaster, or to make such request to the Governor if the Executive, the Pro Tem, and the Chair are not available, subject to confirmation by the Executive at the earliest practicable time.

In the event of the proclamation of a disaster within Pierce County or the proclamation of extreme emergency by the Governor or declaration of a Presidential Emergency, or Incident of National Significance, the Director of PC DEM is empowered:

- To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Executive of Pierce County.
- With the approval of the county Executive or designee, to obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of Pierce County property and the life of the residents thereof, and bind the county for the fair value thereof, and if required immediately, to commandeer the same for public use.
- To require emergency services of any county officer or employee, and in the event of the proclamation of a state of extreme emergency by the Governor, in the region in which the county is located, to command the aid of as many citizens of this community as necessary in the execution of official duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency workers.

The organizations described in this Plan cover all levels of disaster management from the County, Cities and Special Districts, and the Pierce County Emergency Management-operated EOC. The Basic Plan networks all agencies involved in support of the emergency with their respective roles, to provide for an effective emergency response system to handle all types of disasters in Pierce County.

The Pierce County Executive is the Chief Administrative Officer and through the Director of Emergency Management coordinates the Pierce County Department of Emergency Management (DEM) Organization and the County emergency management program. In a disaster located entirely within the County incorporated area, DEM directs emergency services and operations. In a disaster involving one or more jurisdictions, or special districts, the Director of DEM or designee serves as Coordinator. The Pierce County Executive leads the Policy Group. The operational Logistics Section Chief serves at the direction of the EOC Manager. The Pierce County Logistics Chief has the overall responsibility for coordinating county-wide Logistics operations and provides relevant information and submits all requests for support to other jurisdictions in the county, or to the State Logistics Coordinator at Washington State EMD. The State Emergency Management Division or a designated representative has overall responsibility for coordinating state-wide logistics operations and requirements.

### **Emergency Operations Center (EOC)/Logistics Section**

The primary Tacoma - Pierce County EOC is located in Tacoma, Washington at Pierce County Emergency Management, 2501 St. 35<sup>th</sup> Street, Suite D and is used as the central point for managing resources, acquisitions, supporting services and allocations. Emergency operations are normally directed or coordinated from the EOC. An alternate EOC is located at the Pierce County Central Maintenance Facility, 4812 196th Street E, Spanaway, WA 98387. Whenever a jurisdiction or special district activates their EOC, the Pierce County EOC will be activated and staffed to the degree necessary to provide coordination.

The following position descriptions are not intended to be comprehensive and a complete checklist of responsibilities for all situations, rather a reminder of major tasks that should be accomplished. Size, scope, location and type of incident will dictate response. The Logistics Section is responsible for providing facilities, services, and materials in support of the incident response. It is staffed by a Section Chief and pre-designated emergency personnel, and may be augmented by representatives from private industry, military and charitable organizations. The Logistics Section Chief participates in developing and implementing the Incident Action Plan. The Logistics Chief activates and supervises Branches and Units within the Logistics Section.

The Logistics Section will use the PC DEM Portal, WebEOC, Rapid Access to Resources, ODP Equipment Distribution and other available emergency information management software for the resource tracking. The PC DEM Portal will also be used to acquire aviation resources and access ICS Forms.

### **Logistics Section Chief**

The Logistics Section Chief assigned by the EOC Manager directs the Logistics Section. The Logistics Section Chief participates in the development of the EOC Incident Action Plan. This Section Chief activates and supervises the units of the Logistics Section during EOC Operations. The Logistics Chief has the overall responsibility for coordinating resources in support of the incident and provides information and submits requests for support to Washington State EMD, should local and County resources be exhausted. The Pierce County Logistics Chief has the overall responsibility for coordinating county-wide Logistics operations and provides relevant information and submits all requests for support to other jurisdictions in the County, or to the State Logistics Coordinator at Washington State EMD at Camp Murray, Washington.

### **Service Branch Director**

The Service Branch Director reviews the common responsibilities checklist, determines level of service required to support operations, confirms assignment of personnel and participates in the planning process of the Logistics Section.

### **Communications Unit Leader**

The Communications Unit Leader and IT Unit Leader come under the direction of the Logistics Section Chief and are responsible for developing plans for the effective use of communications equipment and facilities; installing and testing of communications equipment, coordinating with the incident personnel, and the maintenance and repair of communications equipment. The Communications Unit Leader (COML) is responsible for providing and maintaining radio and wireless data communications in support of ongoing operations. During emergencies, the Unit Leader is responsible for

establishing/re-establishing communications links, and for providing additional communications services as required to facilitate recovery efforts.

Included among the Communications/IT Unit's responsibilities are:

1. Ensure radio, telephone and computer resources and services are provided to EOC staff as required.
2. Ensure that communications links are maintained with internal and external entities.
3. Determine the specific computer requirements for all EOC positions.
4. Ensure network access for all EOC staff, including access to the DEM Portal and WebEOC and other emergency information management software.

