

Logistics Section Chief Instructors LSC

- ◆ Greg Crable, Instructor
USEPA Region 7
• Crable.Gregory@epa.gov
- ◆ Jim Ursic, Instructor
• USEPA Region 5
• Ursic.James@epa.gov
- ◆ Joe Ricard, Instructor
• USEPA Region 7
• Ricard.Joseph@epa.gov
- ◆ Serdar Ertep, Instructor
USEPA Region 4
• Crable.Gregory@epa.gov
- ◆ Janice Pearson, Instructor
USEPA Region 8
• Pearson.Janice@epa.gov
- ◆ Mark Reising, Facilitator
• Tetra Tech, Inc.
• mark.reising@tetratech.gov

ICS INSTITUTE EPA United States Environmental Protection Agency 2

Administration LSC

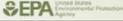
- ◆ Student Registration Card
- ◆ Student Evaluation Form
- ◆ Course Agenda- Four Days plus KLP Exercise on Friday
- ◆ Student Manual – available for download
- ◆ Student Handouts

ICS INSTITUTE EPA United States Environmental Protection Agency 3

Course Logistics

- Sign-in sheet
- Housekeeping
 - Breaks
 - Message and telephone location
 - Cell phone policy
 - Facilities
 - Other concerns



ICS INSTITUTE  4

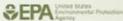
Facility Information

- ◆ Parking
- ◆ Classroom
- ◆ Restrooms
- ◆ Water fountains, snacks, refreshments
- ◆ Lunch
- ◆ Emergency telephone numbers
- ◆ Alarms and emergency exits

ICS INSTITUTE  5

Administrative Details

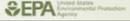
- ◆ Two formal breaks, plus lunch (conference scheduled)
- ◆ Restrooms are?
- ◆ Coffee is?
- ◆ Please take phone calls outside
- ◆ The only stupid question is the one that isn't asked
- ◆ The Agenda is proposed - we will vary to make sure all concerns are taken care of

ICS INSTITUTE  6

Terminology

LSC

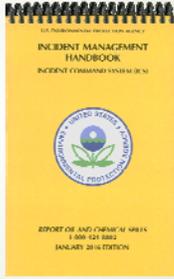
- ◆ We will be using "proper" ICS terminology in the class, including acronyms
- ◆ Exception: "OSC" will refer to an On-Scene Coordinator; Operations Section Chief will be "OPS" (IMH Glossary & Acronyms, pp. 22-20 through 22-27.)
- ◆ Catch us if you can
- ◆ We will remind you without being a pain

ICS INSTITUTE  7

U.S. EPA ICS Guidance

LSC

- ◆ U.S. EPA Incident Management Handbook (IMH)
- ◆ U.S. EPA position-specific Job Aid



ICS INSTITUTE  8

Resources

LSC

- ◆ EPA ICS Forms Website
 - response.epa.gov/ICS_FORMS
 - response.epa.gov/institute

ICS INSTITUTE  9

Examples of US Incidents Using ICS

- ▶ Exxon Valdez oil spill – 1989
- ▶ Hurricane Iniki, Hawaii – 1992
- ▶ Northridge earthquake – 1993
- ▶ Oklahoma City bombing – 1995
- ▶ World Trade Organization riots – Seattle 1999
- ▶ Pentagon, World Trade Center terrorist attack – 2001

ICS INSTITUTE | EPA | 10

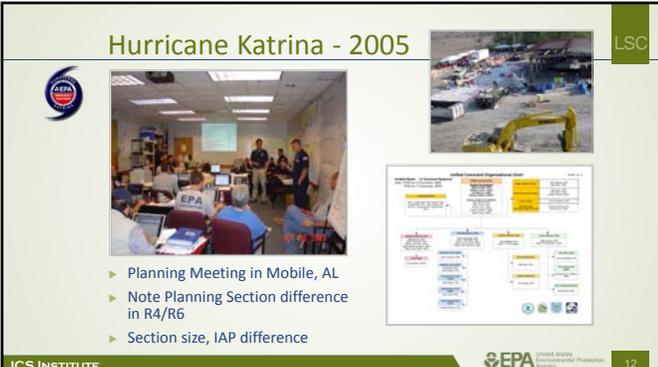
Columbia Shuttle Response - 2003



The slide features four images: the EPA Emergency Response logo, a graphic of the Space Shuttle Columbia, a photograph of two people in blue protective suits handling a large black tire on a dirt road, and a map of Texas with county boundaries.

ICS INSTITUTE | EPA | 11

Hurricane Katrina - 2005



The slide includes three images: the ICS logo, a photograph of a meeting in progress with people seated around a table, and a photograph of a large-scale debris field with a yellow excavator. A screenshot of a planning section chart is also visible.

- ▶ Planning Meeting in Mobile, AL
- ▶ Note Planning Section difference in R4/R6
- ▶ Section size, IAP difference

ICS INSTITUTE | EPA | 12

Instructor Expectations

LSC

- Exhibit mutual cooperation with the group.
- Be open minded to new ideas.
- Respect fellow students and instructors.
- Use what is presented in the course to perform effectively within an ICS organization.
- Participate actively in all of the training activities and exercises.
- Return to class at the stated time.



Unit 2 – Overview of the Logistics Section Chief Position

EPA ICS INSTITUTE
Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

ICS-450 Logistics Section Chief

ICS INSTITUTE

ICS – 450 CURRICULUM

ICS originated fighting forest fires

The fundamentals of the job are the same regardless of incident type or size

lo-gis-tics
the detailed coordination of a complex operation involving many people, facilities, and/or supplies.

1-2

Unit 1 - Course Introduction Unit 2 - LSC Position Overview

RESOURCE "R"

PLANNING "P"

ICS INSTITUTE 1-3

Unit 1 - Course Introduction

First In – Last Out

Unit 1 Objective:
Identify course objectives and position-specific resource materials for the position of Logistics Section Chief



ICS INSTITUTE 1-4

Unit 1 Overview

- Introductions
- Course Objective
- Course Design

A Logistics Section Chief's

- Core Competencies
- Training Requirements and Professional Experience



ICS INSTITUTE 1-5

Introductions

- Instructor and Student Introductions
- Incident Response Experiences
- Reasons for being a Logistics Section Chief



ICS INSTITUTE 1-6

Course Design

- Course length of 32 hours with a joint exercise on Friday with the other KLPs
- Combination of lecture, discussion, and exercises
- Closed-book Final Exam
- Course was designed under the assumption that students have completed ICS 300 and 400 training

1-8

Handout 1-1

ICS Form 214: Unit Log

ICS Form 211: Check-in Sheet

1-9

LSC Core Competences

Leadership

- Lead, influence, guide and direct section personnel to accomplish objectives and desired outcomes in a rapidly changing highly stressful environment.

Communication

- Communicate effectively to share relevant information with relevant personnel on a timely basis to accomplish objectives and desired outcomes in a rapidly changing highly stressful environment.

1-10

LSC Core Competences

Assume the Position Responsibilities

- Successfully assume the role of LSC; initiating position activities at the appropriate time including:
 - Gathering and applying situational information and
 - Establishing organizational structure and reporting procedures employing ICS concepts and principles

ICS INSTITUTE 1-11

LSC Core Competences

Complete Assigned Actions

- Complete actions to meet identified objectives within the established timeline
- Identify, analyze and apply relevant situational information, as necessary, to complete assigned actions safely
- Ability to work 12-14 hour days under physical and emotional stress for extended periods

ICS INSTITUTE 1-12

LSC Training Requirements

- ICS Training 100, 200, 300, 400
- EPA 450 Logistics Section Chief Training
- EPA 420 (Recommended)
- FEMA IS-700 Introduction to NIMS
- FEMA IS-800a Introduction to NRF National Response Framework

ICS INSTITUTE 1-13

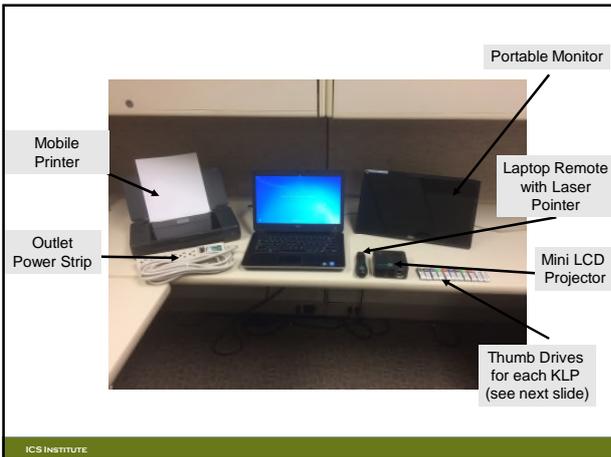
Unit 2 – Overview of the Logistics Section Chief Position

LSC Professional Experience

- 3 years applicable professional experience
- Certified as a Contracting Officer Representative (COR)
- Purchase card certification
- Operations level training compliant with
 - OSHA 29 CFR 1910.120
- Experience with EPA acquisition and procurement policies

ICS INSTITUTE

1-14



ICS INSTITUTE



ICS INSTITUTE

Exercise #1

Review Responsibilities, Review LOGs Exercise Scenario, Develop a Go-Kit

1-15

Overview Logistics Section Chief Position

UNIT 2

Unit 2 - Overview of the LSC Position

Serve, Supply, and Support

“You will not find it difficult to prove that battles, campaigns, and even wars have been won or lost primarily because of logistics.”

- General Dwight D. Eisenhower

ICS INSTITUTE 2-2

LSC Unit 2 Objectives

Describe the responsibilities of the Logistics Section Chief:

- Within Logistics Section
- As a member of the IMT



ICS INSTITUTE 2-3

Unit 2 Overview

- Review IMT Structure
- Purpose of Logistics Section
- LOGs Documents for IAP
- Function of LOGs Section
- Branches of Section
- Units in Section
- Responsibilities of Staff



ICS INSTITUTE 2-4

Unit 2 Tips for Success

**Logistics Chief's 2 Secrets for Success:
Always Know your A B C's**

Plan A, Plan B, & Plan C
Most actions you take require further reactions
- Jim Ursic

**Logistics Motto:
First In, Last Out**

ICS INSTITUTE 2-5

Other Qualities for Success

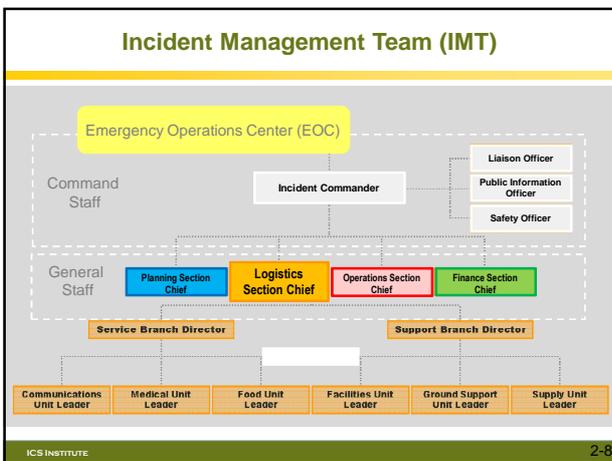
- Being Proactive – Self Motivated
- Service oriented – primary focus on others needs
- Being perceived as a mind reader, Telepathic (knowing others' job responsibilities / thoughts)
 - Helps you understand others needs, tools required
- Being perceived as Clairvoyant, predict future (knowing later consequences for recent actions)
 - Ordered Portable restrooms; how often to pump out?
 - Ordered generators; how often to refill fuel?

ICS INSTITUTE 2-6

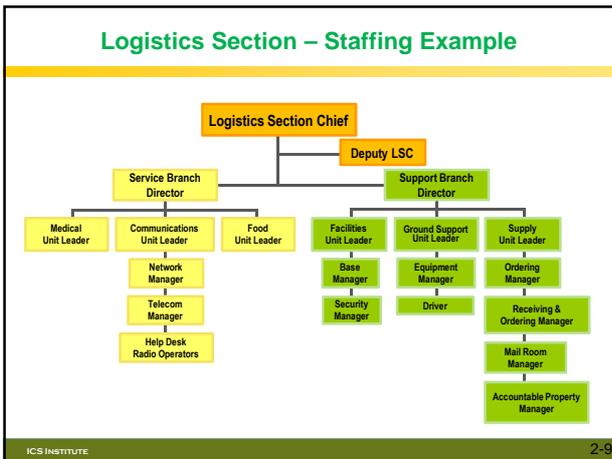
Review

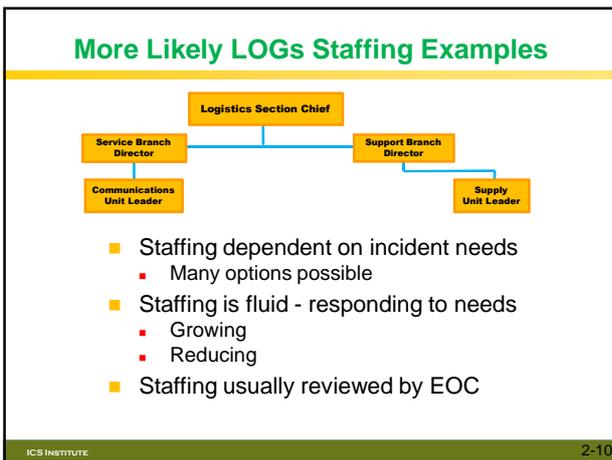
IMT Structure and Logistics Section

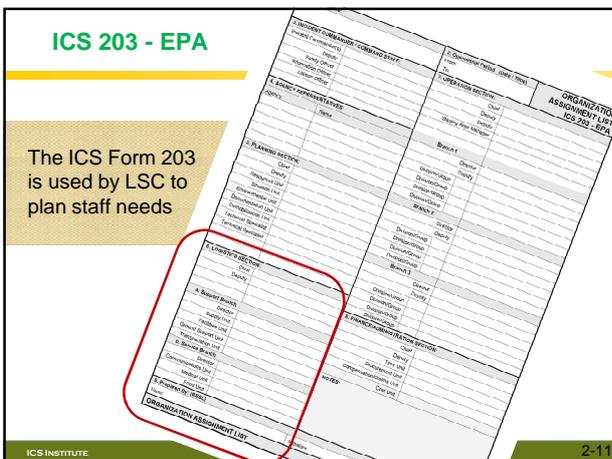
2-7



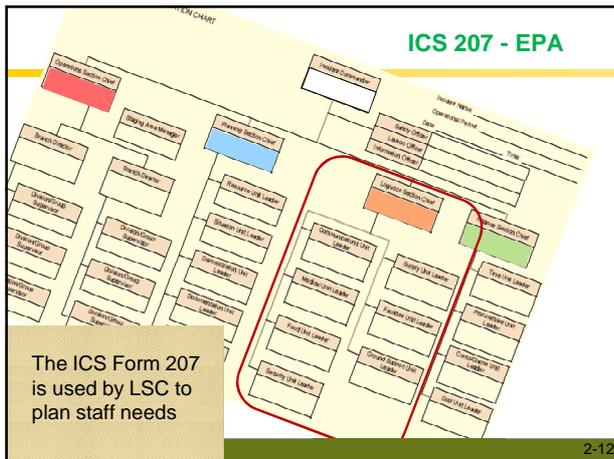
Unit 2 – Overview of the Logistics Section Chief Position



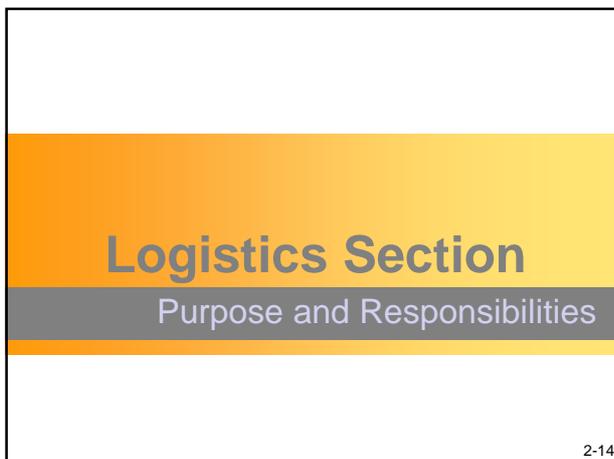




Unit 2 – Overview of the Logistics Section Chief Position







Unit 2 – Overview of the Logistics Section Chief Position

Logistics Section - Purpose

- To Serve, Supply and Support
 - Serve by supplying resources and services in support of the incident
- Provides support of the “Plan”
 - Incident **A**ction **P**lan (IAP)

SERVICE	Medical Communication Food	SUPPORT	Facilities Ground Support Supply
----------------	----------------------------------	----------------	--

ICS INSTITUTE 2-15

```
graph TD; LSC[Logistics Section Chief] --- SBD[Service Branch Director]; LSC --- SBP[Support Branch Director];
```

Logistics' Branches

Service and Support

2-16

```
graph TD; SBD[Service Branch Director] --- MUL[Medical Unit Leader]; SBD --- CUL[Communications Unit Leader]; SBD --- FUL[Food Unit Leader]; CUL --- NM[Network Manager]; NM --- TM[Telecom Manager]; TM --- HD[Help Desk Radio Operators];
```

Logistics Section

Service Branch

2-17

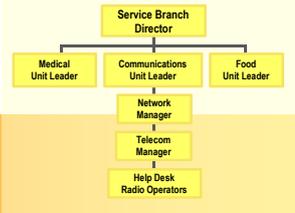
Unit 2 – Overview of the Logistics Section Chief Position

Service Branch Director - SVBD

- Supervises the operation of the Communications, Medical, and Food Units
- Coordinates activities of branch units
- Participates in Logistics' planning meetings
- Briefs LSC on branch activities, coordinates with SUBD
- Supports LSC in managing service and support contracts i.e. BPAs



ICS INSTITUTE 2-18



Logistics Section
Units under the Service Branch

ICS INSTITUTE 2-19

Food Unit - FDUL

- Supervises assigned personnel and contracts
- Determines food and water requirements
- Determines best method of feeding response personnel
- Orders food or water
- Ensures health and safety measures are met
- Participates in LOGs and Service Branch planning meetings



ICS INSTITUTE 2-20

Unit 2 – Overview of the Logistics Section Chief Position

Medical Unit - MSDL

- Prepares ICS Form 206
- Establishes Unit
- Plans for emergencies, declares emergencies
- Responds to requests for medical aid, transportation, medical supplies
- Coordinates with SO



ICS INSTITUTE 2-21

Communications Unit - COML

- Prepares ICS Form 205
- Participates in the Tactical meeting, if need
- Participates in LOGs and Service Branch planning meetings
- Ensures communication systems are adequate for the needs of the incident (pcs, radios, printers, faxes)
- Distributes communication equipment per the IAP
- Recovers and Demobs unused equipment



ICS INSTITUTE 2-22



```
graph TD;
  SBD[Support Branch Director] --> FUL[Facilities Unit Leader];
  SBD --> GSUL[Ground Support Unit Leader];
  SBD --> SUL[Supply Unit Leader];
  FUL --> BM[Base Manager];
  FUL --> SM[Security Manager];
  GSUL --> EM[Equipment Manager];
  GSUL --> D[Driver];
  SUL --> OM[Ordering Manager];
  OM --> ROM[Receiving & Ordering Manager];
  ROM --> MRM[Mail Room Manager];
  MRM --> APM[Accountable Property Manager];
```

Logistics Section
Support Branch

2-23

Unit 2 – Overview of the Logistics Section Chief Position

Support Branch Director - SUBD

- Supervises the operation of the supply, facilities, and ground support units
- Provides personnel, equipment, facilities and supplies in support of the incident
- In coordination with OPS and RESL operational resource needs
- Briefs LSC on branch activities, coordinates with SVBD
- Participates in Logistics' planning meetings



ICS INSTITUTE

2-24



Logistics Section

Units under the Support Branch

2-25

Facilities Unit - FACL

- Determines requirements for all incident facilities
ICS 235 Facility Needs Assessment Worksheet
 - Base
 - Incident Command Post
 - Housing
- Secures facilities and provides layouts
- Supervises security manager and base/camp manager
- Participates in LOGs and Support Branch planning meetings



ICS INSTITUTE

2-26

Unit 2 – Overview of the Logistics Section Chief Position

Ground Support Unit - GSUL

- Develops and implements the Traffic Plan
- Arranges and supports fueling, repair, and maintenance of ground resources
- Maintains records and inventory of support and transportation vehicles
 - ICS 218 - Support Vehicle & Equipment Inventory
- Maintains incident roads
- Participates in LOGs and Support Branch planning meetings



ICS INSTITUTE 2-27

Supply Unit - SPUL

- Participates in LOGs and Support Branch planning meetings
- Orders, tracks, receives, distributes, and stores supplies and equipment
 - Coordinates with Finance & RESL
- Maintains inventory
 - EPA Property Contact
- Orders or returns supplies
- Services reusable equipment



ICS INSTITUTE 2-28

Logistics Section
The Planning Cycle

2-29

Unit 2 – Overview of the Logistics Section Chief Position

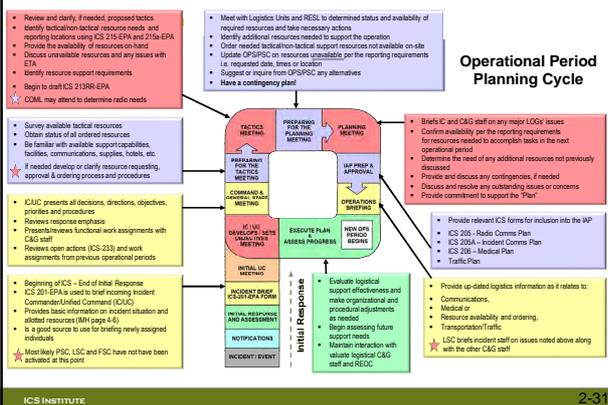
Logistics Section – Planning Cycle

- As a member of the IMT, the LSC attends C&G Staff, Tactical and Planning meetings to keep informed on ongoing and proposed tactical operations and their projected needs.
- During the Planning meeting each member of the IMT provides final input and their commitment to the proposed plan (IAP)
- Sometime between the tactical and planning meeting the LSC researches the availability of resources proposed for the next operational period

ICS INSTITUTE

2-30

Logistics Planning “P”



ICS INSTITUTE

2-31

Meeting Etiquette

- Example: Unified Command meeting
- Only principal staff at table permitted to talk
- All others sitting - standing must be silent, no questions
- Non principals present to gather information only



Public Not Allowed – Only IMT Staff

ICS INSTITUTE

2-32

Incident Action Plan
Defined

2-33

What is An Incident Action Plan? (IAP)

- Written Plan with Objectives for Overall Strategy to Manage an Incident
- Identifies Operational Resources & Assignments
- Provides Direction & Important Information for Managing an Incident During Operational Period

ICS INSTITUTE 2-34

Who Creates An IAP?

- Staff within the ICP contributes to document
- Ridged guidelines & timelines dictates entire process
- Process is illustrated using the Planning "P"
- Planning Section compiles all information
 - Critical for LOGs to provide support to PS quickly upon arrival

ICS INSTITUTE 2-35

Logistics Section

Documents Used or Created

2-36

LSC Initiates/Completes the First Form

- Before LSC spends any funds - they must obtain purchasing authority from the IC
- This is done using an ICS 213 General Message form signed by IC or DIC allowing delegation of their authority to make purchases



ICS INSTITUTE 2-37

Logistics Section – IAP Forms

For each operational period:

- Radio Communication Plan, ICS 205
 - Completed by COML or designate
- Medical Plan, ICS 206
 - Completed by MEDL or designate
- Traffic Plan, no ICS form number
 - Completed by GSUL or designate with assistance from Planning

ICS INSTITUTE 2-38

Unit 2 – Overview of the Logistics Section Chief Position

Logistics Section – Non-IAP Forms

Submitted to Planning each operational period:

- Activity/Unit Logs, ICS 214-EPA
 - Completed by LSC and their staff
 - Records: Actions, Agreements & Accidents (AAA)
- Situation Report (SitRep), no form number
 - Completed by LSC
 - Records: Only major issues per operational period
 - Compiled by Planning (SITL)
 - Submitted to IC who distributes to HQ, RA & others

ICS INSTITUTE 2-39

Logistics Section – Non-IAP Forms

Other ICS Forms Used by the Logistics Section:

- ICS 210 - Status Change – SUBD OR SPUL
 - Used to change the status/reassign available, on-site resources
- ICS 213 - General Message – Staff
 - Used for messaging as needed during the incident
- ICS 213RR - Resource Request – SPUL/Staff
 - Used to order all tactical and non-tactical resources
- ICS 218 - Support Vehicle Inventory – GSUL
 - Used to maintain an inventory of all available incident vehicles
- ICS 235 - Facility Needs Assessment – FSUL
 - Used to assess the needs of an incident facility

ICS INSTITUTE 2-40

Logistics Section – ICS 213 Forms

There are Several Types of ICS 213 Forms:

- ICS 213 - General Message 3 part form – All Staff
 - Used for messaging as needed during the incident
 - Part 1, person receiving keeps top copy
 - Part 2, Sender keeps copy
 - Part 3, Is reply which is returned to sender
- ICS 213RR - Resource Request – SPUL/Staff
 - Used to order all tactical and non-tactical resources
- ICS 213GIS – GIS Product Request– GSUL/Staff
 - Used to change the status/reassign available, on-site resources

ICS INSTITUTE 2-41

Logistics Section
Responsibilities of the Chief

2-42

Logistics Section Chief

The Logs Chief is responsible for:

- Planning, organizing and staffing the Section
- Assembling and briefing Unit Leaders
- Identifying service and support needs
- Processing requests for all incident resources
- Tracking all orders and non-tactical resources
- Working with other Command and General Staff
- Site Security Plan for facilities/personnel

ICS INSTITUTE 2-43

Logistics Section Chief

The Logs Chief is responsible for:

- Reviewing the IAP, anticipating resource needs for next operational periods
- Provides appropriate forms for the IAP
 - Communications,
 - Medical, and
 - Traffic Plan
- Reviews the Demob Plan and implements the logistics portion of the plan
- Completes LSC Unit Log & has Unit Staff complete their own

ICS INSTITUTE 2-44

Unit 2 – Overview of the Logistics Section Chief Position

Logistics Section Chief

Continuation of Operations:

- No one LSC works the entire incident, others will follow.
- Whether you are passing information on to the next operational period or for the next rotation, the LSC must ensure that all actions taken by the Logistics Section during his/her rotation are documented for future reference.
- Ensure all Branch Directors and Unit Leaders, keep a current "Play Book" for the area of their responsibility.



