

*NATIONAL INTER-AGENCY INCIDENT
MANAGEMENT SYSTEM (NIIMS)*

LOGISTICS SECTION

**POSITION DESCRIPTIONS & PROCEDURES
MANUAL FOR GENERAL USE**

TABLE OF CONTENTS

LOGISTICS SECTION CHIEF	3
SUPPLY UNIT	9
ORDERING MANAGER	10
RECEIVING & DISTRIBUTION MANAGER	10
TOOL & EQUIPMENT SPECIALIST	11
FACILITIES UNIT	20
BASE CAMP MANAGER	20
SECURITY MANAGER	21
FACILITY MAINTENANCE MANAGER	22
GROUND SUPPORT UNIT	28
EQUIPMENT MANAGER	28
COMMUNICATIONS UNIT	36
INCIDENT RADIO COMMUNICATIONS PLANNING	48
FOOD UNIT	52
MEDICAL UNIT	63

LOGISTICS SECTION CHIEF

CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual are encouraged to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

LOGISTICS SECTION CHIEF'S CHECKLIST

- o Obtain briefing from Incident Manager.
- o Plan the organization of logistics section.
- o Assign work locations and preliminary work tasks to section personnel.
- o Notify resources unit of logistics section units activated including names and locations of assigned personnel.
- o Assemble and brief unit leaders.
- o Participate in preparation of incident action plan.
- o Identify service and support requirements for planned and expected operations.
- o Provide input to and review, communications, medical, and traffic plans.
- o Coordinate and process requests for additional resources.
- o Review incident action plan and estimate section needs for next operational period.
- o Ensure that the incident communications plan is prepared.
- o Advise on current service and support capabilities.
- o Prepare service and support elements of incident action plan.
- o Estimate future service and support requirements.
- o Receive demobilization plan from planning section.
- o Recommend release of unit resources in conformity with demobilization plan.

- o Ensure general welfare and safety of logistics section personnel.
- o Maintain Unit Log (ICS Form 214).

RESPONSIBILITIES AND PROCEDURES

ORGANIZATION

The logistics section chief, a member of the general staff, is responsible for providing facilities, services, and material in support of the incident. The section chief participates in the development of the incident action plan and activates and supervises the units within the logistics section.

The logistics section chief reports to the Incident Manager. It may be desirable for the logistics section chief to have a deputy. The deputy's responsibilities will be as delegated by the section chief. Unit functions may be combined if workload permits.

MAJOR RESPONSIBILITIES AND PROCEDURES

The major responsibilities of the logistics section chief are stated below. following each responsibility are procedures for implementing the activity.

- o Obtain Briefing From Incident Manager
 - ___ Receive briefing from Incident Manager and obtain:
 - o Relieved Incident Manager's Briefing Report (ICS Form 201)
 - o Summary of resources dispatched to the incident
 - o Initial instructions concerning work activities
 - ___ Obtain copy of the incident action plan if available.
- o Activate Logistics Section Units
 - ___ Determine from Incident Manager's briefing what logistics section personnel have been ordered.
 - ___ Confirm order of appropriate logistics section personnel.
 - ___ Plan preliminary organization of logistics section.
 - o Identify units to be activated.

- o Estimate personnel required.
- ___ Compare preliminary plan with personnel ordered, as appropriate.
- ___ Identify additional personnel needed.
- ___ Request additional personnel.
- ___ Assign work locations and work tasks to logistics section personnel.
- ___ Notify resources unit of logistics section units activated including names and locations of assigned personnel.
- o Organize Logistics Section
 - ___ Confirm arrival of dispatched logistics section personnel.
 - ___ Assemble and brief logistics section personnel.
 - o Provide summary of incident.
 - o Provide summary of current logistics activities.
 - ___ Review initial operations of logistics section with section personnel.
 - ___ Given instructions for initial operations to section personnel (i.e., for period until detailed logistics planning is completed).
- o Assist in Preparation of the Incident Action Plan
 - ___ Attend planning meeting.
 - ___ Review suggested strategy and tactics for next operational period.
 - ___ Advise on current service and support capabilities.
 - ___ Determine additional service and support requirements corresponding to incident action plan.
 - ___ Prepare (in conjunction with other attendees) service and support elements of incident action plan.
 - ___ Identify potential future control operations so as to anticipate logistics requirements.

- o Request Additional Incident Resources

This function is performed by the logistics section chief only if the corresponding authority has been delegated by the Incident Manager.

- ___ Receive requests for resources to be ordered from outside of the incident from members of the general staff or resources. unit.
- ___ Coordinate requests for additional resources so as to eliminate duplicate requests.
- ___ Submit request through the communications center for additional resources from outside the incident. The request goes through normal channels and includes a confirmation/denial of request and ETAs.

- o Perform Operational Planning for Logistics Section

- ___ Obtain the incident action plan from planning section chief and review with section personnel as appropriate.
- ___ Identify service and support requirements for planned and expected incident operations.
- ___ Plan organization of logistics section
 - o Identify elements to be activated.
 - o Estimate resources required.
- ___ Compare organization plan requirements with dispatched personnel.
- ___ Identify needed or surplus personnel.
- ___ Notify resources unit of names of personnel available for assignment or reassignment.
- ___ Notify personnel being reassigned.
- ___ Request additional personnel needed by supplying:
 - o Number personnel required
 - o Qualifications

- o Time to report
- o Reporting location
- o Supervisor to whom to report
- ___ If personnel are not available from incident sources, request additional support from Incident Manager.
- ___ Notify resources unit of resources assigned by logistics section for support and service needs.
- ___ Request support use of aircraft from air operations.
- ___ Assign work locations and specific work tasks to section personnel.
- o Update Logistics Section Planning
 - ___ Review current situation status, resource status, and fire behavior prediction information.
 - ___ Obtain information concerning future operations through discussions with incident personnel.
 - ___ Estimate future service and support requirements.
 - ___ Compare estimated future requirements with expected logistics capabilities.
 - ___ Obtain changes to incident action plan from planning section chief.
 - ___ Obtain demobilization plan from planning chief.
 - ___ Identify required modifications to logistics section planning.
 - ___ Modify planning as appropriate.
 - ___ Inform logistics section, branch directors, planning section chief, resources unit, and others as appropriate of planning modifications.
- o Direct Operations of Organizational Elements
 - ___ Receive reports of significant events (e.g., serious injury or loss of supplies).

- ___ Periodically check work progress on assigned tasks of support and service branches and unit as appropriate.
- ___ Coordinate and supervise activities of logistics section units.
 - o Establish priorities.
 - o Identify and resolve conflicts.
 - o Ensure that elements are maintaining communications with each other.
- ___ Ensure general welfare and safety of logistics personnel.
- ___ Provide input to and review communications, medical, and traffic plans.
- o Recommend Release of Resources/Supplies
 - ___ List resources/supplies recommended for release.
 - o Type
 - o Quantity
 - o Location
 - o Time
 - ___ Present recommendations to planning section chief.
 - ___ Coordinate with demobilization unit in implementing the demobilization plan.
- o Maintain Logs and Records
 - ___ Record logistics section activities on Unit Log (ICS Form 214).
 - ___ Maintain agency records and reports.
- ___ Provide unit logs to documentation unit at the end of each operational period.

SUPPLY UNIT LEADER

CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions and others are ongoing or repetitive for the duration of an incident.

SUPPLY UNIT LEADER'S CHECKLIST

The supply unit leader is primarily responsible for ordering personnel, equipment and supplies; receiving, and storing all supplies for the incident; maintain an inventory of supplies, and servicing nonexpendable supplies and equipment.

- o Obtain briefing from support branch director or logistics section chief.
- o Participate in logistics section/support branch planning activities.
- o Provide kits to planning, logistics, and finance sections.
- o Determine the type and amount of supplies enroute.
- o Arrange for receiving ordered supplies.
- o Review Incident Action Plan (ICS Form 202) for information on operations of the supply unit.
- o Develop and implement safety and security requirements.
- o Order, receive, distribute and store supplies and equipment.
- o Maintain inventory of supplies and equipment.
- o Service reusable equipment.
- o Demobilize supply unit.
- o Submit reports to the support branch director.
- o Maintain Unit Log (ICS Form 214).

ORDERING MANAGER'S CHECKLIST

The ordering manager is responsible for placing all orders for supplies and equipment for the incident. The ordering manager reports to the supply unit leader.

- o Obtain briefing from supply unit leader.
- o Obtain necessary agency(s) order forms.
- o Establish ordering procedures.
- o Establish name and telephone numbers of agency(s) personnel receiving orders.
- o Set up filing system
- o Get names of incident personnel who have ordering authority.
- o Check on what has already been ordered.
- o Ensure order forms are filled out correctly.
- o Place orders in a timely manner.
- o Consolidate orders when possible.
- o Identify times and locations for delivery of supplies and equipment.
- o Keep receiving/distribution manager informed of orders placed.
- o Submit all ordering documents to documentation control unit through supply unit leader before demobilization.

RECEIVING AND DISTRIBUTION MANAGER'S CHECKLIST

The receiving and distribution manager is responsible for receiving and distributing all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. the receiving and distribution manager reports to the supply unit leader.

