

**Pierce County  
Department of Emergency Management**



**Resource Management and  
Logistics Plan**

**Support Annex 3—Logistics Management  
to the Comprehensive Emergency  
Management Plan**

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## **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 human caused 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 Department of Emergency Management (DEM) and the cities in the County provide for a county-wide emergency services program that supports the Incident Command System (ICS) 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 purpose 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 working with 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 and the Hazard Identification and Risk Analysis (HIRA). Pierce County Department of Emergency Management also anticipates and prepares for “un-known” threats under an All-Hazard Planning and the Equipment Acquisition Process (Regional Coordinating Council Equipment Committee).

#### **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, the Deputy Director and/or Pierce County Emergency Operations Section 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, the Deputy Director, and the Pierce County Emergency Operations Center (EOC) Manager.

4. Pierce County (DEM) will procure and allocate essential resources (personnel, services, and material) to support county and regional emergency operations.
5. Pierce County (DEM) will oversee the distribution and inventory of food stocks, and other essential supplies for emergency subsistence.
6. Pierce County (DEM) will procure and allocate required transportation, fuel, and like-equipment resources.
7. Pierce County (DEM) will maintain communications systems, potable water systems, electrical, sanitation, and other utility systems and services. If required, Pierce County DEM will 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 RCC Equipment Committee. These Committees operate within the RCC Charter.

### **Regional Coordinating Committee**

The RCC is made up of senior officials and officers representing the fire service, law enforcement, South Sound 911, 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, DEM, Joint Base Lewis-McChord, other neighboring jurisdictions, other cities and towns, and any other disciplines as necessary.

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

## Equipment

The RCC Equipment Committee - carry forward the priorities set by the RCC. For resource and logistics acquisitions, the RCC Equipment Committee meets as required and create a prioritized list of equipment for purchase. These purchases are to specifically address the gaps in capabilities.

The RCC Equipment Committee establishes a list for grant purchases (State Homeland Security) are forwarded to the Washington State Equipment Committee for vetting under the grant and State specific criteria. Once the list is vetted by the State, Pierce County DEM initiates the purchasing process. Upon receipt, the equipment is inventoried, entered into the appropriate resource management system, issued, and hand-receipted to the sub-recipient agency or jurisdiction.

Annual reviews by the RCC Equipment Committee ensure 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 access. Special team can include hazmat, swat, search and rescue, and air assets. 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: 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: 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: 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 appropriate resource management system. 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 entered into the appropriate resource management system..

### **Activation**

This Plan is activated through notification by the Pierce County Executive's Office, the Director, the Deputy Director, the EOC Manager or the Pierce County Duty Officer upon identification of an active or imminent emergency incident (See ESF #7 of the 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 Manger in support of the Operations Chief and the Operations Plan. Then the EOC is not activated, this responsibility falls to the acting Duty officer and the Duty Manager. 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 database and assigned for action. Once the resource request has been accomplished the WebEOC database 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 supporting Annex 9 (CEMP SA 9.) Listings of local resources, support, and services are provided on Pierce County directory and vendor directories and Duty Officer SOGs

Counties, cities, and special purpose 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, will be initiated via phone or the States' web page.

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

During emergencies that do not require the activation of the EOC, equipment is deployed by the Director, the Deputy Director 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 and first 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 needs 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 RCC Equipment Committee 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, 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 RCC Equipment Committee serves under the auspices of the RCC. The RCC Equipment Committee will identify and address the specific resource/equipment requirements to answer the priorities set forth by the RCC.

The RCC Equipment Committee 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-hazards approach to resource management and a logistics program which includes not only terrorist threats, but human caused 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 RCC Equipment Committee set the annual purchasing priorities and plans. Any new threat identified in the interim may initiate the process.

### **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 database. Daily demobilization reviews of resources and equipment begins at the time of resource deployment. Daily accounting of deployed equipment including the 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.

A priority will be to return all resources to a ready response condition as soon as possible and is reflected in the appropriate (WebEOC) data base.

## **III: ORGANIZATION AND RESPONSIBILITIES**

### **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.

### **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 WebEOC and other emergency information management software.

### **Supply Procurement Coordinator**

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 the 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.

### **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, repairing, 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.

#### **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, enterprise access management and RAR and the ICS 213 (no resource request should be met without the requestor providing an ICS - 213). 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).

The Administration and Finance Section Chief and the Logistics Section Chief must have a clear picture of the 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 RCC Equipment 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 Emergency Management Program Staff for maintenance, rotation, and repair. All resources are kept in a state of immediate readiness.

## **IX. AUTHORITIES & REFERENCES**

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

### **WAC SECTIONS**

WAC 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