ICS INSTITUTE 2-45

Logistics Section Chief

Responsibilities as a member of the IMT

- The LSC must keep an open dialogue with:
 - Command and General Staff
 - Section Personnel and
 - External entities
- Coordinates with Command and General Staff concerning:
 - Workspace, Overhead, Contractor, Equipment, Supplies, and Vehicle needs
 - IT/Communication issues



ICS INSTITUTE 2-46

Logistics Section Chief

Responsibilities to the Logistics Section

- Reviews IAP each operational period noting any changes in operations
- Briefs section personnel on the incident:
 - Type of response
 - Strategy
 - Size
 - Expected duration
- Briefs section personnel on:
 - Duties and responsibilities
 - Timelines
 - Demobilization



ICS INSTITUTE 2-47

Unit 2 – Overview of the Logistics Section Chief Position

Logistics Section Chief

A Typical Day for the LSC

- Operational Briefing
 - Provides IAP to Operations Staff
- Command & General Staff Meeting
 - IC/UC provides decisions, priorities and functional assignments
- Tactics Meeting
 - Obtain strategy for next ops period
 - Draft ICS 213RR
- Planning Meeting
 - Can Logistics Support the Plan
- Logistics Section Staff Meetings
 - As needed, to review issues needing to be elevated and actions needed to be accomplished
- Other Meetings as needed
 - RESL Mtg – Staffing Needs
 - Communicate with REOC
 - Business Mtg with FSC

ICS INSTITUTE 2-48

Logistics Section Chief

Other Responsibilities

- Monitor incident facilities to identify problems or needs.
- Ensure EPA policies/guidelines for purchasing are followed.
- Ensuring proper security of incident facilities & infrastructure
- Ensure food safety
- Monitor communication systems for sustainability
- Ensure proper separation between EPA and Contractors
- Ensuring Green purchases, recycling programs in place
- Monitoring traffic, parking, loading areas
- Monitor morale of section personnel.

ICS INSTITUTE 2-49

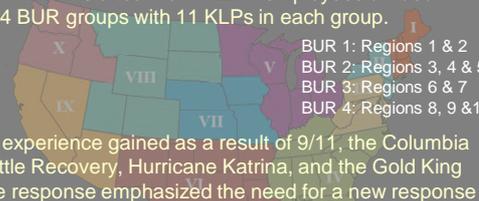
EPA Back-Up Regions (BURs)

- Regions 1 & 2: Mutual primary support
- Regions 1 & 8: Mutual secondary support
- Regions 2 & 6: Mutual secondary support
- Regions 3, 4 & 5: 3-way primary support
- Regions 6 & 7: Mutual primary support
- Region 7: Cross-border MOU with Region 5
- Regions 8, 9 & 10: 3-way primary & secondary support

ICS INSTITUTE 2-50

EPA's
National – Incident Management Assistance Team
N-IMAT

The N-IMAT is a team of 44 EPA employees divided into 4 BUR groups with 11 KLPs in each group.



BUR 1: Regions 1 & 2
 BUR 2: Regions 3, 4 & 5
 BUR 3: Regions 6 & 7
 BUR 4: Regions 8, 9 & 10

The experience gained as a result of 9/11, the Columbia Shuttle Recovery, Hurricane Katrina, and the Gold King Mine response emphasized the need for a new response model involving an IMT in each region and a highly trained and experienced N-IMAT that can provide support during the initial phases of the response.

ICS INSTITUTE 2-51

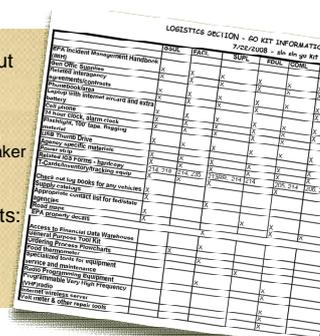
Things to Remember

- Regional managers may not be 100% familiar with ICS
 - You & regional removal manager must inform each other
- Limitations established by management can be big handicaps
 - No REOC, limited staff, funds, and time
- Response funding and its source requirements vary
 - Know the terms and conditions for each source.
 - Track all purchases for audit purposes
 - Items cannot be simply excessed, know funding source's deposition policy
- All EPA purchasing rules, ADA, recycling policies, IT security, basically all EPA policies must be followed

ICS INSTITUTE 2-52

Logistics Go-Kits

- Always be on the look-out for excess supplies to supplement your go-kits
 - Laptops, servers, printers, MiFi's, CAT5 cables, speaker phones, easels, projector screens, projectors, etc.
- LSC maintains two go-kits:
 - Their personal LSC go-kit
 - The Regional go-kit



ICS INSTITUTE 2-53

Unit 2 – Overview of the Logistics Section Chief Position

Logistics Personal Go-Kit

Items	LSC	Items	LSC
EPA Incident Management Handbook	X	Supply catalogs	X
General Office Supplies	X	Contact lists for Fed/State Agencies	X
Related Interagency agreements/contracts	X	Road Maps	X
Phonebook of area	X	EPA Property Decals	
Laptop & Mifi charges	X	Access to Financial Data Warehouse	X
Cell phone and charger	X	General Purpose Tool Kit	
24-hour clock, alarm clock	X	Ordering Process Flowcharts	X
Flashlight, 100' tape, flagging	X	Record book	X
USB thumb drives	X	Specialized tools for equipment service & maintenance	
Agency specific materials	X	Radio programming equipment	
Power strip	X	National frequency plan	
Related ICS Forms – hardcopy	205, 206, 214, 215, 216, 219R, 213	Programmable VHF radios	
T-Cards/inventory tracking equip.	X	Internet wireless server	
T-Card Rack	X	Volt meter & other repair tools	
Calculator	X	LSC Book of Knowledge	X

ICS INSTITUTE 2-54

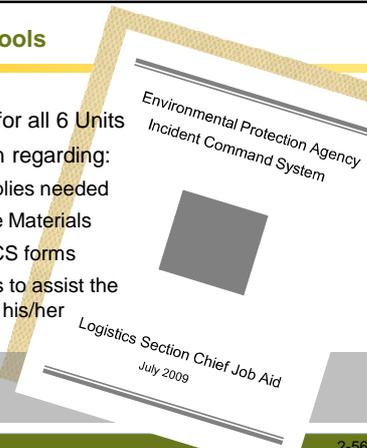
Logistics Regional Go-Kit

Items	LSC	Items	LSC
EPA Incident Management Handbook	X	Supply catalogs	X
General Office Supplies, calculator	X	Contact lists for Fed/State Agencies	X
Related Interagency agreements/contracts	X	Road Maps	X
Phonebook of area	X	EPA Property Decals	X
Laptops, Mifis charges, printers	X	Equipment trailer, small safe	X
Cell phones and chargers	X	General Purpose Tool Kit	X
24-hour clock, 3 projectors-screens	X	Ordering Process Flowcharts	X
Flashlight, 100' tape, flagging	X	Record books	X
USB thumb drives, plotters	X	Specialized tools for equipment service & maintenance	X
Agency specific materials	X	Radio programming equipment	X
Power strips, tunnel tape	X	National frequency plan	X
Related ICS Forms – hardcopy	All forms	Programmable VHF radios	X
T-Cards/inventory tracking equip.	X	Servers, cabinet w/lock, modems	X
T-Card Rack	X	Volt meter & other repair tools	X
IMT color vests	X	3 projectors, 3 screens	X

ICS INSTITUTE 2-55

Logistics Section Tools

- There are Job Aids for all 6 Units
- Provides Information regarding:
 - Equipment & supplies needed
 - On-line Reference Materials
 - Required LOGs ICS forms
 - Various Task Lists to assist the LSC in navigating his/her responsibilities



The image shows the cover of a 'Logistics Section Chief Job Aid' document. The cover features the title 'Logistics Section Chief Job Aid' and the date 'July 2009'. It also includes the text 'Environmental Protection Agency Incident Command System' at the top. The cover has a white background with a grey border and a central graphic element.

ICS INSTITUTE 2-56

Objectives Review

1. What are the key functions of the Logistics Section?
2. What are the units within the Logistics Section?
3. What are the basic responsibilities of the Logistics Section Chief?

ICS INSTITUTE 2-57

Exercise #2
BUILDING A LOGISTICS SECTION

2-58

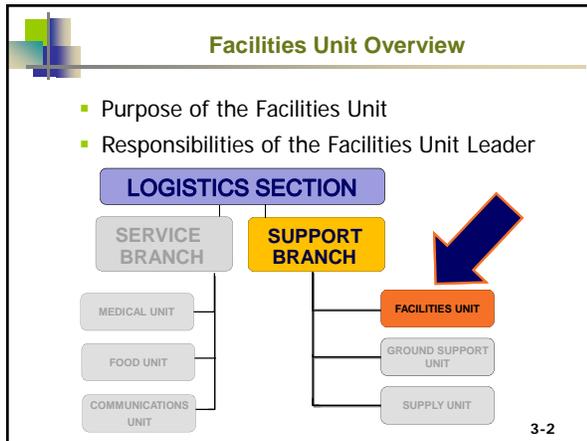
Unit 3 - Overview of the Facilities Unit

Unit 3
Overview of the Facilities Unit



**"After learning the tricks of the trade,
don't think you know the trade"**
Windall Castle

"Forget logistics, you lose."
- Lt. Gen. Fredrick Franks,
Operation Desert Storm



Facilities Unit Objective

Describe how the responsibilities of the Facilities Unit Leader (FACL) support the overall goals of Unit

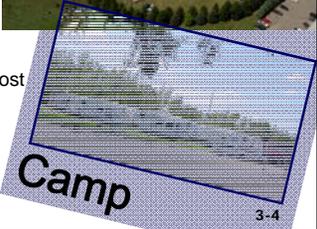


3-3

Unit 3 - Overview of the Facilities Unit

Purpose of the Facilities Unit

- The purpose of the Facilities Unit is to establish & maintain incident facilities
- Incident facility types:
 - Incident Command Post
 - Base
 - Camps
 - Staging Areas



ICP

Camp

3-4

Purpose of the Facilities Unit

Incident Command Post (ICP) - A field located facility at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.

Base - The location at which the primary logistics functions are coordinated and administered. There is only one Base per incident.

- For EPA the Base is usually collocated with the ICP

3-5

Purpose of the Facilities Unit

Camp - Locations near or within the general incident area to provide sleeping areas, food, water and sanitary services to incident personnel.

- The preferred housing accommodations for EPA personnel are in hotels/motels; staffed and equipped to provide housekeeping and laundry services.

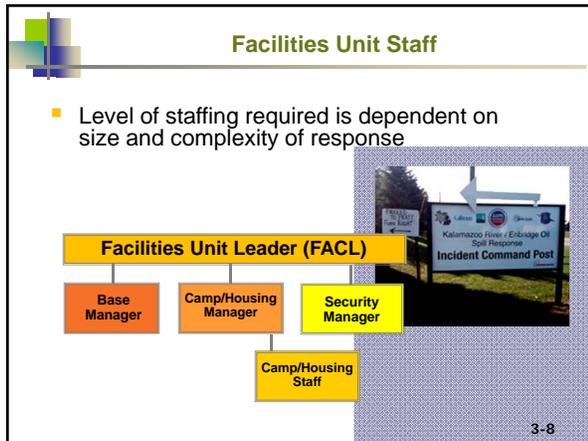
Staging Area - The location where incident resources are assigned awaiting tactical assignment.

- It is common to refer to the area where collected orphan containers, white goods, hazardous waste, etc. as the Staging Area.

3-6

Unit 3 - Overview of the Facilities Unit





Purpose of the Facilities Unit

The Facilities Unit:

- Defines & determines requirements for incident facilities in coordination with IC, C + G Staff
- Uses ICS 235 Form, Facility Needs Assessment Worksheet for guidance
- Place orders to meet facilities' needs

INCIDENT COMMAND POST
South Shore Dispatch Center
2500 South Shore Blvd., Suite 600
Lansing City, Mich. 48906

3-9

Unit 3 - Overview of the Facilities Unit

Incident Command Post Requirements

ICP

- Provide space for all C and G Staff functional groups & supporting infrastructure
- ICP should have public access but located away from heavy foot and vehicular traffic
- Accessible to adequate utilities to support operational requirements
- Provide a clean, dust free area (computers, copy machines, communications and food/shower services)
- Provide adequate security

3-10

Planning a Facility's Layout

Functional Relationships & Space Requirements

The ICP:

- Incident Commander
- Safety/Liaison
- Public Information
- Planning Section + GIS
- Operations Section
- Logistics Section
- Finance/Adm. Section
- Parking Areas
- Support Vehicle/Equip. Parking
- Check-in/Admin. Support
- Security
- Briefing Area/Meeting Rms.
- Servers/IT Hardware
- Break/Recycle Areas
- Short/Long-Term Storage
- Secure Storage
- Smoking Areas
- Press/Media Holding Area

3-11

Purpose of the Facilities Unit

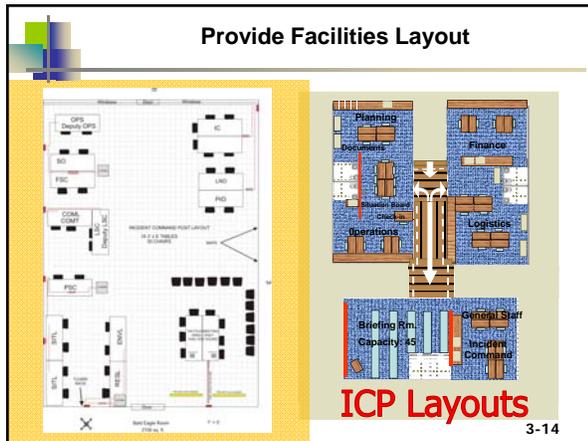
Is this it? Can you really determine all your facility needs with this form?

ICS-235 FACILITY NEEDS ASSESSMENT WORKSHEET 3-12

Unit 3 - Overview of the Facilities Unit

ICP FACILITY NEEDS - Marshall, Michigan 08/15/10			Trailer	Occupant	Power	Connectivity
Trailer Size	# of Personnel	Work Unit				
Power + Connectivity Requirements			092446	E, DDC, Liaison, OPS	8 Laptops 2 Printer/Fax - East 1 Projector - Reserve NEED	1 - 24 Port Switch 1 AP 4 Phone Lines + 1 Fax line + 4 VOP Phones and 1 VOP Conference phone
Furniture Needs			12668	Planning Section	15 Laptops 2 Printers - East, 1 Printer - NEED 1 small job printer - East	1 - 24 Port Switch 1 AP 1 Phone Line + 1 VOP Phone
			12668	GIS + Data Management	14 Laptops 3 Printers, 2 Plotters - East 2 USB Print Servers - East	1 - 24 Port Switch 1 AP 1 Phone Line + 1 VOP Phone
			12668	US Fish and Wildlife	20 Laptops 2 Printers - East	1 - 24 Port Switch 1 AP 1 Phone Line + 1 VOP Phone
			1044	PIO + JIC	12 Laptops 1 (low volume laser) Printer/Fax - NEED	1 - 24 Port Switch 1 AP 6 Phone Lines, 1 Conf. line, 1 Fax Line + 6 VOP Phones, 1 VOP Phone for conference, and one Fax machine
			1044		10 Laptops 1 (low volume laser) Printer - NEED	1 - 24 Port Switch 1 AP 1 Phone Line + 1 VOP Phone
			1044	Public Health	10 Laptops 1 Printer - East	1 - 24 Port Switch 1 AP 2 Phone Lines + 2 VOP Phones
			1044	Safety, OSHA, MDSM	12 Laptops 1 (low volume laser) Printer - NEED	1 - 24 Port Switch 1 AP 2 Phone Lines + 2 VOP Phones
			1044	MEMRIE	12 Laptops 1 (low volume laser) Printer - NEED	1 - 24 Port Switch 1 AP 1 Phone Line + 1 VOP Phone
			1044	Logistics and Finance	24 Laptops 2 Printers - East	1 - 24 Port Switch 1 AP 2 Phone Lines + 2 VOP Phones
			B28	Communication	2 Laptops 1 large volume laser Printer/Scanner/Copiers NEED AC Window Unit	1 - 8 Port Switch GIS Server Planning Server ATA Connection

3-13



Incident Base Requirements

Basics

Basic Base Requirements

- Adequate space for all logistics' operational functions (supply storage, etc.)
- Ability to expand, if needed
- Commercial power source, if available, or an uninterrupted power source
- Controlled access w/good traffic flow
- Provide adequate security
- Base Manager

3-15

Unit 3 - Overview of the Facilities Unit

Planning a Camp's Layout

Functional Relationships + Space Requirements

- Traffic flow
- Day + night sleeping
- Kitchen/eating
- Showers/washing
- Fire lanes
- Shore power access
- Storage areas
- Parking
- Porta-potties
- Dumpsters (garbage)
- Recycling
- Generators
- No-parking zones
- Delivery areas

3-22

Purpose of the Facilities Unit

The Facilities Unit:

- Provides sleeping + sanitation facilities for incident personnel



3-23

Purpose of the Facilities Unit

Housing options to consider:

- Hotels/Motels
- Bed + Breakfast
- Apartments/Houses
- University/Military Dorms
- Camp(s)
 - Trailers
 - Recreational Vehicles
 - Tents
 - Conference Rooms/Gymnasiums

Presently field personnel assigned to Bravo Branch at Port Author are being housed in an apartment in Beaumont, TX The apartment located at _____ is leased under an agreement between EPA Region 6 and the leased under a Purchase Order. The response personnel housed at this location believe and I agree that this arrangement best suits their housing needs. Since there is no record of this purchase order at the Incident Command Post and there is concern that the lease agreement will soon expire, I am requesting that terms be reviewed and if needed the agreement extended an additional 30 days.

3-24

Unit 3 - Overview of the Facilities Unit

LOGISTICS SECTION MOB / DEMOB CHECKLIST

MOB

1. Room Assignment
 1. Provide Hotel Name and room assignment spreadsheet in LOG Book
 2. Record individual's cell phone number.
2. Provide route map between ICP and hotel
3. Assign building key card
 1. Make copy of individual's IMT badge
 2. Record name on envelope and picture
 3. Provide badge number and picture to receptionist
 4. Ensure Leasing Agent's master list is updated
4. Sign Mob Checklist

DEMOB

1. Retrieve property (as applicable)
 1. Check inventory list for items checked out
 2. Retrieve office key
2. Retrieve security badge
 1. Return badge to the numbered envelope.
 2. Line through individual's name
 3. Notify receptionist of the change
 4. Ensure name is removed from master list.
3. Sign off DEMOB checklist

SOP's

Receiving Items into the ICP

1. Log the item on the RECEIVING LOG, including:
 - a. Date Received
 - b. Delivered By
 - c. Shipped From
 - d. Shipped To
 - e. Quantity Item/Shipped
 - f. Contents, Acknowledge Signature and Date
2. Open Item or look at shipping papers to determine contents and record in ITEM block
3. Inform recipient of their item being delivered and have them sign for the item.
4. If the item is an accountable item complete a Property Inventory Card and tag with an EPA property tag .
5. If item was ordered through ICS form 213r note date of delivery and deposition after receipt.

ICS INSTITUTE 3-28

Purpose of the Facilities Unit

The Facilities Unit:

- Manages base and housing operations



3-29

Responsibilities of the FACL

- Obtain a briefing from the LSC or Support Branch Director
- Receive/review a copy of the IAP
- Participate in Logistics Section planning activities

Support Branch - Facility Unit Leader

- Monitors Asset Tracker for incoming personnel.
- Assigns housing for incoming personnel.
- Assigns and tracks Personal Property Custody items (RVs, trailers, etc.)
- Reports (Problems) through RVs with the contractor each day to ensure all signs are present and services are operating in the RV. Also check for presence of spare clean linen.
- Requests items for, prepares, and reports the daily SitRep by 10 AM.
- Accepts delivered packages and records information such as sender, recipient, tracking number and signature on pickup.
- Contacts the reservations for two conference rooms.
- Takes conference call to Alma Adams at 9 AM each morning.
- Manages RV and housing issues along with ALL other Logistics Section Chief's responsibilities.



3-30

Operational + Planning Considerations

- Predicted weather conditions
- Turnaround time for support + services
- Duration of operational periods (day/night, 12/24 hours)
- Holidays/3-day weekends
- Anticipated incident duration
- Resource ETA (estimated time of arrival)



3-31

Operational + Planning Considerations

"Nothing goes as planned – Have a Plan B"

- Contingency planning:
 - Rations (stored, on-hand)
 - Shelter (tarps, poly-sheeting, tent flies)
 - Water (stored, on-hand)
 - Transportation (ATV)
 - Backup Utilities
 - Optional facility locations

3-32

Placing Initial Order

- Housing – **BOOK ROOMS IMMEDIATELY**
- Office space & equipment
- Additional staffing
- Grey water reservoir
- Trash disposal
- Potable water
- Porta-potties
- Utilities
- Fueling
- Recycle



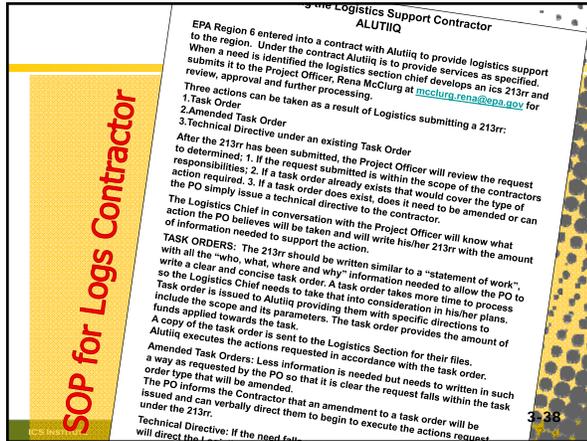
3-33

Responsibilities of the FACL

- Monitors Contractual Agreements
 - Contracting Officer's Representative (COR) preferred.
 - Is familiar with all terms, timelines and deliverables of facility related contracts
 - Ensures contractual agreements are met by both the agency and the contractor



3-37



SOP for Logs Contractor

Logistics Support Contractor
ALUTIQ

EPA Region 6 entered into a contract with Alutiq to provide logistics support to the region. Under the contract Alutiq is to provide services as specified. When a need is identified the logistics section chief develops an ics 213r and submits it to the Project Officer, Rena McClurg at mccclurg.rena@epa.gov for review, approval and further processing.

Three actions can be taken as a result of Logistics submitting a 213r:

1. Task Order
2. Amended Task Order
3. Technical Directive under an existing Task Order

After the 213r has been submitted, the Project Officer will review the request to determine: 1. If the request submitted is within the scope of the contractors responsibilities; 2. If a task order already exists that would cover the type of action required; 3. If a task order does exist, does it need to be amended or can the PO simply issue a technical directive to the contractor.

The Logistics Chief in conversation with the Project Officer will know what action the PO believes will be taken and will write his/her 213r with the amount of information needed to support the action.

TASK ORDERS: The 213r should be written similar to a "statement of work" with all the "who, what, where and why" information needed to allow the PO to write a clear and concise task order. A task order takes more time to process so the Logistics Chief needs to take that into consideration in his/her plans. Task order is issued to Alutiq providing them with specific directions to include the scope and its parameters. The task order provides the amount of funds applied towards the task.

