

Rest and Feeding of Emergency Staff:

The Procurement Officer is responsible:

1. Coordinating with the Chief of Police and the Public Works Director to determine the amount of food and water to be maintained on hand for the feeding of staff during emergency operations.
2. Coordinating with the Recreation Director to identify a place for staff to eat, sleep and rest.
3. Identifying supplies to be maintained for the Rest area, i.e. cots, blankets, etc. and submitting a budget request for the FY 05 Budget to procure the necessary items.
4. Coordinating with all departments to determine those essential emergency items to be budgeted for and maintained on hand.

Department Heads are responsible for:

Coordinating with the Procurement Officer in accomplishing the above stated requirements.