

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

EOC LOGISTICS – SUPPLIES/FACILITIES UNIT

RESPONSIBILITIES:

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

ACTIVATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ Open supplies closet or other storage facility if necessary.
- ▶ Begin distribution of supplies and equipment as needed.
- ▶ Assist with setting up Command Post.

OPERATIONAL STAGE:

- ▶ Maintain security of disaster bin, supplies and equipment.
- ▶ Distribute supplies and equipment as needed.
- ▶ Assist unit/team members in locating appropriate supplies and equipment.
- ▶ Set up staging area, feeding area and other facilities as needed.
- ▶ Establish and maintain a position log and other necessary files.
- ▶ Determine if requested types and quantities of supplies and material are available in the District inventory.
- ▶ Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.
- ▶ Whenever possible, personally contact the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source.
- ▶ In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.

- ▶ Determine if the procurement item can be provided without cost from another jurisdiction or through the District or City Operational area.
- ▶ Determine unit costs of supplies and material from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- ▶ Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
- ▶ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- ▶ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- ▶ In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at school sites as requested.
- ▶ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, taking inventory, and distributing usable donations.
- ▶ Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

DEMOBILIZATION STAGE:

- ▶ At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned.
- ▶ Secure all equipment and supplies.
- ▶ Collect all volunteer I.D. badges.
- ▶ Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

- ▶ Disaster bin or other storage facility and all emergency supplies stored on campus
- ▶ District identification badge, clearly visible
- ▶ Forms:
 - Inventory of emergency supplies on campus
- ▶ Job description clipboard
- ▶ Paper, pens
- ▶ Two-way radio
- ▶ Vest (employees wear green and runners/volunteers wear orange).