A copy of the task order is sent to the Logistics Section for their files. Alutiq executes the actions requested in accordance with the task order.

Amended Task Orders: Less information is needed but needs to be written in such a way as requested by the PO so that it is clear the request falls within the task order type that will be amended.

The PO informs the Contractor that an amendment to a task order will be issued and can verbally direct them to begin to execute the actions requested under the 213r.

Technical Directive: If the need falls outside of the task order, the Project Officer will direct the Contractor to execute the actions requested.

3-38

Responsibilities of the FACL

- Provide exterior lighting + interior/exterior security
- Establish/maintain all utilities (electrical, internet, telephone, generators)
- Ensure ADA compliant access to all facilities (walkways, stairs)
- Provide check points and controlled access
- Provide administrative support functions
- Provide custodial/maintenance services

3-39

Unit 3 - Overview of the Facilities Unit

Facility Security

**ICP Security Services
Statement of Work**

(Armed or Unarmed) security services for the Incident Command Post (ICP) (any other locations involved?) and surrounding property under its use (or surrounding property as indicated in the attachment provided). Services will include badging operations for all incident personnel; controlling access to the ICP through verification of proper identification; ensuring the ICP is safe and secure when unoccupied; provide recommendations for the improvement of ICP security when necessary; ensure vehicles on ICP property are properly parked according to local law and ICP policy; assist the Logistics Section Chief investigate and address any breach in security or unsafe conditions.

The Contractor is responsible for obtaining all required permits or licenses necessary to perform the services required and comply with federal, state and local laws that apply to the provisions of the services under this agreement. All staff must be under the direct supervision of the Contractor and shall be uniformed, courteous and exercise precautions at all times for the protection of persons and property.

Security Services are required 24 hours a day, 7 days a week, including holidays.

Contract Term: 60 days with 30 day options

The Incident Command Post is located at:
Walters Elementary School
705 North Marshall
Marshall, MI 49068

3-40

Tracking Purchase Orders Status

Incident Purchase Orders and Contracts
Kept on File at the Incident Command Post in League City, TX
Status as of October 25, 2008

The following Purchase Orders are on file at and known to the Logistics Section located at the Incident Command Post, 2600 South Shore Blvd, Suite 300, League City, TX, 77573

Order #	Supplies/Services	Terms	Contact Person	Status
EP08000175	Apartment in - to include all furniture, linens, washer, dryer, internet service, television, pool & park, dishes and utensils, appliances	10/01/08 - 10/31/08 30 days + 1 day	Alma Adams	Sent email 10/28 to Alma Adams to inform her of this agreement
		Unknown	Unknown	Lisa Bauman informed us in an email dated 10/27/08 that Alma Adams would work with Eric Schlegel or Nancy Jones and that no further actions are needed by the Logistics Staff
EP08000187	Herman Miller Office Panels to include set-up & pick-up, ICP.	9/23/08 - 11/30/08 2 months	Robert Lockhart Alma Adams	2/3/09 retroactive and submitted on 10/19/08 to Alma Adams requesting that the panels be picked up by 10/31/08
EP08000188	30 yard Dumpster to include 30 pick-up & return and weekly waste pick-up	9/23/08 - 11/30/08 60 days	Alma Adams	2/3/09 developed and submitted on 10/19/08 to Alma Adams requesting services be terminated and that dumpster be picked up by 10/31/08
EP08000194	2 Xerox MF Copiers (1-Model WCP 55 MF w/SA copier/tray) 1-Model WCP 55 MF w/SA copier/tray) to include toner, all repairs, supplies, installation/maint, an average allowance. It includes paper.	10/01/08 - 01/30/09 3 Months	Michael Bauman	2/3/09 will prepare and email to Michael Bauman to amend the PO to reflect the location of the new ICP in and to add \$500 to move 2 copiers from the contract to League City ICP. Xerox has been contacted to schedule move for Thursday, 10/29/08.

3-41

Responsibilities of the FACL

- **Ensure safety standards are followed:**
- Bury or protect electric and phone lines and inspect daily
- Identify and correct environmental hazards
- All equipment + utilities are installed per local building codes and/or EPA policy
- Ensure compliance with local fire + building codes



3-42

Unit 3 - Overview of the Facilities Unit

Responsibilities of the FACL





Meeting Room Schedule

- Maintain facility records and control/track all facility related resources
- Maintain Unit Log

3-43

Facilities Unit Tools

■ GO KIT

LOGISTICS SECTION - GO KIT INFORMATION FROM JOB AIDS
7/22/2008 - stu vln ga kit

	ISDA	FACL	SUPL	FOCAL	COMB	MEDL	LSC
EPA Incident Management Handbook	X	X	X	X	X	X	X
Incident Supplies	X	X	X	X	X	X	X
Related Information	X	X	X	X	X	X	X
Agreements/contracts	X	X	X	X	X	X	X
Checkbook/keys	X	X	X	X	X	X	X
Address with internet access and email	X	X	X	X	X	X	X
Cell phone	X	X	X	X	X	X	X
14 hour clock, alarm clock	X	X	X	X	X	X	X
Flashlight, "Go" Sign, Piggings	X	X	X	X	X	X	X
Weather	X	X	X	X	X	X	X
USB Thumb Drive	X	X	X	X	X	X	X
Money, specific materials	X	X	X	X	X	X	X
Phone	X	X	X	X	X	X	X
Related ICS Forms, knowledge	X	X	X	X	X	X	X
Facilities/contractors/area maps	X	X	X	X	X	X	X
Check out log books for any vehicles	X	X	X	X	X	X	X
Supply catalog	X	X	X	X	X	X	X
Manufacturer contact list for materials	X	X	X	X	X	X	X
Map of area	X	X	X	X	X	X	X
EPA incident details	X	X	X	X	X	X	X
Access to Regional Data Warehouse	X	X	X	X	X	X	X
General Purpose Tool Kit	X	X	X	X	X	X	X
Special Purpose Tools/Kit	X	X	X	X	X	X	X
Special Tools/Kit	X	X	X	X	X	X	X
Specialized tools for equipment	X	X	X	X	X	X	X
Service and maintenance	X	X	X	X	X	X	X
Master Program/Using Equipment	X	X	X	X	X	X	X
Program/Using Other Frequency	X	X	X	X	X	X	X
Weather radio	X	X	X	X	X	X	X
Weather wireless service	X	X	X	X	X	X	X
Cell number & other repair tools	X	X	X	X	X	X	X



3-44

Facilities Unit Tools

■ **JOB**



**Environmental Protection Agency
Incident Command System
Facilities Unit Leader Job Aid**

Overview/Mission
The Facilities Unit Leader's (FACL) overall mission is to layout, activate, and manage the incident facilities including the Incident Command Post (ICP), base, camp, and staging area. The FACL works closely with the Logistics Section Chief (LSC) to ensure that incident needs are identified and addressed.

User
The user of this Job Aid will be anyone who is assigned as the FACL within the Incident Command System (ICS) to assist the LSC during the response to provide the layout and operation of the incident facilities (ICP, base, camp, and staging area).

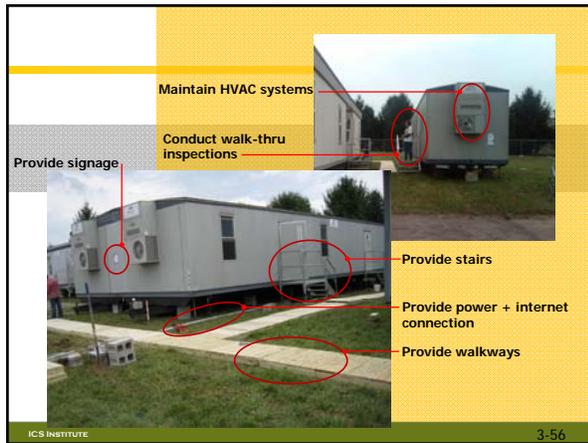
Qualifications
To perform these functions effectively, personnel assigned should have three years of applicable professional experience and Contracting Officer's Representative (COR) certification. Personnel assigned should receive training in the following: ICS training through ICS 300 and ICS 400. Personnel assigned should also have a general knowledge of facility related issues.

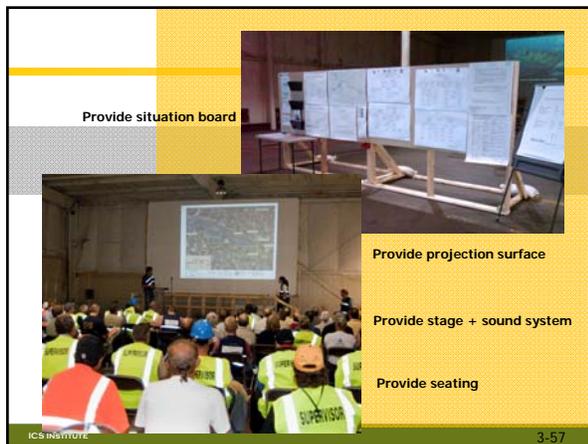
When to Use
This Job Aid should be used to provide guidance to the FACL whenever an incident has occurred that requires the ICS organization to respond. This Job Aid should be used in conjunction with the EPA Incident Management Handbook (IMH).

3-45

Unit 3 - Overview of the Facilities Unit







EXERCISE 3

Developing a Facility Layout

3-58

Objectives Review

1. What is the purpose of the Facilities Unit?
2. What are the main responsibilities of the Facilities Unit Leader?

3-59

Unit 4 – Overview of the Ground Support Unit

EPA United States Environmental Protection Agency

ICS INSTITUTE
Incident Command System

March 20 - 24, 2017 | Pittsburg, PA

Unit 4 - Overview of Ground Support Unit



"Victory is the beautiful, bright-colored flower. Transport is the stem without which it could never have blossomed."

- Winston Churchill



ICS INSTITUTE

Ground Support Unit 4 Objectives

Describe how responsibilities of Ground Support Unit Leader (GSUL) support overall goals of the Ground Support Unit & Logistics Section



ICS INSTITUTE 4-2

Unit 4 Overview

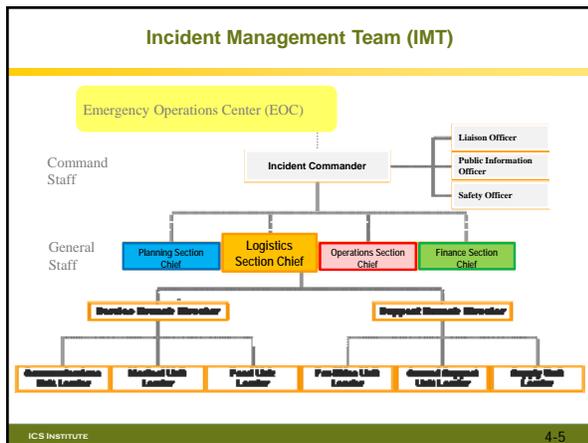
- Where GSUL Fits into IMT Structure
- Purpose of Unit
- Functions of Unit
- GSUL Staffing
- Responsibilities of the Ground Support Unit Leader

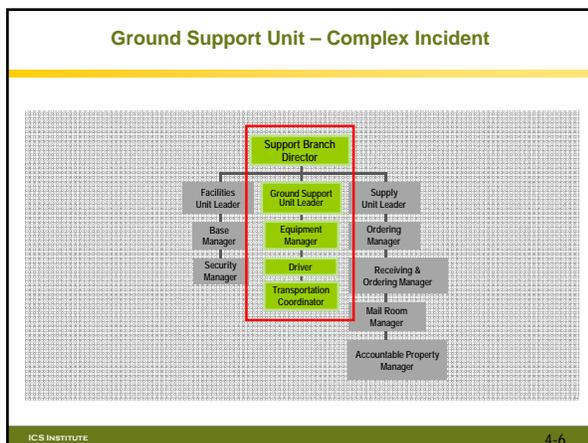


ICS INSTITUTE 4-3

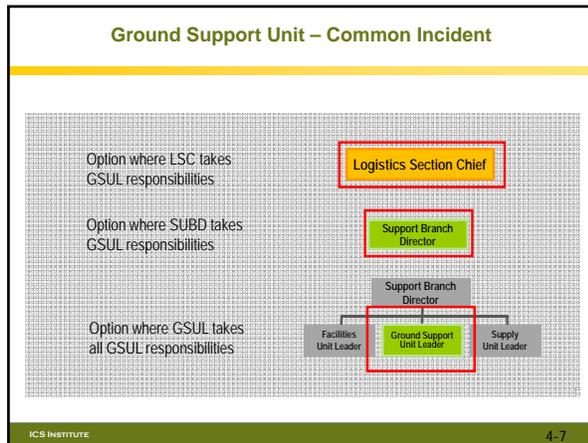
Unit 4 – Overview of the Ground Support Unit







Unit 4 – Overview of the Ground Support Unit



Ground Support Unit

Purpose and Functions

Ground Support Unit - Purpose

- a) Develop & implement Incident Traffic Plan for IAP
- b) Provide and maintain transportation for personnel, supplies, food, equipment
- c) Fueling, servicing, maintenance/repair vehicles

ICS INSTITUTE 4-9

Unit 4 – Overview of the Ground Support Unit

Functions of GSUL On Arrival

- Obtain Briefing from Supervisor
- Determine resources on-site/ordered
- Meet RESL to evaluate future needs
- Review IAP to extract information needed to do your job



ICS INSTITUTE

4-10

Ground Support Unit – Functions 1

- Maintains inventory of support and transportation vehicles (ICS Form 218)
- Maintains usage information on rented equipment
- Notify Resource Unit of all status changes on support/transportation vehicles



ICS INSTITUTE

4-11

Ground Support Unit – Functions 2

- Writes Traffic Plan for IAP
- Ensures adequate parking & selects best traffic patterns to safely maneuver in congested areas
- Provides driving directions, maps for site venues, fuel, other destinations other than medical sites
- Obtains any necessary clearances for road access



ICS INSTITUTE

4-12

Unit 4 – Overview of the Ground Support Unit

Ground Support Unit – Functions 3

- Coordinates transportation services on land
- Arrangements for fueling, maintenance & repair of ground transportation resources
- Support out-of-service resources



ICS INSTITUTE 4-13

Ground Support Unit – Functions 4

- Coordinates road work for site access

- Find alternate routes



ICS INSTITUTE 4-14

GSUL Form Tasks /Management

- Develops Traffic Plan for IAP (No Form #)
- Maintains inventory of support and & transportation vehicles (ICS Form 218)
- Uses ICS Form 210 to track resource assignments-movements
- Maintain Unit/Activity Log (ICS Form 214)
- Assist Blanket Purchase Agreements BPAs
- Turn in reports on fuel used etc. to FSC
- Other: 213RR & Map request, 219 T cards

ICS INSTITUTE 4-15

Unit 4 – Overview of the Ground Support Unit

Traffic Plan Components

- Plan view map of area, or aerial photograph
 - Internet sites for driving directions acceptable
- Map/Directions staging areas & ICP
 - Parking areas, traffic patterns, sign locations
 - Remote equipment requiring fuel (COW, etc.)
 - Back in parking/circular traffic pattern if possible
- Road closures, weight limits, truck route notices, notify GSUL of any problems
- Map/Directions to all fuel types/pharmacy other stores for off duty needs, if available

ICS INSTITUTE 4-16

Traffic Plan Basics - 1

- Parking should always be “back-in” when possible
 - Provides safe & rapid exit procedure in case of emergency
 - Have adequate signage for “back-in only”
- Work with FACL for building access routes & signage locations
 - Fire lanes, loading areas, no parking areas
 - Check-points, road closures



ICS INSTITUTE 4-17

Traffic Plan Basics - 2

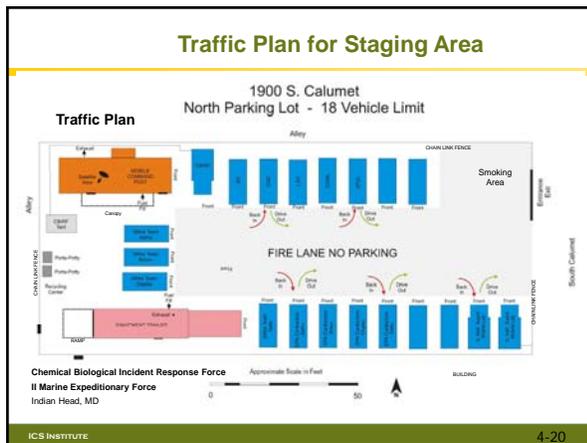
- Try to keep traffic around ICP, bases & staging areas one-way routes
 - Smoother traffic flow
 - Reduces accidents
 - Enables expedient deliveries
 - Predictable traffic routes for pedestrians to access vehicles and other areas
- Be observant of traffic backups on main roads due to IMT activities
 - Conducive for accidents
 - Mitigate this problem quickly



ICS INSTITUTE 4-18

Unit 4 – Overview of the Ground Support Unit







Unit 4 – Overview of the Ground Support Unit

How Would You Route Traffic?



ICS INSTITUTE 4-22

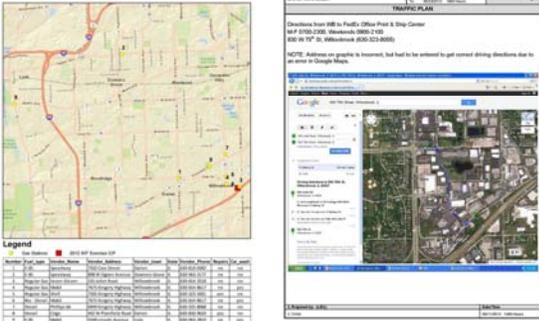


Example of Traffic Plan Map

ICS INSTITUTE 4-23

Traffic Plan

Gas Stations



Station Name	Address	Phone	Hours	Services
Shell	1234 Main St	555-1234	24/7	Gas, Car Wash
Exxon	5678 Elm St	555-5678	6am-11pm	Gas, Convenience
7-Eleven	9101 Oak St	555-9101	24/7	Convenience, Gas
Circle K	2345 Pine St	555-2345	6am-11pm	Convenience, Gas
Walmart	3456 Birch St	555-3456	9am-9pm	Gas, Grocery
Target	4567 Cedar St	555-4567	10am-7pm	Gas, Grocery
Costco	5678 Birch St	555-5678	10am-7pm	Gas, Grocery
Sam's Club	6789 Birch St	555-6789	10am-7pm	Gas, Grocery
Meijer	7890 Birch St	555-7890	9am-9pm	Gas, Grocery
Hy-Vee	8901 Birch St	555-8901	9am-9pm	Gas, Grocery
Publix	9012 Birch St	555-9012	9am-9pm	Gas, Grocery
Winn-Dixie	0123 Birch St	555-0123	9am-9pm	Gas, Grocery
Food City	1234 Birch St	555-1234	9am-9pm	Gas, Grocery
Supercenter	2345 Birch St	555-2345	9am-9pm	Gas, Grocery
Supercenter	3456 Birch St	555-3456	9am-9pm	Gas, Grocery
Supercenter	4567 Birch St	555-4567	9am-9pm	Gas, Grocery
Supercenter	5678 Birch St	555-5678	9am-9pm	Gas, Grocery
Supercenter	6789 Birch St	555-6789	9am-9pm	Gas, Grocery
Supercenter	7890 Birch St	555-7890	9am-9pm	Gas, Grocery
Supercenter	8901 Birch St	555-8901	9am-9pm	Gas, Grocery
Supercenter	9012 Birch St	555-9012	9am-9pm	Gas, Grocery
Supercenter	0123 Birch St	555-0123	9am-9pm	Gas, Grocery

ICS INSTITUTE 4-24

Unit 4 – Overview of the Ground Support Unit

Potential Traffic Plan Mapping Issue

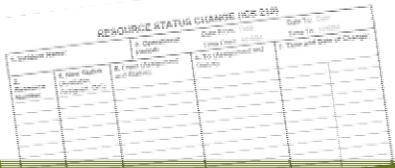
- Traffic Plans require several maps to be created
- Normally 213 Map Requests sent to Planning
- If Planning is overloaded & understaffed Operations will take priority
- Recommend that GSUL has knowledge of creating web browser maps, GIS or other cartography skills



ICS INSTITUTE 4-25

Form 210 – Resource Status Change

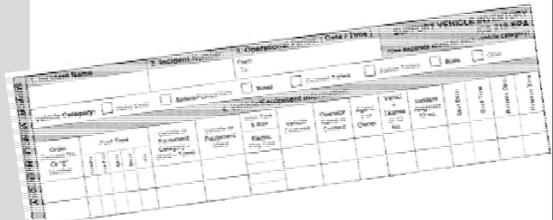
- Form 210 – Resource Status Change
 - Logistics to track resource movements
 - Operations to track entries/exits
 - Large Unified Command with ICC operations
 - Requests by radio/telephone recorded then passed on with 213RR



ICS INSTITUTE 4-26

Form 210 – Support Vehicle Inventory

- An inventory of support & Transportation vehicles
 - Separate 218 for each vehicle category
 - Work with SCKN to have vehicle operators report to GSUL to record information



ICS INSTITUTE 4-27

Unit 4 – Overview of the Ground Support Unit

Form 214 – Unit Log

- A log of activities during operating period
 - Use triple AAA rule
 - Actions taken
 - Agreements/contacts made
 - Accidents



ICS INSTITUTE 4-28

Trailer/Vehicle Example Problems



Leaf Shackle Broken

Chewed Wire

Tire Issues

Ensure Proper Alignment

Receiver Cracks

ICS INSTITUTE 4-29

GSUL Maintains Support Vehicles



Broken Running Lights

Broken Trailer Light

ICS INSTITUTE 4-30

Unit 4 – Overview of the Ground Support Unit

GSUL Maintains Fuel Areas



Issue



Problem



Solution

ICS INSTITUTE 4-31

Examples of Equipment Requiring Fuel



LED Light Tower



Cell On Wheels (COW)



Generator



Skid Steer



Mule

ICS INSTITUTE 4-32

Examples of Traffic Signage GSUL Provides

Check local ordinances for posting signs; permits required?
Larger signs requiring digging post holes require utility locate first







ICS INSTITUTE 4-33

Unit 4 – Overview of the Ground Support Unit

Examples of Driver Inattention Leading to Accidents

Box truck, with spotter guiding, hits electric line

Vehicle turns into sign and is dragged

ICS INSTITUTE 4-34

GSUL Arranges Pickup/Drop off Cleaning

Not all staff have access to hotel washers & dryers

ICS INSTITUTE 4-35

Issues for large Incidents

- Hurricane cleanup traffic issues
 - Non hazardous trash removal usually under FEMA operations & contracts
 - Contract truck drivers paid by each load
 - Removal areas not open to public & no power
 - No operating traffic signals
 - Signage gone

Pop Quiz

What Problems Could Occur?

ICS INSTITUTE 4-36

Ground Support Unit

Responsibilities

Responsibilities of the GSUL

- Develop and implement Incident Traffic Plan in coordination with the Operations Section, Planning, and Logistics for Inclusion into IAP



ICS INSTITUTE 4-38

Communication Responsibilities of the GSUL

- Participate in Logistics Section Planning Meetings
 - Determine the feasibility of required support
 - Provide operational & technical information
 - Equipment availability
 - Equipment capabilities
 - Restrictions for the incident
- Brief supervisor

ICS INSTITUTE 4-39

Unit 4 – Overview of the Ground Support Unit

Contract Responsibilities of the GSUL

- Ensure all fuel issues/supplies/maintenance costs are submitted
- Ensure all agreements, contracts & inspections are completed & submitted
- Check contract for gov't provided/contractor provide services



ICS INSTITUTE 4-40

ICS Form Responsibilities of the GSUL

- Develop Traffic Plan
- Maintain Support Vehicle Inventory (ICS Form 218)
- Notify Resources Unit of status changes (ICS Form 210)
- Maintain Unit/Activity Log (ICS Form 214)

SUPPORT VEHICLE INVENTORY									
ALL SUPPORT VEHICLES MUST BE REPORTED TO THIS SECTION									
South Fork									
9/5/20 10/5									
VEHICLE INFORMATION									
ID	TYPE	MAKE	YEAR	MODEL	PLATE	DRIVER	STATUS	LOCATION	REMARKS
E-17 Pickup 244	Check	1/2008	IC	Starbuck	1801 1414				Base/Command Support
E-17 Pickup 244	Damage	1/2008	IC	Starbuck	1801 1414				Base/Command Support
E-17 Pickup 244	Check	4/2008	DM	Sparkle	GR 185226				Base/Command Support
E-17 Pickup 244	Fixed	10/2008	LC	Yves	NV P-11				Base/Command Support
E-17 Pickup 244	Check	3/8/2008	E	Blair	DR 8084554				Base/Command Support
E-17 Pickup 244	Damage	3/7/2008	A	Star	RD 1440				Base/Command Support
Starbuck	Fixed	3/2/2008	IC	Starbuck	1801 1414				Base/Command Support
E-17 Pickup	Fixed	1/5/2008	IC	Starbuck	1801 1414				Base/Command Support

ICS INSTITUTE 4-41

Cooperative Responsibilities of the GSUL

- Coordinate with:
 - Medical
 - Communications
 - Supply
 - Facilities
 - Food




ICS INSTITUTE 4-42

Unit 4 – Overview of the Ground Support Unit

Logistics Section Tools

- There are Job Aids for all 6 Units
- Provides Information regarding:
 - Equipment & supplies needed
 - On-line Reference Materials
 - Required LOGs ICS forms
 - Various Task Lists to assist the LSC in navigating his/her responsibilities



ICS INSTITUTE 4-46

Exercise #4:
Developing a Traffic Plan

Objectives Review

1. What is the purpose of the Ground Support Unit
2. What are the main responsibilities of the Ground Support Unit Leader?

