

# 5. Emergency Coordination

*This section of the EOP highlights the setting in which the EOC exists. It details the location, capabilities, and policies of the EOC. Additionally, this section outlines a process for establishing operations within the EOC, describing coordination within the EOC structure, and functions of staff within the EOC organizational structure.*

## 5.1 General

During a County-declared disaster, control is not relinquished to State authority but remains at the local level for the duration of the event. The ultimate responsibility for emergency coordination of County departments and resources lies with the County Administrator; however, the Disaster Management Director will maintain direction and control of the County Disaster Management Structure unless otherwise delegated. County disaster operations, both on-scene and in the County EOC, will be conducted in a manner consistent with the National Incident Management System, including use of Incident Command System (ICS) structure.

## 5.2 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Transportation and Development, CCSO, and/or Fire District), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. Upon establishment of ICS, the on-scene Incident Commander will notify the CCDM Duty Officer and may request activation of the County EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure with County and State leads.

## 5.3 Emergency Operations Center Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, or when the incident may grow beyond the normal functions of County departments, the County may activate the EOC and assign an EOC Command and establish Unified Command. The EOC will support on-scene operations and coordinate County resources.

The request will be submitted to the Duty Officer, who will determine whether to make a recommendation to activate the County EOC. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the County EOC for resource coordination, communications, and public information support. In a more complex incident, the Incident Commander may relocate to the County EOC to serve as part of the Unified Command.

Upon activation of the County EOC, the EOC Command may be delegated executive control over assets and resources of departments, program areas, and offices of the County during a state of

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emergency. Under the EOC's executive control, County departments, program areas, and offices, will still operate under County Administration and as necessary under the Board of Commissioners. If appropriate, the on-scene Incident Commander, Unified Command, or EOC Command may request that the BCC declare a state of emergency.

### 5.4 Emergency Operations Center

The Emergency Operations Center (EOC) supports incident response activities including tracking, management, and allocation of appropriate resources and personnel, and may serve as a Multi-Agency Coordination Center if needed. The EOC will be activated upon notification of a possible or actual emergency.

#### 5.4.1 EOC Activation

When a disaster occurs, Disaster Management may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Command. The EOC Command will establish communications with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

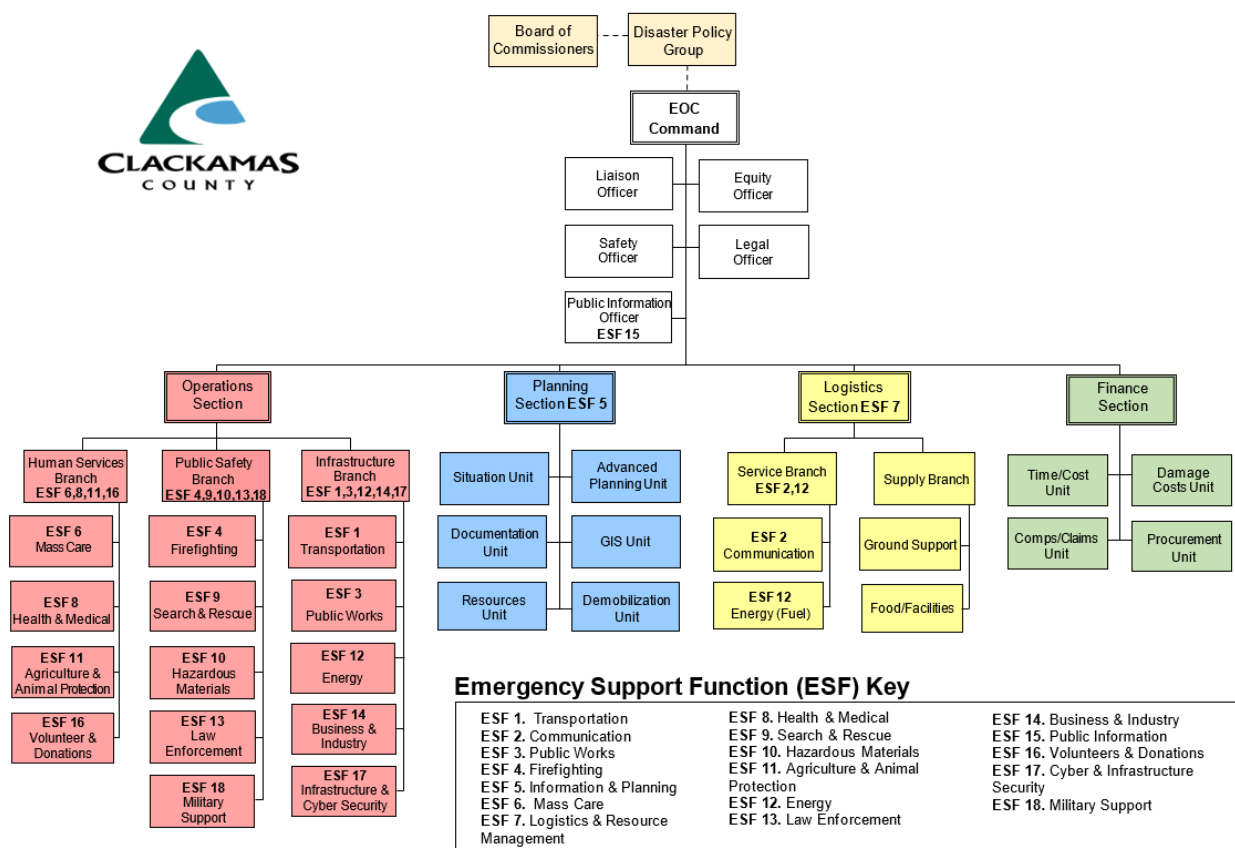
Notification will be made to the Primary County Agency listed in each Emergency Support Function (ESF). The Primary County Agency will coordinate with Supporting County Agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers (DOCs) as appropriate. Primary and Supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-related activities.

