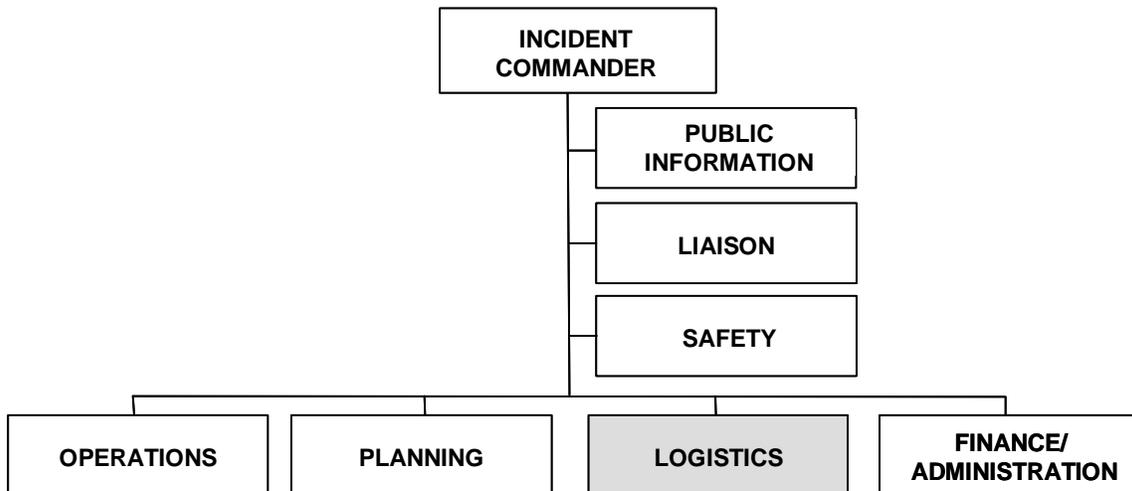


***UNIT 5:***  
***LOGISTICS***



**OVERVIEW**

The logistics needs of a large/complex incident may require tens, hundreds, or even thousands of different types of personnel, heavy equipment, buses, tools and equipment, apparatus and vehicles, hazardous materials containment/absorbent materials, etc. The onscene repair, storage, and location of the equipment must be completed and documented. Communications, medical support for response personnel, food, ordering and maintaining supplies, setting up facilities, and supporting and transporting personnel, as well as repair of apparatus and equipment must be accomplished for a successful outcome. This unit will take you through the duties and responsibilities of the various Logistics functions.





**UNIT 5 OBJECTIVES**

1. Recognize cues in order to determine the need to assign a Logistics Section Chief.
2. Identify what knowledge and experience is required of the Logistics Section Chief.
3. Recognize the duties and responsibilities of the Logistics Section Chief.
4. Describe the ICS Forms that are completed in the Logistics Section.





The Logistics Section Chief, a member of the Incident Commander's General Staff, is responsible for providing facilities, services, and material in support of the incident.

<b>ICS Forms Completed by the Logistics Section</b>	
<b>ICS 205</b>	RADIO COMMUNICATIONS PLAN
<b>ICS 206</b>	MEDICAL PLAN
<b>ICS 214</b>	UNIT LOG
<b>ICS 218</b>	SUPPORT VEHICLE INVENTORY
<b>NWCG 259-3</b>	RESOURCE ORDER



### Activity 5.1

Turn to Appendix C to view examples of completed ICS Forms. View the following forms that are completed in the Logistics Section.

1. ICS Form 205--Radio Communications Form.
2. ICS Form 206--Medical Plan.
3. ICS Form 214--Unit Log.
4. ICS Form 218--Support Vehicle Inventory.
5. NWCG 259-3--Resources Order.

## **THE CUES TO IMPLEMENT THE LOGISTICS SECTION CHIEF POSITION**

When the incident requires a number of additional fire, outside agency, and, possibly, private contractor resources, there is a need to implement the Logistics Section Chief (LSC) position. If an incident requires special apparatus such as a foam unit and additional foam, which are resources that are available through the fire service, there is a need for Logistics. Requirements for booms, dump trucks, and front-end loaders from public works, State highways, or from private contractors indicate a need for Logistics.

Command Post and Base facilities may have to be set up. Medical resources for response personnel and rehab will be required. An effective Communications Plan and Traffic Plan will have to be developed. Food and drink for response personnel may be needed. It would not be possible for the Incident Commander to do all these jobs to support incident operations. The Incident Commander would need to establish a Logistics Section Chief to manage these operations.

## **KNOWLEDGE AND EXPERIENCE REQUIRED FOR THE LOGISTICS SECTION CHIEF POSITION**

The Logistics Section Chief must be a good manager and leader. The person selected should understand the availability of the resources needed, where to get them, and the lead time for them to get to the scene and be put to work. Experience in the job is a critical component of managing the logistics needs of an incident effectively.

