



DWR SEMS SECTION RESPONSIBILITIES

FOC LOGISTICS

The Logistics Section in the Flood Operations Center (FOC) procures and allocates required resources to support the incident, including personnel, services, facilities, transportation, equipment, materials, supplies, food, shelter, and any other required items to meet internal FOC operating requirements, to support flood fight and technical specialists dispatched into the field, and to support and coordinate the logistical needs of other activated DWR Emergency Response Teams and Incident Command Posts. This section also provides status updates in the Response Information Management System (RIMS) Mission Request & Tasking database issued from Regional Emergency Operations Centers. The responsibilities listed are the primary duties for this Section. Due to the flexibility of the Standardized Emergency Management System (SEMS) structure, there may be other duties for this Section as assigned and/or as needed.

- Ensures that the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Activates and staffs appropriate branches within the Section as additional needs are determined.
- Effectively communicates with Logistics Chiefs (LC) in the field (both with the Incident Command Teams and, in larger events, with the LCs from other agencies)
- Coordinates with the Operations Section to establish priorities for resource allocation and tracking of all resources (including those resources ordered through CalEMA, mutual aid, etc). Coordinates with other Section units to capture, record, and centrally report resource location and status information.
- Maintains the overall incident organization charts.
- Develops internal/external resource ordering processes and procedures and monitors for compliance with applicable State and federal rules and regulations.
- Works with the Security Officer in Command Staff to ensure that appropriate security is established at each incident support facility.
- Develops and/or updates the Communications Plan, establishing secure communications for incident use.
- Knowledge of State's current purchasing and contract policies and procedures including CalCard, State and Federal contracts, policies for emergency purchases and/or contracts, current emergency-related contracts the Department and/or State has in place, etc.
- Establishes and maintains contacts with vendors, as needed and/or appropriate. Procures, allocates, and coordinates delivery of supplies and materials to the appropriate sites.
- Maintains an equipment assignment and position log.
- Maintains a status report of procurement actions.
- Works with the Finance/Administration Section to determine level of purchasing authority.
- Ensures that requests for facilities and facility support are addressed.
- Ensures that transportation requirements in support of response operations are met, developing a transportation plan to support FOC operations in coordination with the Operations and Planning/Intelligence Sections.
- Coordinates communications services, including telephone, fax, pagers, and mobile radios. Arranges for acquisition or lease of additional equipment to support FOC operations and other activated Emergency Response Teams.

- Coordinates FOC information technology services including desktop and laptop computers, peripheral equipment, handheld devices, global positioning devices, and system and application software. Arranges for acquisition or lease of additional computer equipment to support other activated Emergency Response Teams.