#### **Medical Unit Leader**

The Medical Unit Leader will receive a briefing from the Logistics Chief; participate in the Logistics Section/Service Branch planning activities. The Medical Unit Leader will determine level of emergency medical activities required prior to activation of the Medical Unit.

#### **Food Unit Leader**

Determine method of feeding to best fit each situation. Obtain necessary equipment and supplies to operate food service facilities. Provide for setup of Food Unit equipment. Insure incident personnel receive well-balanced meals.

#### **Support Branch Director**

Determine Support Branch personnel requirements. Determine initial support operations needs in coordination with Logistics Section Chief. Determine resource needs of Branch. Assemble and brief personnel.

#### **Supply Unit Leader**

Participate in Logistics Section/Support Branch planning. Determine the type and amount of supplies needed or en route. Arrange for receiving ordered supplies. Review IAP for information on operations of Supply Unit. Develop and implement safety and security requirements. The Supply Unit Leader will request the assignment of an Ordering Manager and Receiving and Distribution unit if the incident requires.

#### **Facilities Unit Leader**

The Facilities Unit is responsible for the activation and maintenance of facilities that are utilized during emergency operations. The Facilities Unit Leader is assigned by the Logistics Section Chief, or EOC Manager. Facilities Unit Leader ensures that proper sheltering, housing, and personal sanitation facilities are maintained for emergency operations facilities, including the EOC.

The Facilities Unit is responsible for safeguards at those facilities operated by the County in response to the emergency, to protect personnel and property from injury, damage or loss. The Facilities Unit is also responsible for identifying both mobile and fixed facilities available to be used in the emergency response as staging areas,

warehouses, distribution centers, collection points and alternate worksites for government employees. A Security Manager will be assigned by the Facilities Unit Leader.

### **The Security Manager**

The Security Manager is responsible for providing safeguards needed to protect personnel and facilities from loss or damage.

### **The Base and/or Camp Manager**

A Base and/or Camp Manager will be assigned by the Facilities Unit Leader, if necessary. The Base/Camp Manager is responsible for appropriate sanitation and facility management services in the assigned Base/Camp.

### **Transportation/Ground Support Unit**

The Transportation Unit Leader 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 Unit Leader is also responsible for transportation routing and scheduling and the work assignments for transportation support during EOC operations. This unit is also responsible for coordinating 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:

1. Process transportation requests, to include all modes of transportation including ground, rail, air, and sea.
2. Determine the number of buses and other transportation resources available to support an evacuation.
3. Contact Government and Private Sector Transportation to determine availability of buses and drivers.
4. Coordinate maintenance and repair of primary tactical equipment vehicles and mobile support equipment.
5. Manage the operation of a transportation pool.
6. Coordinate with fuel suppliers to establish distribution priorities.
7. Develop a Transportation plan with EOC – GIS which identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population and shipments of resources and material.

### **Federal**

During emergencies, certain federal agencies can provide resources and logistics support to state and local governments under separate statutory authorities. Following a Presidential Declaration of an Emergency or Major Disaster, assistance provided by federal agencies is coordinated by the designated Federal Coordinating Officer.

### **Private Sector**

Private Sector industries/vendors function under their own management and are recognized as for profit entities. Private Sector entities operate their systems and facilities to provide the maximum possible service within their capabilities and to fill essential needs as specified by federal, state, and local government authorities. This includes responsibility to furnish materials, operate equipment, and supply skilled personnel as long as necessary through the direction of civil and military authorities in charge of disaster relief.

DEM has an MOU with Active Construction Inc. as well as County accounts with local equipment vendors. Use of the World Wide Web and DEX Directories provide access to specific services and vendors locally and nationally.

Pierce County also has a very close working relationship with W.W. Grainger Inc. W.W. Grainger Inc. is party to the Western States Contracting Alliance (WSCA) WSCA ITB 7066 (15 States) ([www.aboutwsca.org](http://www.aboutwsca.org)). All items in the Grainger resource and equipment catalog are covered under Washington State/Grainger Contract #11305. Items that Grainger can access not in the catalog are immediately added to as needed via an agreement between Grainger and the State.

W.W. Grainger has also partnered with The American Red Cross in the "Ready When the Time Comes" volunteer program.

PC DEM and both Active Construction Inc. and W.W. Grainger have an agreement that allows a liaison from their respective companies to be called to occupy a seat in the Logistics Section.

### **Transportation Industries**

Transportation industries function under their own management and operate their systems and facilities to provide the maximum possible service within their capabilities and to fill essential needs as specified by federal, state, and local government authorities. This includes responsibility for continuity of management, protection of personnel and facilities, conservation of supplies, restoration of damaged lines and terminals, rerouting, expansion or improvement of operations, and the securing of necessary personnel, materials, and services.

### **Utility Companies**

The utility companies, in mutual support of each other and the state and local governments, provide a representative/liaison working in the County and/or State EOC to manage Public Utilities response and coordination. The Liaisons, who are representatives of the various utility organizations, provide a channel for mutual aid and other support as required.