ICS INSTITUTE 4-48

Unit 5 – Overview of the Supply Unit

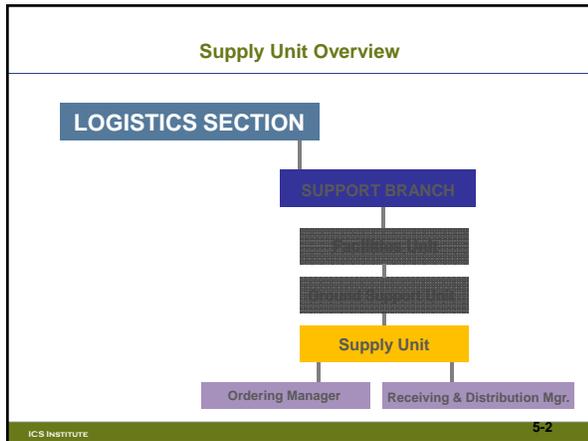
ICS INSTITUTE
Incident Command System
March 20 - 24, 2017 | Pittsburgh, PA

Overview of the Supply Unit

"The history of war proves that 9 out of 10 times an army has been destroyed because its supply lines have been cut off."
- General Douglas MacArthur -



ICS INSTITUTE



Supply Unit Objective

Describe how the responsibilities of the Supply Unit Leader (SPUL) supports the overall goals of the Unit



ICS INSTITUTE 5-3

Unit 5 – Overview of the Supply Unit

Purpose of the Supply Unit

The purpose of the Supply Unit is to support responders with supplies, equipment, and personnel necessary to accomplish incident objectives



ICS INSTITUTE 5-4

Responsibilities of the Supply Unit

- Receive and respond to requests for supplies, equipment, and overhead and contractor support personnel.
- Order, receive, distribute, and store maintain supplies and equipment.
- Maintain an inventory of supplies and equipment
- Provide maintenance on all tactical and non-tactical equipment



ICS INSTITUTE 5-5

Responsibilities of the Supply Unit

- Service and maintain reusable equipment
- Track the status of all resource orders committed and their estimated time of arrival (ETA)
- Develop and implement safety and security requirements for receiving and storing resources



ICS INSTITUTE 5-6

Unit 5 – Overview of the Supply Unit

● Responsibilities of the

SUPPLY UNIT LEADER

- Establish procedures and policies for ordering and procuring tactical and non-tactical resources.
 - Work with the FSC or Procurement Unit Leader on policies
 - Determine when a purchase can be used
 - Establish 213RR approvals based on dollar amount
 - Possible sources: REOC, HQ EOC, FEMA, JFO, State ECO
- Establish a method for tracking the status of all orders.



ICS INSTITUTE 5-7

● Responsibilities of the

SUPPLY UNIT LEADER

- ◆ Establish procedures for:
 - Receiving and distributing supplies and equipment
 - Safe and secure storage of supplies and equipment
 - Decaling property per property management guidelines
- Tracking property from cradle to grave in the incident



ICS INSTITUTE 5-8

● Responsibilities of the

SUPPLY UNIT LEADER

- Obtain status as purchase card holder
- As necessary seek temporary increase in monthly limit
- Obtain current and funded GPO Express card for ordering print services
- Be aware of process used to order EPA contractors

ICS INSTITUTE 5-9

Unit 5 – Overview of the Supply Unit

● Responsibilities of the

SUPPLY UNIT LEADER

- The **first priority** of the Supply Unit Leader is ordering resources
- The **second priority** of the Supply Unit Leader is tracking the status of all orders
- If there is a conflict between placing orders and tracking the status of the orders, inform the LSC, so that the conflict is resolved.

ICS INSTITUTE 5-10

● Responsibilities of the

SUPPLY UNIT LEADER

- Follow EPA procurement rules, in addition to any procurement plan developed specifically for the incident, for ordering:
 - Electronics
 - Sensitive Items
 - Hazardous Materials
 - Personal Protective Equipment (PPE)



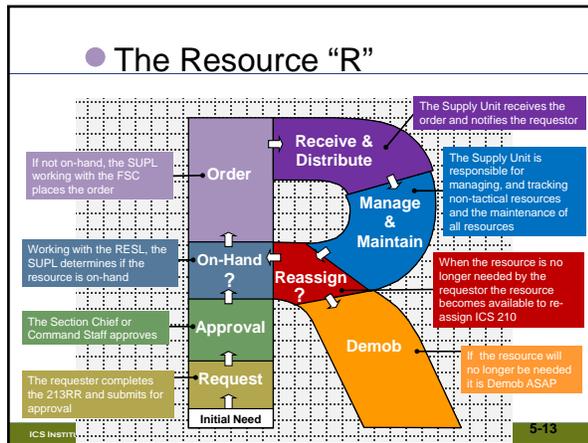
ICS INSTITUTE 5-11

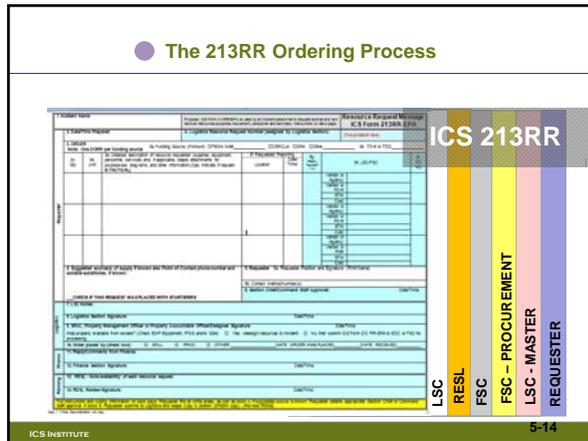
● Coordinate with Incident Staff

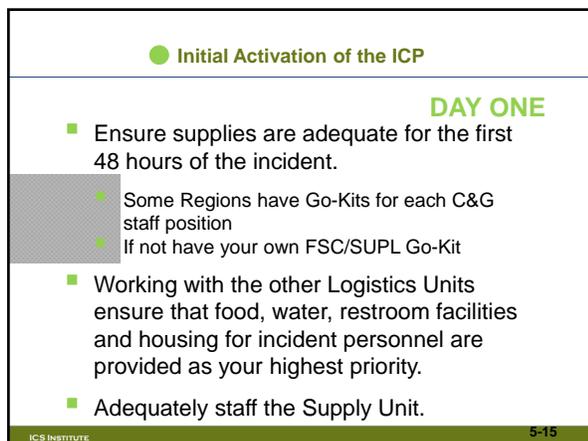
- Resources required by incident personnel will be ordered using ICS 213RR – EPA
- To ensure the needed resource is properly ordered and delivered the SUPL should make sure the information on the 213RR is complete to include:
 - A detail description of the resource, performance capability, its quantity and if possible a source
 - Special billing requirements
 - Date, time and delivery location
 - Whom to notify when delivered if other than POC

ICS INSTITUTE 5-12

Unit 5 – Overview of the Supply Unit







Unit 5 – Overview of the Supply Unit

Initial Supplies for the Unit

● DAY ONE

- ◆ Paper, toner, ink
- ◆ Pens, markers, tape
- ◆ Flashlights, batteries
- ◆ Cameras, GPS
- ◆ Safety vests, PFDs
- ◆ Clip-boards
- ◆ Post-its, paper clips
- ◆ ICS forms
- ◆ Signage
- ◆ Extension cords, surge protectors
- ◆ Hand sanitizer
- ◆ First-aid kits
- ◆ Folders, staplers
- ◆ 3 hole punch, binders
- ◆ Season specific items
 - Sunscreen
 - Bug spray
 - YakTrax

ICS INSTITUTE 5-16

● Procurement & Ordering Plan

Working with the FSC or Procurement Unit Leader the SUPL should develop policies & procedures for the ordering and purchasing incident resources

Resource Ordering Policy

Joplin Tornado

ALL RESOURCES MUST BE ORDERED USING EPA ICS FORM

NO resource will be charged against the Joplin Tornado Incident without an approved 2138R.

■ For any resource order other than an order for personnel, no one is to purchase anything for this incident using their purchase card, travel card or request any contractor to purchase anything without approval by the Logistics Section. Logistics will evaluate the request to the IC and/or RIC. Contact the Logistics Section before initiating a 213R. Logistics will find to be appropriate for funding. The requester will be instructed on how to proceed.

■ For ordering personnel:
All EPA employees going to Joplin, Missouri as a part of the Agency's response to the tornado must have an approved 2138R on file in the REOC prior to leaving the Regional Office.

1. Superfund Staff deploying according to the Incident staffing chart:
A. The 213R will be initiated by the Planning Section Chief or designated staff at least one week prior to the mobilization date.
B. Provide the position to be filled, the rotation dates and the name of the individual.
C. The PSC then submits the 2138R to the Incident Staffing Section for approval. The IC attaches an approved travel card and the name of the 2138R and submits it to the Logistics Section.
D. The LSC signs off on the Logistics Section's system.

5-17

ICS INSTITUTE

● Order and Purchase Approvals

- Establish in the Ordering and Procurement Policy the approval level for special/high-cost purchases and Overhead/Contractor orders
- If operating under a Stafford Act mission assignment (MA) all purchases should have prior FEMA approval

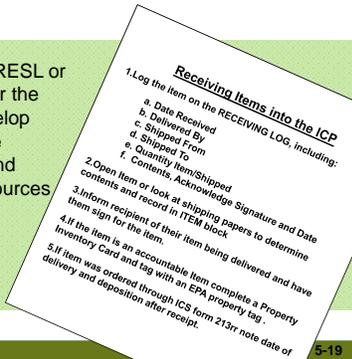


ICS INSTITUTE 5-18

Unit 5 – Overview of the Supply Unit

● Receiving & Distribution SOP

Working with the RESL or Check-in Recorder the SUPL should develop procedures for the receipt, storage and distribution of resources



ICS INSTITUTE

5-19

● Establish Procedures

RECEIVING SUPPLIES & EQUIPMENT

- All resources must check-in at the ICP.
- Identify and demarcate areas for loading and off-loading of supplies and equipment.
- Check materials received against the ICS 213RR note form and tracker as "received".
- Send confirmation of receipt to Finance.
- Notify requestor of arrival and schedule delivery.

ICS INSTITUTE

5-20

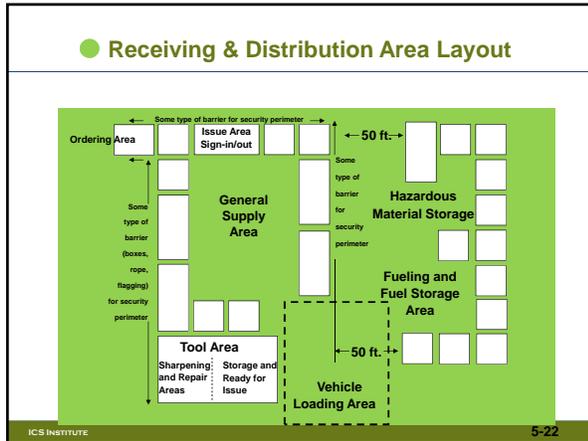
● Allocate Appropriate Space



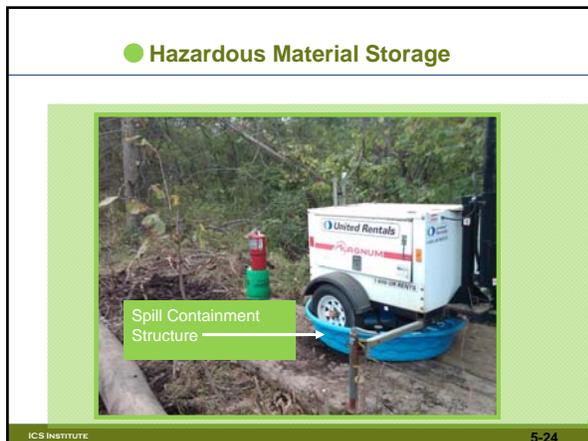
ICS INSTITUTE

5-21

Unit 5 – Overview of the Supply Unit



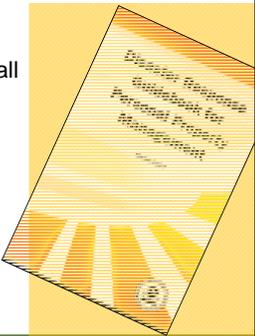




Unit 5 – Overview of the Supply Unit

● Property Accountability

- The Supply Unit Leader is responsible for ensuring all Property Management requirements are followed during the incident per:
 - EPA's "Personal Property Policy and Procedures Manual"
 - EPA's "Disaster Response Guidebook for Personal Property Management"



ICS INSTITUTE 5-25

● Property Accountability Links

- <http://intranet.epa.gov/oa/fmsd/property/index.htm>
- <http://intranet.epa.gov/oa/fmsd/property/ref-docs.htm>
- <http://intranet.epa.gov/oa/fmsd/property/pdfs/pp-policy-procedures-manual-final.pdf>
- http://intranet.epa.gov/oa/fmsd/property/pdfs/disaster_relief_guidebook_120307.pdf
- http://intranet.epa.gov/oa/fmsd/property/pdfs/e_pa-sensitive-items-list.pdf

ICS INSTITUTE 5-26

● Property Accountability

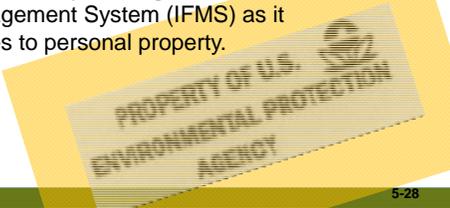
- Safeguarding government property is everyone's responsibility. Logistics should educate all incident personnel of their property responsibilities during the incident orientation.
- All Personal Property is Accountable, may be identified as sensitive and includes leased and loaned assets that support the incident.
- Depending on the size of the incident it may be necessary to have an on-site Property Accountable Officer.

ICS INSTITUTE 5-27

Unit 5 – Overview of the Supply Unit

● Property Accountable Officer (PAO)

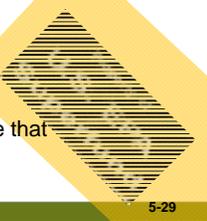
- The PAO is responsible for ensuring the effective acquisition, management, utilization, and disposal of personal property and overall accountability of Integrated Financial Management System (IFMS) as it relates to personal property.



ICS INSTITUTE 5-28

● PAO's Responsibilities

- Updating IFMS to control and account for personal property assigned to the incident
- Entering additions, transfers, and deletions into IFMS in a timely manner, including Board of Survey determinations
- Ensuring that property is fully utilized and safeguarded from misuse or theft
- Coordinate with RESL to ensure that unneeded property is promptly reported as excess



ICS INSTITUTE 5-29

● PAO's Responsibilities

- Ensuring that proper EPA decals and bar code labels are affixed to personal property
- Assigning EPA Form 1740-22, "Personal Property Custody Card" to EPA employees
- Verifying the return of all property assigned to employees demobilizing from incident, signing off on DEMO papers
- Fulfilling property duties as outlined in EPA Personal Property Policy and Procedures Manual



ICS INSTITUTE 5-30

Unit 5 – Overview of the Supply Unit

● Ordering EPA Equipment

- Emergency Management Portal Equipment Tracking
 - ➔ <https://emp.epa.gov>
- Compass Fixed Assets Property
 - ➔ http://ofmint.rtpnc.epa.gov/neis/property_web.property_inquiry

ICS INSTITUTE 5-31

● Ordering Overhead Resources

- There are 5 resource categories
 - Contractor
 - Equipment
 - Overhead
 - Supplies and Services
 - Transport
- An overhead resource is anyone that works for the EPA
- Work with HQs and host Region's REOC to find available EPA personnel to fill field positions and KLPs

ICS INSTITUTE 5-32

● Supply Unit Tools

Go-Kit

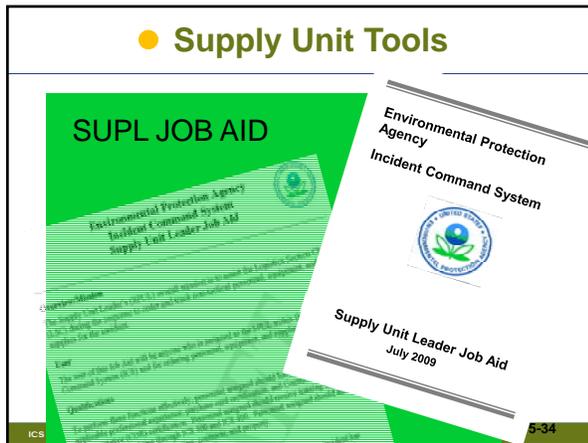
LOGISTICS SECTION - GO KIT INFORMATION FROM JOB AIDS
7/22/2008 - sfo sfo go kit

	OSUL	FAKL	WEEK	FOUR	FOUR	WEEK	LEW
EPA Incident Management Handbook (IMH)	X	X	X	X	X	X	X
Class 2/3C Supplies	X	X	X	X	X	X	X
Related Interagency Agreements/Contracts	X	X	X	X	X	X	X
Inventory/Stocks	X	X	X	X	X	X	X
Logistics with internet access and extra battery	X	X	X	X	X	X	X
Cell phone	X	X	X	X	X	X	X
14 hour clock alarm clock	X	X	X	X	X	X	X
Flashlight, 100' tape, Rapping meter	X	X	X	X	X	X	X
USB Thumb Drive	X	X	X	X	X	X	X
Agency specific materials	X	X	X	X	X	X	X
Power strip	X	X	X	X	X	X	X
Related ICS Forms - hardcopy	214 218 214 235	238R 214	214	206 214	206 214	206 214	206 214
T-Grants/inventory/tracking reports	X	X	X	X	X	X	X
Check and log books for any vehicles	X	X	X	X	X	X	X
Supply catalog	X	X	X	X	X	X	X
Agency contact list for vehicles	X	X	X	X	X	X	X
Agency	X	X	X	X	X	X	X
Word maps	X	X	X	X	X	X	X
EPA property decals	X	X	X	X	X	X	X
Access to Financial Data Warehouse	X	X	X	X	X	X	X
General Purpose Fuel Kit	X	X	X	X	X	X	X
Ordering Process Flowcharts	X	X	X	X	X	X	X
Food thermometer	X	X	X	X	X	X	X
Standardized equipment service and maintenance	X	X	X	X	X	X	X
Radio programming equipment	X	X	X	X	X	X	X
Portable Very High Frequency (VHF) radio	X	X	X	X	X	X	X
Internet wireless server	X	X	X	X	X	X	X
Tool meter & other repair tools	X	X	X	X	X	X	X

ICS INSTITUTE 5-33

Unit 5 – Overview of the Supply Unit

● Supply Unit Tools



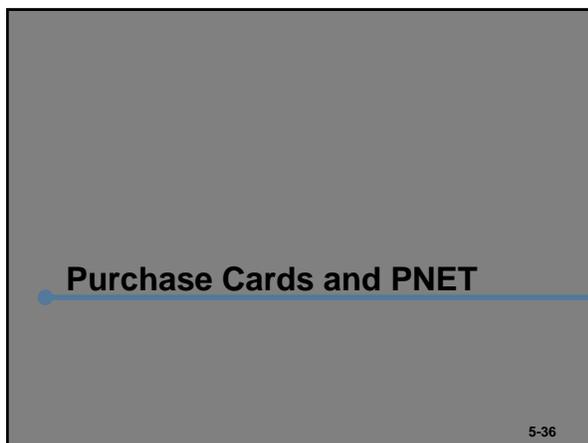
● Supply Unit Tools

<https://response.epa.gov/main/webeoc.aspx>

Submitted		Processing		Ordering		Delivered		Closed						
Log#	Date	Time	Description	Due	EMB	REL	PSC	Govt. Source	Date Ordered	Source	ETA	Arrival	Disposition	Due
0001	7/29	1400	4- Dy BITDRAT	7/29	N	N	N	Agency	7/29	Resources on-site	N/A	N/A	Assigned	7/29
0002	7/29	1450	4- TOS	7/29	N	N	N	USPC	7/29	Resources on-site	N/A	N/A	Assigned	7/29
0003	7/30	1300	4- Field Observers - 1 - St Report	7/31	N	N	N	EPA	0004	7/30	Request sent to RSEOC	7/31	Assigned	8/12
0004	7/30	2230	Water 4 Tank Spill/Spills	7/31	N	N	N	EPA	1217	N/A	Request sent to RSEOC	7/31	Assigned	7/31
0005	7/30	2230	PD - Mark Machine #10 (#1207)	8/1	N	N	N	EPA	1207	N/A	Request sent to RSEOC	7/31	Assigned	8/12
0006	8/1	830	Chemical Leak Crew - Messenger RS	8/3	N	N	N	EPA	8/1	Request sent to RSEOC	8/4	Assigned	8/4	
0007	8/1	1030	Facilities Unit Leader - M Mullen RS	8/3	N	N	N	EPA	1205	8/1	Request sent to RSEOC	8/4	Assigned	8/4
0008	8/1	2035	4th Deputy Logistics Chief - Corbin RY	8/2	N	N	N	EPA	1304	8/4	Request sent to RSEOC	N/A	Assigned	8/2
0009	8/2	1110	Biological Area Manager #1304	8/2	N	N	N	EPA	1304	8/4	Request sent to RSEOC	N/A	Assigned	8/2
0010	8/2	1430	Biological Area Manager #1304	8/2	N	N	N	EPA	1304	8/4	Request sent to RSEOC	N/A	Assigned	8/2
0011	8/2	1440	Support - Common Mass RS	8/3	N	N	N	EPA	0004	8/2	Request sent to RSEOC	8/3	Assigned	8/6
0012	8/3	1540	Event Preparation - Patricia Koyan RS	8/3	N	N	N	EPA	1319	8/4	Request sent to RSEOC	8/4	Assigned	8/4
0013	8/3	1553	Chemical Area Manager #1304	8/3	N	N	N	EPA	1304	8/4	Request sent to RSEOC	8/4	Assigned	8/4
0014	8/4	1638	PD - Des DeBrosse	8/10	N	N	N	EPA	1304	8/4	Request sent to RSEOC	8/4	Assigned	8/4
0015	8/4	1915	4- FOGS - Situation Unit	8/10	N	N	N	EPA	1307	8/5	Request sent to RSEOC	8/4	Assigned	8/10
0016	8/5	1030	Support - LMO	8/7	N	N	N	EPA	1310	8/5	Request sent to RSEOC	8/4	Assigned	8/10
0017	7	1700	Support - CDC - Media Relations	8/5	N	N	N	EPA	1106	8/5	Request sent to RSEOC	8/4	Assigned	8/10
0018	8/5	1230	Support - CDC - Media Relations	8/5	N	N	N	EPA	1106	8/5	Request sent to RSEOC	8/4	Assigned	8/10
0019	8/5	1230	Support - CDC - Media Relations	8/5	N	N	N	EPA	1106	8/5	Request sent to RSEOC	8/4	Assigned	8/10

Order Tracking Mechanism

● Purchase Cards and PNET



Unit 5 – Overview of the Supply Unit

Purchase Cards and PNET

Web Site: <https://gov1.paymentnet.com>

- Cardholders must use “Paymentnet” to log purchases for IMT too!
- 7 Steps under IMT incident activation
- Non-cardholders should be aware of process if asking others for charging assistance



ICS INSTITUTE 5-37

Small Purchases – Who Pays?