#### 5.4.2 EOC Organizational Structure

When an incident requires response from multiple local emergency management and response agencies, effective cross-jurisdictional coordination using common processes and systems is critical. The Incident Command System (ICS) provides a flexible, yet standardized core mechanism for coordinated and collaborative incident management, whether for incidents where additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction.

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Figure 5-1 EOC Organizational Chart



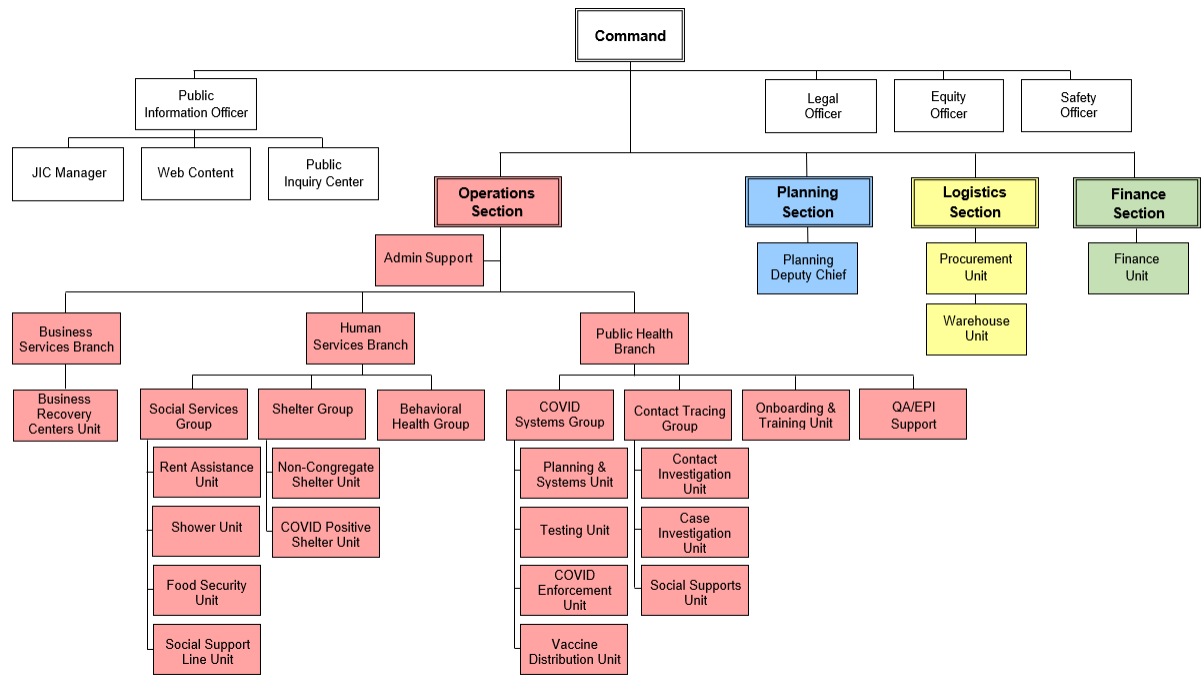
5.4.3 EOC Activation Organizational Charts

The County maintains an ICS organizational chart representing a full-scale EOC activation for a Countywide incident (Figure X). For smaller incidents, the EOC may not have all branches and units fully staffed, depending on the nature and extent of an event. To maintain the span of control, deputies may be appointed. When sections, branches, or units are not activated, the responsibility for those functions rises to the next highest level of supervision. The EOC Command Staff is responsible for maintaining the appropriate staffing levels.

The County Incident Command System (ICS) structure will expand or contract depending on the changing conditions of the incident. For example, during a large-scale incident, many functions of emergency response must be activated to respond to the incident; while a small-scale incident requiring monitoring may still require EOC activation, fewer functions of emergency response are needed. To demonstrate the scalability of the ICS structure, three examples of incidents that occurred in Clackamas County in 2020-2021 are described below, paired with the EOC organizational structures that were used to respond.

