

# **MANPOWER**

## **I. GENERAL**

The Coordinator of Supply Services will provide able-bodied men and women to other emergency services for special or general jobs that need to be done for the welfare and care of the relocated public.

## **II. RESPONSIBILITIES**

The Manpower Coordinator will be responsible to the Supply Services Coordinator for providing manpower, critical and general, to the emergency services requesting this type assistance.

## **III. OPERATIONS**

- A. The Manpower Coordinator, upon being notified of Emergency Operations Center (EOC) activation by the Supply Services Coordinator, will form his staff (usually made up of City-Parish personnel). The Manpower Coordinator will assign personnel to different tasks which must be accomplished for the common welfare of the people in a time of crisis (i.e., delivery of sand/sandbags to designated Baton Rouge Fire Departments and East Baton Rouge Parish Volunteer Fire Departments; cooking/kitchen duties; security, medical volunteers, etc.) Job assignments will be made in accordance with the procedures, checklists and assignments as stated in Annex A of the East Baton Rouge Parish Basic Plan, EOC Staff and Position.
- B. In the case of shortages, the Supply Services Coordinator will set priorities. The Manpower Coordinator will coordinate with the local and state employment services.
- C. A list of resources that may be used in an emergency is located in the East Baton Rouge Parish Mayor's Office of Homeland Security & Emergency Preparedness Resource Book.