

POSITION CHECKLISTS

LOGISTICS SECTION CHIEF: The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services and material in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises the Branches and Units within the Logistics Section.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Incident Commander.
- c. Plan organization of Logistics Section.
- d. Assign work locations and preliminary work tasks to Section personnel.
- e. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- f. Assemble and brief Branch Directors and Unit Leaders.
- g. Participate in preparation of Incident Action Plan.
- h. Identify service and support requirements for planned and expected operations.
- i. Provide input to and review Communications Plan, Medical Plan and Traffic Plan.
- j. Coordinate and process requests for additional resources.
- k. Review Incident Action Plan and estimate Section needs for next operational period.
- l. Advise on current service and support capabilities.
- m. Prepare service and support elements of the Incident Action Plan.
- n. Estimate future service and support requirements.
- o. Receive and Implement Demobilization Plan from Planning Section.
- p. Recommend release of unit resources in conformity with Demobilization Plan.
- q. Ensure general welfare and safety of Logistics Section personnel.
- r. Interface with all other Sections to ensure role as a team player.
- s. Maintain Unit Log (ICS Form 214).

SERVICE BRANCH DIRECTOR: The Service Branch Director, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the management of all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical and Food Units.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Logistics Section Chief.
- c. Obtain working materials.
- d. Determine level of service required to support operations.
- e. Confirm dispatch of Branch personnel.
- f. Participate in planning meetings of Logistics Section personnel.
- g. Review Incident Action Plan.
- h. Organize and prepare assignments for Service Branch personnel.
- i. Coordinate activities of Branch Units.
- j. Inform Logistics Section Chief of Branch activities.
- k. Resolve Service Branch problems.
- l. Maintain Unit Log (ICS Form 214).

COMMUNICATIONS UNIT LEADER: The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of

communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Service Branch Director or Logistics Section Chief.
- c. Review Unit Leader Responsibilities.
- d. Determine unit personnel needs.
- e. Advise on communications capabilities and limitations.
- f. Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- g. Ensure the Incident Communications Center and Message Center are established.
- h. Establish appropriate communications distribution/maintenance locations within base/camp(s).
- i. Ensure communications systems are installed and tested.
- j. Establish adequate communications over the incident.
- k. Set up telephone and public address system.
- l. Ensure an equipment accountability system is established.
- m. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
- n. Provide technical information as required on:
 1. Adequacy of communications systems currently in operation.
 2. Geographic limitation on communications systems.
 3. Equipment capabilities/limitations.
 4. Amount and types of equipment available.
 5. Anticipated problems in the use of communications equipment.
- o. Supervise Communications Unit activities.
- p. Maintain records on all communications equipment as appropriate.
- q. Ensure equipment is tested and repaired.
- r. Recover equipment from relieved or released units.
- s. Maintain Unit Log (ICS Form 214.)

INCIDENT DISPATCHER: The Incident Dispatcher, including Incident Communications Center Manager (INCM), is responsible to receive and transmit radio and telephone messages among and between personnel and to provide dispatch services at the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Communications Unit Leader.
- c. Ensure adequate staffing (Incident Communications Manager).
- d. Obtain and review Incident Action Plan to determine incident organization and Incident Radio Communications Plan.
- e. Set up Incident Radio Communications Center – check out equipment.
- f. Establish communications procedures.
- g. Determine frequencies in use.
- h. Determine nets established or to be established.
- i. Determine location of repeaters.
- j. Request service on any inoperable or marginal equipment.
- k. Set up Message Center location and procedures as required.
- l. Receive and transmit messages within and external to incident.

- m. Maintain files of Status Change Cards (ICS Form 210) and General Messages (ICS Form 213).
- n. Maintain a record of unusual incident occurrences.
- o. Provide briefing to relief on:
 - 1. Current activities.
 - 2. Equipment status.
 - 3. Any unusual communications situations.
- p. Turn in appropriate documents to Incident Communications Manager or Communications Unit Leader.
- q. Demobilize Communications Center in accordance with Incident Demobilization Plan.
- r. Maintain Unit Log (ICS form 214).

MEDICAL UNIT LEADER: The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Emergency Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records. The Medical Unit may also assist Operations in supplying medical care and assistance to civilian casualties at the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Service Branch Director or Logistics Section Chief.
- c. Review Unit Leader Responsibilities.
- d. Participate in Logistics Section/Service Branch planning activities.
- e. Determine level of emergency medical activities performed prior to activation of Medical Unit.
- f. Prepare the Medical Plan (ICS Form 206).
- g. Prepare procedures for major medical emergency.
- h. Declare major medical emergency as appropriate.
- i. Respond to requests for medical aid, medical transportation and medical supplies.
- j. Prepare and submit necessary documentation/medical reports.
- k. Contact Compensation-for-Injury Specialist to establish coordination procedures.
- l. Audit use of “over-the-counter” drugs being dispensed by the Medical Unit to discourage improper use or abuse.
- m. Maintain Unit Log (ICS Form 214).