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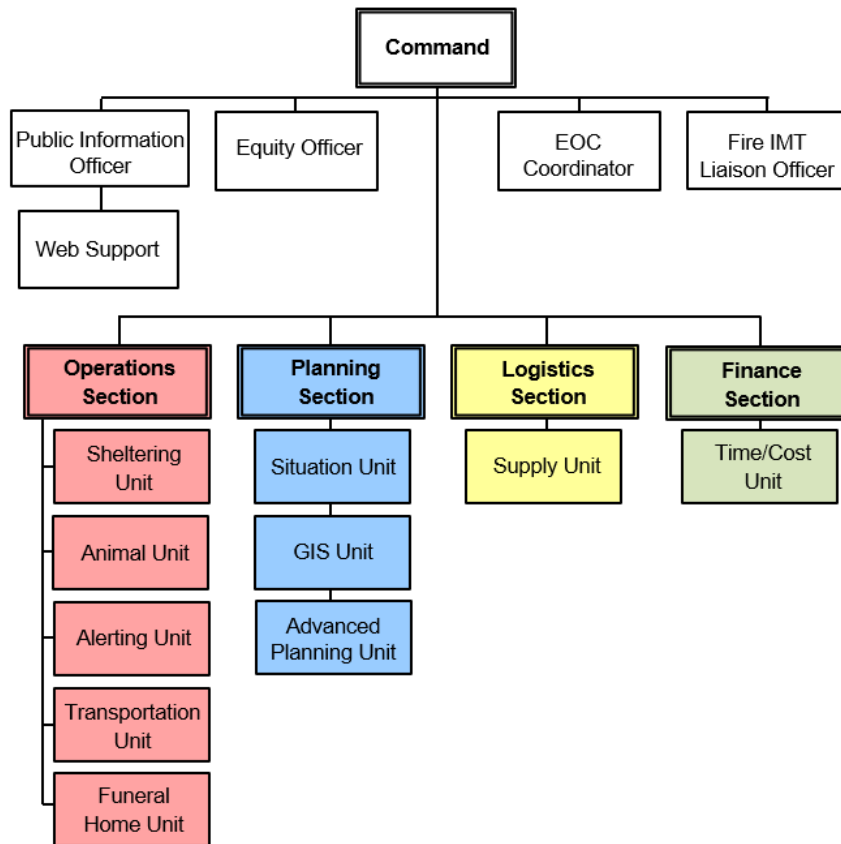
Figure 5-2 COVID-19 Pandemic, EOC Structure, July 2021



Clackamas County activated the EOC on February 28, 2020, to respond to the COVID-19 Pandemic. COVID-19 required public and private sector leaders to leverage existing systems, or create new infrastructure to coordinate resources, information, and emergency risk communications to respond to the public health threat. Due to the unique and protracted nature of this response, the organizational chart transformed over time as the County recognized new and more efficient ways to coordinate resources and sustain the response. For example, the County established a Liaison Section within the EOC to improve coordination with community-based organizations. This section connected with communities hardest hit by COVID-19, helping them access resources such as COVID-19 testing and providing culturally relevant, accurate information about COVID-19 from trusted sources. Figure 5-2 displays the coordinating structure in July 2021, 16 months after emergency response began, and demonstrated how the County distributed responsibilities and response efforts across program areas in the Department of Health, Housing, and Human Services (H3S), while operating within the EOC/ICS structure.

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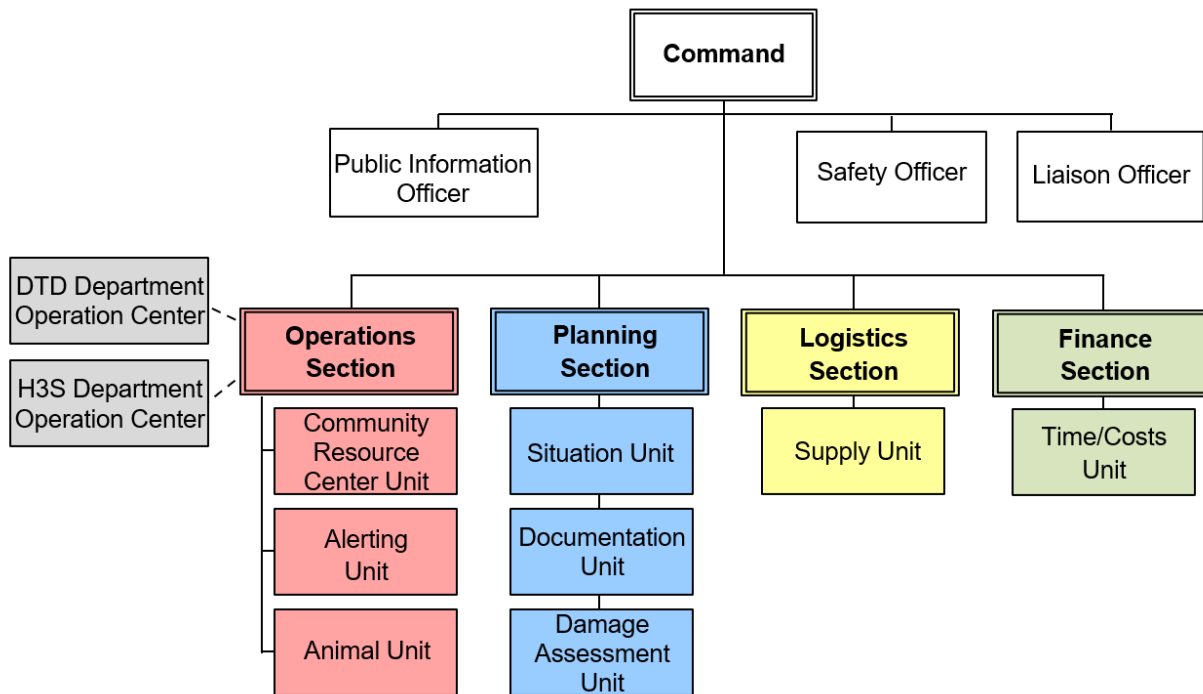
Figure 5-3 Camp Creek Fire, EOC Structure, August 2023