- Payments are made in accordance with the Incident Ordering & Procurement Plan
- Purchase card system not optimal for IMT incidents, but possible & has been tested
 - Approval Official most often is off-site – not part of IMT
 - Command chain not part of approval process
 - If the LSC is not from the host Region & needs a host Region Purchase Card holder to assist – may encounter resistance from supervisor or reluctance as an “outsider”

ICS INSTITUTE 5-38

PNET Rules

*Compass Data Warehouse <https://ocfosystem1.epa.gov/neis/adw.welcome>

■ Normal Rules	■ IMT Deployment
Photocopy PR with audit trail page	Same
Email from AO approving the purchase	Signed 213RR by IC, DIC or Section Chief
Printed screen shot of funds in CDW*	Same
Copy of receipt	Same
Copy of packing slip	Same
Third party verifier	Same
AO approves PNET entry	AO must approve in PNET

ICS INSTITUTE 5-39

Unit 5 – Overview of the Supply Unit

Purchase Card & PNET Issues

- Cannot exceed your single purchase & monthly limits.
 - Can request temporary monthly limit increase
- Purchases entered in PNET within 5 days
- Possible no notice of card deactivation
 - reasons:
 - Late or no PNET entries
 - Over limit purchases
 - Anything outside bank's monitoring matrix

Call # on back of card to verify status

ICS INSTITUTE 5-40

PNET MCC Resolutions – Part 1

- Merchant category code override
 - Contact the bank via phone # on back of card
 - Provide PC password to operator (do you know yours?)
 - Determine reason for decline
 - If blocked MCC-request the 4-digit MCC number
 - Submit email with 213rr approval, PR, MCC & justifications to:
OARMOAMPURCHASE_CARD_TEAM@epa.gov
 - Purchase Card team member will email a temporary authorization

ICS INSTITUTE 5-41

PNET MCC Resolutions – Part 2

JPMC = J.P. Morgan Chase

- Once PC Team approves override (3-5 days):
 - Card Holder contacts/returns to vendor
 - Tells vendor to call JPMC 888-685-2896
 - JPMC will ask vendor for:
 - Purchase card account number
 - Card holders address (EPA billing address)
 - Security code on back of your card
 - Card holder & Vendor have 5 business days to call JPMC & purchase for amount approved
 - Potential problems?

ICS INSTITUTE 5-42

Unit 5 – Overview of the Supply Unit

PC and PNET Contacts

- Contact EPA PNET service desk
 - Email: OARM-OAM-PURCHASE_CARD_TEAM@epa.gov
 - National EPA Purchase Card Team:
 - Lyles, Dianne;
 - McKay, Linda
 - Email address will automatically go to entire team
 - EPA hours 0600 to 1700 M-F
 - I'm told mailbox is checked on weekends
- J. P. Morgan Chase contact numbers
 - 888-297-0781 for EPA employees
 - 888-685-2896 for vendors

ICS INSTITUTE 5-43

GPO Express Card

- Government Printing Office Express Card
 - Print Jobs at FedEx®
 - Significant discounts
- Account takes weeks to setup funds can rollover each fiscal year
- Remember: You can not use PC for print jobs.



ICS INSTITUTE 5-44

EXERCISE 5

Calumet Tornado - Supply Unit Leader

ICS INSTITUTE 5-45

Unit 5 – Overview of the Supply Unit

Objectives Review

1. What is the purpose of the Supply Unit?
2. What are the main responsibilities of the Supply Unit Leader?

ICS INSTITUTE 5-46

Unit 6 – Overview of the Food Unit

EPA United States Environmental Protection Agency

ICS INSTITUTE
Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Unit 6 Overview of the Food Unit Leader



ICS INSTITUTE

Food Unit 6 Objective

Describe how responsibilities of the Food Unit Leader support overall goals of Unit

"An army marches on its stomach."
- Napoleon



ICS INSTITUTE 6-2

Unit 6 Overview

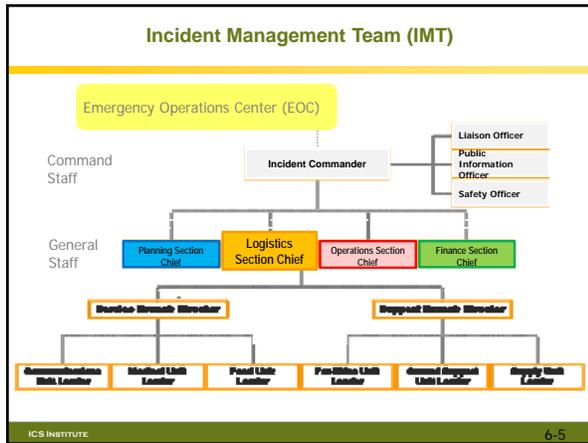
- Where FDUL Fits into IMT Structure
- Purpose of Unit
- Functions of Unit
- FDUL Staffing
- Responsibilities of the Food Unit Leader

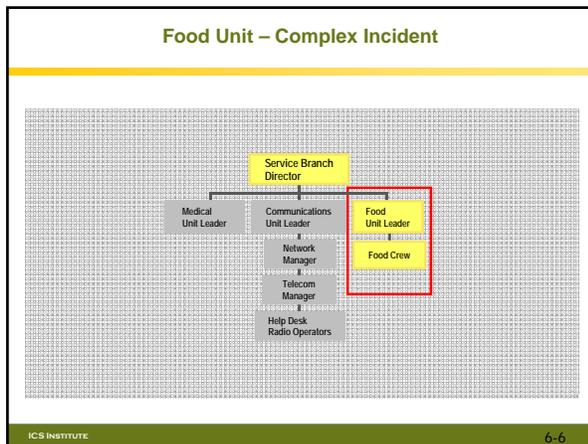


ICS INSTITUTE 6-3

Unit 6 – Overview of the Food Unit







Unit 6 – Overview of the Food Unit

Food Unit – Common Incident

Option where LSC takes FDUL responsibilities

Option where SVBD takes FDUL responsibilities

Option where FDUL takes all FDUL responsibilities

```
graph TD; LSC[Logistics Section Chief] --- SVBD[Service Branch Director]; SVBD --- FDUL[Food Unit Leader]; FDUL --- MUL[Medical Unit Leader]; FDUL --- CUL[Communication Unit Leader];
```

ICS INSTITUTE 6-7

Food Unit

Purpose and Functions

Food Unit - Purpose

- Purpose of Food Unit Leader (FDUL): supply all food needs for entire incident
 - May have special requirements regarding EPA contractors and non-EPA staff

ICS INSTITUTE 6-9

Unit 6 – Overview of the Food Unit

Food Unit – Initial Functions

- Define number & location of personnel to be fed
- Select the best method for feeding personnel
- Obtain / set-up necessary equipment & supplies
- EPA typically relies on commercial entities for food services, when possible



Photo Credit: Mobile Kitchens

ICS INSTITUTE 6-10

FDUL Initial Considerations

- Define meal requirements
 - Breakfast lunch, dinner (all 3 or 1?)
 - Vegetarian, kosher
 - 24 hour food service area with drinks (if needed)
 - Menu variety
 - Cooking, handling, serving requirements
 - Serving container requirements
 - Quality food, sanitation standards
- Minor “extras” go a long way for stress & morale
 - Candy or energy bars available for ICP meetings & sack lunches (consider nut allergies, diabetics)



ICS INSTITUTE 6-11

FDUL – Functions

- Determine / maintain food & inventory / receive orders
- Ensure well-balanced menus
- Ensure sufficient potable water to meet needs
- Ensure all health & safety measures are taken



ICS INSTITUTE 6-12

Unit 6 – Overview of the Food Unit

FDUL – Functions

- Supervise caterers, if used
- Maintain safe and clean food service areas
- Provide SPUL food orders
- Special needs meals
- Manage food BPAs
- May seek assistance from FSC for BPAs



ICS INSTITUTE 6-13

Evaluating Food Options

- Dependent on size and location of incident
 - Existing commercial food establishments, caterers
 - City –Federal buildings or cafeterias (schools-federal facilities other civil entireties)
 - Commercial buildings
 - National contract for food providers
 - Tents
- Other considerations:
 - Chairs, tables, restrooms, handwashing stations, pest control, dust control, signage, garbage, electric
 - Health dept. inspections



ICS INSTITUTE 6-14

Other Food Service Issues

- If a facility already has food service equipment always consult with health professionals
 - Coordinating with owner of facility
 - Local/County/State health departments
 - Licenses may be required
- Have contingency plans for equipment failures



ICS INSTITUTE 6-15

Food Options for Mixed Responding Personnel

- If PRP, EPA contractor & EPA mix of personnel:
 - Could take daily orders & money for all staff
 - Best to take collections when staff check-in
 - Charge slightly additional cost to cover ice, water, drinks and other items not normally allowed by EPA rules
 - Call-in order and pick up – distribute order



ICS INSTITUTE 6-16

Other Food Options

- Mobile canteen, pay-as-you-go
 - Usually has limited hours
 - Won't stay if not enough business
- Order Meals-Ready-to-Eat (MREs)
- Salvation Army
 - Needs contributions, but can't accept at vehicle



ICS INSTITUTE 6-17

Salvation Army Volunteers



- Possible option, limited time on site – basic items
- Can't accept cash donations near truck
- Set up donation collection point in ICP & present to volunteer – dependent on staff remembering to donate after being served – need reminders

ICS INSTITUTE 6-18

Unit 6 – Overview of the Food Unit

Enbridge Spill Deployment - 2010

- Private vendor offered to setup & offer lunch
- Vendor had very limited hours, prices not competitive with other option in nearby town
- Vendor failed to return, probably not profitable situation



ICS INSTITUTE 6-19

Food Storage/Supply Considerations

- Storage locations
- Temperature controlled storage
- Coolers for fluids
- Flatware, napkins, condiments
- Serving areas
- Hand sanitizers
- Recycling and pickup
- Dust and insect control



ICS INSTITUTE 6-21

FDUL Frequent IMT Interactions

- Food Unit Leader frequently has interactions with the following IMT members:
 - SVBD or LSC
 - Resource Unit Leader or Check-in/Status Recorder
 - Supply Unit Leader
 - Finance Section Chief
 - Ground Support Unit Leader
 - Facilities Unit Leader



ICS INSTITUTE 6-22

Unit 6 – Overview of the Food Unit

Other Responsibilities of FDUL

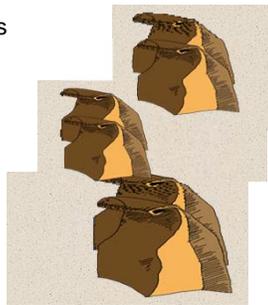
- Coordinate with SPUL Leader to determine adequate lead times
- Coordinate with contractors to ensure proper amount of hot/food/drink containers
- Provide refrigeration units where appropriate



ICS INSTITUTE 6-23

Individual Lunch Provisions

- Example: Sack Lunches
 - Providing, packaging, and marking
 - Frozen sandwiches
 - Fresh sandwiches
 - Rule of thumb: 24 hours cold storage for sack lunches prior to serving



ICS INSTITUTE 6-24

Health & Safety Responsibilities

- Ensure all appropriate health and safety measure are met



ICS INSTITUTE 6-25

Unit 6 – Overview of the Food Unit

Sanitation & Miscellaneous Issues

- Ensure proper hygiene and sanitation
- Know provenance of all food items, where it came from and where it has been
- Provide, oversee recycling, as necessary

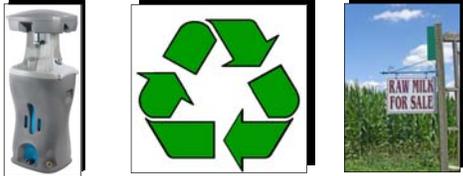


Photo Credit: mportables

ICS INSTITUTE 6-26

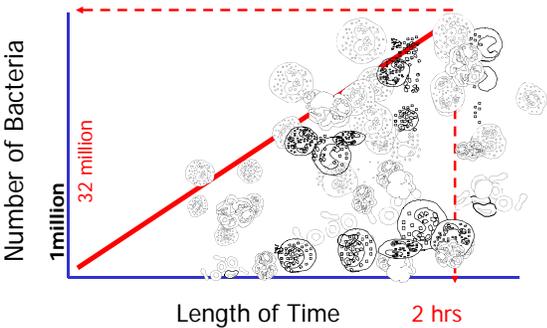
Major Objective to Avoid: Food Contamination

- Food contamination from:
 - A bad batch of food - water
 - Poor personal hygiene
- Severely impacts entire operation
- Spreads fast
- Illness lasts for days
- Source difficult to isolate



ICS INSTITUTE 6-27

Bacteria & Time: Constant Concerns for FDUL



Number of Bacteria

1 million

32 million

Length of Time

2 hrs

ICS INSTITUTE 6-28

Unit 6 – Overview of the Food Unit

Food Storage/Preparation Temperatures

- Important temperatures to remember
- Receiving/Storage
 - 40 F Refrigeration
 - 140 F Hot holding
 - 0 F Freezer storage
- Cooking
 - 140 F All potentially hazardous foods
 - 165 F Poultry
 - 155 F Pork
 - 130 F Rare roast beef



ICS INSTITUTE 6-29

Commercially Bottled Water: Is it Safe?

- Could contain Cryptosporidium
- Refer to CDC/EPA Fact Sheets for bottled water recommendations



www.cdc.gov

ICS INSTITUTE 6-30

Water Processing Methods Effective Against Crypto

- Reverse osmosis treated
- Distilled
- Absolute 1 micron or less filter
 - Note: these 3 processes also take out minerals
 - Some vendors use reverse osmosis method, and adds minerals after treatment process

ICS INSTITUTE 6-31

Unit 6 – Overview of the Food Unit

Cleaning Water Coolers or Storage Containers

- Cleaning process
 - Mix soap & hot water, shake, stir, rinse
 - Mix 1 tsp bleach with 1 cup water per gallon sized container, shake, cover, let stand for 30 min, rinse clean water




ICS INSTITUTE
6-32

MRE Packets



- Option used for extreme circumstances
 - Widespread hurricane disaster
 - No other food options
- Date codes
 - "9001"
 - 9th year
 - 001 day

2016 Menus 01-Chili w/Beans 02-Shredded BBQ Beef & Vegetables 03-Chicken w/Egg Noodles & Vegetables 04-Spaghetti w/Beef & Sauce 05-Chicken Chunks 06-Beef Taco 07-Brislet Entrée 08-Meatballs in Marinara Sauce 09-Beef Stew 10-Chili & Macaroni 11-Veggie Crumbles w/pasta in Taco Style Sauce 12-Elbow Macaroni & Tomato Sauce 13-Cheese Tortellini in Tomato Sauce 14-Spinach Mushrooms & Cream Sauce 15-Maple Pork Sausage Patty 16-Rib Shredded BBQ Pork Patty	17-Mexican Style Chicken Stew 18-Beef Ravioli in Beef Sauce 19-Grilled Jalapeno Pepper Jack Beef Patty 20-Hash Brown Potatoes w/Bacon 21-Lemon Pepper Tuna 22-Asian Style Beef Strips w/Vegetables 23-Chicken Pesto Pasta 24-Southwest Beef & Black Beans
---	--

ICS INSTITUTE
6-33

Example MRE Contents



ICS INSTITUTE
6-34

Unit 6 – Overview of the Food Unit

Drinking Water Option For Large Incidents



- An option for major deployments
- Have LNO contact Anheuser-Busch
- Shipped on large pallets
- Interior of can is uncoated - may have aluminum taste

ICS INSTITUTE 6-35

Flint Lead Deployment -2016



- Kettering University approached EPA to use recently built facility for ICP
- Also access to cafeteria & recycling center
- Important to scout out all options - many organizations willing to help EPA

Kettering Cafeteria Staff

ICS INSTITUTE 6-36

Flint Lead Deployment - 2016



- Kettering University Lab.
- MOU agreement for ICP operations
- Key cards issued
- Kettering Univ. Campus Center
- Cafeteria location open to EPA staff

ICS INSTITUTE 6-37

Unit 6 – Overview of the Food Unit

Refrigerator Issues



- If fortunate enough to have refrigerator:
 - Ensure all staff labels their food
 - Staff very transient/not food
 - Clean out old food frequently

ICS INSTITUTE 6-38

Contractor Monitoring

- Ensuring contractors fulfill responsibilities:
 - Operational equipment
 - Refrigeration temps.
 - Heating temperatures
 - Employee appearance

Foodhandlers should:

- A Wear a clean hat or other hair restraint
- B Wear clean clothing daily – dirty clothes must be kept away from food and prep areas
- C Remove aprons when leaving food-preparation areas
- D Remove jewelry from hands and arms
- E Wear appropriate, clean, and closed-toe shoes



Never wear an apron to the restroom or on break






ICS INSTITUTE 6-39

Food Unit Go-Kit

Items	FDUL	Items	FDUL
EPA Incident Management Handbook	X	Supply catalogs	
General Office Supplies	X	Contact lists for Fed/State Agencies	
Related Interagency agreements/contracts	X	Road Maps	
Phonebook of area	X	EPA Property Decals	
Laptop & MiFi, charges	X	Access to Financial Data Warehouse	
Cell phone and charger	X	General Purpose Tool Kit	
24-hour clock, alarm clock	X	Ordering Process Flowcharts	
Flashlight, 100' tape, flagging	X	Record book	
USB thumb drives		Specialized tools for equipment service & maintenance	
Agency specific materials	X	Felt markers	X
Power strip	X	Evaluation forms	X
Related ICS Forms – hardcopy	213, 214	Programmable VHF radios	
T-Cards/Inventory tracking equip.		Utility knife	X
T-Card Rack		Meat thermometer	X
Calculator	X	Freezer thermometer	X

ICS INSTITUTE 6-40

Unit 6 – Overview of the Food Unit

Logistics Section Tools

- There are Job Aids for all 6 Units
- Provides Information regarding:
 - Equipment & Supplies needed
 - On-line reference materials
 - Required LOGs ICS forms
 - Various Task Lists to assist the LSC in navigating their responsibilities



ICS INSTITUTE 6-41

Exercise #6:
Determining Food Needs

Objectives Review

1. What is the purpose of the Food Unit?
2. What are the main responsibilities of the Food Unit Leader?

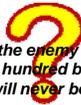
ICS INSTITUTE 6-43

Unit 7
Overview of the Medical Unit



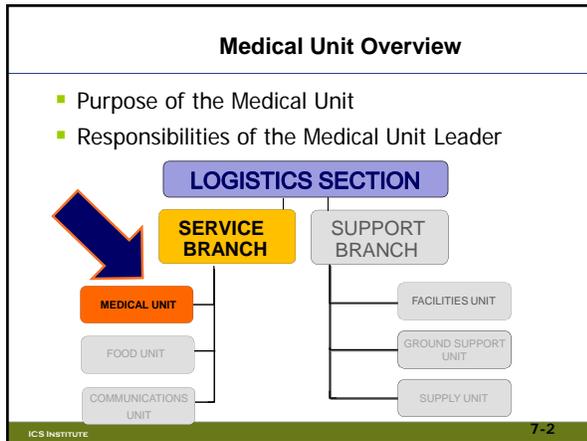
"The Safety Officer is pro-active
The Medical Unit Leader is re-active"

Greg Crable


"Know the enemy and know yourself; in a hundred battles you will never be in peril."

- Sun Tzu

ICS INSTITUTE



Medical Unit Objective

Describe how the responsibilities of the Medical Unit Leader support the overall goals of Unit



ICS INSTITUTE 7-3

Purpose of the Medical Unit

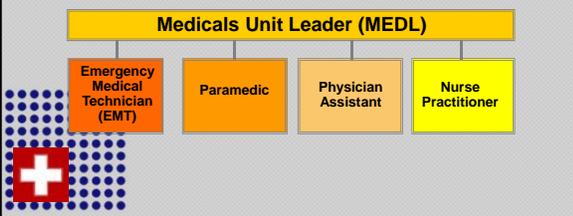
- The purpose of the Medical Unit is to:
 - Develop the Medical Plan,
 - Provide medical aid for incident personnel, and
 - Prepare medical reports and records



ICS INSTITUTE 7-4

Personnel in Medical Unit

◆ Level of staffing required depends on the size and complexity of response



ICS INSTITUTE 7-5

Responsibilities of the MEDL

The Medical Unit Leader:

- ◆ Establishes and oversees medical aid stations
- ◆ Identifies treatment and transportation options
- ◆ Maintains medical records/documents as it relates to incident personnel
- ◆ Works with Operations, Safety, Planning and Logistics for medical incident support needs



ICS INSTITUTE 7-6

Issues Confronting the MEDL

St. John's Regional Medical Center Joplin, Missouri

Temporary Medical Facility
Greensburg, Kansas

Struck at 5:41 PM, Sunday, May 22, 2012
The second deadliest tornado in US history with 164 dead

7-7

ICS INSTITUTE

Responsibilities of the MEDL

- ◆ **Prepares the Medical Plan (ICS Form 206)**

PURPOSE: Provides information on incident medical aid stations, transportation services, hospitals and prescribed medical emergency procedures to be followed

PREPARATION: Prepared by the Medical Unit Leader, reviewed and approved by the SO

One of the **MOST IMPORTANT** documents in the IAP

7-8

ICS INSTITUTE

Responsibilities of the MEDL

- ◆ **Prepares the Medical Plan (ICS Form 206)**

Also verify ER's trauma level + decon capabilities

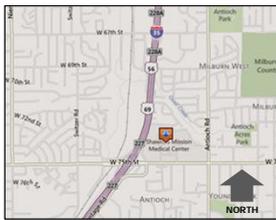
The SO is to ensure that hospitals are able to treat exposed victims, regardless of exposure type: chemical, biological, radiological, etc.

7-9

ICS INSTITUTE

Responsibilities of the MEDL

- Prepares the Medical Plan (ICS Form 206)
- ◆ Provide maps + written directions to all medical aid stations + hospitals
- ◆ Ensure maps are clear + easy to read
- ◆ When possible show only major streets + highways
- ◆ Provide highway exit designations



Shawnee Mission Medical Center
9100 W. 74th Street
Shawnee Mission, KS 66204

Driving Directions:
Traveling from either the NORTH or SOUTH take **EXIT 227** onto 75th St. **AT 1st STOP LIGHT** turn **LEFT (NORTH)** onto E. Frontage Rd. Proceed, turning **RIGHT (EAST)** onto 74th St. **FOLLOW HOSPITAL CAMPUS SIGNS.**

7-10

Responsibilities of the MEDL

- ◆ Coordinates with:
 - Operations
 - Air Operations
 - Local EMS coordinator



7-11

Responsibilities of the MEDL

- ◆ Coordinates with Logistics Section
- ◆ Coordinates with Planning Section



7-12

Responsibilities of the MEDL

- ◆ Coordinates with:
 - Safety Officer
 - Public Information Officers
 - Finance/Administration Section



ICS INSTITUTE 7-13

Responsibilities of the MEDL

- ◆ Determines communication procedures in the event of an evacuation
 - Identifies local agencies to coordinate medical plans and procedures
 - Works with COML to obtain frequency to be used during an emergency
 - Notifies receiving medical facility of incoming patient



ICS INSTITUTE 7-14

Responsibilities of the MEDL

- ◆ Identifies and orders:
 - Supplies
 - Equipment
 - Transportation
 - Personnel



ICS INSTITUTE 7-15

Responsibilities of the MEDL

- ◆ Completes Daily Summaries
- ◆ Abides by Health Information Privacy Protection Act (HIPPA) requirements
- ◆ Completes Incident Summary
 - Documents number of patients transported and medical complaints
 - Documents critical medical emergencies

1. Incident Name		2. Date Prepared		3. Time Prepared		UNIT LOG ICS 214 - EPA	
4. Unit Name/Designator		5. Unit Leader		6. Operational Period From: To:			
7. Personnel Roster Assigned							
Name				Home Base			
8. Activity Log							
Major Events							

7-16

Medical Unit Tools

◆ GO KIT

LOGISTICS SECTION - GO KIT INFORMATION FROM JOB AIDS
7/22/2008 - aka vln go kit

	ISDA	FACIL	SUPL	FOUL	COMEL	MEDL	LSC
EPA Incident Management Handbook	X	X	X	X	X	X	X
Incident Supplies	X	X	X	X	X	X	X
Medical Emergency	X	X	X	X	X	X	X
Agreements/Contracts	X	X	X	X	X	X	X
Checkbook/keys	X	X	X	X	X	X	X
Radio with internet access and sat. radio	X	X	X	X	X	X	X
Cell phone	X	X	X	X	X	X	X
12 hour clock, alarm clock	X	X	X	X	X	X	X
Flashlight, "Go" Sign, flagging	X	X	X	X	X	X	X
Handkerchiefs	X	X	X	X	X	X	X
USB Thumb Drive	X	X	X	X	X	X	X
Money specific materials	X	X	X	X	X	X	X
First Aid Kit	X	X	X	X	X	X	X
Medical Kit (Purina's handbook)	X	X	X	X	X	X	X
First Aid/Resuscitation/First Aid signs	X	X	X	X	X	X	X
Check out log books for any vehicles	X	X	X	X	X	X	X
Supply catalog	X	X	X	X	X	X	X
Manufacturer contact list for materials	X	X	X	X	X	X	X
Medical notes	X	X	X	X	X	X	X
EPA incident details	X	X	X	X	X	X	X
Access to Financial Data Warehouse	X	X	X	X	X	X	X
General Purpose Tool Kit	X	X	X	X	X	X	X
Shower Products/Personal Care	X	X	X	X	X	X	X
Food/Drinks	X	X	X	X	X	X	X
Specialized tools for equipment service and maintenance	X	X	X	X	X	X	X
Radio Programming Equipment	X	X	X	X	X	X	X
Programmer/Key Ring Frequency	X	X	X	X	X	X	X
Weather radio	X	X	X	X	X	X	X
Internet wireless service	X	X	X	X	X	X	X
Flat tire kit & other repair tools	X	X	X	X	X	X	X

7-17

Medical Unit Tools

**Environmental Protection Agency
Incident Command System
Medical Unit Leader Job Aid**

Overview/Mission
The Medical Unit Leader's (MEDL) overall mission is to prepare the Medical Plan (ICS Form 206) and to obtain medical aid and transportation for injured and ill incident personnel. The MEDL works closely with the Logistics Section Chief (LSC) to ensure that incident needs are identified and addressed.