- o Obtain briefing from supply unit leader.
- o Order required personnel to operate supply area.
- o Organize physical layout of supply area.

- o Establish procedures for operating supply area.
- o Set up file system for receiving and distribution of supplies and equipment.
- o Set up file system for receiving and distribution of supplies and equipment.
- o Maintain inventory of supplies and equipment.
- o Ensure reusable tools and equipment for supply area.
- o Develop security requirements for supply area.
- o Establish procedures for receiving supplies and equipment.
- o Submit necessary reports to supply unit leader.
- o Notify ordering manager of supplies and equipment received.
- o Provide necessary supply records to supply unit leader.

TOOL AND EQUIPMENT SPECIALIST'S CHECKLIST

The tool and equipment specialist is responsible for sharpening, servicing, and repair of all hand tools. The tool and equipment specialist reports to the receiving and distribution manager.

- o Obtain briefing from the supply unit leader. Determine:
 - ___ Location and work assignment
 - ___ Numbers and kinds of tools ordered/on hand.
- o Determine personnel requirements.
- o Obtain necessary equipment and supplies.
- o Set up tool storage and conditioning area.
- o Establish tool inventory and accountability system.
- o Maintain all tools in proper condition.
- o Assemble tools for issuance each operational period per incident action plan.

- o Receive and recondition tools after each operational period.
- o Ensure that all appropriate safety measures are taken in tool conditioning area.
- o Demobilize tool area in accordance with incident demobilization plan.

ORGANIZATION, PERSONNEL, AND PROCEDURES

ORGANIZATION

The supply unit leader is primarily responsible for ordering personnel; ordering, receiving, and storing all supplies for the incident; maintaining an inventory of supplies, and servicing nonexpendable supplies and equipment. The major functions of the unit are grouped into the ordering of equipment and supplies and the receiving/distribution of equipment, other than primary supplies. The supply unit leader reports to the support branch director.

The function of the ordering manager is to maintain records on all equipment and supplies ordered through the supply unit and provide the supply unit leader with information needed for special reports.

The function of the receiving/distribution manager is to maintain records of all equipment and supplies received through the supply unit and to load and unload supply vehicles, issue and recover sleeping supplies and other equipment and supplies, provide security services for the unit, and keep a current inventory of supplies and equipment.

The function of the tool and equipment specialist is to sharpen, service and repair tools and nonexpendable equipment.

PERSONNEL

The number of personnel needed to perform the major activities assigned to the supply unit varies based on the general staff and supply unit leader's requirements and the size and complexity of the incident. Each camp is assigned a supply unit assistance who is responsible for supply operations at the assigned camp.

MAJOR ACTIVITIES AND PROCEDURES

The major activities of the supply unit are stated below. Following each responsibility are general procedures for implementing the activity.

- o Obtain Unit Work Materials
 - ___ A set of work materials consisting of forms, manuals and incidentals supplies (e.g., pencils, paper) will be available in the logistics supply kit located at the supply unit.

- o Provide Kits to Logistics, Planning and Finance Sections
 - ___ Kits consisting of each unit's working materials and supplies will be transported to the incident by the responsible agency.
 - ___ Kits will be placed in the supply unit.
 - ___ Section chiefs will obtain kits from supply unit or if requested, supply unit will distribute kits to specified locations.
 - ___ Supply unit will maintain an inventory of additional forms and supplies needed to support each

- o Determine Supplies Enroute
 - ___ Contact local agency dispatch center or agency supply personnel for information on supplies previously dispatched.
 - o Type of supplies
 - o Quantity
 - o Destination of delivery
 - o Form of delivery
 - o Expected time of arrival

- o Plan to Receive Enroute Supplies
 - ___ Determine interim storage needs for arriving supplies.
 - o Amount of space needed
 - o Access requirements
 - o Safety and security needs

- ___ Select a location in consultation with facilities unit and ground support unit leaders.
- o Activate Supply Unit
 - ___ Review incident action plan and operational instructions provided by logistics section for information concerning scope and duration of incident operations that may involve supply requirements.
 - ___ Obtain information about supply unit facilities such as location, space, access, security, and protection from elements of facilities unit.
 - ___ Estimate type and quantity of supplies needed for incident operations.
 - ___ Determine supply unit personnel requirements.
 - ___ Allocate space for supplies to be stored in supply unit area. In selecting storage space and work areas consider the following guidelines:
 - o Area should be removed from main traffic flow.
 - o Use area topography to advantage when selecting space.
 - o Area should have easy access for delivery and pick up of supplies and equipment.
 - o Area should be separate or remote from base sleeping area.
 - o Isolate tool sharpening area from rest of supply unit area.
 - o Provide 24 hour security services (rope off and light the area).
 - ___ Prepare diagram of space allocation plans as illustrated.
 - ___ Locate supplies according to layout plan. Identified storage areas including examples of the types of supplies located in each area are presented below.
 - o Hose and tool storage

- Hand and power tools
- o Sleeping support storage area
 - Sleeping bags
 - Blankets
 - Cots
- o Administrative supply storage area
 - Paper
 - Pencils
 - Forms
 - Manuals
- o Protective equipment and storage area
 - Protective equipment
- o Bulk storage area
 - Food
 - Canteens
 - Shaving kits
 - Trash bags
 - Fuel and oil (for small power equipment)

___ Advise support branch director when supply unit is operational.

___ Confirm arrival of supply unit personnel and give assignments.

o Obtain Additional Personnel

___ Identify requirement for additional personnel to operate supply unit.

___ Request additional personnel from support branch director/logistics section chief by specifying:

- o Quantity
- o Qualifications
- o Reporting location
- o Reporting time
- o Person to whom to report
- o Order Supplies

All supplies must be ordered by the supply unit.

- ___ Compare estimates of supplies needed with current inventories.
- ___ Identify additional supplies required (for next operational period as a minimum).
- ___ Receive special request for supplies from incident personnel directly or through the incident communications center.
- ___ Place orders for required supplies with appropriate suppliers.
- ___ Identify times and locations for delivery of supplies.
- o Receive and Store Supplies
 - ___ Ensure personnel are at designated supply delivery locations to check in supplies.
 - ___ Inspect and accept supplies.
 - ___ Update supply inventory records.
 - ___ Place supplies in designated areas (based on space allocation plan).
 - ___ Collect invoices and/or bills of lading and deliver to finance section (or documentation unit if finance section has not been activated).
- o Distribute Supplies/Equipment
 - ___ Receive and review request.

- o Identify requested delivery location and time.
- o Identify requesting party.
- ___ Determine schedule and mode of delivery for requesting supplies and equipment.
- ___ Obtain transportation vehicles, as required, from ground support unit (vehicles may be permanently assigned).
- ___ Obtain receipts (agency form) from persons receiving nonexpendable supplies and equipment (e.g, radios).
- o Maintain Supply Inventory Records
 - ___ Initiate inventory system.
 - ___ Update inventory as supplies are received and distributed.
 - ___ Provide supply inventory information in response to special requests.
 - ___ Provide inventory records to documentation unit upon demobilization of supply unit.
- o Collect and Service Nonexpendable Equipment
 - ___ Receive equipment returned by incident personnel and:
 - o Give receipt for received equipment.
 - o Update supply inventory.
 - ___ Inspect returned equipment for required service.
 - ___ Service as required.
 - o Refer power equipment repairs to ground support unit.
 - o Repair and sharpen tools.
 - o Refill air oxygen cylinders.
 - o Sterilize canteens.
 - o Repair headlamps.

- o Handle irreparable items as appropriate.
 - ___ Return serviced items as storage.
- o Demobilize Supply Unit
 - ___ Receive instructions from support branch director for reduction of supply unit operations.
 - ___ Identify surplus supplies (type, quantity, and condition).
 - o Review inventory.
 - o Contact other incident units to obtain inventory of unused supplies.
 - ___ Determine disposition of surplus supplies.
 - ___ Arrange for transportation by contacting the ground support unit.
 - ___ Manifest expendable property demobilized from incident according to agency policy.
- o Submit Reports to Support Branch Director

The supply unit leader initiates supply orders and maintains inventories of supplies enroute and on hand. Both of these activities (supply ordering and inventory control) are accomplished using parent agency forms rather than ICS forms. The unit also prepares medical and accident reports (parent agency forms) for personnel in the unit.

- ___ Gather information to include in reports by:
 - o Monitoring work progress
 - o Personal observation
 - o Reports from subordinates
- ___ Report shall include such information as:
 - o Current activities
 - o Planned activities

- o Anticipated resources and supply requirements
- o Current and anticipated problems

___ Assemble information and submit to supervisor.

___ Prepare and submit Unit Logs (ICS Form 214) to documentation unit through support branch/logistics section chief at end of each operational period.

FACILITIES UNIT LEADER

CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for these positions. Users of this manual should feel free to augment these lists as necessary. Note that some of the activities are one-time actions while others are ongoing or repetitive for the duration of an incident.