The Camp Creek Wildfire occurred in August 2023, when a lightning strike started a fire near the basin surrounding the Bull Run reservoir. This fire was unique in that there was no imminent threat to life or property, but continued growth threatened communities to the south and regional water production facilities and water quality. Due to the threat to the primary water source for much of the Portland metro region, a Type 1 Incident Management Team (IMT) managed the fire. The Clackamas County EOC was activated to plan/prepare response operations for community support and evacuations if they became necessary, as well as to coordinate with the Fire IMT . Figure 5-3 displays the EOC Organization for this incident, demonstrating the use of an on-site liaison officer at the fire incident command to augment coordination and communication between the Fire IMT and County EOC. This close coordination with the Fire IMT supported strong joint public messaging about current and potential impacts and maintained situational awareness to support pre-coordination for evacuation and sheltering operations.

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Figure 5-4 Winter Storm, EOC Structure, January 2024



In response to the January 2024 Winter Storm the EOC activated in a hybrid format with all non-field EOC personnel working remotely due to the hazardous road conditions. The Department of Transportation (DTD) Department Operations Center (DOC) activated in advance of the storm to plan for potential impacts, pre-position resources and equipment, and apply preventative treatments to roads. The initial EOC activation in response to the storm was focused on planning and preparation for impacts to transportation, utilities, and county operations within the EOC. The Health Housing and Human Services DOC opened a congregate shelter at Clackamas Community College and coordinated hotel sheltering in partnership with local CBOs. The initial storm damage caused secondary impacts to water and electric utilities, shifting the focus of EOC operations for the second stage of the response. EOC Operations stood up a Community Resource Center in Welches to support community members without water and power. EOC Planning compiled damage estimates within the County to support disaster reimbursement efforts.

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### 5.5 Department Operating Centers

Department Operating Centers (DOCs) are established and activated by individual departments to coordinate and control actions specific to that department during an emergency event. A DOC is a physical facility or location similar to the EOC. However, one purpose of a DOC is to tactically manage department owned and controlled resources and maintain public services during an emergency. The authority to activate resides with the director of the individual department based on the department mission. If the EOC is activated, a DOC holds a subordinate position in the allocation of resources and management of public information Countywide.

The DOCs will work to restore their departments' critical business functions, perform high priority response activities, and share objectives, strategies, and status updates at regular intervals with the EOC. Personnel selected by the department to be part of a DOC receive training and participate in drills.

and exercises to develop their skills. A liaison from the DOC will be assigned to the County EOC. Because DOCs are primarily for departments that play a role in immediate response during a disaster or emergency, not all departments will require a DOC.

### 5.6 EOC Functions and Staffing

Depending on the incident type, County departments will provide staff to the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes complex, the on-scene Incident Commander and Unified Command may change to meet the needs of the incident. If local staffing resources are not adequate to maintain County EOC operations, the County may request support from the State.

County departments involved in emergency response and personnel assigned to Command and General Staff (if previously designated) are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited personnel and resources available in the County, it is imperative that all primary and alternate EOC staff be trained on ICS functions outside their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency.

### 5.7 Command Staff

The Command Staff of the EOC will provide leadership, set incident management objectives and priorities, and is responsible for critical decision making for County Emergency Operation Center. Command Staff will liaise with County Administration, the Board of County Commissioners and external partners. Positions include the Public Information Officer, Safety Officer, Legal Officer, Equity Officer, and Liaison Officer. Descriptions and responsibilities are provided for each position.

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### 5.7.1 EOC Command

The EOC Command is responsible for operation of the EOC when it is activated. In general, the EOC Command is responsible for:

- Maintaining EOC operations in accordance with the principles of ICS and NIMS.
- Supporting implementation of an Incident Action Plan (IAP).
- Coordinating activities in support of emergency operations.
- Approving release of information through the PIO (if Unified Command has not been established).
- If personnel are not available for Command Staff, or any required position, the duties assigned to the unstaffed functions are the responsibility of EOC Command.
- At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the EOC Command may change to meet the needs of the incident.
- Establish objectives and manage/coordinate EOC operations through the delegation process.
- Ensure that staff and responders have what they need to accomplish their mission, to the extent possible.
- Serve as an advisor to the BCC and Disaster Policy Group.

### 5.7.2 Unified Command

The leadership of an ICS structure is expanded to Unified Command when there is more than one agency with incident jurisdiction. Unified Command is established when a response requires a multi-agency approach to coordinate an effective response, while allowing each agency to carry out their own jurisdictional, legal, and functional capabilities. Agencies work together to establish a common set of objectives and strategies and a single Incident Action Plan. Unified Command members work to resolve countywide issues in a cooperative fashion to enable a more efficient response and recovery.

A Unified EOC Command structure is the typical practice in the County EOC. The group of Command Staff meet regularly to discuss and train for position tasks. In general, representatives from the Fire Defense Board, CCSO, H3S, DTD, and Disaster Management form the group. The composition of the EOC Command structure is determined by the nature of the hazard and the appropriate agency leads. A terrorist threat would include the Sheriff or designee acting as the lead EOC Commander. A wildfire lead would require the Fire Defense Board Chief or their designee. Those engaged as Unified Command agree on assignments to ensure specific Command tasks are accomplished. The structure enables members to resolve issues in a cooperative fashion and promotes a more efficient response.