User
The user of this Job Aid will be anyone who is assigned as the MEDL within the Incident Command System (ICS) to assist the LSC during the response to obtain medical aid for incident responders.

Qualifications
To perform these functions effectively, personnel assigned should have three years of applicable professional experience and Contracting Officer's Representative (COR) certification. Personnel assigned should receive training in the following: ICS training through ICS 300, ICS 400 and Hazardous Waste Operations and Emergency Response (HAZWOPER) 40-hour training.

When to Use
This Job Aid should be used to provide guidance to the MEDL whenever an incident has occurred that requires the ICS organization to respond. This Job Aid should be used in conjunction with the EPA Incident Management Handbook (IMH).

7-18

EXERCISE 7

Developing a Medical Plan

7-19

Objectives Review

1. What is the purpose of the Medical Unit?
2. What are the main responsibilities of the Medical Unit Leader?



KCS Institute 7-20

Unit 8 – Overview of the Communications Unit

EPA United States Environmental Protection Agency

ICS INSTITUTE
Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Unit 8 Overview - Communication Unit Leader



ICS INSTITUTE

Overview of Incident Communication Methods

INSTRUCTIONS

1. INSERT MESSAGE IN MESSAGE HOLDER AND ATTACH TO LEG BAND ON PIGEON'S LEG.
2. RELEASE EACH PIGEON WITH A MESSAGE (GIVE AT LEAST TIME OF RELEASE, LOCATION AND NAME OF SENDER).
3. WITH THE EXCEPTION OF THE FIRST PIGEON RELEASED, EACH BIRD WILL CARRY A DUPLICATE OF THE PRECEDING MESSAGE.
4. RELEASE PIGEONS BEFORE SUNSET ON THE DAY RECEIVED UNLESS OTHERWISE INSTRUCTED.



"Gentleman, the officer who doesn't know his communications and supplies as well as his tactics is totally useless."
- General George S. Patton

ICS INSTITUTE 8-2

Communications Unit 8 Objectives

Describe how responsibilities of Communications Unit Leader (COML) support overall goals of the Communications Unit & Logistics Section



ICS INSTITUTE 8-3

Unit 8 – Overview of the Communications Unit

Unit 4 Overview

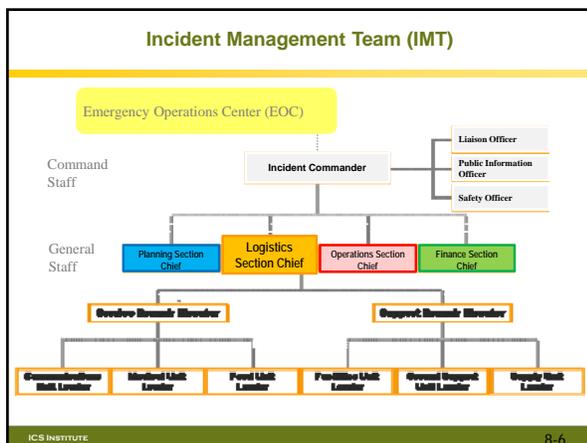
- Where COML Fits into IMT Structure
- Purpose of Unit
- Functions of Unit
- COML Staffing
- Responsibilities of the Communications Unit Leader



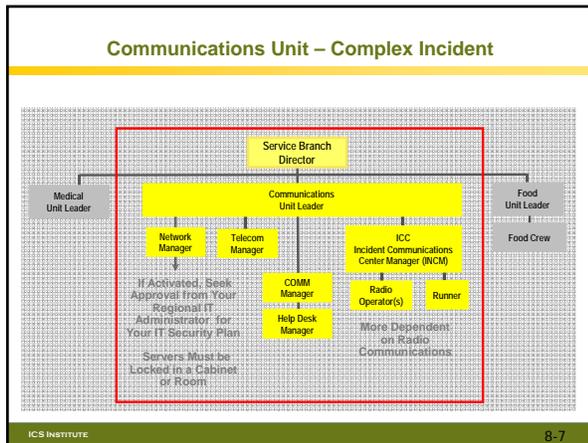
ICS INSTITUTE 8-4

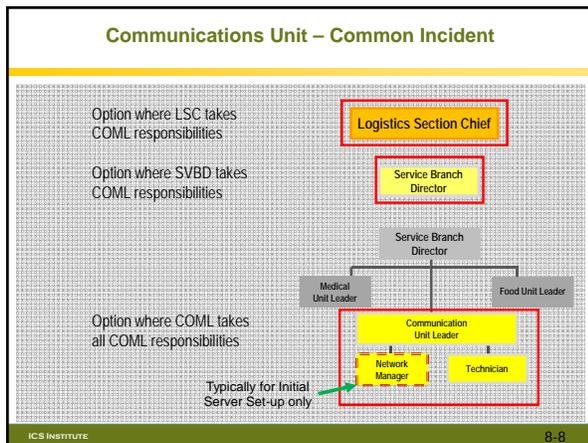
Review

IMT Structure and Communications Unit



Unit 8 – Overview of the Communications Unit





Purpose of the Communications Unit

- Plan & support effective use of incident communications equipment & facilities
- Two Components:
 - IT & Radio-Satellite

Radios IT

ICS INSTITUTE 8-9

Significance of the Comm Unit



- Sharing-disseminating information doesn't occur efficiently without Communication Unit

ICS INSTITUTE 8-10

Responsibilities of the COML

- Set-up & maintain Comm systems
- Familiar with geographic limitations on various Comm systems
- Knowledgeable of equipment capabilities
- Responsible for amount & types of equipment available
- Complete ICS 205 form for IAP



ICS INSTITUTE 8-11

Responsibilities of the COML - Continued

- Maintains and repairs communication equip.
- Maintains documents – equip. manuals
- Ensure an equipment accountability system is established
- Battery considerations
 - Rechargeable
 - Disposable
 - Access to batteries



ICS INSTITUTE 8-12

COML IAP Contribution & Other Documentation

- Prepare & Implement Incident Radio Communications Plan (ICS Form 205) for Incident Action Plan
- Maintain Unit-Activity Log (ICS Form 214)
- Maintain Records and logs for Comm Equip.
- Maps to repeater sites



ICS INSTITUTE 8-13

Differences Between 205 - 205a ICS Forms

- 205 – Created by COML
 - Strictly for radio communications
- 205a – **Now created-Maintained by RESL-SCKN**
 - Cell phone numbers of staff gathered by Check-In (SCKN) Planning staff
 - Reference IMH Jan/2016 edition Page 9-4 e.
 - Considered incident phone book
 - Difficult to keep current; staff coming & going
 - Personal & contractor phone #'s may not be protected from disclosure issues

ICS INSTITUTE 8-14

Initial Functions of Communications Unit

- Initial incident functions usually require significant involvement of COML or COMT to assist the Planning Section
- Units requiring IT equipment to make maps, reports, handouts must be setup quickly for:
 - Situation Unit
 - Environmental Unit
 - Resources Unit

Typical COML Priorities for hookups:

- 1) IC = Internet, phone, all in one (print copy fax)
- 2) SITL, ENVL, GIS, RESL = Server, Internet, phone, all in one, plotters

ICS INSTITUTE 8-15

Unit 8 – Overview of the Communications Unit

Functions of the Communications Unit

- Locate, establish, supervise & monitor Incident Communications Center (ICC), if needed
- Establish distributing locations for Comm equipment Within ICP, ACs & Bases
- Effective planning & management Comm equipment and facilities
- Acquire & organize Comm equipment



ICS INSTITUTE 8-16

Functions of Comm Unit - Continued

- Distribute, install, configure, maintain & test all Comm equipment and software
- Repair/replace computer hardware/software
- Maintain supply inventory (toner, ink, cartridges, paper, cables, chargers, batteries)
- Recycle old batteries



ICS INSTITUTE 8-17

Functions of Comm Unit - continued

- Design secure network system to meet operational needs
- Provide a locked area to store/run Comm equipment & supplies
- Operate in cool area



ICS INSTITUTE 8-18

Document IT Security Schematics

Region 5 COOP Current Network Configuration

Obtain Approval from Regional IT Administrator

ICS INSTITUTE 8-19

Coordination Issues COML

- Support LSC or SVBD in management of service and support contracts, BPAs
- Advise Command & General Staff on Comm capabilities & limitations, if asked
- Resolve issues with:
 - Existing cell network reps.
 - Shared LAN issues at ICP facility

Server and Storage Cabinet

ICS INSTITUTE 8-20

EPA's IMT Field Communication Methods

- Primary system: commercial cellular
 - Phones & data in MCPs, "personal" devices
- Providers may vary by region
 - most devices/service are via WCF
- New devices can take a few days
 - Work with your region to retain "old" smart phones, Mifi's for emergency re-activation
 - FUNDING MUST BE IN-PLACE FOR THIS CATEGORY OF EQUIPMENT BEFORE ACTIVATION

Note: Primary systems can change to meet need of incident

ICS INSTITUTE 8-21

Special Contacts for Cellular Assistance (Verizon)

- As of July 2012 Region 5 has access to Verizon Wireless Crisis Response Team (VCRT)
 - Work with Regional Facilities Personnel to verify contract and access still viable (& contact phone #)
 - Ready-to-deploy team of engineers and technicians
 - VCRT supports government, non-profits, EM Agencies
 - VCRT provides
 - Backup phone/data coverage
 - Push-to-talk units
 - Cell-on-wheels (COW)
 - Cell-on-light truck (COLT)



ICS INSTITUTE 8-22

Emergency Telecommunication Access Cards

- Only issued to EPA On-Scene Coordinators
- GETS
 - Government Emergency Telecommunications Service (for POTS – or hardwire service)
- WPS
 - Wireless Priority Service (for wireless service)
- Used when networks are congested and probability of completing a normal call is reduced



ICS INSTITUTE 8-23

When Cellular System Fails...

- National Broadband Satellite contract
 - Administered by NARFCOM
 - 56 portable/mobile satellite systems
 - Shared service plan nationally
 - Dedicated/unlimited airtime for data & VoIP
- New Modems recently installed
 - Option to prioritize modems
 - Flexibility to purchase monthly additional bandwidth for sites
 - Contract is being re-competed, should double bandwidth



ICS INSTITUTE 8-24

Independent Satellite Phones

- Not part of NARFCOM satellite system
- Limited number in each Region
- Typically in Regional Administrator offices, Superfund Division offices
- These phone numbers are to be kept confidential



ICS INSTITUTE 8-25

Radio Frequency Basics

- Frequencies – electromagnetic wavelengths impact transmission range
- Longer wavelengths broadcast farther
 - More susceptible to interference
- Shorter wavelengths broadcast less
 - Less susceptible to interference
- EPA Radios use HF, VHF and UHF
- Seek out EPA HAMs to volunteer for RSC



ICS INSTITUTE 8-27

Hand-Held Radio Basics

- Generally line of sight operation
 - Complicating obstacles
 - Terrain changes, buildings, band conditions, antenna gain
 - Height of transmitting/receiving antenna, db loss in cable
- Extended range by using repeater
 - Receives weak signal & retransmits at higher power
 - Typically place between low geographic points of communication, or high elevation if possible
- Results recent test in cluttered urban area:
 - UHF radio to radio on ground, 1.4 mile range
 - UHF radio with repeater, 2 mile range

www.hamuniverse.com has a line of sight calculator

ICS INSTITUTE 8-28

Unit 8 – Overview of the Communications Unit

Regional Long Range HF Radios

- High Frequency or HF
 - Generally for COOP purposes
 - Allows radio Comms between HQs/regional offices/COOPs
 - Some Regions and HQs have mobile units
 - Are rare outside of DoD.
 - Can overcome "urban canyon" effects
 - Non-encrypted/unsecure
 - Open/public broadcast
 - Can be nation-wide or larger broadcast area.



R5 COOP Radio Station – 20'
Antenna on Roof of COOP

ICS INSTITUTE 8-29

EPA VHF Handheld Radios

- VHF – for rural/mountain environments, or short range urban
- All EPA VHF radios have the same base programming
 - Inter-region compatibility
 - Federal interoperability per NIFOG
 - Obtain your Region's frequency plan from your NARFCOM Rep.



ICS INSTITUTE 8-30

EPA UHF Handheld Radios

- UHF – for urban environments
- All EPA UHF radios have the same base programming
 - ERT has a small cache ~50 radios and 2-3 repeaters.
 - Some regions have UHF radios
 - Also on a consistent base programming.
 - Federal Interoperability per NIFOG



Repeater Base,
Antenna Not Shown

ICS INSTITUTE 8-31

How to access/order

- Use the Back-up Region process for radios/repeaters
- PSU movement is generally managed/coordinated by NARFCOM
 - Major incidents trigger PSU status/availability check by NARFCOM
- NARFCOM available to deploy & establish communications and to train
 - Also to consult/advise over the phone
 - Note, NARFCOM staff are not certified COMLs

ICS INSTITUTE 8-32

NARFCOM - Satellite Contacts

- NARFCOM National Chairs: Myles Bartos R3, Rick Jardine R4
- Satellite Issues: 24 hr. help desk:
 - 866-933-6015 alternates M. Bartos, Jon Gulch R5

R1: Dan Burgo	R7: K. Larson/H. Smith
R2: N. Norrell/E. Moser	R8: Craig Myers
R3: Myles Bartos	R9: Tom Dunkelman
R4: R. Jardine/J.Negron	R10: J/ Rodin/D. Rees
R5: J. Gulch/A. Maguire	ERT: D. Kappelman
R6: E. Paisley/G. Fife	RERT: Fernando Gomez

ICS INSTITUTE 8-33

EPA Contact Groups

- **NARFCOM** – EPA’s National Approach to Response for Communications
 - An OSC group for communications
 - Contact: Myles Bartos in R3
- **SHARES** – SHAred RESources High Frequency Radio Program
 - Radio links for Regional COOP facilities
- Possible cooperating government affiliations
 - MARS – Military Auxiliary Radio System

ICS INSTITUTE 8-34

If Radio is Primary COMM Method

- Short range frequency radios from Section level up to IC
- Use long range frequency radios from Section level on down to manager/specialist
- Prevents direct & constant radio traffic to Command staff
- Requires Section Chiefs to have 2 radios
- COMM chest harnesses exist to hold 2 radios and cell phones
- Bring software to program radios

ICS INSTITUTE 8-35

Radio as Primary COMM Method

- Operations Section typically uses long & short range radios
 - Short range EPA radios are intrinsically safe
- Repeaters extend range even longer
 - VHF/UHF separate units

EPA Radios programmed by Zones & Channels



ICS INSTITUTE 8-36

Comm Radio Network Issues

- Number of frequencies Available
- Command net
- Tactical net
- Air Ops net
- ICC Staffing
- Repeater locations
- Number of Hand Held Radios Available
- Satellite Communications Options
 - Internet connections
 - Satellite phones



ICS INSTITUTE 8-37

Unit 8 – Overview of the Communications Unit

Comm Radio Network Issues

- Local or Logistics Net
- Establish Emergency Frequency
- Regional Agency Net
- Property Access Issues for Mobile Equipment (cell-on-wheels, repeaters)
- Inventory Personal or Agency Vehicles Equipped with On-Star® for emergency contact if all else fails



ICS INSTITUTE
8-38

USEPA Shared Frequencies

- EPA often shares frequencies with other civil, military entities
- Always contact those entities & inform EPA is sharing frequency
- Typically informed by LNO, but COML or LSC can be backup



ICS INSTITUTE
8-39

Completing ICS 205 Form

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name		2. Date/Time Prepared		3. Operational Period Collection	
		New River Spill		2017/03/22 0800 hrs		From: 20170322 0800 hrs To: 20170324 0800 hrs	
4. Basic Radio Channel Utilization							
Radio Type/Code	Channel	Function	Frequency/Power	Equipment	Remarks		
Moravia XTS 5000 USEPA R3 08-COM-041.046	2	Monitoring	162.7000 Rx Tx	LOGs-Comms - 2 radios, 1 Base Unit	Make sure Radio is set to Z1, FED ER 2. Return Radios to Logistics each shift.		
Moravia XTS 5000 USEPA R3 08-COM-047	2	IC Comms	162.7000 Rx Tx	IC - (EPA) 1 Radio	Make sure Radio is set to Z1, FED ER 2. Return Radios to Logistics each shift.		
Moravia XTS 5000 USEPA R3 08-COM-048	2	IC Comms	162.7000 Rx Tx	IC - (PDEP) 1 Radio	Make sure Radio is set to Z1, FED ER 2. Return Radios to Logistics each shift.		
Moravia XTS 5000 USEPA R3 08-COM-049	2	Safety Comms	162.7000 Rx Tx	SO - (EPA) 1 Radio	Make sure Radio is set to Z1, FED ER 2. Return Radios to Logistics each shift.		
Moravia XTS 5000 USEPA R3 08-COM-050	2	Pittsburgh NWS	162.7000 Rx Tx	NOAA Camp - 1 Radio	Make sure Radio is set to Z1, FED ER 2. Return Radios to Logistics each shift.		
Moravia XTS 5000 USEPA R3 08-COM-077-0002	2	Monitoring	162.7000 Rx Tx	Security - 5 radios	Make sure Radio is set to Z1, FED ER 2. Return Radios to Logistics each shift.		
Moravia XTS 5000 USEPA R3 08-COM-062-00	3	Operations	162.7750 Rx Tx	Damage Assmt Br 8 radios, 1 Base Unit	Make sure Radio is set to Z1, FED ER 3. Return Radios to Logistics each shift.		
Moravia XTS 5000 USEPA R3 08-COM-051	4	Life Care (EMS)	166.4500 Rx Tx	Life Care - 2 Radios	Make sure Radio is set to Z1, FED ER 4. Return Radios to Logistics each shift.		

Prepared by: 20170322-0800-0001
I. M. Comms - COML

ICS INSTITUTE
8-40

Important Radio Dos & Don'ts

- All communications may need to be recorded, set these rules early
- Never communicate name or title of a person injured over the radio – always refer to person as “patient”



Note: USCG cannot use thumb drives

ICS INSTITUTE 8-41

More Dos & Don'ts

- Some State police radios have “officer down” button (orange button) pre-programmed
- Never depress this button, it signals all radios a warning & can only be cleared by central dispatch at police HQ



U.S. EPA usually does not use this feature on our radios

ICS INSTITUTE 8-42

Examples of Communication & IT Equipment - Systems



Radios, Satellite Phones, Modems, Cell Phones, Telephones (POTS-VolP),

Conference Phones, Monitors, GPS receivers, projectors, screens, Public Address equipment & Supporting Supplies

ICS INSTITUTE 8-43

Examples of IT Equipment, Systems & Software

- Printers, Plotters, Copiers, Facsimiles, Laptops, Flash Drives, Hubs, Monitors, Wireless & Ethernet Cards, Supporting Supplies
- Routers, Print Servers, Internet, Intranet, File Servers, LAN, WAN, FTP, TCP/IP, Drivers, Software



ICS INSTITUTE 8-44

Examples of More Advanced Equipment & Systems

- Radio Nets – Links – Repeaters, Mobile Cell Towers, Mobile Comm Vehicles, Cable, IRLP; Internet Radio Linking Project



ICS INSTITUTE 8-45

Moving In? - Scoping Out Possible ICP Locations for COML Issues

- Note outlet, phone & LAN port locations
- Outdoor spaces for satellites and power sources
- Cable runs from servers, router locations
- Number & lengths of power cords required



ICS INSTITUTE 8-46

More ICP Location Issues

- Secure and cool areas for servers & backups
- Obey all local/national electrical/bldg. codes
- Use cable path or “tunnel tape” for protecting cables on floors & no glue residue on cables



ICS INSTITUTE 8-47

Routing Cables for Ethernet Cables?

- If you must route Ethernet cable above drop ceilings, most building codes require special cable that doesn't emit harmful gas if burned
- Such areas, & possibly others, may require Plenum rated Ethernet cables
- Check with local building codes, Fire Marshall



ICS INSTITUTE 8-48

Know Your Indoor Outlets

15 AMP Outlet (Typical Outlet) → 

 ← 20 AMP Outlet For Larger Printers, Appliances

ICS INSTITUTE 8-49

Know Your Outdoor Outlets



Weatherproof outlets outside of Mobile Command Post

ICS INSTITUTE 8-50

COML's & LSC Job Requires Extra Effort When Not Deployed

- Work with Regional IT managers to acquire new or excess laptops, & servers
- Find location to store/maintain COML Regional Go-Kit, & transportation to future incidents
- Keep stored laptops and servers up-to-date
- Work with Regional Facilities managers to monitor cell phone contracts
 - Possible access to additional cell phones/Mifi's
 - Access to provider's crisis center and equipment

ICS INSTITUTE 8-51

COMLs Additional Extra Effort Scenarios

- Off incident: contact States in your Region to find Statewide Interoperability Coordinators (SWIC) and become familiar with their Statewide COMM Interoperability Plan (SCIP)
 - Access to State radios and statewide radio networks
 - May require training courses from State to access
- On incident: work through LNO to make these contacts
- If using State radios be aware of special restrictions/procedures

ICS INSTITUTE 8-52

Working Among Secret Service Agents & High Level Dignitaries

- At times Secret Service will block cell and radio communications
- Assume if high level dignitaries are in the area your communications networks may go down
- You will not be notified of these occurrences
- Be prepared for alternate methods of moving messages



ICS INSTITUTE 8-53

Demobe Responsibilities of the COML

- Recover Equipment from Units being Demobilized
- Ensure Equipment is Returned to Proper Caches
- Arrange for Proper Dispose of Batteries, Print Cartridges



Dead battery bin

ICS INSTITUTE 8-54

Tips to Reduce COML Workload

- Have pre-printed instructions ready for:
 - Linking laptop to LAN printers for arriving staff, if applicable
 - Policies for radio communication
 - Daily radio checks
 - Severe weather notifications
 - Any other unique situations
- Remember - you will not be given administrator rights to computers

ICS INSTITUTE 8-55

Plan Ahead – Ask EOC to Add COML Deployment Statement

- Work with EOC to relay information to staff deploying to an incident – example:
 - Bring your IT equipment: laptop, charger, Ethernet cable, mouse, thumb drives
 - Test connections to MiFi, if not working contact your help desk, you may need administrator's rights – often staff with such rights may not be on-site
 - All emails "Subject" line will begin with site name for future litigation holds/searches

ICS INSTITUTE 8-56

Suggestions

- Recommended: LSC & COML deploy together with basic equipment & supplies, as necessary
- Document past COML experiences for future staff - reference

Region 5 Trailer for Moving Logistics Go-Kit



ICS INSTITUTE 8-57

R5 Staged Regional IMT Go-Kit



Locked containers to be stacked on dollies & rolled into trailer for deployment

ICS INSTITUTE 8-58

Unit 8 – Overview of the Communications Unit

Communications Go-Kit

Items	COML	Items	COML
EPA Incident Management Handbook	X	Supply catalogs	
General Office Supplies	X	Contact lists for Fed/State Agencies	X
Related Interagency agreements/contracts	X	Road Maps	X
Phonebook of area		EPA Property Decals	
Laptop & MIFI charges, printers	X	Access to Financial Data Warehouse	
Cell phone and charger	X	General Purpose Tool Kit	X
24-hour clock, alarm clock	X	Ordering Process Flowcharts	
Flashlight, 100' tape, flagging	X	Food thermometer	
USB thumb drives	X	Specialized tools for equipment service & maintenance	X
Agency specific materials	X	Radio programming equipment	X
Power strip	X	National frequency plan	X
Related ICS Forms – hardcopy	205, 214	Programmable VHF radios	X
T-Cards/Inventory tracking equip.	X	Internet wireless server	X
Pocket digital laser measuring tool	X	Volt meter & other repair tools	X
Nat'l Interoperability Field OPS guide	X	COML Book of Knowledge	X

ICS INSTITUTE 8-59

Logistics Section Tools

- There are Job Aids for all 6 Units
- Provides Information regarding:
 - Equipment & supplies needed
 - On-line Reference Materials
 - Required LOGs ICS forms
 - Various Task Lists to assist the LSC in navigating their responsibilities



ICS INSTITUTE 4-60

Objectives Review

1. What is the purpose of the Communications Unit?
2. What are the main responsibilities of the Communications Unit Leader?