FACILITIES UNIT LEADER'S CHECKLIST

- o Receive incident action plan.
- o Participate in logistics section/support branch planning activities.
- o Determine requirements for each facility to be established.
- o Prepare layouts of incident facilities.
- o Notify unit leaders of facility layouts.
- o Activate incident facilities.
- o Obtain personnel to operate facilities.
- o Provide sleeping facilities.
- o Provide security services.
- o Provide facility maintenance services - sanitation, lighting, clean up.
- o Supervise out-of-service resources and unassigned personnel.
- o Demobilize base and camp facilities.
- o Maintain facilities unit records.
- o Maintain Unit Log (ICS Form 214).

BASE/CAMP MANAGER'S CHECKLIST

The base and/or camp manager is responsible to ensure that appropriate sanitation, security, and facility management services are conducted at the base and all camp locations.

- o Obtain briefing from facilities unit leader.

- o Determine personnel support requirements for each facility.
- o Obtain necessary equipment and supplies.
- o Ensure that all facilities and equipment are set up and properly functioning.
- o Make sleeping area assignments.
- o Ensure strict compliance with all applicable safety regulations.
- o Ensure that all facility maintenance services are provided.
- o Demobilize facilities in accordance with incident demobilization plan.

SECURITY MANAGER'S CHECKLIST

The security manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

- o Obtain briefing from facilities unit leader.
- o Establish contacts with local law enforcement agencies as required.
- o Contact the resource use technical specialist for crews or agency representatives to discuss any special custodial requirements which may affect security operations.
- o Develop security plan to accomplish work assignments.
- o Request required personnel to accomplish work assignments.
- o Ensure that support personnel are qualified to manage security problems.
- o Adjust security plan for personnel and equipment changes and releases.
- o Coordinate security activities with appropriate incident personnel.
- o Keep the peace, prevent assaults, settle disputes through coordination with agency representatives.
- o Prevent theft of all government and personal property.
- o Document all complaints and suspicious occurrences.

- o Demobilize in accordance with incident demobilization plan.

FACILITY MAINTENANCE MANAGER'S CHECKLIST

The facility maintenance manager is responsible for: (1) to ensure that proper sleeping and sanitation facilities are maintained; (2) to provide shower facilities; (3) to provide and maintain lights and other electrical equipment, and (4) to maintain the base or camp facilities in a clean and orderly manner.

- o Obtain briefing from the facilities unit leader.
- o Request required maintenance support personnel and assign duties.
- o Obtain supplies, tools, equipment.
- o Supervise/perform assigned work activities.
- o Ensure that all facilities are maintained in a safe condition.
- o Disassemble temporary facilities are maintained in a safe condition.
- o Restore area to pre-incident condition.
- o Demobilize according to incident demobilization plan.

ORGANIZATION, PERSONNEL, AND PROCEDURES

ORGANIZATION

The facilities unit leader is primarily responsible for the activation of incident facilities, (i.e., base, camp(s), and incident command post). The unit provides sleeping and sanitation facilities for incident personnel, and manages base and camp(s) operations. Each facility (base, camp) is assigned a manager who reports to the facilities unit leader and is responsible for managing the operation of the facility. The basic functions or activities of the base and camp manager are to provide security service and facility maintenance. The facilities unit leader reports to the support branch director. Close liaison must be maintained with the food unit leader, who is responsible for providing food for all incident facilities.

The function of security is to provide safeguards needed to protect personnel and to protect property from loss or damage. A security officer is available to perform these activities.

The function of facility maintenance is: (1) to provide and maintain sleeping and sanitation facilities; (2) to provide shower facilities; (3) to provide and maintain lights and other electrical equipment and (4) to police or keep the base and

camp area clean.

PERSONNEL

The number of personnel needed to perform the major functions and responsibilities assigned to the facilities unit varies based on the general staff and logistics section chief's requirements, the number, size and the complexity of facilities, in addition to the base, established at the incident.

MAJOR ACTIVITIES AND PROCEDURES

The major activities of the facilities unit are stated below. Following each activity are listed procedures for implementing the activity.

- o Obtain Facilities Unit Work Materials
 - ___ Upon reporting to the incident base, the facilities unit leader will obtain work materials such as forms, logs, manuals and supplies from the logistics section kit which is located and maintained by the supply unit.
- o Participate in Support Branch Planning
 - ___ As requested by support branch director, attend branch/division operational planning meetings.
 - ___ Provide information and advice concerning facilities unit activities as requested.
- o Determine Facilities Requirements
 - ___ Review the incident action plan and logistics section operational instructions to determine:
 - o Expected duration and scope of incident
 - o Required number of facilities (e.g., base, camps, command post)
 - ___ Review any agency pre-plans to identify applicable facilities, locations and layouts.
- o Plan Layout of Incident Facilities
 - ___ Determine services to be established at each facility.

- o Incident base/camp services
- o Kitchen, feeding areas
- o Sanitation
- o Sleeping
- o Showers
- o Supply
- o Medical
- o Air support
- o Communications support
- o Weather unit
- o Incident command post services
- o Incident communications center
- o Documentation

— In coordination with other unit leaders, determine the following requirements for each facility location identified above.

- o Space
- o Specific location
- o Access
- o Lighting
- o Environmental protection
- o Security
- o Safety

— Plan facility layouts in accordance with above requirements.
(When using pre-established facility, use pre-planned layouts).

- ___ Notify unit leader of established facility layout.
- o Activate Incident Facilities
 - ___ Assemble base and camp personnel.
 - o Confirm arrival of required personnel
 - o Give assignments
 - o Obtain additional personnel, if required.
 - ___ Give instruction (including locations) for unpacking and assembling facility equipment, except communications and medical equipment.
 - ___ Ensure that all assembled equipment is serviceable.
 - ___ Develop and implement base and camp security system.
 - ___ Notify support branch director when facilities are operational.
- o Provide for Staffing of Incident Facilities
 - ___ Base/camp manager will identify additional personnel required for establishing, operating, and demobilizing incident facilities.
 - ___ Request additional personnel from the support branch director or logistics section chief. Requests should include:
 - o Number personnel needed
 - o Qualifications
 - o Reporting location
 - o Person to whom to report
 - o Reporting time
 - ___ Release any excess personnel.
- o Maintain Liaison with Persons Responsible for Base/Camp Area
 - ___ The facilities unit leader and camp managers should maintain close contact with the person or persons responsible for the property where the base or camp is located.

- o Provide Security Services
 - ___ Determine areas within the base and camp(s) where security must be provided.
 - ___ Determine and request the number and type of personnel needed to provide security services.
- o Provide Facility Maintenance Services
 - ___ Determine the types of maintenance services required, such as sanitation, showers, policing, lighting, and safety for base and camp(s).
 - ___ Determine and request the number and type of personnel needed to perform base and camp maintenance services.
- o Supervise Out-of-Service Resources and Unassigned Personnel
 - ___ Resources which go out-of-service and return to the base and/or camps will be administratively under the facilities unit.
 - ___ Unassigned personnel will also report to the facilities unit.
- o Demobilize Base Facilities
 - ___ Review demobilization plan to determine scheduling for reduction of incident operations.
 - ___ Identify reduced requirements for incident facilities and facilities unit activities.
 - ___ Modify unit planning based on reductions in personnel services (e.g., less facilities).
 - ___ Demobilize facilities following the reduction schedule.
- o Maintain Facilities Unit Records
 - ___ Assemble data on unit activities.
 - ___ Complete Unit log (ICS Form 214) and provide to documentation unit through support branch director/logistics section chief at the end of each operational period. There are no other standard ICS

forms for facilities unit record keeping. Any other required records will be maintained on parent agency forms.

- o Submit Records to Support Branch Director as Required

- ___ Gather information to include report by:

- o Monitoring work progress
 - o Personal observations
 - o Reports from subordinates

- ___ Report shall include such information as:

- o Current activities
 - o Planned activities
 - o Anticipated resource/supply requirements
 - o Current and anticipated problems

- ___ Assemble information and submit to support branch director

- o Maintain Unit Log (ICS Form 214)

GROUND SUPPORT UNIT LEADER

CHECKLIST USE

The checklist of activities below should be considered as a minimum requirement for these positions. Users of this manual should feel free to augment these lists as necessary. Note that some activities are one-time actions and others are ongoing or repetitive for the duration of an incident.

GROUND SUPPORT UNIT LEADER'S CHECKLIST

- o Obtain briefing from support branch director or logistics section chief.
- o Participate in support branch/logistics section planning activities.
- o Implement traffic plan developed by planning section.
- o Support out-of-service resources.
- o Notify resources unit of all status changes on support and transportation vehicles.
- o Arrange for and activate fueling, maintenance, and repair of ground resources.
- o Maintain inventory of support and transportation vehicles (ICS Form 218).
- o Provide transportation services.
- o Collect information on rented equipment.
- o Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- o Maintain incident roads.
- o Submit reports to support branch director as directed.
- o Maintain Unit Log (ICS Form 214).

EQUIPMENT MANAGER'S CHECKLIST

The equipment manager provides service, repair, and fuel for all apparatus and equipment; provides transportation and support vehicle services, maintains records of equipment use and service provided.

- o Obtain briefing from ground support unit leader.