RESPONDER REHABILITATION MANAGER: The Responder Rehabilitation Manager reports to the Medical Unit Leader and is responsible for the rehabilitation of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

- a. Review Common Responsibilities (page 1-2).
- b. Designate responder rehabilitation location and have location announced on radio with radio designation “Rehab.”
- c. Request necessary medical personnel to evaluate medical condition of personnel being rehabilitated.
- d. Request necessary resources for rehabilitation of personnel; e.g., water, juice, personnel.
- e. Request through Food Unit or Logistics Section Chief feeding as necessary for personnel being rehabilitated.
- f. Release rehabilitated personnel to Planning Section for reassignment.
- g. Maintain appropriate records and documentation.

FOOD UNIT LEADER: The Food Unit Leader is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments. Included in their responsibilities are determining cooking facilities required, food preparation, serving, providing potable water and general maintenance of the food service areas.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Service Branch Director or Logistics Section Chief.
- c. Review Unit Leader Responsibilities.
- d. Determine food and water requirements.
- e. Determine method of feeding to best fit each facility or situation.
- f. Obtain necessary equipment and supplies to operate food service facilities at bases and camps.
- g. Ensure that well-balanced menus are provided.
- h. Order sufficient food and potable water from the Supply Unit to meet food service needs.
- i. Maintain an inventory of food and water on hand and check in food orders.
- j. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- k. Supervise caterers, cooks and other Food Unit personnel as appropriate.
- l. Maintain Unit Log (ICS Form 214).

SUPPORT BRANCH DIRECTOR: The Support Branch Director, when activated, is under the direction of the Logistics Section Chief and is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The Support Branch Director supervises the operations of the Supply, Facilities and Ground Support Units.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Logistics Section Chief.
- c. Determine level of service needed to support operations.
- d. Obtain work materials.
- e. Identify Support Branch personnel dispatched to the incident.
- f. Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.
- g. Prepare initial organization and assignments for Support Branch Operations.
- h. Participate in Logistics Section planning.
- i. Assemble and brief Support Branch personnel.
- j. Determine if assigned Branch resources are sufficient.
- k. Maintain surveillance of assigned units' work progress and inform Section Chief of activities.
- l. Resolve problems associated with requests from Operations Section.
- m. Maintain Unit Log (ICS Form 214).

SUPPLY UNIT LEADER: The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Support Branch Director or Logistics Section Chief.

- c. Review Unit Leader Responsibilities.
- d. Participate in Logistics Section/Support Branch planning activities.
- e. Determine the type and amount of supplies enroute and those needed to support incident.
- f. Review Incident Action Plan for information on operations of the Supply Unit.
- g. Arrange for receiving ordered supplies.
- h. Develop and implement safety and security requirements.
- i. Order, receive, distribute and store supplies and equipment.
- j. Receive and respond to requests for personnel, supplies and equipment.
- k. Maintain inventory and accountability of supplies and equipment.
- l. Service reusable equipment.
- m. Submit reports to the Support Branch Director or Logistics Section Chief.
- n. Responsible for proper disposal of expendable supplies and hazardous wastes.
- o. Maintain Unit Log (ICS Form 214).

ORDERING MANAGER: The Ordering Manager is responsible for placing all orders for supplies and equipment for the incident. The Ordering Manager reports to the Supply Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Supply Unit Leader.
- c. Obtain necessary agency(s) order forms.
- d. Establish ordering procedures.
- e. Establish name and telephone numbers of agency(s) personnel receiving orders.
- f. Set up filing system.
- g. Get names of incident personnel who have ordering authority.
- h. Check on what has already been ordered.
- i. Ensure order forms are filled out correctly.
- j. Place orders in a timely manner.
- k. Consolidate orders when possible.
- l. Identify times and locations for delivery of supplies and equipment.
- m. Keep Receiving and Distribution Manager informed of orders placed.
- n. Submit all ordering documents to Documentation Control Unit through Supply Unit Leader before demobilization.
- o. Resolve ordering problems as they occur.

