
Staff Support Annex

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Staff Support Annex

This annex explains the function and responsibilities of the Staff Support Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort. The Staff Support Leader is appointed by the Logistics Section Chief in consultation with the Director of the Department of Human Resources, and usually is a member of the Department of Human Resources.

I. OBJECTIVES

- A. Provide internal support to the Emergency Operations Center (EOC) staff.
- B. Assist Logistics Section Chief with miscellaneous requests.

II. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the Office of Emergency Services.

B. During

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, or an international crisis which could lead to war. Alert personnel, train and assign more personnel, make sure that facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Assist the Logistics Section Chief and EOC staff return to normal operations.

III. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Staff Support Unit reports to the Logistics Section Chief.

When a disaster occurs this Unit will:

- A. Coordinate the supply of meals and refreshments to EOC staff. This is done primarily through the auspices of the American Red Cross will be responsible for providing, or reimbursement of costs for, meals to EOC staff while on active duty.
- B. Maintain personnel to serve as runners for Sections and Units operating in the EOC.
- C. Make arrangements for sleeping accommodations for EOC personnel who are unable to return home.
- D. Make arrangements for transportation of EOC staff to rest areas.
- E. Maintain a stock of supplies to keep the EOC staff equipped.
- F. Assist the Logistics Section Chief with miscellaneous requests.
- G. Keep the Logistics Section Chief informed of Staff Support Unit activities.
- H. Request assistance from the Public Works Branch to control problems with building equipment and systems.

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