- o Obtain incident action plan to determine locations for assigned active resources, and fueling and service requirements for all resources.
- o Obtain necessary equipment and supplies.
- o Provide maintenance and fueling according to schedule.
- o Prepare schedules to maximize use of available transportation.
- o Provide transportation and support vehicles for incident use.
- o Coordinate with agency representatives on service and repair policies as required.
- o Inspect equipment condition and ensure coverage by equipment agreement.
- o Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in efficient operating condition), and place orders with supply unit.
- o Maintain Support Vehicle Inventory (ICS Form 218).
- o Maintain equipment rental records.
- o Maintain equipment service and use records.
- o Check all service repair areas to ensure that all appropriate safety measures are being taken.
- o Supervise demobilization of equipment in accordance with incident demobilization plan.

ORGANIZATION, PERSONNEL, AND PROCEDURES

ORGANIZATION

The ground support unit leader is primarily responsible for:

- o Providing for transportation of personnel, supplies, food, and equipment
- o Providing fueling, service, maintenance, and repair of vehicles and other ground support equipment

- o Collecting and recording information about the use of rental equipment, services initiated and requested
- o Implementing traffic plan for the incident

The ground support unit leader reports to the support branch director, or the logistics section chief, and may organize the unit as illustrated below.

Logistics Section Chief

Support Branch Director

Ground Support Unit Leader

Equipment Manager

Equipment Timekeeper

Mechanics

Drivers/Operators

The equipment managers, assisted by mechanics, drivers, equipment operators, and timekeepers provide:

- o Service, repair and fuel for equipment located at the base, camps, staging areas and fire line
- o Transportation and support vehicle services.
- o Records and reports of equipment use and services provided

PERSONNEL

The number of personnel needed to perform the major responsibilities assigned to the unit varies based on the general staff and ground support unit leader's requirements and the size and complexity of the incident. Ground support unit personnel can be located at the base, command post, camp, and staging areas.

MAJOR ACTIVITIES AND PROCEDURES

The major activities of the ground support unit are stated below. Following each activity are procedures for implementing the activity.

- o Obtain Briefing From Support Branch Director or Logistics Section Chief

- o Participate in Support Branch/Logistics Section Planning Activities
 - ___ Attend support branch and/or logistics section operations planning meetings when requested by support branch director.
 - ___ Provide information and advice concerning the ground support unit, as requested.
 - ___ Receive incident action plan and attachments.

- o Implement Traffic Plan Developed By Planning Section
 - ___ Provide input to traffic plan developed by the situation unit, as required.
 - ___ Review plan to determine activities, equipment, and personnel required to implement the plan.
 - ___ Obtain needed equipment from appropriate unites (e.g., road signs from supply unit).
 - ___ Obtain needed personnel by submitting request to support branch director.
 - ___ Assign personnel to implement plan (e.g., post route markings, perform traffic control).
 - ___ Issue traffic plan map of incident roads to drivers.

- o Support Out - Of - Service Resources
 - Routine Support
 - ___ Review plan and briefing provided by support branch director to identify routine fueling and maintenance activities to be preplanned and scheduled. For example:
 - o Placing a fuel tender at a staging area.
 - o Establishing fuel routes and schedules.
 - o Schedule fueling and maintenance activities.
 - o Provide appropriate instructions to ground support unit personnel assigned to perform these activities

Request Support

- ___ Receive request for support directly from requestor, or by message from communications center.
- ___ Review request to determine if ground support unit can satisfy request
- ___ If ground support unit cannot satisfy the request, have the incident communications center inform requestor of the reason.
- ___ Record action taken on Unit Log (ICS Form 214).
- o Notify Resources Unit of All Status Changes On Support and Transportation Vehicles.
- o Arrange for and Activate Fueling, Maintenance, and Repair of Ground Resources
- o Maintain Inventory of Support and Transportation Vehicles (ICS Form 218)
 - ___ Identify and record descriptive information on vehicles assigned to the ground support unit. Collect information on the following types of vehicles:
 - o Buses
 - o Transports
 - o Tenders
 - o Pickups
 - o Sedans
 - o Utility vehicles
 - o Graders
 - o Tow trucks
 - ___ For each type of vehicle, record the following information on the support Vehicle Inventory Form (ICS Form 218).
 - o Type
 - o Make
 - o Capacity/size
 - o Owner
 - o Serial or identification number
 - o Location
 - o Time vehicle was released from the incident

- ___ Maintain and update inventory as required.
- ___ Provide copy of inventory form to resources unit as requested.
- ___ Assign identification numbers to transportation and support vehicles (as appropriate) for ease in identifying each vehicle.
- o Provide Transportation Services
 - Routine service:
 - ___ Review incident action plan for planned transportation requirements (type vehicle and when required).
 - ___ Review inventory of transportation vehicles to determine availability of needed vehicles.
 - ___ Request additional vehicles required through support branch director, giving type, time needed and location of need.
 - ___ Schedule use of vehicles.
 - ___ Notify resources unit when vehicles are given an active assignment.
 - Requested service:
 - ___ Receive request for vehicle from communications unit or resources unit.
 - ___ Determine availability of requested vehicle.
 - ___ Determine if previously routed vehicles can be used.
 - ___ Reschedule or reassign as required.
 - ___ Request additional vehicles required through support branch director.
 - ___ Notify resources unit when vehicles are given an active assignment
- o Collect Use Information On Rented Equipment
 - ___ Review incident action plan to determine scope of maintenance and repair activities (i.e., identify estimated duration of incident, and the number and type of mobile and portable equipment -

including power equipment and vehicles that must be support by the unit, such as):

- o Buses
- o Transports
- o Tenders
- o Pickups
- o Sedans
- o Utility vehicles
- o Graders
- o Tow trucks
- o Pumps
- o Generators
- o Engines
- o Bulldozers

- ___ Determine maintenance and repair resources needed.
- ___ Identify maintenance and repair resources dispatched for ground support (e.g., mechanics, tools, vehicles, fuel).
- ___ Compare anticipated required resources with dispatched resources and determine if additional resources are required or if resources can be released.
- ___ Request special items through appropriate channels.
- ___ Assemble maintenance and repair resources and give assignments to corresponding personnel.

- o Requisition Maintenance and Repair Supplies (e.g., Fuel, Spare Parts)

This activity applies only to those supplies required for immediate use (e.g., oil to be sent with fuel tenders). Other supplies are stored and maintained at the supply unit.

- ___ Maintain records of supplies temporarily assigned to ground support unit.
- ___ Prepare and maintain estimates of supplies required for incident operations through periodic review of (1) incident action plan and (2) logistics section operational instructions. (Estimates must be for at least the next operational period.)
- ___ Compare current estimates of need with records of supplies on hand and identify inadequacies or surplus.

- ___ Requisition additional supplies or return surplus to supply unit.
- o Maintain Incident Roads
 - ___ Periodically survey incident road conditions.
 - ___ Order and direct operations of required road maintenance equipment.
- o Submit Reports To Support Branch Director As Directed
- o Maintain Unit Log (ICS Form 214)
 - ___ Record ground support unit activities on Unit Log (ICS Form 214).
 - ___ Maintain agency records and reports.
 - ___ Provide Unit Log (ICS Form 214) to documentation unit through support branch director/logistics section chief at the end of each operational period.

COMMUNICATIONS UNIT LEADER

CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for these positions. Users of this manual should feel free to augment these lists as necessary. Note that some of the activities are one-time actions while others are ongoing or repetitive for the duration of an incident.

COMMUNICATIONS UNIT LEADER'S CHECKLIST

- o Obtain briefing from logistics section chief.
- o Determine communications unit personnel needs.
- o Advise on communications capabilities/limitation during preparation of the incident action plan.
- o Prepare and implement the incident radio communications plan.
- o Ensure the incident communications center and message center are established.
- o Set up telephone and public address systems.
- o Establish appropriate communications distribution/maintenance locations within personnel support area.
- o Ensure communications systems are installed and tested.
- o Ensure an equipment accountability system is established.
- o Ensure portable radio equipment is distributed per radio plan.
- o Provide technical information as required on:
 - o Adequacy of communications systems currently in operation
 - o Geographic limitation on communications systems
 - o Equipment capabilities
 - o Amount and types of equipment available
 - o Anticipated problems in the use of communications equipment

- o Supervise communications unit activities.
- o Maintain records on all communications equipment as appropriate.
- o Ensure all equipment is tested and repaired.
- o Recover equipment from relieved or released units.
- o Maintain Unit Log (ICS Form 214).

ORGANIZATION, PERSONNEL, AND PROCEDURES

ORGANIZATION

The communications unit leader, under the direction of the logistics section chief, is responsible for: (1) developing plans for the effective use of incident communications equipment and facilities; (2) installing and testing of communications equipment; (3) supervision of the incident communications center; (4) distribution of communication equipment to incident personnel; and (5) the maintenance and repair of communications equipment.