### 5.7.3 Command Assistant

The Administrative Assistant provides administrative support to Command Staff. The Command Assistant's responsibilities include:

- Assisting EOC Command with prioritization of urgent issues that need command's attention.
- Managing activities or functions related to EOC equipment and technology in any absence of an EOC section and making recommendations to Command of workload consistent with the activation of a subsequent section of the EOC.



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- May assist with setting up necessary technology and supplies when activating the EOC, especially prior to when a Logistics Section Chief is assigned.
- Support EOC Command Staff by assisting with administrative tasks, prioritizing items that need urgent attention and reminding EOC Command of any important deadlines.
- Assist with EOC Command's schedule, setting up meetings, taking meeting notes, and reminding Command of meetings.
- Prepare and prioritize documents requiring Incident Commander approval.
- Serves as the primary contact for TS and Facilities. Responsible for tracking and processing all technology support requests related to EOC activities until Logistics Section Chief is assigned.

### 5.7.4 Safety Officer

The Safety Officer monitors, evaluates, and recommends procedures for all incident operations for the safety of emergency response personnel, EOC Command and General Staff, and their operations. The Safety Officer's responsibilities include:

- Monitoring and assessing the health and safety of response personnel and support staff.
- Implementing site and access control measures.
- Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas.
- Developing the site safety plan and safety directions in the Incident Action Plan.
- Preparing and implementing a site Health and Safety Plan and updating the Unified Command, on-scene Incident Command, and Operations Chiefs as necessary regarding safety issues or concerns.
- Exercising emergency authority to prevent or stop unsafe acts.

*During the COVID-19 pandemic, the **Safety Officer** implemented changing OSHA guidance for physical distancing, mask-wearing, and remote work guidance to keep employees safe.*

### 5.7.5 Legal Officer

Legal support for the County's disaster management organization is provided by the County Office of County Counsel. Liability issues and potential concerns among government agencies, private entities, and other response partners and across jurisdictions are addressed in existing mutual aid agreements and other formal memoranda established for the County and its surrounding areas. Responsibilities typically associated with a Legal Officer role include:

- Advising County officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:
  - Implement wage, price, and rent controls
  - Establish rationing of critical resources
  - Establish curfews
  - Restrict or deny access
  - Specify routes of ingress and egress
  - Limit, restrict, or prioritize the use of water or other utilities
  - Remove debris from publicly or privately owned property
  - Evacuate an area of the county

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- Reviewing documentation or agreements and advising County officials in determining how the County can pursue critical objectives while minimizing potential liability exposure.
- Preparing and recommending local legislation to implement emergency powers when required.
- Advising County officials and department heads regarding record keeping requirements and other documentation necessary for exercising emergency powers.
- Thoroughly reviewing and maintaining familiarity with current ORS Chapter 401 and other applicable law as it applied to County government in disaster events.

### 5.7.6 Public Information Officer

The PIO will coordinate and manage the County's public information network, including local, regional, and State agencies; tribal entities; political officials; and other emergency management stakeholders. The PIO's duties include:

- Determine communication needs and establish Joint Information Center (JIC).
- Develop and coordinate release of information to incident personnel, media, and the general public.
- Coordinate information sharing among the public information network through the use of a JIS and, if applicable, participating in a JIC.
- Determine the need for activating and staffing a Public Information Center (PIC) or 211.
- Implement information approval process with EOC Command.
- Conduct and/or manage media briefings and implement media-monitoring activities.

### 5.7.7 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the County EOC, depending on the type of emergency incident that has occurred. Liaisons may interface with entities and organizations such as cities, special districts, hospitals, school districts, tribes, public works/utility companies, community- and faith-based organizations, and volunteer services such as the Red Cross. Public and Government Affairs (PGA), County Administration, Disaster Management, and Public Health may assist in staffing this role during an activation. Responsibilities typically associated with a Liaison Officer role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to Unified Command, government officials, and stakeholders

*The **Liaison Officer** plays a critical role in linking EOC activities to partners. During the 2023 Camp Creek Wildfire, a Liaison was deployed to the Camp Creek Fire Incident Management Team (IMT) Incident Command Post (ICP). The Liaison was valuable in assisting the IMT determine locations to post critical public information to get information to the community surrounding the fire. The Liaison was also able to bring vital information from the IMT directly to the staff in the EOC whom had related responsibilities. This minimized duplication of effort and time to determine solutions to complex issues.*

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### 5.7.8 Equity Officer

In response to the disproportionate impacts of the COVID-19 pandemic, the county established the Equity Officer position within the ICS and EOC structure. The Equity Officer is a dedicated position tasked with integrating equity considerations into local emergency operations.

The Equity Officer's primary responsibility is to ensure equity considerations are incorporated into emergency response priorities, management functions, operational objectives, and policies such as scarce resource allocation.

- Serves as part of Unified Command and reports to EOC Commander.
- Serves as a liaison to organizations that support historically underrepresented populations of the community.
- Identify barriers to services and resources and develop community-based solutions.
- Serve as a guide and resource for staff throughout the county, specifically those working in the EOC, to more equitably respond to the impacts of an incident on groups most affected by inequities.
- Collaborate with Command Staff to coordinate and advance an equitable emergency response across Clackamas County.

