
Supply Annex

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Supply Annex

During an emergency, certain critical items may be in short supply. This annex describes policies and procedures for getting and distributing the supplies that are needed to support emergency operations.

I. OBJECTIVES

- A. Locate, procure, store, and maintain supplies and equipment.
- B. Distribute water, food and other essential supplies.
- C. Arrange for essential services.
- D. Maintain records on all transactions and certify payment to vendors.

II. PHASES OF THE EMERGENCY

A. Before

Before an emergency, prepare plans, procedures and checklists detailing the supply of resources in an emergency. Provide for coordination and communication with government and private organizations that normally provide commodities. Prepare and maintain resource lists.

If a situation such as the forecast of a flood or a rapidly deteriorating international situation warrants an increase in readiness, check all documents and suppliers again to make sure your information is current. If a large number of persons may need to evacuate, prepare to reconfigure distribution systems for food, fuel, etc.

B. During

1. Warning Phase

If people must be evacuated, work with the Transportation Leader to deliver needed supplies to reception areas.

2. Impact Phase

Provide needed supplies according to the priorities in the Basic Plan. Use the response checklists as action guides.

C. After (Recovery)

Although the nature of the needed supplies may change, certain emergency supplies may be needed for weeks or even months. Use the response checklists as action guides.

III. ORGANIZATION AND RESPONSIBILITIES

A. Unincorporated areas of the county

The Supply Leader appoints appropriate personnel to coordinate Supply distribution to an assigned area. This appointment may be made by individual or by position, with the approval of that position's supervisor(s).

These personnel, under the general direction of and working in conjunction with the Supply Leader, coordinate the procurement and allocation of essential supplies, including food, fuel, and health supplies for the assigned local area.

B. Operational Area

Personnel for the Supply Unit are generally members of the Purchasing Agent's staff.

The Operational Area Supply Unit Leader, assisted by City Supply Unit Leaders, will coordinate county wide supply operations and will provide relevant information and submit all requests for support to the Mutual Aid Region Resource Coordinator.

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Principal supply/procurement.

1. Department of Food and Agriculture: Food.
2. Department of Fish and Game: Food support.
3. Energy Commission: Fuel.
4. Department of Conservation: Fuel support.

IV. POLICIES AND PROCEDURES

- A. Local governments will receive and distribute supplies and implement control procedures so that basic human needs are met.
- B. Use prescribed procurement, contracting, and claim procedures so that emergency costs can be documented for reimbursement. This is very important. Work with the Finance Section.
- C. During a local emergency, get supplies from the usual wholesale and retail outlets.
- D. Use local sources before requesting supplies from other jurisdictions.
- E. During an emergency, the Supply Unit Leader will inventory and safeguard the supplies on hand.
- F. Each emergency function will determine its requirements and make requests to the Supply Unit Leader.
- G. Requirements which cannot be met locally will be referred to the Mutual Aid Region.
- H. Donated supplies will be used or referred to the American Red Cross or other group (Salvation Army, churches, etc.) for appropriate distribution.