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).