ICS INSTITUTE 8-61

Exercise #8:
Creating an Incident Radio
Communication Plan

Assembling "Go Kits"

ICS Forms:

- ◆ 205/205a - Communication Plans
- ◆ 206 - Medical Plan
- ◆ 213 - General Message
- ◆ 213RR - Resource Request
- ◆ 214 - Unit Log
- ◆ 218 - Support Vehicle Inventory
- ◆ 235 - Facility Assessment Worksheet
- ◆ Cache of all ICS Forms



ICS INSTITUTE 9-4

Additional Materials

- ◆ Laptop
- ◆ Cell Phone/Camera
- ◆ Contracts on Electronic Portable Media
- ◆ Contacts Database
- ◆ Personal Logbook
- ◆ Job Aid/IMH
- ◆ ID Clothing
- ◆ Tool Kit or all purpose tool
- ◆ Office Supplies
- ◆ Power Strips
- ◆ Tape – "Blue", Duct
- ◆ Cables
- ◆ Signage
- ◆ T-Cards/Holder
- ◆ C&G Staff Vests



ICS INSTITUTE 9-5

Initial Activation

- ◆ Obtain complete information
- ◆ Gather information to assess the incident assignment
- ◆ Arrive at the incident and check in



ICS INSTITUTE 9-6

Personal Conduct

- Act professional
- Be service oriented
- Be tactful + truthful
- Be a team player
- Ensure proper work/rest ratio
- Other issues

"Be Flexible!"



"Relax – It ain't Personal!"

"Stay in your lane!"

ICS INSTITUTE 9-10

Hurt Feelings?



9-11

Incident Priorities, Goals and Objectives

- Provide for safety and well-being of all personnel
- Support incident in a cost-efficient manner
- Meet agency guidelines of property accountability



Item	Cost	Unit	Total/13 hr day
START Contractor	\$75.00/hr x 13 hours	3 ea	\$2,925.00
Lodging	\$86.40/night	3 ea	\$259.20
Per Diem	\$46/day	3 ea	\$138.00
Vehicles (gas & oil)			
Sub-total		3 ea	\$3,322.20

9-12

Obtain Status of Resources

Determine the Status of ...

- Available/assigned resources on incident
 - Types, agency, private
- Available/assigned resources off incident
 - Air operations
- Resources ordered and en route
 - Special types of equipment
 - Time frames - ETA
 - Personnel

WHERE?

HOW?

WHICH ONE?

ICS INSTITUTE 9-13

Gathering Information

- Predecessor
- Incident Action Plan
- Supervisor briefing
- Command + General Staff meeting
- Other Units/Sections
 - Logistics
 - Operations
 - Planning
 - Finance



ICS INSTITUTE 9-14

Operations Briefing



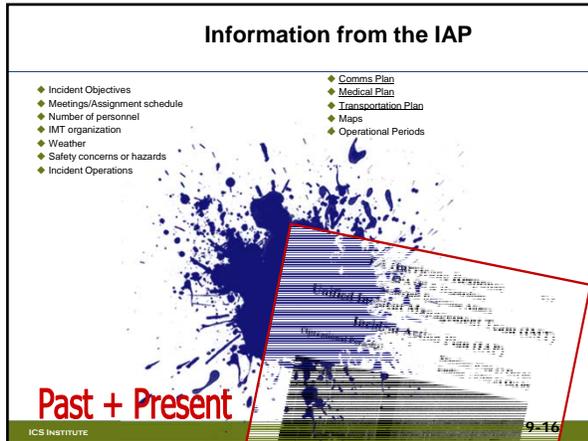
Command and General Staff Meeting

ICS INSTITUTE 9-15

Information from the IAP

- ◆ Incident Objectives
- ◆ Meetings/Assignment schedule
- ◆ Number of personnel
- ◆ IMT organization
- ◆ Weather
- ◆ Safety concerns or hazards
- ◆ Incident Operations
- ◆ Comms Plan
- ◆ Medical Plan
- ◆ Transportation Plan
- ◆ Maps
- ◆ Operational Periods

Past + Present



ICS INSTITUTE 9-16

Coordinate to Determine Immediate Needs

◆ Immediate needs include:

- Personnel
- Equipment
- Supplies
- Housing
- Facilities
- Food/Water
- Power/Communication



ICS INSTITUTE 9-17

Evaluate Needs + Order Supplies

- Ensure adequate personnel to staff Logistics Section
- Order + maintain quantities of supplies + forms to prevent shortage of basic items
- Establish Communications RF/IT Networks
- Medical availability
- Documentation



ICS INSTITUTE 9-18

Identify Ordering Process

- ◆ Determine ordering procedures (on-site or off-site, i.e. REOC)
- ◆ Working with RESL and FSC develop the incident "Resource Request & Ordering Policy"
- ◆ Review ICS Form 213RR for completeness
- ◆ Maintain a resource status tracking system and retain all paperwork

Let's look a little closer

9-19

Kansas City ICP
Columbia UC
Joplin

Let's look a little closer

Resource Ordering Policy
Joplin Tornado approved 213RR.

ALL RESOURCES MUST BE ORDERED USING EPA ICS FORM 213RR.

No resource will be charged against the Joplin Tornado Incidence without an approved 213RR.

■ **For any resource order other than an order for personnel:**
No one is to purchase anything for this incidence using their purchase card, travel card or request any contractor to purchase anything without approval by the Logistics Section. Logistics will evaluate the request to the IC and/or RIC. Contact the Logistics Section before initiating a 213r. If the request is found to be appropriate for funding, the requester will be instructed on how to proceed.

■ **For ordering personnel:**
All EPA employees going to Joplin, Missouri as a part of the Agency's response to the Tornado must have an approved 213RR on file in the REOC prior to leaving the Regional Office.

1. **Superfund Staff deploying according to the incident staffing chart:**

A. The 213r will be initiated by the Planning Section Chief or designated staff at least one week prior to the mobilization date. Provide the position to be filled, the rotation dates and the name of the individual.

B. The PSC then submits the 213RR to the Incident Commander for approval. The IC attaches an approved Travel Request Form to the 213RR and submits it to the Logistics Section Chief.

C. The LSC signs off on the form and enters it into the 213RR tracking system, ensuring that the individual has acknowledged that they have read the request form documents and has Health & Safety clearance. On the Travel Request Form the LSC assigns a hotel room and arranges for a GOV. The 213RR and Travel Request Form is submitted to the Finance Section Chief for processing.

D. The IC signs off on the 213RR after assigning Mission Assignment cost codes and Travel Manager to develop into the Travel Request Form and submit for authorization.

The cost codes are copied onto the Travel Request Form and submitted for authorization.

9-20

Maintain a Resource Status Tracking System

C – Contractors
O – Overhead
E – Equipment
S – Supplies & Services
T – Transport

The table has columns for Resource ID, Resource Name, Type, Status, Location, and other tracking details. A legend on the left defines resource types: C (Contractors), O (Overhead), E (Equipment), S (Supplies & Services), and T (Transport). Below the table is a handwritten form with various fields and signatures.

9-21



EXERCISE 9
Assume the Position Responsibilities

9-25

Objectives Review

1. What items would you need in order to arrive at the incident properly equipped?
2. How would you gather information to assess the assignment?
3. What is the importance of initial briefings?
4. What are three of the items that Logistics prepares, that are found in the Incident Action Plan (IAP)?



ICS INSTITUTE 9-26

Unit 10 - Planning and Activating the Section

ICS INSTITUTE
Logistics Section Chief
Incident Command System

March 20 - 24, 2017 | Pittsburg, PA

Unit 10
Planning and Activating the Section



"If you do not expect the unexpected, you will never find it"
Windall Castle
"Behind every great leader there was an even greater logistician."
- M. Cox

ICS INSTITUTE

Planning and Activating Objectives

Describe considerations in activating, briefing, and assessing the capabilities of each Unit



ICS INSTITUTE 10-2

Planning & Activating the Section

- Identify units within section to be activated
- Duties and responsibilities for unfilled positions revert to the supervisor
- Ensure there is a need for the unit before ordering



ICS INSTITUTE 10-3

Interaction Between Section Chief and Unit Leaders

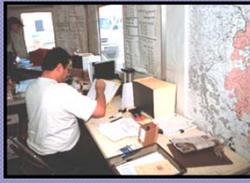
- Two-way communications
- Willingness to help each other
- Accurately assessing units' capabilities and limitations
- Communication, coordination, and cooperation



ICS INSTITUTE 10-7

Capabilities & Limitations of the Logistics Section

- Source of information for capabilities and limitations
- Competition for resource with other incidents
- Outside influences
 - Other incidents
 - Problems in getting orders filled (supplies and personnel)
 - Social/political/economic



ICS INSTITUTE 10-8



EXERCISE 10

Briefing Unit Leaders

10-9

Objectives Review	
1.	What are two steps necessary to activate the section?
2.	What are the major topics for briefing Logistics Section staff?
3.	What are some methods used to determine section's capabilities and limitations?

ICS INSTITUTE 10-10

Unit 11
Coordination with Command and General Staff



"We hear and understand what we already know."
Windall Castle

"Amateurs* think about tactics, but professionals think about logistics."
 - Gen. Robert Barrow

*An amateur is defined as anyone filling the PSC or OPS positions

ICS INSTITUTE

Unit Objective

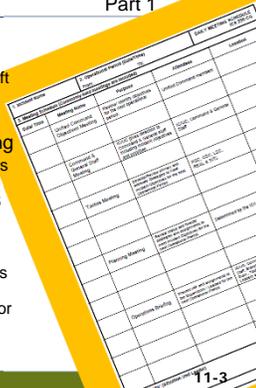
➔ Identify the Logistics Section Chief's (LSC's) coordination and communication responsibilities outside the Logistics Section



ICS INSTITUTE 11-2

A Day in the Life of a LOGS Chief
 Part 1

- ◆ Operations Briefing
 - Presents the IAP to oncoming ops' shift supervisors and any other pertinent information
- ◆ Prepare for the C&G staff meeting
 - Obtain from the unit leaders any issues that needs to be raised at the meeting
 - Review outstanding Open Actions ICS 233
- ◆ C&G Staff Meeting
 - Discuss decisions, objectives, priorities and assignments
 - Share concerns and/or issues known or anticipated
 - Gather information to share with your staff needs to know



ICS INSTITUTE 11-3

Logistics Section Staff Meeting

- Current situation
- Planned situation
- Roundtable by unit on capabilities and limitations
- Time limitation
- Set priorities
- Fill needs or requests



11-7

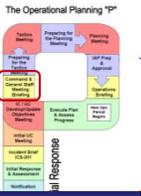
C and G Staff Meeting

During the C&G Staff Meeting the IC will:

- ◆ Review decisions, directions, objections, priorities, procedures and functional assignments the UC has agreed on.
- ◆ Review Response Emphasis
- ◆ Present/Review Functional Work Assignments
- ◆ Review Status of **Incident Open Actions Tracker** from Previous Meetings (ICS 233)

The LSC should:

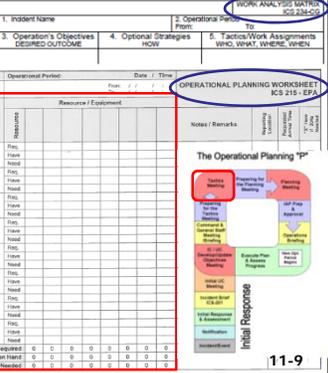
- ◆ Provide current status/situation
- ◆ Collect information that would be important to Logistics staff
- ◆ Share information or concerns regarding Logistics' issues



11-8

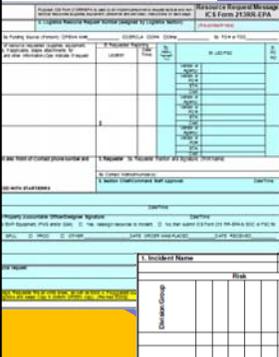
Participation in Tactics Meeting

- OPS and PSC draft ICS forms 215 & 234 in preparation of the meeting
- LSC assists in determining what resources are on-hand and what resources will be needed for the next operational period



11-9

Participation in Tactics Meeting



The image shows the ICS 213RR form, which is used for Resource Requirements. It includes sections for Incident Name, Operational Period, Date, Time, and a table for listing resources with columns for Name, Type, and Quantity.

- ◆ Review the proposed ICS 215 and 215a for resource needs.
 - Can you provide the needed resources?
 - If not, provide alternatives
- ◆ Advise OPS, PSC and SO on current capabilities and limitations
- ◆ Develop draft ICS 213RRs

Discuss Long Range Plans

- Discuss and **Identify** tasks that would require extended lead time in ordering responses




11-11

At the Planning Meeting

- OPS provides an overview of the current operations and presents the plan of action for the next operational period using a completed ICS 215 and 215a.
- There should be no surprises at the Planning Meeting
- If needed, C&G Staff resolve any issues before assembling the IAP
- All C&G Staff indicates support of the plan
- Logistics finalizes ICS 213RR and begins the ordering process



The diagram shows the 'Operational Planning P' with a red box highlighting the 'Plan' section, which includes 'Plan of Action for the Next Operational Period' and 'Resource Requirements'.

11-12

Prepare Forms for the IAP

The Operational Planning "P"



Primary Components	Format	Responsibility
Incident Objectives	ICS Form 202	Planning – Resource Unit
Organization List	ICS Form 203	Planning – Resource Unit
Organization Chart	ICS Form 207	Planning – Resource Unit
Assignment List	ICS Form 204	Planning – Resource Unit
Radio Communication Plan	ICS Form 205	Logistics – Communications Unit
Communication Plan	ICS Form 205a	Planning – Resource Unit
Medical Plan	ICS Form 206/Map	Logistics – Medical Unit *
Daily Meeting Schedule	ICS Form 230	Planning – Situation Unit Leader
Incident Map	Map	Planning – Situations Unit
Weather Report	Text	Planning – Situations Unit
Safety Plan	ICS Form 208 or Text	Safety Officer 11-13
Transportation/Traffic Plan	Text/Map	Logistics – Ground Support Unit

One-on-One

- Communication with incident personnel
 - Section Chiefs, Unit Leaders and Command Staff
 - Talk with incident personnel
 - Incident communications center
 - REOC
- Be familiar with the incident area and the status of the work assignments



Communicate, Communicate, Communicate

ICS INSTITUTE11-14

Other Meetings

- Incident orientation
 - Timekeeping
 - Housing and Food availability
 - Facility Security
 - Property management Check-in/Check-out
 - Ordering Policies and Procedures
 - Documentation Control & Responsibilities
 - Health and Safety
 - Demob Process
- Communications with REOC
- Business Meetings with FSC or RESL IMH: 4-28

ICS INSTITUTE11-15



EXERCISE 11

Do the Briefing at one of the daily meetings

11-16

Objectives Review

1. What is the LSC's role in coordinating with the Command and General Staff?
2. What is the LSC's role in the Planning Meeting and in the preparation of the Incident Action Plan (IAP)?
3. What are the elements to cover during the Logistics Section meeting and/or briefing?
4. What are the elements in the Logistics Section's portion of the operational period briefing?

ICS INSTITUTE 11-17

Unit 12
Managing Personnel and Demobilizing



**Logistics, in the broadest sense, is the three S's:
SUPPLY, SUPPORT and SERVE**
Greg H. Crable

"Logistics, in the broadest sense, is the three big M's—material, movement, and maintenance."
- James A. Huston

ICS INSTITUTE



ZZZZZZ

WAKE-UP!
We're almost done!

ICS INSTITUTE 12-2

Unit Objective

Describe techniques for successfully managing personnel and demobilizing the Section



ICS INSTITUTE 12-3

Assign and Monitor Work Assignments

- ◆ Assign and monitor work assignments
 - Ensure the proper skill mix
 - Staff should be multi-task oriented
 - Be fluid, flexible and able to adjust easily to change
 - Ensure staff gets adequate rest




On many occasions you'll be required to provide on-the-spot ICS training

ICS INSTITUTE
12-4

Coordinate the Section's Units

- Establish priorities + coordinate the efforts of the Logistics' Units
 - In support of the operational needs
 - Encourage communication + coordination between units
 - Gather information and disseminate



Hold Logs mtgs. daily

FOCUS

ICS INSTITUTE
12-5

Maintain a Unit Log – ICS 214

1. Incident Name	2. Date Prepared	3. Time Prepared	UNIT LOG
			ICS 214 - EPA
4. Unit Name Designator	5. Unit Leader Name: Position:	6. Operational Period From: Date: / / To: Time:	
7. Personnel Roster Assigned		Home Base	
Name	ICS Position		
8. Activity Log			
Time	Major Events		

PURPOSE:
Provides basic documentation of the day's notable activities, actions, events or decisions to include any progress + obstacles or any other major events or information not recorded elsewhere in the ICS

PREPARATION:
Prepared by an individual, for the individual, or for the work unit as directed

Three "A's": Actions, Agreements + Accidents

ICS INSTITUTE
12-6

Maintain a Unit Log – ICS 214b

- Developed by EPA R6 to aid in the collection of relevant information deemed useful + necessary in the planning process

1. Incident Name	2. Date Prepared	3. Time Prepared
UNIT DEBRIEF LOG ICS 214b – EPA R6		
4. Unit Name/Designator	5. Unit Leader Name: Position: Contact Information:	
Name:	7. Personnel Roster Assigned ICS Position:	
8. Operational Period Debrief		
General Remarks/Accomplishments:		
ADDITIONAL SUPPORTING DOCUMENTATION: Response Manager: <input type="checkbox"/> Other: <input type="checkbox"/>		
Health & Safety Problem Areas:		
Next Operational Period Requirements:		

- Provides a status of the day's progress + notes problems, concerns or issues
- Identifies any health + safety issues that should be addressed

- Provides the Unit Leader with the opportunity to document his/her need for additional resources, identify resources that can be demob., and recommend any tactical changes

ICS INSTITUTE 12-7

Supervise the Section

- Brief section personnel and keep them updated
 - Operational changes affecting Logs
 - Changes in policies and procedures
 - Anticipated resource needs
 - In-coming/out-going personnel
 - Changes in staffing levels



- Establish time frames and schedules

ICS INSTITUTE 12-8

Supervise the Section

- Supervise Section Staff
 - Provide clear directions
 - Communicate – keep everyone in the loop
 - Review and approve time
 - Be supportive – listen
 - Encourage team work
 - Resolve personnel issues quickly






Take time to laugh together

If you don't laugh You're going to cry or yell or

ICS INSTITUTE 12-9

Supervise the Section

- ◆ Supervising Assigned Contractors
 - COR certification is preferred to oversee the work of a contractor
 - Understand the contractor's responsibilities under individual task orders
 - Ensure all inappropriate actions involving contractor personnel are documented and reported to CO

12-10

Give Clear Instructions

- Give directions, w/timelines for each function to meet the incident objectives + operational needs
- Monitor individual job performance
- Evaluate + take corrective action, as necessary
- Communicate changes in a timely manner

Could you use one finger to point?
PLEASE!

12-11

Establish Performance Expectations

- Two-way dialogue
 - Non-threatening
 - Problem solving
- Verbal or written
 - Pre-incident meetings and training
 - Initial briefing
 - Ongoing process throughout incident

Priorities for Monday, 10/27/08
Facility - League City

1. Submit Pictures for building key cards **Rob**
2. Resolve Network Problems **Jim**
3. After obtaining information from Alutiq distribute "rules of the road" to Pasadena **Rob**
4. Collect all items that was moved to League City that is not needed for Pasadena **Rob**
5. Make arrangements to get the satellite to Alpha **Jim**
6. Presently, there is no room for the copiers that will be delivered tomorrow - assess the situation and make a recommendation **Rob**
7. Assess housing needs through November and give recommendations on the hotel contracts (Comfort/Candlewood) **Joe/Greg**
8. Contact RB to get authority to edit 213 database. **Joe/Greg**
9. We are now ordering human resources --- THIS MOST BE DONE NOW. **Greg**
10. Update the Mobilization Plan **Greg**
11. Establish a process to schedule meetings and track hours by the **Rob**
12. Inventory resources remaining at the Pasadena location identifying disposition - if to be shipped obtain the address and contact. **Joe**
13. Resolve the recycling issue. **Greg**
14. Update the 213 status report. **Joe/Greg**
15. Inventory and initiate the check-out process --- by inventory I mean check the list to the actual resources. **Joe**
- Asset Tracker for personnel and equipment

12-12

Brief Relief Personnel

- ◆ Resource types + tracking
- ◆ Contracts in-place or in-process
- ◆ Ordering + tracking process
- ◆ Check-in/out procedures (supplies + personnel)
- ◆ Shipping + Receiving policies
- ◆ Meeting schedules
- ◆ Housing/Food availability + procedures
- ◆ Facility safety + security issues



ICS INSTITUTE
12-13

Brief Relief Personnel

- ◆ Status of Medical services for incident personnel
- ◆ Communication issues
- ◆ Support Vehicles availability
- ◆ Changes in policy and operating procedures
- ◆ Special problems/shortages
- ◆ Anticipated resource needs
- ◆ Unresolved or priority issues/actions



ICS INSTITUTE
12-14

Brief Relief Personnel

ICS Form 233 – Incident Open Action Tracker

1. Incident Name:		1a. Unit Designation:		Incident Open Action Tracker ICS Form 233			
2. No.	3. Item	4. Assigned to: POC	5. Assigned /Briefed (X)	6. Assign Date	7. Status	8. Due Date	9. Actual Date

◆ **Purpose:** Used to assign + track administrative tasking from the IC/UC or Section Chiefs. **It is a management tool used to monitor IMT assignments rather than operational assignments (ICS form 204)**

◆ **Preparation:** The OAT is prepared by the PSC for the IC/UC or by individual Section Chiefs. The IC/UC's OAT may be included in the IAP, displayed or both.

INCIDENT OPEN ACTION TRACKER
Page ____ of ____
ICS Form 233-CG

12-15

Promote Teamwork

SMILE till it Hurts!

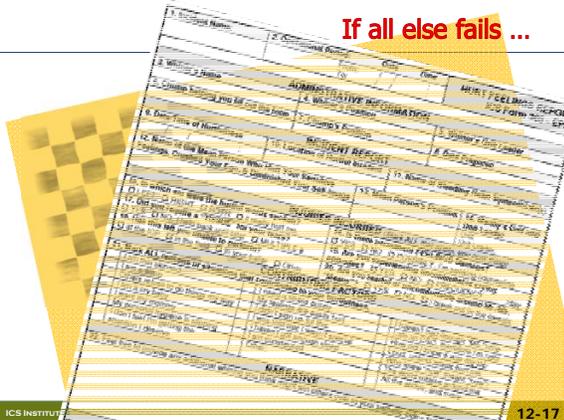


- ◆ Develop/promote team work
- ◆ Encourage communication
- ◆ Hold staff meetings regularly
- ◆ Listen – Make staff a part of the decision process
- ◆ Resolve conflict quickly + fairly
- ◆ Provide counseling + discipline
- ◆ Provide positive feedback
- ◆ Make time and find ways to bond as a team
- ◆ Do things after hours as a team

Relax – there's a solution for every problem

ICS INSTITUTE 12-16

If all else fails ...



ICS INSTITUTE 12-17

Evaluating Individuals

- Evaluate individuals and/or contractors as required by agency policy
- Discuss evaluation with the individual



EPA's evaluation of personnel is informal, at best ...

ICS INSTITUTE 12-18

Dealing with Stress

◆ Due to the long hours, fast pace, the length of deployment and the emotional burden of the situation; **stress is very common during an incident.**

■ As the LSC be aware of the signs of stress and take steps to control stressors and minimize their affect on incident personnel



ICS INSTITUTE 12-19

Dealing with Stress

Signs of Stress

◆ Inability to concentrate/Poor judgment	◆ Nausea, dizziness
◆ Seeing only the negative/defeatism	◆ Chest pain, rapid heartbeat
◆ Anxious or racing thoughts	◆ Frequent colds
◆ Constant worrying	◆ Eating more or less
◆ Moodiness, irritability agitation or short temper	◆ Sleeping too much or too little
◆ Feeling overwhelmed	◆ Isolating yourself from others
◆ Sense of loneliness and isolation	◆ Procrastinating or neglecting responsibilities
◆ Depression or general unhappiness	◆ Using alcohol, cigarettes, or drugs to relax
◆ Aches and pains	

ICS INSTITUTE 12-20

Dealing with Stress

■ When you sense that someone is becoming over-stressed:

- Acknowledge it & be understanding
- Take them aside to talk + LISTEN
- Provide time-off and/or more time for breaks
- Ensure they are getting enough sleep
- Address the contributing stressors
- If needed demobilize them

ICS INSTITUTE 12-21

Pro-active Management of Incident Stress

- Critical Incident Stress Management (CISM)
 - An intervention protocol dealing with traumatic stress
 - A process to help those in a critical incident to:
 - share experiences,
 - vent emotions,
 - learn about stress reactions and symptoms
 - provide referral for follow-up help if needed
 - It is confidential voluntary and educative process
 - EPA's Emergency Response Peer Support Team
Contact: Craig Beasley at Beasley.craig@epa.gov
Website: https://response.epa.gov/site/site_profile.aspx?site_id=CISM001
You must log-in to OSC Response Website to gain access

ICS INSTITUTE 12-22

Pro-active Management of Incident Stress

- ◆ EPA's Peer Support Team Program:
 - Provides trained OSCs or other EPA staff that can talk to you in person or by phone when you feel stressed
 - May be ordered and available during an EPA response
- ◆ Animal Assisted Crisis Response Teams
 - HOPE - Animal Assisted Crisis Response (AACR) Team
1-877-HOPE-K9s
www.hopeaacr.org



ICS INSTITUTE 12-23

Demobilizing

Frequently the Logistics Section acts as the Demob Unit when one is not activated.