RECEIVING AND DISTRIBUTION MANAGER: The Receiving and Distribution Manager is responsible for receiving and distributing all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. The Receiving and Distribution Manager reports to the Supply Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Supply Unit Leader.
- c. Order required personnel to operate supply area.
- d. Organize physical layout of supply area.
- e. Establish procedures for operating supply area.
- f. Set up filing system for receiving and distributing supplies and equipment.
- g. Maintain inventory of supplies and equipment.
- h. Ensure reusable tools and equipment are returned to the supply area.

- i. Develop security requirement for supply area.
- j. Establish procedures for receiving supplies and equipment.
- k. Submit necessary reports to Supply Unit Leader.
- l. Notify Ordering Manager and Finance Section of supplies and equipment received.
- m. Provide necessary supply records to Supply Unit Leader.

TOOL AND EQUIPMENT SPECIALIST: The Tool and Equipment Specialist is responsible for sharpening, servicing and repair of all hand tools. The Tool and Equipment Specialist reports to the Receiving and Distribution Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Receiving and Distribution Manager.
- c. Determine number and kinds of tools ordered or on hand.
- d. Determine personnel requirements.
- e. Obtain necessary equipment and supplies.
- f. Set up tool storage and conditioning area.
- g. Establish tool inventory and accountability system.
- h. Maintain all tools in proper condition.
- i. Assemble tools for issuance each operational period per Incident Action Plan.
- j. Expediently receive and recondition tools after each operational period.
- k. Ensure that all appropriate safety measures are taken in tool conditioning area.

FACILITIES UNIT LEADER: The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities, e.g., Base, Camp(s) and Incident Command Post. The Unit provides sleeping and sanitation facilities for incident personnel and manages Base and Camp(s) operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service and general maintenance. The Facility Unit Leader reports to the Support Branch Director.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Support Branch Director or Logistics Section Chief.
- c. Review Unit Leader Responsibilities.
- d. Receive a copy of the Incident Action Plan.
- e. Participate in Logistics Section/Support Branch planning activities.
- f. Determine requirements for each established facility.
- g. Prepare layouts of incident facilities.
- h. Notify unit leaders of facility layout.
- i. Activate incident facilities.
- j. Provide Base and Camp Managers.
- k. Provide sleeping facilities.
- l. Provide security services.
- m. Provide facility maintenance services-sanitation, lighting, clean up, and potable water.
- n. Maintain Unit Log (ICS Form 214).

FACILITY MAINTENANCE SPECIALIST: The Facility Maintenance Specialist is responsible to ensure that proper sleeping and sanitation facilities are maintained; to provide shower facilities; to provide and maintain lights and other electrical equipment; and to maintain the Base, Camp and Incident Command Post facilities in a clean and orderly manner.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Base/Camp Manager.
- c. Request required maintenance support personnel and assign duties.
- d. Obtain supplies, tools and equipment.
- e. Supervise/perform assigned work activities.
- f. Ensure that all facilities are maintained in a safe condition.
- g. Disassemble temporary facilities when no longer required.
- h. Restore area to pre-incident condition.
- i. Maintain Unit Log (ICS Form 214).

SECURITY MANAGER: The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Facilities Unit Leader.
- c. Establish liaisons with local law enforcement agencies as required.
- d. Contact the Liaison Officer or Agency Representative for any special custodial requirements.
- e. Request required personnel support to accomplish work assignments.
- f. Ensure that support personnel are qualified to manage security problems.
- g. Develop Security Plan for incident facilities.
- h. Adjust Security Plan for personnel and equipment changes and releases.
- i. Coordinate security activities with appropriate incident personnel.
- j. Keep the peace and settle disputes through coordination with Agency Representatives.
- k. Prevent theft of all government and personal property.
- l. Document all complaints and suspicious occurrences.

BASE MANAGER: The Base Manager is responsible to ensure that appropriate sanitation, security and facility management services are conducted at the Base. The Base Manager duties include:

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Facilities Unit Leader.
- c. Determine or establish special requirements or restrictions on facilities or operations.
- d. Determine personnel support requirements.
- e. Obtain necessary equipment and supplies.
- f. Ensure that all facilities and equipment are set up and functioning properly.
- g. Supervise the establishment of sanitation and sleeping facilities.
- h. Make sleeping area assignments.
- i. Ensure that strict compliance is made with all applicable safety regulations.
- j. Ensure that all facility maintenance services are provided.
- k. Maintain Unit Log (ICS form 214).