*The COVID-19 pandemic created a critical opportunity to integrate equity into local emergency operations. The pandemic revealed inequities in the health and economic security of Oregon's communities, with particularly alarming disparities in health outcomes by race and ethnicity. Embedding the **Equity Officer** into emergency response was key to authentically integrating community partners into planning and decision-making processes during response and recovery.*

## 5.8 General Staff

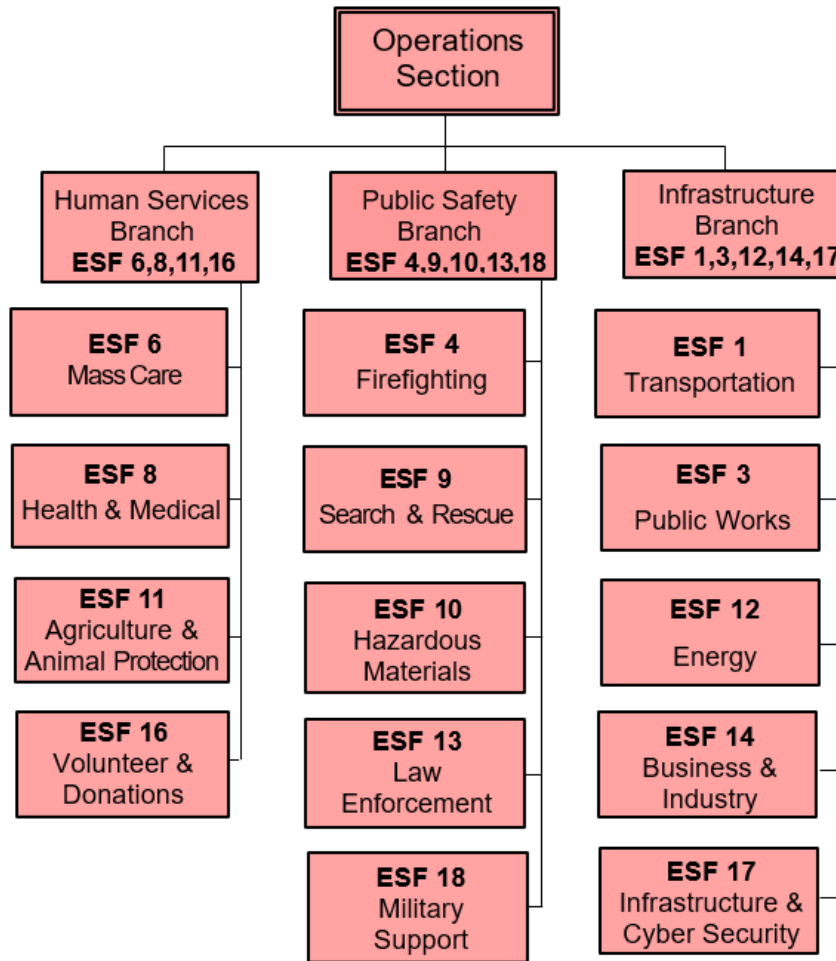
The General Staff is comprised of four sections: (1) Operations, (2) Planning, (3) Logistics, and (4) Finance. Each section is led by a Section Chief and can be expanded to meet the resources and needs of the response. Section Chiefs report directly to the Incident Commander.

### 5.8.1 Operations Section

The Operations Section is responsible for the coordination and management of all operations directed towards the reduction of immediate hazards. This section's primary responsibility is to manage and support the tactical operation of various response elements involved in disasters or emergency. A variety of county departments and external agencies staff the Operations Section including CCSO, DTD, H3S, fire, EMS, and non-profit partners. The Operations Section is organized into functional units representing agencies involved in tactical operations. Emergency functions are typically included in the Operations Section under three branches, Human Services, Public Safety, and Infrastructure, as shown in Figure 5-5.

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Figure 5-5 Operations Section Organizational Chart



The Operations Chief position will determine the extent to which section functions should be activated based on the situation, and activate specific or specialized branches, groups, or units. The Operations Section Chief will be designated by the Incident Commander and is responsible for coordinating all jurisdictional operations in support of the emergency response. The Operations Section Chief is responsible for the following:

- Developing and coordinating operations to carry out the Incident Action Plan (IAP).
- Directing implementation of unit operational plans.
- Maintaining awareness of deployed resources, response and employee conditions, and logistical support needs from the Operations Section staff for input into the IAP.
- Anticipating resource needs, and requesting additional resources as needed.
- Preparing alternative strategies for procuring and managing resources.
- Managing and incorporating community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations.

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### 5.8.1.1 Human Services Branch

The Human Services Branch is responsible for providing mass care and shelter for disaster survivors and coordinating the provision of food, water, and other basic resources. The Human Services Branch will coordinate efforts with the American Red Cross and other volunteer agencies. The Department of Health, Housing, and Human Services (H3S) is the lead agency for the Human Services Branch and will provide a Branch Manager if the EOC is activated.

