

Personnel Unit Leader**Position Log**

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Logistics Section
Primary	Human Resources Specialist
Potential Alternate(s)	Human Resources Assistant
Supervisor	Logistics Section Chief
Overview	<ul style="list-style-type: none">● Maintains personnel resources● Assists operational ESFs in staffing needs
Description	The Personnel Unit provides support and coordination for personnel needed to support response and recovery operations.
Responsibilities	<ol style="list-style-type: none">1. Provide personnel resources as requested in support of the EOC and Field Operations.2. Identify, recruit, and register volunteers as required in support of ESF-17 Volunteer and Donations Management.3. Working with Resources Unit Leader, develop and display current EOC Organization Chart.
Forms and Job Aids	<ul style="list-style-type: none">○ EOC Organization Charts○ Personnel tracking worksheets○ ESF-17 Volunteer and Donations Management Annex
Checklist - Activation Phase	<ul style="list-style-type: none">○ Upon arrival at the EOC check in at the designated check in location.○ Identify yourself as the Personnel Unit Leader (Orange Vest).○ Report to the Logistics Section Chief or other assigned Supervisor.○ Set up your workstation and review your position responsibilities.○ Establish and maintain a position log that chronologically describes your actions taken during your shift.○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.○ Contact the ESF-17 Volunteer and Donations Management Coordinator and identify mutual coordination efforts that can be undertaken.

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<p>Checklist - Operational Phase</p>	<ul style="list-style-type: none">○ Establish and maintain a position log, time card, and other necessary files.○ In conjunction with the Resource Status and/or Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.○ Coordinate with the Finance and Administration Section to ensure that all EOC staff, to including volunteers, receives a current situation and safety briefing upon check-in.○ Establish communications with volunteer agencies and other organizations that can provide personnel resources.○ Coordinate with the EOC Manager and Riverside County Operational Area to activate the Emergency Management Mutual Aid System (EMMA), if required.○ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.○ Maintain a status board or other reference to keep track of incoming personnel resources.○ Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.○ Assist the Fire Rescue Unit and Law Enforcement Unit with ordering of personnel mutual aid resources as required.○ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.○ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.○ Arrange for child care services for response and recovery personnel as required.○ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.○ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.
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Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out logs when authorized by the Logistics Section Chief.○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate.○ Be prepared to provide input to the hot wash and after action report.○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Transition support to ESF-17 Volunteer and Donations Management and continue to service response and recovery vehicles and equipment.○ Work with any other Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.