CAMP MANAGER: On large incidents, one or more camps may be established by the General Staff to provide better support to operations. Camps may be in place several days or may be moved depending upon the nature of the incident. Functional unit activities performed at the ICS Base may be performed at the camp(s). These *could* include Supply, Medical, Ground Support, Food, Communications and Finance/Administration as well as the Facilities Unit functions of facility maintenance and security. Camp Managers are responsible to provide non

technical coordination for all units operating within the camp. Units assigned to camps will be determined by the ICS General Staff. Personnel requirements for units at camps will be determined by the parent unit based on kind and size of incident and expected duration of camp operations.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Facilities Unit Leader.
- c. Determine or establish special requirements or restrictions on facilities or operations.
- d. Determine personnel support requirements.
- e. Obtain necessary equipment and supplies.
- f. Ensure that all sanitation, shower and sleeping facilities are set up and properly functioning.
- g. Make sleeping arrangements.
- h. Provide direct supervision for all facility maintenance and security services at camp.
- i. Ensure that strict compliance is made with all applicable safety regulations.
- j. Ensure that all camp to base communications are centrally coordinated.
- k. Ensure that all camp to base transportation scheduling is centrally coordinated.
- l. Provide overall coordination of all camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.
- m. Maintain Unit Log (ICS Form 214).

GROUND SUPPORT UNIT LEADER: The Ground Support Unit Leader is primarily responsible for 1) support out-of-service resources; 2) transportation of personnel, supplies, food and equipment; 3) fueling, service, maintenance and repair of vehicles and other ground support equipment; and 4) developing and implementing a Transportation Plan for the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Support Branch Director or Logistics Section Chief.
- c. Review Unit Leader Responsibilities.
- d. Participate in Support Branch/Logistics Section planning activities.
- e. Prepare a Transportation Plan for approval by the Logistics Section Chief (obtain traffic data from the Planning Section) and implement the plan.
- f. Support out-of-service resources.
- g. Notify Resources Unit of all status changes on support and transportation vehicles.
- h. Arrange for and activate fueling, maintenance and repair of ground resources.
- i. Maintain inventory of support and transportation vehicles (ICS Form 218).
- j. Provide transportation services.
- k. Collect use information (shift tickets) on all equipment if equipment time recorder position not activated.
- l. Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- m. Conduct incident road system survey to determine traffic management and maintenance requirements.
- n. Determine acceptable vehicle type and size class based on road standards and conditions.
- o. Mark and correct road system safety hazards and maintain incident roads.
- p. Assure driver familiarity with conditions. Coordinate Safety Officer and Agency Representatives.
- q. Sign drop points, road junctions, etc.
- r. Submit reports to Support Branch Director as directed.
- s. Maintain Unit Log (ICS form 214).

EQUIPMENT MANAGER: The Equipment Manager provides service, repair and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Briefing from Ground Support Unit Leader.
- c. Obtain Incident Action Plan to determine locations for assigned resources, Staging Area locations and fueling and service requirements for all resources.
- d. Obtain necessary equipment and supplies.
- e. Provide maintenance and fueling according to schedule.
- f. Prepare schedules to maximize use of available transportation.
- g. Provide transportation and support vehicles for incident use.
- h. Coordinate with Agency Representatives on service and repair policies as required.
- i. Inspect equipment condition and ensure coverage by equipment agreement.
- j. Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in efficient operating condition) and place orders with Supply Unit.
- k. Maintain Support Vehicle Inventory (ICS Form 218).
- l. Maintain equipment rental records.
- m. Maintain equipment service and use records.
- n. Check all service repair areas to ensure that all appropriate safety measures are being taken.
- o. Ensure all equipment time reports are accurate and turned in daily to the Equipment Time Recorder.

LOGISTICS GUIDELINES

General

- a. Keep incident facilities at a manageable size. Make maximum use of camps to avoid long walking distances.
- b. Enforce rules of conduct at incident facilities.
- c. Provide bulletin boards throughout camp(s).
- d. Provide bathing and sanitation facilities.
- e. Release deficient and excess equipment and operators without delay.
- f. Maintain property accountability at all times.
- g. Prepare tools, water and lunches in advance of operational period.
- h. Locate sleeping areas out of danger from vehicles, aircraft and other equipment.
 1. Keep them free of insects, animals, pests and safety hazards.
 2. Rope them off and sign.
 3. Keep sleeping areas for inmate crews separate from other crews.
- i. Participate in the development of demobilization plan.
- j. Control dust.
- k. Give high priority to environmental protection when locating incident facilities.
- l. Coordinate locations with the Agency Administrator.
- m. Keep First Aid facilities easily accessible and clearly marked.
- n. Develop and post an evacuation plan.
- o. Inspect facilities for safety and fire hazards on a regular basis and take corrective action where needed.