



(ESF 7) Resource Support and Logistics Responsibilities:

Reviews the EOC Common Responsibilities Checklist

Maintains the status of all EOC managed resources (primary and support) for the jurisdiction

Coordinates with the Supply Support Unit Leader to ensure that resource requirements are met

Coordinates Statewide Mutual Aid (SMA) and Emergency Management Assistance Compact (EMAC) requests for jurisdiction

Reports to:

EM Director/EOC Manager

Supervises:

Resource Unit Specialists

Activation Phase:

- Maintain an overall vision of safety during all processes.
- Initiates position log in WEBEOC
- Receives assignment and briefing from EOC Planning Section Chief
- Recommends staffing levels needed within unit and requests support
- Establishes resource status display
- Ensures initial resource information is accurate
- Documents initial EOC Organization Chart
- Coordinates with on-scene resource personnel
- Completes any initial SMA and EMAC requests and submits for approval

Operational Phase:

- Maintains position log in WEBEOC
- Prepares the EOC resource status display
- Maintains EOC Organizational Chart and resource status information; submits for EOC Incident Action Plan (IAP)
- Completes SMA and EMAC requests and submits for approval
- Informs EOC Planning Section Chief when resource requests are diminishing

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Ensures that SMA and EMAC resources receive priority demobilization

Unique Resources Required:

- Wall space to display information

- ❑ Access to SMA and EMAC forms