Coordinate with the Planning Section to establish roles and responsibilities regarding the demobilization process during the incident



ICS INSTITUTE 12-24

Demobilization Procedures

- Working with the Demobilization Unit Leader develop a demobilization plan early in the incident



When do you start planning to Demobilize?

ICS INSTITUTE 12-25

Participation in Demob Plan

- Participate in the development of the Demob Plan
 - Ensure LOGs has the ability to support the plan
- After review, sign the plan
- Coordinate with the Demob Unit in implementing the plan
- Brief staff on demobilization procedures + responsibilities



ICS INSTITUTE 12-26

Development of the Demob Plan

- Prior to Demob Plan development meeting determine status + future need of on-site resources
- Ensure current capabilities are maintained
- Identify issues/limitations should resources be demobilized
- Determine additional resource needs



To maintain EPA readiness – demob resources when no longer needed

ICS INSTITUTE 12-27

Demob Plan

Logistics Section Demobilization Plan

Logistics Section is responsible for the final closeout of the facility housing the ICP, coordination with the other sections in the termination of all but the field operations portion of the response. When the Operations Section submits a plan based on the date when the total staffing level of EPA employees in the ICP and in the field is reduced to a minimal level, the Logistics Section will initiate the following DMOB plan in various phases consistent with the basic tenets:

- 1) Guidance - logistics support will be based on Operations per IAP.
- 2) Coordination - Logistics, Operations, Planning, and Finance Sections shall coordinate demobilization activities toward the final shutdown of the facility.
- 3) Flexibility - The plan is flexible and can be adjusted as necessary. Unnecessary personnel will be terminated or sent home. Field Operations will have been turned over to the appropriate responding agency, and Logistics Section staff (inventory and procurement support), will commence shut down of facility operations. The plan is based on how many days (tasks and subtasks) will be required in order for the Logistics Section to close out and vacate the facility. Tasks and subtasks are listed as follows for EPA's Logistics Section:

TASKS

- Ensure demobilization process early enough during the incident so that adequate demobilization plan is in place prior to the actual need to release resources;
- Review list of resources proposed for demobilization daily to ensure accuracy, timely release and/or reassignment from incident through coordination with Resources Unit;
- Work with sections to identify excess section (resources not available for release);
- Brief logistic staff on responsibilities;
- Ensure all incident and agency demobilization documentation is complete;
- Identify all high cost resources, lead the Supply Unit
- Provide Verne Cox Recreation Facility with a Leader;
- Forward all section documentation to the doc;
- Schedule the maintenance, repair, and recall;
- Close-out 211e (Check-in Sheet Equipment)
- Ensure process is in place to return equipment;
- De-install all electrical equipment inside and outside the ICP that was procured with federal funding in support of the response
- De-install all IT equipment inside and outside the ICP that was procured with federal funding in support of the response
- De-install all phone lines inside and outside the ICP that was procured with federal funding in support of the response

12-28

To have services disconnected – you must be the individual who originally authorized the installation

The "To Do" List

Tasks to be performed at Verne Cox Center when EPA demobs.

1. Clean and empty Supply Room 111
2. Service and repair if necessary two Sliding Glass Doors. It appears no repairs are necessary at this time
3. Clean Kitchen and kitchen appliances.
4. Clean Carpet in Office Area
5. Clean all windows
6. Clean & Buff all Linoleum floors
7. Clean and Paint 4 columns in Gymnasium.
8. Clean Bleachers.
9. General Pickup of debris/litter on the grounds.
10. Power wash the sidewalks at the entrances of the building (2) and the parking lot in the front of the building. This is critical because wheelchairs pickup oil spills from the parking lot onto their wheels.
11. Reinstall 2 signs taken down by EPA.
12. Verne Cox Management feels the grass, where have parked for the last month, will be OK after a few rains. However, they would like to keep this issue open for a while.
13. Diesel spill site. Verne Cox management is calling in Pasadena Street and Bridge personnel to evaluate the spill site and give their recommendation on what may need to be done, if anything.
14. After the rain on 10/07, there is at least one mud hole caused by one of the trucks used in the Hurricane Ike effort and parked on the Verne Cox grounds.

Replenish Verne Cox supplies used by the EPA. Kenneth and I are keeping a weekly total of supplies used.

Make certain all State, Contractor, and EPA supplies and equipment are removed.

This will include but not be limited to :

- Trucks
- Trailers
- Generators
- Electrical cables
- Satellite Dishes
- Ergonomic Chairs
- ADP Equipment
- Copy Machines
- Rented Partitions

12-29

Continual Communications

Demobilization of resources is a continual process requiring constant evaluation + planning

- Continually communicate with + listen to the IC and OPS
- Coordinate with Command + General Staff
 - Tactical assignment downsizing
 - Time line for the release of resources
 - Release notification + transportation times
 - Anticipated resource needs
 - Length of assignment
 - Medical/emergency releases



12-30

Identify + Release Excess Resources

- ◆ Coordinate with *Area Command/Unified Command, IC and REOC*
- ◆ Coordinate with Unit Leaders and Section Chiefs
- ◆ **Coordinate with RESL**
- ◆ Ensure adequate work force for the completion of the demobilization process
- ◆ Establish reasonable time lines
- ◆ Determine disposition of resources and identify shipping needs



ICS INSTITUTE 12-31

Coordinating with Other Agencies

- ◆ Coordinate with other agencies during the development and implementation of demobilization process
- ◆ Hazardous + bio-hazardous materials
- ◆ Local law enforcement agency
- ◆ Service providers (utilities, UPS, contract service providers, waste haulers)



ICS INSTITUTE 12-32

Personnel Demobilization



- ◆ Complete ICS Form 221 **DEMOBILIZATION CHECKOUT**
- ◆ Obtain signatures from:
 - Logistics: Supply, Communication, Facilities and Ground Support Units
 - Planning: Documentation Unit
 - Finance/Administration: Time Unit
- ◆ Return ICS Form 221 to Documentation Unit

ICS 221 12-33

Agency Debriefing

- ◆ Participate as part of the IMT during the agency debriefing/hot-wash
- ◆ Prepare a synopsis of the logistics operation during the incident
- ◆ Provide a list of resources and organizations still assigned to the incident




ICS INSTITUTE 12-34

Demobilization Plan

DEMobilIZATION PLAN (7500) Page 1 of 2
(Revised 1/2015)

I. GENERAL INFORMATION
 The following information outlines the demobilization process to be used when releasing resources from the incident. All personnel will follow the procedures outlined to ensure equipment is inspected, accountable supplies are returned and finance documents are completed. No equipment or materials will leave the incident until authorized to do so.

General Guidelines

- A. All U.S.F.S. resources must be able to arrive at their home base prior to 2000 hours.
- B. * Stipulation change. All rest requirements will be met prior to release.

II. RESPONSIBILITIES

1. Section chiefs will identify surplus resources and submit the list to the Demobilization Unit.
2. Demobilization Unit leader will prepare tentative Release Sheets and present to the Plans Chief and I.C. for approval.
3. After I.C. approval, the local E.C.C. will be informed of surplus resources.
4. Demobilization Unit leader will prepare notice of Tentative Release for positions at "Check-Out" and hand out Demobilization Checklist (ICS 221) to resources identified for tentative release.
5. Logistics, Plans, and Finance chiefs are to ensure that their units are staffed to check-out resources.
6. Local E.C.C. will notify RDC/one dispatch of surplus resources, determine disposition and notify Demobilization Unit leader of release or reassignment.
7. Upon completion of check-out procedures, and release is confirmed, resources are released and local E.C.C. is notified of E.T.A.

III. RELEASE PRIORITIES

1. Private Equipment
2. OES
3. Local Government
4. U.S.F.S.

ICS INSTITUTE 12-35

Demobilization Plan

IV. RELEASE PROCEDURES

1. Resources identified for tentative release obtain their checkout form from the Demobilization Unit leader and go through the process identified.
 - a. **Supply Unit** - Turn in accountable items and resupply equipment as necessary.
 - b. **Communications Unit** - Return radios.
 - c. **Facilities Unit** - Crews to make sure sleeping area is cleaned.
 - d. **Ground Support** - Arrange transportation as needed (airport or home). Set up equipment inspection.
 - e. **Food Unit** - Provide lunches or refreshment to crews as needed.
 - f. **Medical Unit** - Ensure all documentation is completed on injured personnel.
 - g. **Time Unit** - Ensure all time documents are completed.
 - h. **Finance Section** - Ensure all pay documents are completed for hired equipment and personnel.
 - i. **Documentation Unit** - Turn in Unit Logs.
2. Turn in completed paperwork to Demobilization Unit leader, then you will be released upon confirmation of release.
3. Demobilization Unit leader will notify local E.C.C. of E.T.A.

V. TRAVEL INFORMATION
 Weather is clear and warm and there is no known travel delays. Drive safely and have a good trip home.

Demobilization Unit Leader _____
 Planning Section Chief _____
 Logistics Section Chief _____
 Incident Commander _____

ICS INSTITUTE 12-36

Oh boy!!!!
I think we're almost done!

EXERCISE 12

Demobilization and Evaluation



12-37

Objectives Review

1. What are the techniques for assigning and organizing the work of personnel and contractors?
2. What are the Logistics Section Chief (LSC) duties in briefing, monitoring, training, and evaluating staff?
3. What are three responsibilities of the LSC in incident demobilization?

ICS 1001/1002 12-38



EPA's Resource Ordering and Tracking Process in an ICS Structure





Typically during disasters EPA is spending funds provided by:

- Federal Emergency Management Agency (FEMA)
- US Coast Guard (USCG)
- Responsible Party (RP)

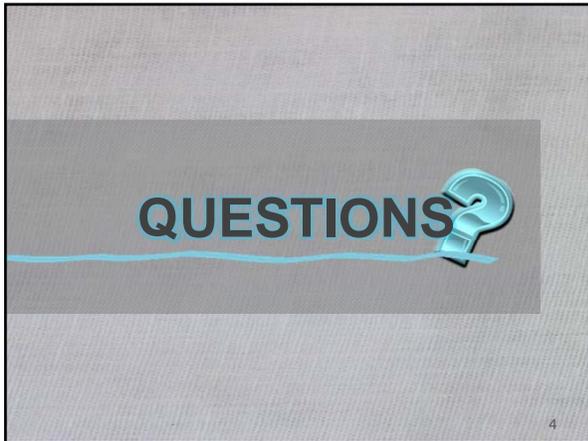
2

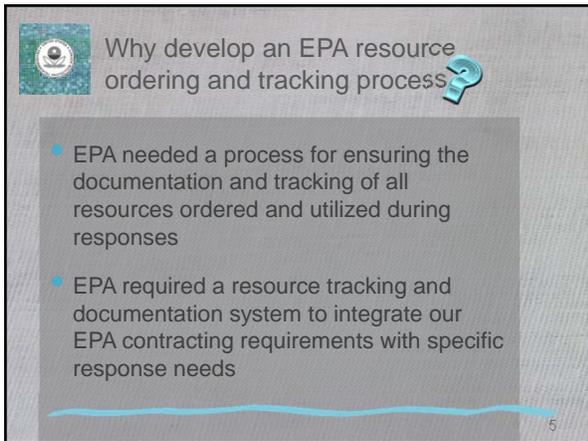


EPA disaster response fund expenditures are subject to audit by:

- Inspector General (IG)
- Government Accountability Office (GAO)
- Office of Personnel Management (OPM)
- Responsible Party (RP)

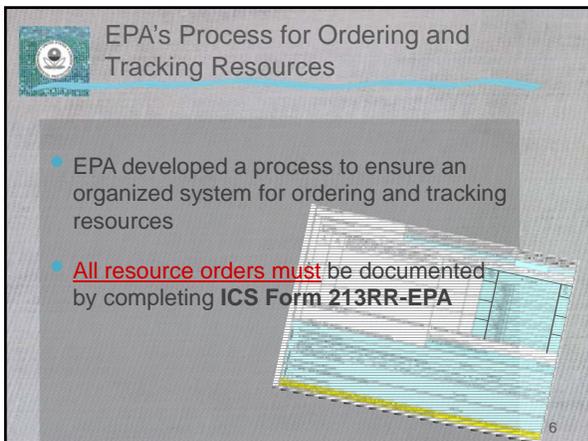
3





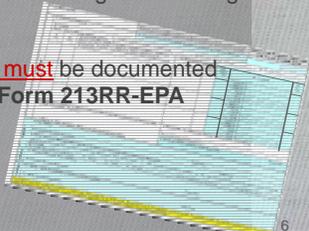
Why develop an EPA resource ordering and tracking process?

- EPA needed a process for ensuring the documentation and tracking of all resources ordered and utilized during responses
- EPA required a resource tracking and documentation system to integrate our EPA contracting requirements with specific response needs



EPA's Process for Ordering and Tracking Resources

- EPA developed a process to ensure an organized system for ordering and tracking resources
- **All resource orders must** be documented by completing **ICS Form 213RR-EPA**





Resource Ordering and Tracking

Importance of properly documenting and tracking resources:

- Financial accountability
- Physical accountability
- Ensure resources are released when no longer needed
- Ensure resources are assigned where they are most useful
- Prevents duplicate orders

7



EPA Resource Ordering and Tracking Workgroup



- A workgroup was established in 2007, comprised of EPA staff trained in Logistics, Operations, Finance and Resources and included representatives from Regions, ERT and HQ
- The workgroup developed the EPA resource ordering and tracking flowcharts, as well as form 213RR-EPA for ordering resources

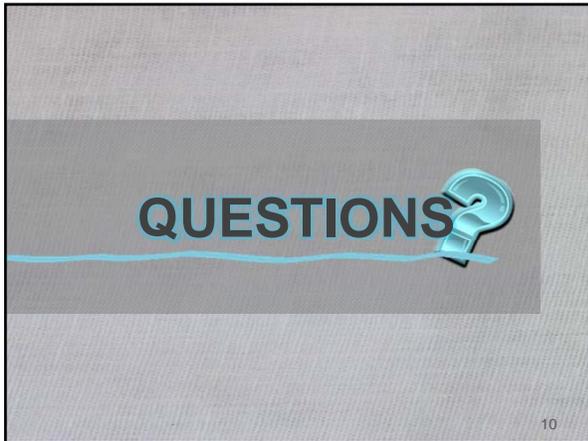
8

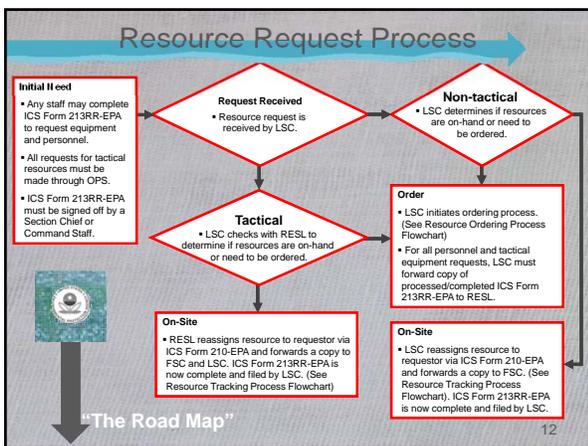


Who is a part of the EPA ordering process?

- Anyone requesting a resource
- Appropriate Section Chiefs
- Operations Section Chief
- Logistics Section Chief
 - Supply Unit Leader
- Planning Section Chief
 - Resource Unit Leader
 - Demobilization Unit Leader
 - Documentation Unit Leader
- Finance Section Chief
 - Procurement Unit Leader

9

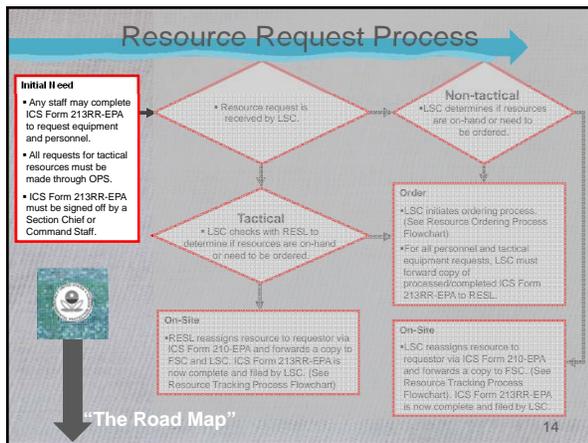




NOTE:

Purchase cards and warrants must be used in accordance with the Incident Procurement Plan

13



213RR Ordering and Tracking Webinar

Date/Time Program: 10/23/14 1430

Resource Request Message: ICS Form 213RR-EPA, No. 5291

IC	Unit	Personnel, equipment, and/or other information (See section 7 request & FACTSAR)	Location	Time	Requesting Agency
2	Ex	ERAs Contractors with ATVs to collect orphan containers in rural areas of Orr Co.	ICP Bravo Branch	10/24 0700	IN LUNDA

Requester keeps the GREEN copy

Eric Thompson, Bravo Branch Dir. Eric Thompson

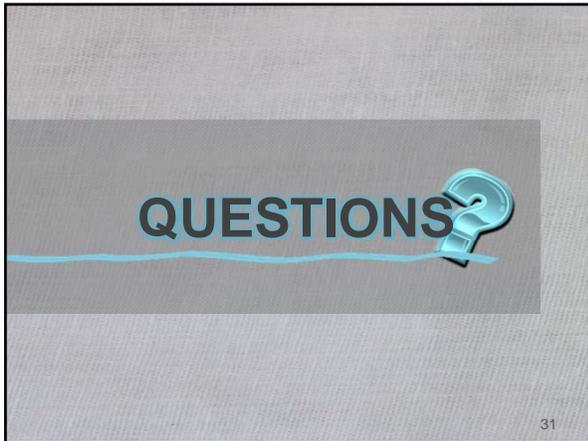
913-595-1234

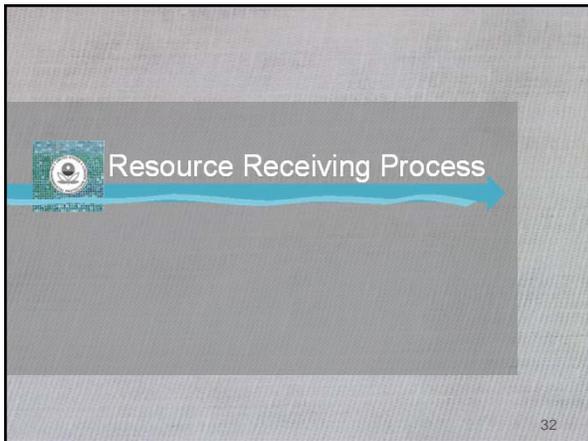
10/23/14 1500

The Initial Need

Submit

15





INCIDENT BRIEFING
ICS 201 - EPA

1. Incident Name: _____ 2. Operational Period: _____ Date: _____ Time: _____

3. Map/Sketch (indicate search, showing the hot area of operations, the incident entrance, overflight results, exposures, regulated chemicals, or other pertinent tracking information and response status)

4. Current Situation

5. Resources

Resource Type	Description	Quantity	Status	Status Date/Time	
<input type="checkbox"/>	ICS 201 - EPA	<input type="checkbox"/>	ICS 201 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 202 - EPA	<input type="checkbox"/>	ICS 202 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 203 - EPA	<input type="checkbox"/>	ICS 203 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 204 - EPA	<input type="checkbox"/>	ICS 204 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 205 - EPA	<input type="checkbox"/>	ICS 205 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 206 - EPA	<input type="checkbox"/>	ICS 206 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 207 - EPA	<input type="checkbox"/>	ICS 207 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 208 - EPA	<input type="checkbox"/>	ICS 208 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 209 - EPA	<input type="checkbox"/>	ICS 209 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 210 - EPA	<input type="checkbox"/>	ICS 210 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 211 - EPA	<input type="checkbox"/>	ICS 211 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 212 - EPA	<input type="checkbox"/>	ICS 212 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 213 - EPA	<input type="checkbox"/>	ICS 213 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 214 - EPA	<input type="checkbox"/>	ICS 214 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 215 - EPA	<input type="checkbox"/>	ICS 215 - EPA	<input type="checkbox"/>	
<input type="checkbox"/>	ICS 216 - EPA	<input type="checkbox"/>	ICS 216 - EPA	<input type="checkbox"/>	

Page 4 of ICS 201

7. Resources Summary

8. Section/Branch and "assigned" responsibility of the assigned LSC, PSC, FSC and SO

9. C/PSC/FSC/SO for

10. ICS Form 210 - provides copy to FSC.

11. ICS Form 210 - provides copy to FSC/LSC.

33

Ordering START and ERRS Resources



- To prevent disruption of operations, OPS can order resources directly from START and ERRS in accordance with established host region's procedures (host region CO/PO must be notified per the incident procurement plan)
- For resources ordered directly from START and ERRS by OPS, a 213RR-EPA form must be completed and submitted to the LSC within 24hrs to document the order (some LSCs do this for OSCs)

1. Suggested quantity of supply if known also Postal Contact phone number and mobile numbers, if known	3. Requester: SA, Requester Position and Signature (Print Name)
2. Check if this request was placed with START/ERRS	4. Contact Method/Number(s)
	5. Section Chief/Command Staff Approval

40

Ordering START and ERRS Resources



- OPS should include TO and/or TDD number on form 213RR-EPA
- When OPS submits form 213RR-EPA to LSC, the form will be routed as outlined in the resource ordering flowchart
- RESL, LSC and FSC need info on START and ERRS resources for check-in and/or tracking purposes

1. Date of Request	2. Logistics Resource Request Number (assigned by Logistics Section)	No. 5291
3. ORDER	4. Funding Source (if known) (FEMA, MHA, DDERCLA, DOPM, Other)	5. For ICS

41

Ordering START and ERRS Resources



- OPS will determine how to comply with form 213RR-EPA submission requirements (i.e. setting deadlines for DIV/GRP to submit their daily ERRS/START orders, etc.)
- Process developed by OPS for submitting ICS Form 213RR-EPA to LSC may vary by incident

42



Emergency Use of Purchase Card



- After the IMT has been set up, the purchase card and warrant **may not be used** without appropriate IC or IMT approval (depending upon approval delegations in the Incident Procurement Plan)
- If a situation exists where Operations need resources immediately and has received approval from the authorizing entity to use the purchase card, **OPS must approve all purchase card orders**

43



Emergency Use of Purchase Card



- For purchase card orders, form 213RR-EPA **must be completed and submitted to the LSC within 24hrs of the purchase** for documentation and processing per the resource ordering flowchart
- Follow directions for purchase card ordering in accordance with the Incident Procurement Plan
- Purchase card usage must be reported to FSC at or before demob

44



Ordering Equipment from an EPA Warehouse

- Form 213RR-EPA must be filled out and submitted to Logs for any equipment which is ordered from an EPA warehouse
- Equipment order and delivery methods will be determined by FSC and LSC based on established host and source region's procedures
- When the form 213RR-EPA is submitted to Logs, the form will be routed as outlined in the resource ordering flowchart

45



Tracking Equipment from Outside Agencies – not purchased

- Resources from outside agencies will be referred to RESL upon check-in to determine if resource is needed
- RESL will confer with LSC, OPS, FSC and LNO to determine if resource was requested prior to checking it in to the incident and to determine responsibility and liability for the resource

46

QUESTIONS



47



Routing ICS Form 213RR-EPA

48



ICS Form 213RR- EPA
Lessons Learned

All orders should be separated by:

Resource Type	Funding Source
<ul style="list-style-type: none"> • Overhead • Contractors • Equipment • Supplies and Services • Vehicles 	<ul style="list-style-type: none"> • Stafford Act (FEMA) <ul style="list-style-type: none"> ▪ Mission Assignments • Oil Protection Act (USCG) • CERCLA ("Superfund")

▪ LOGs will assist the requestor in completing the form

52

In Conclusion

- Form 213RR-EPA **must be completed for all requests** during responses where an IMT has been established
- The resource ordering and tracking flowcharts were developed to ensure accountability and proper documentation of resources ordered during EPA responses
- The system can be used for incidents of regional, as well as national significance, regardless of the size
- Agency rules and regulations still apply



53

QUESTIONS?



54
