SECTION 11

LOGISTICS SECTION

LOGISTICS INITIAL ARRIVAL BRIEFING & PLANNING MEETING GUIDE

Logistics Section Chief

Local Purchase Considerations: _____

Fiscal Mgmt Situation on Fire: _____

Local Resources Available for Service and Support Functions: _____

Logistics Section Safety Issues: _____

Communications Unit Leader

Status of Communication System: _____

Preferred Repeater Location(s): _____

Telephone Capability: _____

Medical Unit Leader

Medical Assistance : _____

Food Unit Leader

Status of Kitchen Unit: _____

Status of Grocery Order(s): _____

Supply Unit Leader

Status of Resource Order(s): _____

Status of Fire Cache Van: _____

Facilities Unit Leader

Fire Camp Location: _____

Garbage Service: _____

Portable Toilets: _____

Security: _____

Ground Support Unit Leader

Fuel Supply: _____

Water Supply: _____

Equipment Maintenance: _____

LOGISTICS

1. If first to arrive, establish check-in location
2. Establish a water supply point for fire suppression
3. Determine/Establish service and support requirements for planned and expected operations
4. Establish a supply of potable water
5. Develop initial grocery order
6. Establish sanitation facilities
7. Establish fueling point/operation
8. Determine/Establish communications requirements/capabilities, (phones/fax lines, etc.)
9. Establish sleeping arrangements for overhead team staff
10. Identify runners with vehicles
11. Appoint a Ground Support Unit Leader to do vehicle check-in until relieved by the Resource Unit Leader
12. Establish security: camp, drop points, etc.

Establish a base camp: prepare for camp set-up so we have a plan when camp equipment begins to arrive.

OBJECTIVES

The objective of this function is to ensure that mobilized resources are provided with adequate logistical support. Persons assigned to this function are to coordinate all activities and duties with the fire jurisdiction, the county emergency preparedness coordinator and the Incident Commander.

1. Locate and identify a check-in center, water supply, and fuel supply for mobilized resources. Check-in for resources should be co-located with other agencies assigned to the incident near the incident command post.

   Where the local fire department has fuel/oil services, use these services and track mobilized resource use on the “Logistics/Fuel-Oil Log” form (FSP-06). Where the local fire department does not have fuel/oil services, establish services and a tracking process.

2. Locate and identify adequate sleeping space away from check-in for all mobilized resources. Ensure that there are shower and restroom facilities and the area is adequately quiet for sleeping. Provide for camp and mobilization center safety and security.

3. Locate and identify food services capable of providing mobilized resources with a minimum of one gallon of water per day per person, electrolyte replacement and juice beverages and both field lunches and hot meals. Establish a tracking process for mobilized resources’ use of food services using the “Meal Roster” form (FSP-07). Where ODF or USFS food services are available, coordinate structural resource food services within the ICS system.

SAFETY NOTE: Food services must be capable of following approved sanitation practices and delivering food and drink to on-duty resources. When carrying beverage containers in coolers, use a 10:1 water-to-bleach solution in the packing ice. Refer to "Food Poisoning and Precaution Methods."

4. Provide logistics support for the overhead team staff as necessary. This includes meals, lodging, fuel, etc.

5. If a fire cache is not available at the incident, initiate purchase orders and service/support contracts through Finance adequate to support the needs of mobilized resources during the incident.

6. Establish communications mechanisms including signs, information boards, etc. Develop a message center where mobilized resources can acquire incident information. Where possible, ensure that both phone and FAX capabilities are available. Telephone and FAX use by overhead team and mobilized fire service resources shall comply with OSP and Department of Administrative Services policies. If needed, request the deployment of the OSFM Incident Support Unit communications equipment, including FAX machine, copier, and laptop.

7. Ensure that apparatus mechanical maintenance, repair, and parts facilities are available and are capable of providing 24-hour service. This service must be accessible to all mobilized resources. Establish a procurement procedure through the Finance Section and a tracking process for mobilized resource use.

8. Arrange for communications equipment and repairs as necessary. Coordinate with the Communications Unit Leader.

9. Process resource requests from the IC or Plans Section Chief for mobilization of resources as needed. Ensure resource requests are approved by the OSFM. Once approved, immediately relay the order to the AOC. Inform the Finance Section of filled resource orders.

10. Review mobilized resource status conditions throughout the incident. When requested by the IC or the Plans Section Chief, assist with status monitoring of mobilized resources.

11. During demobilization of mobilized resources, process returns of equipment to the fire cache and complete logistics documentation. Document any equipment not returned along with the Strike Team/Task Force to which the equipment was assigned. Verify fire cache credit card charges with returned equipment and notify the Finance Section of any outstanding charges with associated resource identification.

12. Coordinate the break-down of the mobilization center. Ensure that all OSFM resources are accounted for and equipment is restored prior to leaving the incident.

Prior to departure, complete checkout. Ensure that all logistics records are organized, accurate and complete. Provide the Planning Section Chief with a complete logistics action report and document file.

LOGISTICS RESPONSIBILITIES IN PREPARING FOR PLANNING MEETING

1. Status of key orders: resources, food and communication packages.
2. Status of facilities, communications and transportation systems.
3. Coordinate with PSC for meeting facility, supplies, etc.
4. Coordinate with OSC on suppression equipment needs.