*ESF 6. Mass Care; ESF 8. Health and Medical; ESF 11. Agriculture and Animal Protection; ESF 16. Volunteer & Donations Management*

### 5.8.1.2 Public Safety Branch

The Public Safety Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, and ordering and coordinating appropriate mutual aid resources. The Clackamas County Sheriff's Office (CCSO) is the lead agency for the Public Safety Branch and will support the Operations Branch during EOC activations.

*ESF 4. Firefighting; ESF 9. Search and Rescue;  
ESF 10. Hazardous Materials; ESF 13. Law Enforcement  
ESF 18. Military Support*

### 5.8.1.3 Infrastructure Branch

The Infrastructure Branch is responsible for maintaining and restoring damaged or destroyed public facilities, evaluating Clackamas County-owned private structures for damage assessment, managing and/or coordinating disaster debris operations, and providing public works and engineering support as needed to make facilities available to populations with disabilities and others with access or functional needs. The Department of Transportation and Development is the lead agency for the Infrastructure Branch and will coordinate and maintain contact with public works contractors to support their mission.

*ESF 1. Transportation; ESF 3. Public Works; ESF 14 Business & Industry;  
ESF 17. Cyber & Infrastructure Security*

## 5.8.2 Planning Section

The Planning Section is responsible for directing and managing the creation of a comprehensive situation status report, developing the Incident Action Plan (IAP) for each operational period, and maintaining all documentation related to the emergency. Staff in this section maintain accurate records and incident maps, provide ongoing analysis of the situation and resource status, and anticipate needed resources based on the evolving incident. The Planning Section staff must evaluate the potential economic, social, and environmental impacts of the disaster on the community, and consider if an emergency in a neighboring jurisdiction could affect Clackamas County, or draw upon resources normally available to the county.

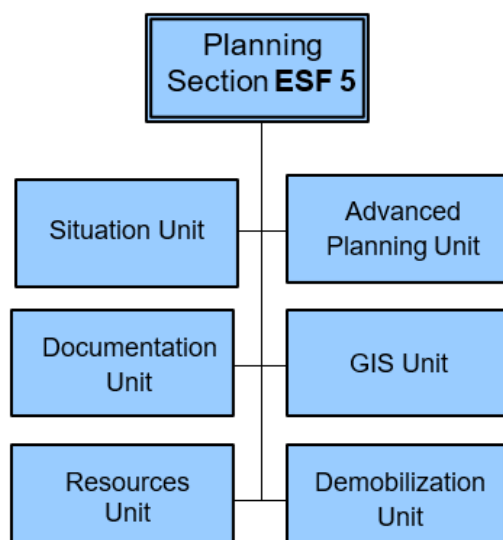
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## 5.8.2.1 Planning Section Chief

The Planning Section Chief is responsible for forecasting the needs of the response as well as implementing appropriate procedures and processes. When fully activated, the Planning Section will be staffed by the following units: Situation Unit, Advanced Planning Unit, Documentation Unit, Geographic Information Systems (GIS) Unit, Resources Unit, and Demobilization Unit (Figure 5-6). Only those positions required by the emergency are activated. If personnel are not available for the required position, the duties assigned to the unstaffed function are the responsibility of the Planning Section Chief. In general, the Planning Section Chief is responsible for the following:

- Collecting and evaluating information, analyzing the situation, and developing an Incident Action Plan (IAP) for each operational period, which is approved by EOC Command.
- Developing and distributing regular Situation Status Reports.
- Conduct planning meetings with Section Chiefs, and facilitate regular briefings for EOC staff at large.
- Maintaining resource status, and anticipating resource needs. Providing GIS/mapping services.

Figure 5-6 Planning Section Organizational Chart



## 5.8.2.2 Situation Unit

The Situation Unit is responsible for collecting, processing, and organizing situation information from all branches. The Situation Unit assists the Planning Section Chief if preparing Situation Status Report and Incident Action Plans (IAPs).

## 5.8.2.3 Advanced Planning Unit

The Advanced Planning Unit is responsible for analyzing facts, reports, assumptions, and opinions to develop long-term situation models for action

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planning. Advanced Planning staff consider the long-range issues (36-72 hours) in the future, and prepares special reports as needed.

**5.8.2.4 Documentation Unit**

The Documentation Unit is responsible for establishing and maintaining a central location for all written EOC messages, emails, and status/damage reports distributed to and from the EOC. Documentation Unit staff maintain electronic and hardcopy files on the emergency or disaster, including EOC staff sign-in sheets and activity logs, and store files for legal and archival purposes.

**5.8.2.5 Geographic Information Systems (GIS) Unit**

The GIS Unit coordinates closely with the Planning Section Chief, Public Information Officer, and Incident Commander to prepare maps used to display intelligence information for the IAP, and inform the public about incident status.

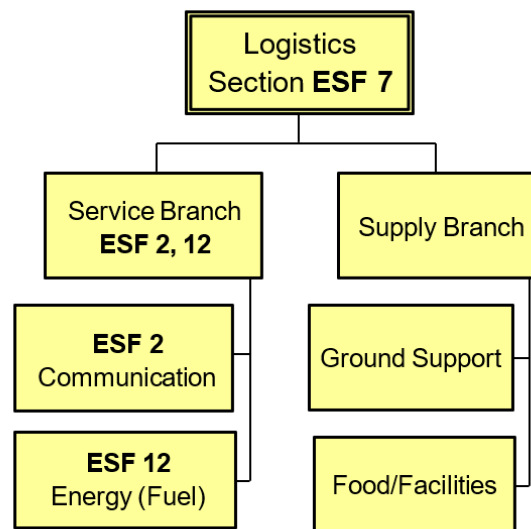
**5.8.2.6 Resources Unit**

The Resources Unit is responsible for maintaining detailed tracking records of allocated resources, including resources already in place, resources requested but not yet on scene, and estimates of future resource needs. Resources Unit staff coordinate closely with the Operations Section to determine resources in place and those needed.