The communications unit leader may organize the unit as described below:

- o The communications unit leader prepares necessary plans for setting up and operating the communications center, sets up the telephone system, and develops the radio communications for each operational period.
- o Incident dispatchers receive and transmit radio and telephone messages among and between incident personnel and agencies external to the incident, and provide dispatch services at the incident level.
- o The message center receives, records, and routes information and administrative and tactical traffic. Messengers are responsible for distributing hard copy material to incident personnel.
- o Communications technicians: (1) installs the incident communications radio and telephone system (install repeater, antennas); (2) maintains an inventory of communications equipment; (3) distributes and recovers communications equipment from resources; and (4) tests and repairs communications equipment.

PERSONNEL

The number of personnel needed to perform the major functions and responsibilities assigned to the communications unit varies based on the general staff requirements and the size and complexity of the incident.

MAJOR ACTIVITIES AND PROCEDURES

The major activities of the communications unit leader are stated below. Following each responsibility and procedures for accomplishing the activity.

- o Obtain Briefing
 - ___ Obtain briefing from logistics section chief:
 - o Incident Briefing Report (ICS Form 201)
 - o Summary of resources dispatched to the incident
 - o Initial instructions concerning work activities
 - ___ Obtain the incident action plan when available.
- o Obtain Unit Work Materials

In addition to the communications equipment, testing gear, and tools used by the communications unit, which are normally supplied through the parent agency supply channel, the communications unit leader can obtain other incidental supplies (e.g., pencils, paper) from the logistics supply kit.

- o Establish Initial Location for Incident Communications Center
 - ___ Contact the facilities unit leader to select and coordinate the appropriate location of the incident communications center, located within the Command Area. Some general factors to consider in selecting the location are presented below.
 - o Proximity to staff
 - o Proximity to resource unit
 - o Parking for mobile communications unit
 - o Size and complexity of incident (ability to communicate to operations organization)

- o Access to power
- o Placement of supplemental transceiver and antenna
- ___ Ensure availability of required equipment.
- ___ Verify ETA of communications unit personnel.
- ___ Order activation of radio equipment located within mobile communications unit.
- ___ Ensure communications unit personnel are assigned to operator positions (dispatcher, message center operator and messenger).
- ___ Ensure the communications center has appropriate supplies. (Status Change Cards - ICS Form 210, General Message Forms - ICS Form 213, pencils, etc.).
- ___ Notify incident personnel that the communications center is in operation, including the identification of and restrictions on frequencies currently in use.
- o Establish Incident Message Center
 - ___ Select the appropriate location for the message center immediately adjacent to communications center, within the Command Area.
 - ___ Determine message center personnel requirements (operators and messengers).
 - ___ Verify ETA of message center operators and messengers.
 - ___ Assign message center personnel to perform the following duties:
 - o Record any check-in data received in communications center from other incident locations in-person check-ins.
 - o Establish message routing procedure to distribute written messages received from communications center that cannot be handled directly by radio or telephone.
 - o Establish message board for display of notices and undelivered messages.

- o Establish message routing procedure to distribute resource status change cards to resource unit.
- o Participate in Preparation of the Incident Action Plan
 - ___ Attend planning meeting.
 - ___ Review strategies and control operations presented at the meeting to determine the feasibility of providing the required communications support.
 - ___ Inform meeting participants of communication deficiencies (if any) to support specific strategy and control operations.
 - ___ Provide required technical information on:
 - o Communications system currently in operation
 - o Communications equipment available for the incident
 - o Communications equipment capabilities
 - o Anticipated problems in the use of communications equipment
 - ___ Contact agency representative of assisting agencies to obtain specific information regarding frequencies allocated to the incident.
- o Prepare Communications Plans

Based on incident action plan objectives and control operations, develop plans for the incident communications system.

- ___ Prepare incident radio communications plan.

The preparation of the Incident Radio Communications Plan (ICS Form 205) should be accomplished in accordance with the procedures described on page 12, "Incident Radio Communications Planning Guide."

- ___ Prepare a telephone communications plan for the incident.

The telephone communications plan is not a formal written plan like that prepared for radio systems, but is designed to be a checklist for the communications unit leader to use in setting up the telephone system at the incident. The following should be included:

- ___ Determine specific organizational elements to be assigned telephones.
- ___ Determine all locations to be serviced by telephones.
 - o Command post/base
 - o Message center
 - o Logistics unit
 - o Camps
 - o Press and public information locations
 - o Any other fixed facilities
- ___ Determine number of incoming telephone trunks currently in service.
- ___ Determine additional trunk requirements based upon incident locations, strategies, and control operations, and order as required.
- ___ Determine which telephone trunks should be used by what personnel and for what purposes. Assign specific telephone numbers for incoming calls and report these numbers to agency dispatch centers.
- ___ Establish locations for installation of additional telephone trunks and handsets and placement of telecopiers.
- ___ Determine the location and use of public address equipment. (Note: Take care to minimize use of public address system in base or camp areas where personnel may be sleeping).
- ___ Identify any additional communications equipment (e.g., mobile telephone, portable land line service, portable microwave) required to implement the telephone communications plan. Request additional equipment from logistics section chief.
- ___ Provide information on available pay phone services.
- ___ Establish and post any specific procedures for use of incident telephone equipment.

- o Implement Incident Communication Systems
 - ___ Notify cooperating agencies of the incident communications system affecting them.
 - ___ If necessary, reorganize the initially established incident communications center based upon incident communication needs.
 - ___ Monitor implementation activities to ensure the incident communications system is properly installed and operational.

- o Manage Operations of the Incident Communications Center
 - ___ Ensure head dispatcher maintains direct supervision of communications center personnel by:
 - o Periodically checks work performance on assigned tasks of communications center personnel.
 - o Coordinates activities of communications center personnel.
 - o Identify and resolve problems.
 - o Establish priorities
 - o Ensure personnel are maintaining close coordination with each other.
 - ___ Provides for the general welfare and safety of communications center personnel.

- o Manage the Check-In Function at Communications Center/Message Center (Ensure the Head Dispatcher sees that the following steps are accomplished)
 - ___ Single Resources, Strike Teams/Task Forces and individuals may initially check in by radio at the incident. Whenever resources check in with the communications center by radio, obtain the following information, as applicable.
 - o Name and agency of resource description
 - o Number of personnel
 - o Check-in time

- o Dispatch assignment
- o Assigned incident location
- ___ Record items above on check-in list.
- ___ Identify assignment of the resource from assignment list supplied by planning section chief (if available).
- ___ Inform resource of assigned destination and provide direction to the location if necessary.
- ___ Provide check-in list or information to resources unit as soon as possible using messenger assigned communication unit.
- o Handle Incoming Communications Traffic
 - ___ Record status and location changes.
 - o Incident dispatchers will receive notification of status change information from individual sources, single resources, strike teams/task forces, and group supervisors by radio. Obtain:
 - o Resource identification (type, identification number)
 - o Current location/destination
 - o New status
 - o Record this information on a Status Change Card (ICS Form 210) and give the card to resources unit. The status change card is used to record status, location or assignment changes to resources made during an incident. Each time a change in status, location, or assignment is reported to the incident communications center, a status change card is completed. Status changes can either be changes in organizational assignment, or location (e.g., Staging Area to CCP). A geographical change within a division is not reported.
 - o The three types of status for all resources are:
 - Assigned Resources are operating at an assigned location.

Available Resources can respond within 3 minutes (usually from a staging area).

OS Resources are out-of-service. Reasons for out-of-service include mechanical, manning, and rest. (Out-of-service resources will normally be at a base or camp).

- o The time when status change information is received is recorded on the status change card, and the card is provided to resources unit personnel by a messenger supplied by the message center.

___ Handle requests for logistics service and support

- o Incident dispatchers will receive and record requests, on General Message Form (ICS Form 213) for service and support at the incident communications center (incoming by radio and/or telephone).
- o Review requests to determine the appropriate unit to handle requests in accordance with guidelines stated below:
- o The ground support unit is responsible for providing transportation services, maintenance and repairs of ground equipment.
- o The food unit is responsible for preparation of all food and providing water at the incident.
- o The facilities unit is responsible for providing sanitation, security services, and general operations of all incident facilities.
- o The safety officer is responsible for identifying and alleviating potentially hazardous situations.
- o The supply unit is responsible for providing general supplies.
- o The air support group is responsible for servicing and supporting helicopters.
- o The documentation unit is responsible for collecting, filing, and reproducing plan and other documents.

___ Handle requests for personnel and equipment resources.

- o Incident dispatcher will receive requests for status of resources and certain resource assignments.
- o Analyze requests and select appropriate organizational unit to take action.
 - o The facilities unit is responsible for unassigned personnel.
 - o The resources unit is responsible for providing status of tactical resources (resources in assigned and available status).
 - o Notify appropriate unit.
- o Set Up Incident Communications System
 - ___ Identify locations for equipment to be installed (e.g., repeaters, telephone/intercom lines, public address speakers).
 - ___ Obtain equipment through supply unit (as appropriate).
 - ___ Request communications services and equipment needed (in addition to that identified in communications plan) through logistics section chief.
 - ___ Install, test, and certify all components of the incident communications system are operational.
- o Ensure Communications Equipment is Distributed to Resources
 - ___ Identify kinds and numbers of communications equipment to be distributed to specific units from the communications plan.
 - ___ Schedule distribution of equipment in accordance with the communications plan.
 - ___ Provide resources and unit leaders with appropriate equipment based on the radio communications plan.
 - ___ Update equipment inventory.
- o Monitor Operations of the Communications System
 - ___ Periodically review communication system operations.