NOTE: Refer to planning meeting guide

INCIDENT BASE/COMMAND POST LAYOUT PRINCIPALS

The Logistics Chief will site the incident base and command post to:

1. Avoid smoke exposure from the fire if possible.
2. Accommodate good communications flow between Sections and functions.
3. Make the best use of the site in providing for personnel safety and rest during off shift hours.

Specific Goals:

1. The command post will be out of the normal flow of crew traffic between their sleeping area, the kitchen, fueling, fire cache, and check-in.
2. Wildland, structural and law enforcement command functions will be co-located.
3. Coordinate with the Planning Chief to prepare an efficient traffic flow plan and post signs to direct incoming resources to the check-in location.
4. Check-in will be established in a location easily accessible by large numbers of resources and where disturbance to other functions will be minimized.
5. IIOs should be located so that they are immediately visible to media upon entering base camp to limit unsupervised media access.
6. Medical Unit should be visible but out of the main flow of traffic.
7. Fueling will be near the outside of the camp with easy vehicle access.
8. Parking will be available at the edge of camp and allow for a minimum of authorized traffic into camp by such people as district representatives, selected overhead, people in need of special security, late night arrivals, etc.
9. Day sleeping areas will have shade.
10. Day and night sleeping areas will be separated to allow for optimal rest and security.
11. Overhead sleeping area will be separated.
12. The kitchen will be located to avoid delivery trucks from driving through camp.

SPIKE CAMPS

Spike camps will not be used or established without specific direction from the Incident Commander.

SECURITY

Logistics is responsible for establishing a security plan. The Incident Commander will review and approve the security plan.

The purposes of incident security are to:

1. Minimize the theft of equipment and personal belongings.
2. Maintain law and order at incident facilities.
3. Prevent unauthorized personnel from entering the incident camp.
4. Prevent unauthorized access to restricted areas within the incident.

Security should be available on a 24-hour basis. Personnel should be sufficient to provide gate security (1-2 persons/shift), and camp security (1 person/shift). If working 12-hour shifts, consider having security shift changes at 1200 and 2400, in order to avoid the confusion of general shift change. For incident locations in heavily populated areas or for large numbers of personnel security needs may be increased.

Types of security personnel to consider are:

1. Off-duty law enforcement personnel.
2. Private security vendors.
3. Local organizations such as explorers, search and rescue, FFA clubs, etc. are adequate for gate security. If using these groups, arrangements should be made to have quick response from local law enforcement personnel. All security personnel should be clearly identifiable as such.

MEDICAL UNIT

Establishment of a Medical Unit will be according to the incident type, location and difficulty. Utilization of a local geographical Emergency Medical Service on a “call as needed” basis may be considered during a low difficulty incident, or during initial stages of a moderately difficult incident. It may be necessary to provide advanced life-support medical services to fire incidents.

Establishment of an on-site advanced life-support unit, where needed and approved by the OSFM, is accomplished by ordering through the Finance Section Chief.

Plan on having two personnel on duty, with shifts covering 24 hours a day. It will also be necessary to confirm certification of service or personnel. The Medical Plan will be prepared and updated as needed by the Logistics Section and approved by the Safety Officer. The Logistics Section will be responsible for maintaining an injury/illness log and ordering all necessary first aid supplies. This will be coordinated with the Finance Section.

Communications Unit Leader

The IMT Communications Unit Leader (COML), under the direction of the Logistics Section Chief, is responsible for the custody, control, transportation, and effective utilization of OSFM Fire Communications Cache equipment. The COML will perform an initial assessment of the operational status and viability of available communications capabilities to meet incident communications requirements and recommend deployment and siting of additional repeaters and communications personnel if required. The Communications Unit Leader, in consultation with the Finance Section Chief, coordinates with the local telecommunications company to determine the availability of local cellular service and commercial voice and/or data lines. The COML may recommend through the chain of command the call out of amateur radio resources to setup, operate, maintain, or replace commercial systems not available at the incident location. During multi-jurisdictional incidents the COML coordinates frequency planning and the provision of Base Camp telephone service and equipment and computer networking, if required, with the lead agency Communications Unit Leader.

- Ensures that cache equipment is fully operational and ready for timely deployment to an incident location.
- Obtains briefing from the Logistics Section Chief.
- Obtains and reviews the Incident Action Plan.
- Advises Planning Section Chief on communications capabilities/limitations.
- Prepares and implements the Incident Communications Plan ICS Form 205.
- Maintains the Unit Logs FSP-01/ICS Form 214.
- Maintains status charts of equipment, systems and frequencies in use by Strike Teams and Task Forces at the OSFM Incident Command Center.
- Implements an equipment accountability system.
- Establishes a communications distribution and maintenance location within the base camp area.
- Plans for and requests initial and follow-up manpower necessary to staff all communications functions for all shifts for the anticipated duration of the incident.
- In coordination with the Planning Section Chief and the Safety Officer, dispatches, monitors and provides for the welfare and safety of communications personnel assigned to remote locations, repeater sites and/or Strike Teams and Task Forces.
- Recovers and accounts for all cache equipment during demobilization.