**5.8.2.7 Demobilization Unit**

The Demobilization Unit is responsible for determining a demobilization strategy, developing a demobilization plan, and monitoring the implementation of the plan.

Figure 5-7 Logistics Section Organizational Chart



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### 5.8.3 Logistics Section

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, and mobilization of resources to support the response effort at disaster sites, shelters, Emergency Operations Centers, evacuation areas, etc. This section provides all necessary personnel, supplies, and equipment procurement support, as well as provisions for movement of resources. Logistics Section staff will obtain, allocate, and track ordered resources to support the coordination of emergency operations, and oversee distribution of supplies, equipment and personnel, in accordance with the priorities established by the Incident Commander. The Logistics Section will also maintain complete and accurate records of resource requests, acquisitions and distributions.

#### 5.8.3.1 Logistics Section Chief

The Logistics Section Chief is responsible for obtaining, allocating, and tracking ordered resources to support emergency operations. When fully staffed, the Logistics Section Chief may activate some or all units, which could include the Communications Unit, Food/Facilities Unit, Ground Support Unit, and Fuel Unit. Depending on the incident's type and size, these units can be divided into two branches: Service and Support (Figure 5-7). The Logistics Chief is responsible for:

- Managing various resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Anticipating any resource needs, and prepare alternative strategies for procurement and resource management.
- Overseeing distribution of supplies, equipment, personnel, in accordance with EOC priorities.
- Determining the county's logistical support needs and plan for both immediate and long-term requirements.
- Coordinating with the Planning Section to estimate future support and resource requirements.
- Assisting with development and preparation of the IAP.

#### 5.8.3.2 Service Branch

The Service Branch provides direct services to the incident. These include communications support and providing fuel. These services can be provided anywhere on the incident at a moment's notice.

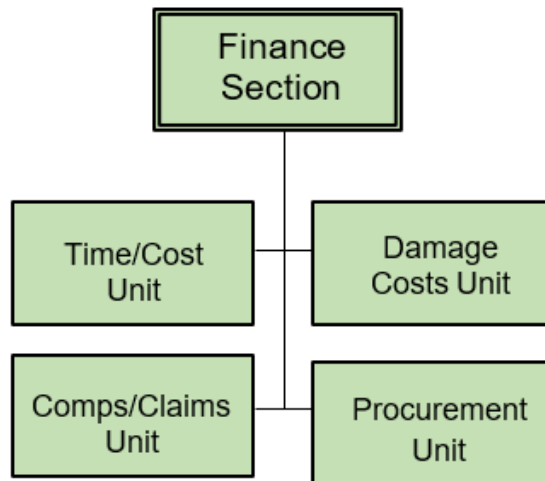
*ESF 2. Communication; ESF 12. Energy*

#### 5.8.3.3 Supply Branch

The Supply Branch supports the underlying needs of the incident such as providing supplies, facilities, food, and ground support to all the resources on the ground.



Figure 5-8 Finance Section Organizational Chart



#### 5.8.4 Finance Section

The Finance/Administration Section is responsible for organizing and operating the finance and administration actions for the EOC. This includes arranging for emergency purchasing and financing of resources and services, participating in the development and implementation of the IAP, and activating and supervising the Finance Section staff. When fully staffed, the Finance Section Chief may fully or partially activate the section with the following units: Procurement Unit, Damage Costs Unit, Time/Cost Unit, and Comps/Claims Unit. Only those positions required by the emergency are activated. If personnel are not available for the required position, the duties assigned to the unstaffed function are the responsibility of the Finance Section Chief. The Finance Section Chief is responsible for:

- Providing financial continuity to the county and community.
- Monitoring costs related to the incident.
- Maintaining accounting, procurement, and personnel time records.
- Documenting county costs and recovering the most cost allowed.
- Conducting cost analyses.

##### 5.8.4.1 Time/Cost Unit

The Time/Cost Unit tracks all staff time dedicated to supporting emergency operations. Time/Cost Unit staff are responsible for following established county procedures or developing new procedures to properly track staff time and associated costs.

##### 5.8.4.2 Comps/Claims Unit

Staff in the Comps/Claims Unit are responsible for collecting information for all forms required by Workers Compensation and local agencies. Staff maintains a file of injuries and illnesses associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.

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The Damage Costs Unit is responsible for documenting information for reimbursement from the state and federal governments and coordinating documentation of costs with other EOC sections and departments. The Damage Costs Unit works closely with the Damage Assessment team in the Operations Section and Planning Section.

**5.8.4.4 Procurement Unit**

The Procurement Unit is responsible for providing all cost analysis activity associated with the EOC operation and obtain and record all cost data for the emergency or disaster. Procurement Unit staff ensure the proper identification of all equipment and personnel requiring payment and maintain complete and accurate records of EOC costs.