- o Receive notices of operational and technical communication problems.
- o Perform communications network tests.
- ___ Determine system problems
 - o Operational (e.g., poor radio discipline)
 - o Technical (e.g., weak signal strength)
- ___ Determine appropriate solutions.
 - o Operational problem (refer to appropriate supervisor or modify system if inadequate, etc.)
 - o Technical problem (refer to technician)
- o Maintain Inventory of Portable Communications Equipment
 - ___ Inventory equipment at incident. Inventory should contain the following information:
 - o Equipment type
 - o Make and model
 - o Serial or agency number
 - o Condition (operable or inoperable)
 - ___ Record inventory information on equipment assigned to communications unit.
 - ___ Record inventory information on equipment obtained from other sources.
 - ___ Maintain inventory information on equipment checked out from cache or other source.
 - o Location (not for equipment distributed to resources)
 - o Identification or assigned equipment
 - o Assignment to an individual

- o Test/Repair Equipment
 - ___ Perform periodic tests of communications equipment to identify poor performance and/or malfunctions.
 - ___ Identify equipment requiring adjustment and repair from testing or from reports by incident personnel (directly or through the incident communications center).
 - ___ Perform adjustment/repair of equipment as necessary.
- o Recover Communications Equipment
 - ___ Receive communications equipment from resources being released at staging area.
 - ___ Collect communications equipment from incident facilities when no longer needed.
 - ___ Collect and receive communications equipment from incident personnel.
- o Maintain Unit Log (ICS Form 214)

INCIDENT RADIO COMMUNICATIONS PLANNING GUIDE

GENERAL

The preparation of the incident radio communications plan is accomplished by the communications unit leader, in the sequence of steps as described on the next page.

- o Attend planning meeting.
- o Obtain Assignment Lists (ICS Form 204).
- o Determine radio requirements, (Use ICS Form 216 as necessary).
- o Establish required radio nets.
- o Develop Radio and Frequency Assignment Worksheet (as required ICS Form 217).
- o Prepare Incident Radio Communications Plan (ICS Form 205) for inclusion into the incident action plan.
- o Complete radio frequency portion of assignment lists (ICS 204)

PROCEDURES

Each procedure is described below: Examples of forms used are located in the ICS Forms Manual.

Attend Planning Meeting

The communications unit leader can provide specific information regarding communications capabilities which will have an impact on the preparation of the incident action plan. Therefore, it is desirable for the communications unit leader to attend the initial briefing and the incident planning meetings. By so doing, the unit leader will have knowledge of overall incident management strategy as well as the specific incident action plan for the next operational period. Knowledge of the action plan and overall strategy will assist in making decisions regarding the location of repeaters, determination of coverage patterns, potential distribution points for personal portable radios, etc.

Obtain Assignment Lists from Planning Section Chief

Assignment Lists (ICS Form 204) are prepared at the planning meeting to indicate the specific allocations of personnel and equipment for each resource group. The assignment list will indicate the identification and type of resource,

leader and number of personnel and has space available to provide specific radio channel assignments for the resource group.

The communications unit leader (or designate) will complete applicable portions of the assignment lists after radio frequency planning is completed.

Determine Personal Portable Radio Requirements

The personal portable radio requirements for each resource group can only be accurately decided after the specific resource assignments are made and designated on the assignment lists.

A Radio Requirements Worksheet (ICS Form 216) allows for a tabulation of information taken from the assignment lists. It provides space to list all units assigned to each group, and thus shows total incident radio needs for the operational period. On smaller incidents, the numbers of radios required may be determined directly from the assignment lists without making out this worksheet.

Establish Required Radio Nets

The determination of required radio nets is best accomplished in the incident planning meeting. The decision on the number of nets is determined by:

- o Number of resources assigned
- o Special tactical requirements
- o Size of air program
- o Terrain considerations
- o Logistics support requirements
- o Repeater availability

The following nets may be utilized:

- o Command Net - General staff, command staff, branch directors, group supervisors, and air operations.
- o Support Net - used to make requests for logistics needs and to change status assigned, available and out of service resources.
- o Tactical Nets - to be established around branch or group, if possible. The minimum should be a separate tactical frequency for each resource group. Tactical resource of one agency should be placed within the same resource group where possible to avoid problems of frequency incompatibility.

Prepare Radios Frequency Assignment Worksheets

- o List frequencies to be used on the Radio Frequency Assignment Worksheet (ICS Form 217). Cache frequencies available to the incident are listed. Major agency frequencies assigned for this incident should be added in the space provided at the bottom of the worksheet.
- o Establish channel/frequency functional assignments considering the numbers of radios needed and the number of nets required. Use the following guidelines:
- o Command and support nets which tie the incident line organizations with command, general staff and command area elements may require repeaters. Use only frequencies from each cache that have repeat capability for this purpose.
- o If only one repeat frequency is available, it should be designated as command, and support requests from groups to command post or base will be made over the command frequency.
- o Designate functional assignments in appropriate column.
- o Allocate radios to organizational units.
- o Place a number in the appropriate row/column intersection to indicate assignment of a radio and radio frequency to that unit or resource. Indicate the actual number of radios required as derived from radio requirements worksheet. Use the following guidelines:
- o Normally, operations personnel should be required to monitor no more than the command and assigned tactical frequencies at any time. Therefore, these should be on separate radios.
- o There is no requirement for routine monitoring of the support net by operations personnel.
- o If you find operations personnel are required to have three radios, try to adjust downward where possible. This is one of the advantage of this particular worksheet in that it allows you to see over the entire radio use plan.
- o After all designated organizational units are covered by agency-owned personal portable or mobile radios, total the columns to determine the total number of radios any organizational unit will be required

to have.

- o To determine total number of users of a specific frequency, total the rows. the users may be classed in two categories, passive, (i.e., those who will normally only be monitoring the frequency), and active (i.e., those who will be transmitters on the channel).

Prepare Incident Radio Communications Plan

- o When satisfied with frequency assignments and radio allocations to incident units, prepare the Incident Radio Communications Plan (ICS Form 205). This summary will indicate the assigned use for all frequencies for the next operational period.
- o Submit the incident radio communication plan to the service branch director/logistics section chief for review (as appropriate), then to the planning section chief for inclusion into the incident action plan.

Allocate Channel Assignments on Assignment Lists

- o Indicate on the Assignment Lists (ICS Form 204), channel assignments in the location provided using the information from the worksheet. It may also be necessary on the assignment lists to provide instructions on radio distribution and other specific instructions.

FOOD UNIT LEADER

CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment these lists as necessary. Note that some activities are on-time actions and others are ongoing or repetitive for the duration of an incident. Checklists and procedures for agencies using contract catering services are included.

FOOD UNIT LEADER'S CHECKLIST

- o Obtain briefing from service branch director or logistics section chief.
- o Determine location of working assignment, and number of personnel assigned to base and camps.
- o Determine method of feeding to best fit each situation.
- o Obtain necessary equipment and supplies to operate food service facilities at base and camps.
- o Ensure that sufficient potable water is available to meet all incident needs.
- o Set up food unit equipment.
- o Prepare menus to ensure incident personnel of well-balanced meals.
- o Ensure that all appropriate health and safety measures are taken.
- o Supervise cooks and other food unit personnel.
- o Keep inventory of food on hand, check in food orders.
- o Provide supply unit leader food supply orders.
- o Demobilize food unit in accordance with incident demobilization plan.
- o Maintain Unit Log (ICS Form 214).

ORGANIZATION, PERSONNEL AND PROCEDURES

ORGANIZATION

The food unit leader is responsible for determining feeding requirements at all incident facilities, menu planning, determining cooking facilities required, food preparation, serving, providing potable water, and general maintenance of the food service areas.

The food unit leader reports to the service branch director (if activated) or the logistics section chief.

PERSONNEL

Incident food services may be supplied by agency personnel, or by contract caterers with agency personnel providing support. This manual provides a checklist and modified procedures when using caterers.

The food unit leader may have a food unit assistant located at each camp, and cooks, assistant cook, and helpers for each facility at which fixed food services may be required.

MAJOR ACTIVITIES AND PROCEDURES

The major activities of the food unit leader are stated below. Following each activity are procedures for implementing the activity.

- o Obtain Briefing From Service Branch Director (If Activated) or Logistics Section Chief
 - ___ Determine equipment/personnel ordered and ETA's.
 - ___ Establish approximate numbers of personnel to be fed.
 - ___ Determine feeding restrictions (if any).
 - ___ Determine how food orders will be processed.
- o Determine Location of Working Assignment and Number of Personnel Assigned to Base and Camp(s).
 - ___ Establish locations for fixed feeding at base and camp(s).
 - ___ Establish expected number of personnel to be fed at each location.
 - ___ Determine probable duration of base and camp(s) operation.

