



OFFICE OF STATE FIRE MARSHAL  
*EMERGENCY RESPONSE UNIT*  
*Incident Management Team*  
STANDARD OPERATING GUIDELINES

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**SUBJECT:** Logistics Section guidelines

**OBJECTIVE:** These guidelines were developed to ensure that mobilized resources are provided with adequate logistical support.

**I. Scope**

This SOG will provide guidance for the Logistics Section to ensure that mobilized resources are provided with adequate logistical support in a fiscally responsible manner. Logistics Section Chief will perform all Section tasks until positions are filled.

**II. Upon Activation**

Upon activation, contact the Oregon Office of State Fire Marshal Agency Operation Center (AOC) 503-373-0001. Try to determine:

- Has an Incident Command Post (ICP) been established?
  - If Oregon Department of Forestry, US Forest Service or another fire agency has a camp established, coordinate with those services as much as possible.
- What resources are on scene?
- What resources have been ordered?
- What is the arrival time of resources en-route?

The Communications Unit Trailer should be ordered during this time, if needed.

**III. Priorities**

- Communications; radio
- Maps and/or current Incident Action Plan (IAP)
- Check in location
  - Requires large area that is easily accessible by a large number of resources where the disturbance of other functions will be minimal
- Fire suppression water supply-
  - Location; accessibility; volume
- Fuel/diesel for fire apparatus and IMT

- Some fire agencies have fuel available; check what they use and if it is possible for us to use
- Should be close to – but not in – camp
- Leave fuel log (FSP-06) with the attendant; see Appendix A
- As needed or when there is time, find a fire truck mechanic that can provide 24-hour mobile service to the fire scene or camp. Some agencies have one; find out who they use
- Potable water
- Food
- Adequate sleeping area

#### IV. Support Branch

##### 1. Supply Unit

- Order, receive, issue, and track supplies
- Locate and provide maps and up-to-date IAP (Incident Action Plan) to all IMT members and Task Forces

##### 2. Communications Unit

- Provide or create working radio communications system at all incidents
- Coordinate with Operations to determine needs of the incident
- Create phone system; fax; monitor radios if needed
- Stay up-to-date on the medical plan

##### 3. Ground Support Unit

- Inspect vehicles and equipment at check in
- Coordinate transportation needs for personnel and supplies
- Obtain fuel services and supplies for all vehicles and equipment
- Write the Parking Plan and Transportation Plan
- Some fire agencies have fuel available; find out what they use whether it is possible for us to use
- Should be located close to camp but not in camp
- Leave fuel log (FSP-06) with the attendant; see Appendix A
- As needed or when there is time, find a fire truck mechanic that can provide 24-hour mobile service to the fire scene or camp. Some agencies have one; find out who they use

#### V. Service Branch

##### 1. Facilities Unit

- Establish and maintain incident facilities including phone, garbage service, copy, fax, power, and lights

##### **Camp set up considerations**

- Avoid smoke exposure; look at fire history and the direction of previous fires

- Accommodate good communication flow between functions and sections; collocate with other agencies' sections if possible
- Make the best use of the site in providing for personnel safety and rest during off shift hours

#### **Sleeping area considerations**

- Sleeping in the parking area with the apparatus is not allowed
- Keep the sleeping area away from check in
- Day sleepers need to have a cool, dark, and quiet place to sleep
- IMT members need to be together so they can be found easily

#### **Restroom and shower facilities**

- If located at a school or other public facility, these facilities may be available
  - If not, they need to be put near camp. Consider accessibility for maintaining and cleaning them

#### **Setting up base camp**

- Communications Unit should be easily accessible but also have enough room for the equipment
- Medical Unit should be visible but out of the main flow of traffic
- Incident Information Officer should be located so they are immediately visible to media upon entering base camp to limit unsupervised media access
- Ground Support Unit should be located near the apparatus parking area

### 2. Food Unit

- Provide safe, nutritionally balanced, high-quality meals in a cost-effective and timely operation
  - It is adequate to provide box lunches with hot breakfast and dinner  
See Appendix B for menu suggestions
  - Provide water: 1 gallon per person per day and juice or Gatorade
- Food services must be capable of following approved sanitation practices  
See Appendix C for food precautions
- Consider having meals delivered
- Implement a tracking system for how many meals are being served and to whom; you can get this information from the Resource Unit Leader
- Be sure to stay within per diem

### 3. Medical Unit

- Write the Medical Plan for the incident; ensure it is reviewed and signed by the Safety Officer
  - Ensure Medical Plan is appropriate to risks associated with the incident
- Provide first aid and Basic Life Support needs for the incident

**VI. General Information**

All sections that are staffed will need signs so they can be located.

All personnel and fire resource orders need to be approved by the Incident Commander and purchased by the Finance Section Chief. Only the Finance Section Chief may enter into contractual agreements on behalf of OSFM or the team. Keep Finance updated at all times.

If there is a fire cache, coordinate with the manager to ensure that all resources being checked out are accounted for and returned at the time of demob. Communicate what can and cannot be checked out.

**VII. Things to do Daily**

- Attend all required meetings
- Monitor the IAP for needed resources
- Continue logistical support to the crews
- Monitor the log at the fire cache as to what is being checked out and what needs to be returned
- Keep the Unit Log (ICS-214) updated

**VIII. Preparing for the Planning Meeting**

- Coordinate with Planning Section for facility and supplies
- Update on resource orders, Task Forces, and any large items

**IX. Demobilization**

- Check with the fire cache to ensure everything gets returned
- Work with the Finance Section to ensure all contractual obligations are met
- Within 10 days of demobilization, all Logistics records have to be organized and given to the Planning Section Chief for the document file.