

CHAPTER 5

LOGISTICS

Highlights of this chapter:

- **CACHE MANAGEMENT**
- **RESOURCE TRACKING**
- **PROPERTY LIABILITY**
- **BASE OF OPERATIONS**
- **SHUTDOWN OF BASE**
- **LOGISTICS CHECK LIST**

CHAPTER 5:

LOGISTICS

US&R Cache Locations

North Region
16170 SE 130th
Clackamas, OR 97222

South Regions
Salem Fire Station 10
3611 State St. NE
Salem OR 97305

Eugene Fire & EMS
1705 W. 2nd Ave
Eugene OR 97402

US&R Cache (POC)

Clackamas:	<u>Roger Thompson</u>	(503) 742-2600 (wk)
Salem:	<u>Larry Dean</u>	(503) 581-6245 (wk)
Eugene:	<u>Dave Hall</u>	(541) 913-2338 (wk)

CACHE MANAGEMENT / CHECK OUT PROCEDURES

Task forces rely on the availability and readiness of appropriate tools and equipment to support rescue operations. A comprehensive property accountability system is essential to ensure that equipment readiness is maintained.

Ongoing maintenance and exercise (mechanical operation) of the cache tools and equipment must be assured for operational readiness between mobilizations. The resource tracking system used on the disaster site must be efficient and comprehensive. Specialized or limited-supply items must be shared by different elements within the task force. Their availability and location must be tracked throughout the mission for maximum benefit.

All tools, equipment and supplies that comprise the US&R cache are listed in the US&R Task Force Equipment Cache List. Items identified are based on supporting the 37-person task force for total self-sufficiency and operational capability for a minimum of 24-hours. Agencies sponsoring a US&R task force assume responsibility for storage, inventory and maintenance of the cache.

The cache storage location should provide accessibility for routine inventory and maintenance, as well as proximity to highways to speed mobilization. Equipment should be secured to ensure immediate availability and to facilitate movement by ODOT or contract carrier.

All supplies, tools and equipment must be kept securely stored for transport. All equipment will be tagged/ labeled, and kept ready for immediate deployment. The target mobilization time frame (from time of notification) is two hours to departure (POD). Items with limited shelf life (i.e., food, medicines, batteries, etc.) that cannot be stored with the cache must be obtained within this two hour timeframe.

NON-MISSION CACHE MANAGEMENT

The equipment cache shall be inventoried at least every six (6) months. The sponsoring agency(s) should identify an individual - a Logistics Manager - to assume responsibility for routine inventory, maintenance and inspection of the cache during non-mission periods. Notations of inventory, exercise, maintenance and repair should be made on the inventory list at the time of the routine cache inventory. Inventories should be filed to provide a record of cache management.

Coinciding with the cache inventory, all necessary tools and equipment checks, maintenance and exercise should be performed. Items with limited shelf life (i.e., batteries, food, medicines, etc.) that are stored with the cache should be in an accessible area, evaluated and rotated as needed. The cache may be used for local training sessions and emergency operations. All issues associated with these uses, including costs for repair or replacement of cache items is the responsibility of the using and/or sponsoring agency.

At all times, the hosting agency will be notified at least 48 hours in advance by the requesting agency before the cache is moved. The primary contact person will be the Logistics Manager. If the cache manager cannot be reached, contact one of the other listed hosting agency personnel as noted on the resource list. Once this contact has been completed, the requesting agency will then notify the ODOT representative that the trailer needs to be moved.

CACHE DEPLOYMENT

Logistics personnel are responsible for inventory and tracking of all cache items during mission operation. Personnel will inventory all boxes, kits, tools and equipment at mobilization to ensure that the database is correct. Deficiencies must be documented and reported.

Logistics personnel will coordinate movement of equipment from the cache storage location to the disaster area and Base of Operations (BoO). Transportation Specialists must work closely with the Logistics Managers, if necessary. Any loss or damage in transit will be reported to Task Force managers. Pertinent inventory information must be noted on the inventory hard copy and updated on the electronic database.

Coordination and movement of equipment cache for either task force reassignment or demobilization must be tracked. A complete inventory and status check must be performed as the cache is readied for transport from the assigned work site to either a new assignment or return home. All pertinent inventory information must be noted on the inventory hard copy list and updated on the electronic database.

Post-mission inventory and status check procedures are extremely important. All items must be inventoried, cleaned, and checked for damage prior to return to storage. This information must be transferred to the inventory database. In addition, a list of damaged and missing items, along with a cost estimate, must be completed and forwarded to OSFM outlining all items expended, damaged or lost during the mission.

RESOURCE TRACKING

Efficient tracking of resources during a mission is extremely important. Cache security is the responsibility of the logistics personnel from the time of deployment throughout the mission. Specific security issues must be worked out with the jurisdiction receiving assistance. Coupled with this requirement is the organization of the cache and sheltering of sensitive or perishable items.