### **Heavy Construction Industries**

Heavy construction industries function under their own management and operate their systems and facilities to provide the maximum possible service within their capabilities and to fill essential needs as specified by federal, state, and local government authorities. This includes responsibility to furnish materials, operate equipment, and supply skilled personnel as long as necessary through the direction of civil and military authorities in charge of disaster relief. DEM in addition to the Pierce County Public



Works Department has a MOU with Active Construction Inc as well as County accounts with local equipment vendors.

#### **IV. DIRECTION, CONTROL & COORDINATION**

##### ***Direction***

The Logistics Section follows ICS standards and chain of command. The Logistics Section operates under the direction of the EOC Manager in support of the Operations Section. All resources are acquired with the purpose to respond and mitigate the impact of an emergency event. All resources necessary to support both the EOC and field operations will be ordered through the Logistics Section.

##### **Control**

All resources necessary to support both the EOC and field operations will be ordered through the Logistics Section. The Logistics Section will use WebEOC, the ODP Equipment Distribution and RAR and the ICS 213 (no resource request should be met without the requestor providing an ICS -213) respond to fill or deny requests. The systems referenced will be used to order, track, account for and demobilize resources in a timely fashion.

##### **Coordination**

All resource requests requiring a cost expenditure beyond the available inventory will be coordinated with and approved by the EOC Manager, the Operations Section Chief and the Finance Section Chief. Requests involving mutual aid and or the support of State or Federal assistance will be authorized by the EOC Manager.

#### **V. INFORMATION COLLECTION & DISSEMINATION**

##### **Information Collection**

All pertinent information during an activation relative to resource acquisition, costs, on-off hire and location of resources dispatched will be kept current in WebEOC, supported with a hard-copy of the ICS-213 forms.

##### **Dissemination**

The EOC Manager, the Operations Section Chief and the Finance Section Chief will be kept apprised of resource status; availability in light of current and potential demand; projected resource requirements (anticipated beyond current status); and potential for mutual aid or State resource needs. This will be accomplished during regular Section and EOC Manager briefings and immediately face-to-face should an emergent situation dictate.

#### **VI. COMMUNICATIONS**

The Communications Unit Leader, as part of the Logistics Section and reporting to the Logistics Section Chief, will be responsible to produce an ICS 205 Communication Plan for the EOC and all field operations. This Plan will become a critical part of the Incident Action Plan. Communication across the incident command system and EOC is a critical element of the response system.

The Call Center Supervisor reports to the Communication Unit Leader.

Distribution of communication cache equipment will be kept current in WebEOC and on an ICS-213, should outside communications resources be required.

## **VII. ADMINISTRATION, FINANCE & LOGISTICS**

The Logistics Section and the Administration and Finance Sections must maintain an open and regular communication (in addition to regular EOC briefings).

It is critical the Administration and Finance Section Chief and the Logistics Section Chief have a clear picture of resource costs, budget impacts and projected cost impacts for planned and anticipated operations. Any indication the resource needs or costs will exceed budget allowances must be recognized and communicated early on to the EOC Manager.

At the end of the activation and demobilization of resources, the Logistics Section Chief and Administration and Finance Section Chief must undertake a formal reconciliation process. All costs and resources must be accounted for and reconciled in order to officially close an activation. A formal report is to be provided to the EOC Manager.

## **VIII. PLAN DEVELOPMENT & MAINTENANCE**

### **Development**

Ongoing acquisition of equipment and resources, addition of new partner agencies and disciplines make this plan dynamic and fluid. Continued monitoring of changes in addition or loss of resources must be maintained. The Pierce County Logistician must, through the TEW Committee process, stay current with equipment and resource status. Logistics plans, resource inventories and response capability must be continually monitored for change and any required modification.

### **Maintenance**

All equipment distributed through the Grant process to agencies and disciplines must be maintained, repaired and/or disposed of according to Grant Guidance and the Sub-Recipient Contract.

Equipment inventoried and staged/stored at Pierce County DEM is the responsibility of the Pierce County Logistician for maintenance, rotation and repair. It is critical that all resources are kept in a state of immediate readiness.

## **IX. AUTHORITIES & REFERENCES**

RCW Chapter 118-30 WAC: Local Emergency Management/Service Organizations, Plans and Programs

### **WAC SECTIONS**

118-30-010 Authority

WAC 118-30-020 Purpose:

The purpose of this chapter is to establish criteria for evaluating local emergency management/services organizations, plans and programs to ensure consistency with the

state comprehensive emergency management plan and program.[Statutory Authority: Chapter 38.52 RCW. 86-15-068 (order 86-10), § 118-30-020, filed 7/22/86.]

WAC 118-30-030 Definitions:

As used in this chapter: (1) Emergency management will hereinafter refer to both emergency management and emergency services organizations. (2) Director means the Director of the Washington State Department of Community Development. (3) Council means the Washington State Emergency Management Council as established by RCW 38.52.040.

118-30-050 Emergency management ordinance/resolution

## **X. APPENDICES**

*Appendix A: Call Receivers SOP*

*Appendix B: Emergency Fuel Protocol Duty Officer SOP # 22*

*Appendix C: Resource Request (ICS Form / ICS 213)*