- o Determine Method of Feeding to Best Fit Each Situation
 - ___ Determine operational periods and establish feeding schedules.
 - ___ Consider food supply availability and turn-around times.
 - ___ Develop food supply for contingency use and backup.
 - ___ Establish if helicopter support will be needed and available for servicing outlying camp(s), staging areas, etc.
 - ___ Consider use of prepared lunches, or food dispensers for camp(s) to avoid food shortage in case of supply problems or inclement weather.
 - ___ Determine delivery times.

- o Obtain Necessary Equipment and Supplies to Operate Food Service
 - ___ Determine if any fixed location kitchen facilities should be utilized.
 - ___ Establish electrical, water, gas (propane) requirements at each location.
 - ___ Arrange for appropriate equipment setups with facilities unit leader.
 - ___ Arrange for vehicles and/or transportation needs with ground support unit leader.

- o Ensure that Sufficient Potable Water is Available to Meet all Incident Needs
 - ___ Determine potable water sources which could be used. Check with potable water technical specialist (if assigned).
 - ___ Establish water use requirements at base, camps, and staging areas:
 - o For personnel washing/showering
 - o For drinking, cooking and kitchen use

- ___ Make fixed location water requirements known to service branch director on logistics section chief..
- ___ Arrange for water storage or piping needs through facilities unit leader.
- ___ Advise service branch director or logistics section chief on requirements for obtaining and providing potable water to assigned operations section personnel.
- o Set Up Food Unit Equipment
 - ___ Establish type of kitchen to be used based on:
 - o Size and expected duration of incident
 - o Equipment and personnel available
 - o Locations to be served
 - ___ Determine with facilities unit leader location(s) for establishing kitchen and feeding areas. Cover:
 - o Numbers of persons to be fed in an operational period
 - o Availability of water, electricity, etc.
 - o Terrain considerations<:f>
 - o Shade, dust, etc.
 - o Safe distances from sanitation
 - o Food storage requirements
 - ___ Prepare layout plan for kitchen and feeding areas.
 - o Review plan with facilities and unit leader
 - o Establish time frames for completion of setup
 - o Monitor and approve setup arrangements.
- o Prepare Menus to Ensure Incident Personnel of Well-Balanced Meals
 - ___ Establish nourishment requirements.

- o Consider type of incident and nature of activity
 - o Provide menu variety -- considering numbers of personnel supply availability and kitchen capability
- ___ Ensure that all meals are appealing and nutritious.
- o Monitor food service to determine if changes need to be made in:
 - o Menus
 - o Food handling
 - o Cooking
 - o Feeding areas
 - o Monitor weather conditions to ensure adequate supply of liquids
 - o Ensure feeding areas are kept clean and neat
 - o Obtain feedback from other personnel on adequacy of food service and obtain suggestions on changes that could improve overall service.
- o Ensure All Appropriate Health and Safety Measures Are Taken
 - ___ Establish personnel health requirements for food handling.
 - ___ Make sanitation requirements known to facilities unit leader.
 - ___ Establish inspection service for both sanitation and equipment.
 - ___ Establish garbage pick-up location and schedule with facilities unit.
 - ___ Determine any dust abatement needs.
 - ___ Establish security requirement for kitchen and feeding areas.
 - ___ Establish schedule for regular policing of area.

- o Supervise Cooks and Other Food Unit Personnel
 - ___ Establish work schedules for all assigned personnel.
 - ___ Make safety and health rules known to personnel regarding food handling.
 - ___ Thoroughly brief assigned personnel on incident feeding requirements at base, camp(s), staging areas, and other incident feeding location.
 - ___ Closely monitor work activities of all assigned personnel.
- o Keep Inventory of Food on Hand, Check in Food Order
 - ___ Establish who is to receive and inventory food supplies.
 - ___ Establish specific areas for receiving food.
 - ___ Obtain necessary security for area through facilities unit.
 - ___ Maintain close contact with logistics section chief to determine future food needs.
- o Provide Food Supply Orders to Supply Unit Leader
 - ___ Establish a schedule and specific procedures for food ordering.
 - ___ Make known food unit turn-around requirements for receipt of supplies.
 - ___ Advise supply unit leader on any known agency specific requirements for ordering, special forms, etc.
 - ___ Determine if any specific daily cost limitations apply.
 - ___ Estimate quantities of food supplies required for each meal.
 - ___ Use pre-established menus and quantity checklists whenever possible.
 - ___ Ensure condiments, kitchen and feeding supplies are ordered in addition to food.

- o Demobilize Food Unit in Accordance With Incident Demobilization Plan
 - ___ Determine future feeding requirements (by meal) using demobilization plan.
 - ___ Review demobilization feeding plan with logistics section chief.
 - ___ Establish menus to utilize on-hand inventory whenever possible.
 - ___ Establish schedule with facilities unit leader for demobilization of kitchen and feeding areas.
 - ___ Determine equipment servicing or repair needs.
 - ___ Coordinate with ground support leader for any specific transportation requirements for equipment.
 - ___ Ensure that all equipment used at camps, staging areas, etc., is returned.
 - ___ Provide for the return to warehouses or supply points of serviceable unused food supplies.
 - ___ Monitor clean up and policing of kitchen and feeding areas.
- o Maintain Unit Log (ICS Form 214).

FOOD UNIT LEADER'S CHECKLIST AND PROCEDURES FOR USE OF CATERERS

This checklist and procedures are intended for use in those situations where caterers provide food service under contract.

- o Obtain briefing from service branch director or logistics section chief.
- o Determine location of working assignment and number of personnel assigned to base and camp(s).
- o Determine method of feeding to best fit each situation.
- o Obtain necessary equipment and supplies to provide food catering service facilities at base camps.
- o Ensure that sufficient potable water is available to meet all incident needs.

- o Ensure that caterer sets up kitchens.
- o Ensure that caterer follows contract specifications on menus to provide incident personnel with well-balanced meals.
- o Ensure that all appropriate health and safety measures are taken.
- o Supervise administration of contract and agency furnished personnel.
- o Demobilize catering services in accordance with incident demobilization plan.
- o Maintain Unit Log (ICS Form 214).

PERSONNEL

The food unit leader may have a food unit assistant located at each camp where fixed food services will be required.

MAJOR ACTIVITIES AND PROCEDURES

The major activities of the food unit are stated below. Following each activity are procedures for implementing the activity.

- o Obtain Briefing from Service Branch Director (If Activated) or Logistics Section Chief
 - ___ Determine equipment/personnel ordered and ETA's.
 - ___ Establish approximate numbers of personnel to be fed.
 - ___ Determine feeding restrictions (if any).
- o Determine Location of Working Assignment and Number of Personnel Assigned to Base and Camp(s)
 - ___ Establish locations for fixed feedings at base and camps.
 - ___ Establish expected number of personnel to be fed at each location.
 - ___ Determine probable duration of incident.
- o Determine Method of Feeding to Best Fit Each Situation
 - ___ Determine operational periods and establish feed schedules.

- ___ Consider caterer food supply availability and turn-around times.
- ___ Establish if helicopter support will be available for servicing line, outlying camp(s), staging areas, etc.
- ___ Consider use of prepared lunches or food dispensers for camp(s), staging area(s), etc.
- ___ Determine delivery times.
- ___ Determine best method of sack lunch distribution.
- ___ Consider use of ration for remote camps to avoid food shortage in case of supply problems or inclement weather.
- o Obtain Necessary Equipment and Supplies to Support Food Catering Service
 - ___ Obtain copy of food catering services contract.
 - ___ Arrange for property and services as required in the contract.
 - ___ Arrange for appropriate areas for caterer setups with facilities unit leader.
 - ___ Arrange for vehicles and/or transportation needs with ground support unit leader.
- o Ensure that Sufficient Potable Water is Available to Meet all Incident Needs
 - ___ Determine potable water sources which could be used. Check with water resources technical specialist (if assigned).
 - ___ Establish water use requirements at base, camps, staging areas, and line operations.
 - o For personnel washing/showering
 - o For drinking, cooking and kitchen use
 - ___ Make fixed location water requirements known to service branch director or logistics section chief.
 - ___ Arrange for water storage or piping needs through facilities unit leader.

- ___ Advise service branch director or logistics section chief on requirements for obtaining and providing potable water to assigned operations section personnel.
- o Ensure That Caterer Sets Up Kitchens
 - ___ Determine with facilities unit leader location(s) for establishing kitchen and feeding areas. Consider:
 - o Numbers of persons to be fed in an operational period
 - o Availability of water, electricity, etc.
 - o Terrain considerations
 - o Shade, dust, etc.
 - o Safe distances from sanitation
 - o Food storage requirements
 - ___ Prepare layout plan for kitchen and feeding areas.
 - o Review plan with facilities and unit leader and caterer
 - o Establish time frames for completion of setup
 - o Monitor and approve setup arrangements
- o Ensure that Caterer Follows Contract Specifications
 - ___ Ensure that caterer provides menu variety as per contract, considering numbers of personnel supply availability and caterer's capability.
 - ___ Ensure that all meals are appealing and nutritious.
 - o Monitor food service to determine if changes need to be made in:
 - o Menus
 - o Food handling
 - o Cooking

- o Feeding areas
 - o Monitor weather conditions to ensure adequate supply of liquids
 - o Ensure feeding areas are kept clean and neat
 - o Obtain feedback from other personnel on adequacy of food service and obtain suggestions change that could improve overall service.
- o Ensure All Appropriate Health and Safety Measures Are Taken
 - ___ Ensure that the contractor meets requirements for health and safety.
 - ___ Make sanitation requirements known to facilities unit leader.
 - ___ Establish inspection and service for both sanitation and equipment.
 - ___ Establish garbage pick-up locations and schedule with facilities unit leader.
 - ___ Determine any dust abatement needs.
 - ___ Establish security requirements for kitchen and feeding areas.
 - ___ Establish schedule for regular policing of area.
 - ___ Coordinate with safety officer and facility unit leader.
 - o Supervise Agency Furnished Personnel
 - ___ Establish work schedules for all assigned personnel.
 - ___ Thoroughly brief assigned personnel on incident feeding requirements at base, camps, etc.