Limited cache resources must be shared. Logistics personnel must track where and to whom equipment is issued and ensures its return.

Initially, a manual "T-Card" tracking system will be used to track equipment. Each separate box, kit, tool or equipment will have a separate card that will list all pertinent information about the item. An identical copy of this card will be kept with logistics personnel for tracking purposes.

The T-Card system will be color coded for each regional equipment cache as follows:

North Region	Blue
South Region	White
South Region	Red

Equipment and supplies must be marked with a corresponding color stripe. i.e.; all items in the south Task Force Equipment Cache should display a conspicuous red or white stripe.

The name of the person receiving equipment and the location where it will be used are recorded on the T-Card. This T-Card is then placed in the equipment issued file for tracking. Should other task force personnel request the use of the same item, its location can be identified and its availability determined. All information included on the T-Card is also entered on the computer printout.

PROPERTY LIABILITY

The following liability process will cover US&R activities such as training sessions, simulation exercises and disaster responses.

The term "non-expendable property" normally includes high-cost tools and equipment such as generators, radios, power tools, medical and technical equipment. The term "expendable property" normally includes items such as gloves, batteries, food, medication, etc. The term "personal property" includes any items that are taken to the disaster by task force members and are not provided by OSFM or the sponsoring agency(s).

Written statements shall be provided to the Task Force Leader (TFL), sponsoring agency(s) and OSFM explaining the reason for any non-expendable items lost, damaged or destroyed, regardless of circumstances. This should include a statement of the events contributing to the loss or damage and may recommend corrective actions.

REHAB PROCEDURE

The Incident Commander is responsible to ensure that an adequate rehabilitation plan is in place. All assignments will ensure that a maximum 2:1 work rest ratio is in place.

COMMUNICATIONS

Limited communications equipment will be stored on the equipment cache trailer as part of the equipment cache. The bulk of the communications equipment is stored with OSFM Incident Management Team (IMT) Communication Specialists. Upon notification of mobilization, the OSFM IMT Communication Specialist will transport communications base station and support equipment to the disaster area in support of the task force.

Radio Distribution

As task force personnel check-in at the Point of Departure (POD), they will be issued a radio, case, remote speaker-mike and battery. IMT Communications Unit Leader may set up a station at the Base of Operations for additional radio distribution as needed.

Communications Unit Leader must ensure that personnel are familiar with the radio operation and train them if required. Radio channels will be identified on the exterior of the radio. Radios should be tested prior to distribution to be sure they operate properly.

As part of the briefing at the Base of Operations, Communications Unit Leader will describe the communications plan and inspect equipment.

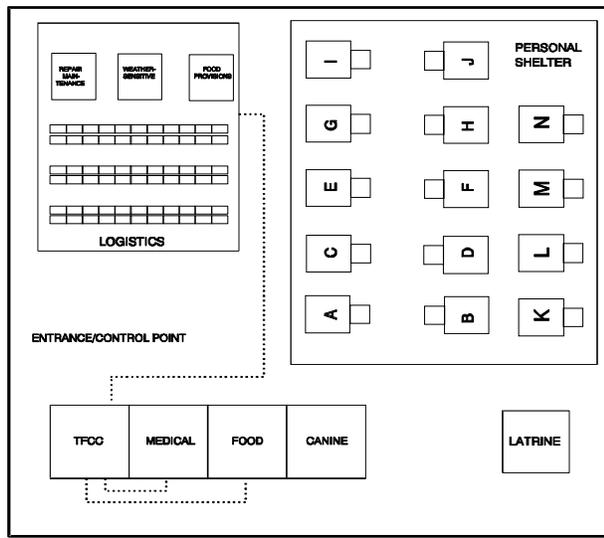
BASE OF OPERATIONS

It is essential that the task force BoO is established as soon as possible to support all aspects of task force operations.

BASE OF OPERATIONS MODEL

The focal point of task force communications upon arrival at disaster area will be the BoO. Task Force communications may initially be housed or facilitated through Communications Unit Leader located at the Task Force Control Center (TFCC) located in the cache trailer.

EXAMPLE ONLY



TASK FORCE BASE OF OPERATIONS

SHUTDOWN OF BASE OF OPERATIONS

Communications systems shutdown should follow a logical sequence. Systems directly supporting the task force demobilization must remain in place. Those portable radios assigned at task force check-in, to be used during mobilization, will be left in place during demobilization.

Communications Specialists are responsible to account for all communications equipment. The inventory will be checked by Communications Unit Leader to verify working order and visually inspect for damage. Batteries will be removed, components will be disassembled and all gear properly re-packaged for shipment. Damaged or broken equipment shall be separated from the communications cache, logged and marked for repair.

LOGISTICS CHECK LISTS

Logistics check lists for equipment inventory and maintenance are located in the Appendix E.