MEDICAL UNIT LEADER

CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions and others are ongoing or repetitive for the duration of an incident.

MEDICAL UNIT LEADER'S CHECKLIST

- o Obtain briefing from service branch director or logistics section chief.
- o Participate in logistics section/service branch planning activities.
- o Determine level of emergency medical activities performed prior to activation of medical unit.
- o Activate medical unit.
- o Prepare the Medical Emergency Plan (ICS Form 206).
- o Prepare procedures for major medical emergency.
- o Declare major medical emergency as appropriate.
- o Respond to requests for medical aid.
- o Respond to requests for medical supplies.
- o Prepare medical reports.
- o Submit reports as directed.
- o Maintain Unit Log (ICS Form 214).

ORGANIZATION, PERSONNEL, AND PROCEDURES

ORGANIZATION

The medical unit leader is primarily responsible for the development of the medical emergency plan, obtaining medical aid and transportation for injured and ill incident personnel and preparation of reports and records. The medical unit may also assist operations in supplying medical care and assistance to civilian casualties at the incident. The medical unit leader reports to the service branch director. The leader may require the services of a welfare officer to assist in

resolving personal matters or for supporting the general well-being of personnel assigned to the incident.

PERSONNEL

The number of personnel needed to perform the major functions and responsibilities assigned to the medical unit varies based on the general staff and service branch director's requirements and the size and complexity of the incident.

- o Medical unit leader is located at the base/ICP.
- o One assistant medical unit leader is located at each camp.
- o Minimum of one ambulance unit may be located at each camp and base.

MAJOR ACTIVITIES AND PROCEDURES

The major responsibilities of the medical unit are stated below. Following each responsibility are general procedures for implementing the activity.

- o Participate in Service Branch Planning
 - ___ As requested by the service branch director, attend branch and/or logistics section operational planning meetings.
 - ___ Provide information and advise concerning medical unit activities as requested.
- o Obtain Unit Work Materials
 - ___ A set of materials consisting of forms, manuals and incidental supplies (e.g., pencils, paper) will be available in the logistics supply kit located at the supply unit. Other supplies may be included in a medical cache or provided by agencies.
- o Determine Level of Emergency Medical Activities
 - ___ Obtain from the Incident Manager information on any injuries or deaths which occurred prior to your arrival. Identify and record the following:
 - o Type
 - o Number
 - o Cause

- o Disposition
- o Agency
- ___ Obtain required additional information about the incident by contacting involved personnel or witnesses.
- ___ Contact local agency for information not available from incident personnel or witnesses.
- o Activate Medical Unit
 - ___ Determine expected scope and location of incident operations by reviewing incident action plan and logistics section operational instructions.
 - ___ Determine medical unit activities required to support incident operations.
 - o Number and location of aid stations
 - o Number and location of stand-by ambulances and medical personnel to assign to the incident
 - o Special medical problems (e.g., poison oak, snakes in the area, toxic chemicals)
 - o Medical supplies required
 - ___ Inventory current medical supplies.
 - ___ Compare estimates of required supplies with current inventories.
 - ___ Request additional medical personnel through the service branch director.
 - ___ Order additional supplies from the supply unit.
 - ___ Establish aid stations.
 - ___ Request stand-by ambulances and personnel through the service branch director.
- o Prepare Incident Medical Plan (ICS Form 206)
 - ___ Identify medical aid stations to be located at incident facilities

- ___ Identify and assign ambulances and other emergency medical transportation available at the incident.
- ___ Identify incident personnel who should be notified in the event of any medical emergency on the incident.
- ___ Prepare specific instructions for personnel to use in requesting medical aid.
- ___ Prepare the incident medical plan for attachment to the incident action plan.
- ___ Request safety officer to review medical plan.
- o Prepare Medical Unit Procedures to be Used in the Event of a Major Medical Emergency at the Incident
 - ___ It is essential that the medical unit leader be able to respond immediately to any major multi-injury medical disaster. To do so, the unit leader must prepare detailed procedures to be followed. The medical unit leader, in planning for a major medical emergency, must consider:
 - o Incident hospital locations including those with burn centers
 - o Persons and phone numbers of hospital contacts
 - o Helicopter landing facilities at above locations
 - o Ground access capabilities at the incident during operational period.
 - o Locations for pick up of incident medical personnel to transport to scene.
 - o Special equipment
 - o Know which incident assigned ground and air resources could be adapted to be used for medical evacuation in an emergency.
 - o Identify and list medical transportation sources available from off incident locations. (Note: in some cases this information will be maintained by local agency dispatch centers).

- ___ Determine the specific procedures for handling major medical emergency to include:
 - o Responsibilities and assignments of incident and agency off incident personnel
 - o Establish a procedure with the incident communications center for requesting clear command frequency for declaring major medical emergency.
 - o Notifications at agency dispatch center(s).
- o Declare Major Medical Emergency

In general, the magnitude of the situation will be the determining factor in declaring a major medical emergency. When the number of incident personnel involved exceeds that which can be properly treated, and/or transported by personnel of the incident medical unit, a major medical emergency should be declared. Declaration procedures are as follows:

- ___ Receive notification of events requiring emergency medical services.
- ___ Review information obtained to assess magnitude and severity.
- ___ Immediately evaluate medical care needed for situation.<:f>
- ___ Determine need for declaration of major medical emergency.
- ___ Declare major medical emergency and perform the following actions as appropriate:
 - o Have the incident communications center notify the general staff
 - o Request logistical and tactical resources needed to accomplish objectives
 - o Recommend changes to priorities stated in incident action plan (e.g., use of helicopters for medevac).
 - o Request hospital triage team
 - o Request physicians, nurses, and other trained personnel

- o Activate appropriate hospital emergency communications network (e.g., hospital emergency administration radio (HEAR) network], medical alert center, etc.).
- ___ Arrange for transportation for evacuation.
 - o Dispatch directly if medical unit vehicles are used
 - o Contact air operations director for use of incident aircraft
 - o Contact appropriate operations section personnel for use of incident ground vehicles
 - o Contact local agency dispatch center for use of transportation equipment external to the incident
 - o Contact the ground support unit for use of transportation equipment available in camp or base.
- o Respond to Requests for Medical Aid
 - ___ Receive normal requests for aid from the incident communications center or by personal contact. Obtain the following information:
 - o Location of the problem
 - o Type of problems (e.g., burn, snake bite, toxic chemical)
 - o Magnitude of the problem (e.g., number of persons injured)
 - ___ Determine appropriate action.
 - o Provide first aid at pre-established aid station
 - o provide first aid at remote location
 - o Provide transportation to a medical facility
 - o Provide on-scene paramedic care.
 - ___ Effect appropriate action.
- o Disburse Medical Supplies
 - ___ Receive requests for medical supplies (e.g., bee sting medication, eye drops).

- ___ Determine if requested item is in medical unit inventory.
- ___ If the item is not in the inventory, determine the disposition of request:
 - o Order item (through the supply unit)
 - o Give alternative instructions to requesting party
- o Prepare Medical Reports
 - ___ Contact agency dispatch and/or agency representative to obtain specific instructions on handling emergency medical care and agency forms.
 - ___ Collect required information and prepare medical reports
 - o Name and agency of person receiving medical support
 - o Type and extent of injury
 - o Action taken by the medical unit
 - ___ Assist in the preparation and distribution of agency reports.
 - o Local agency
 - o Home agency
 - o Documentation Unit
 - ___ Provide medical report to the liaison officer for use in notifying the home agency of each person released from duty because of injury or illness.
 - ___ Receive and evaluate requests for addition medical information.
 - ___ Provide requested information, if authorized.
- o Submit Reports to Service Branch Director as Directed
 - ___ Gather information to include in report by:
 - o Monitoring work progress

- o Personal observation
- o Reports from subordinates

___ Report shall include such information as:

- o Current activities
- o Planned activities
- o Anticipated resource/supply requirements
- o Current/anticipated problems
- o Significant emergency medical situations

___ Assemble information and submit to the service branch director.

- o Maintain the Unit Log (ICS Form 214)

___ Provide to the documentation unit, through service branch director/logistics section chief, at the end of each operational period.