## **DUTIES AND RESPONSIBILITIES OF THE LOGISTICS SECTION CHIEF**

- 1. Plan Organization of Logistics Section**
- 2. Assign Work Locations and Preliminary Work Tasks to Section Personnel**
- 3. Notify Resources Unit of Logistics Section Units Activated Including Names and Locations of Assigned Personnel**

There may be a significant Logistics operation requiring a large number of personnel to complete the responsibilities of the Section effectively--possibly as many as there are in the Operations Section.

**4. Assemble and Brief Branch Directors and Unit Leaders**

Large/Complex incidents require a great deal of coordination and understanding of present and future logistical concerns to support all phases and parts of the organization effectively. Continued concern for coordination by the Logistics Section Chief and Branch Directors is mandatory.

**5. Participate in the Preparation of the Incident Action Plan**

It is important to incident operations that the Logistics Section Chief be represented during any planning phase for the operation. Logistics must know the plan in order to support the proposed operations effectively.

**6. Identify Service and Support Requirements for Planned and Expected Operations**

The Logistics Section Chief must focus on supporting logistical needs at a meeting or briefing. They must provide input on the predicted availability and/or arrival of basic or specialized resources so that the plan is realistic from a timeframe standpoint.

**7. Provide Input to and Review Communications Plan, Medical Plan, and Traffic Plan**

These plans will be developed by the Unit Leaders of the Logistics Section. Communication with the Planning Section is necessary so that the intent of the various plans can be smoothly implemented within the Incident Action Plan (IAP).

**8. Coordinate and Process Requests for Additional Resources**

Large/Complex incidents usually require the accumulation of numerous resources. These resources may be fire/Emergency Medical Services (EMS) resources, but also will include many resources from other assisting and supporting agencies.

**9. Review Incident Action Plan and Estimate Section Needs for Next Operational Period**

Many large/complex incidents are of long duration and stretch across more than one operational period. The Logistics Section Chief and supporting Branches and Units will be involved directly in predicting and procuring the resources required for additional operational periods.

Operational periods usually are accompanied by a change of the entire Command and General Staff and all personnel at the scene.

**10. Advise on Current Service and Support Capabilities**

It is necessary to keep the Incident Commander and other Command and General Staff members apprised of the capability of the Logistics Section.

The Logistics Section Chief should request from Command the necessary personnel to meet the needs of the incident effectively.

**11. Prepare Service and Support Elements of the Incident Action Plan**

**12. Estimate Future Service and Support Requirements**

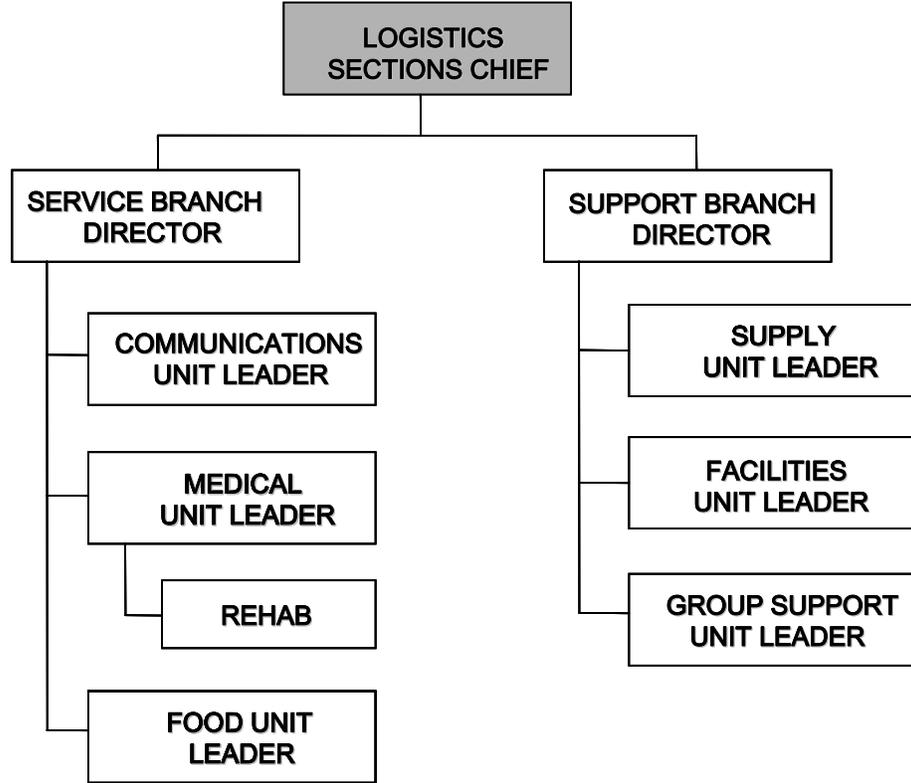
**13. Receive Demobilization Plan from Planning Section**

**14. Recommend Release of Unit Resources in Conformity with the Demobilization Plan**

As a large/complex incident scales down, there will be less of a need for a full-blown Logistics operation. Release personnel, as the workload becomes less, but keep sufficient personnel on hand to complete all necessary tasks required to support the operation.

**15. Maintain Unit/Activity Log (ICS Form 214)**

**AREAS OF RESPONSIBILITY FOR THE LOGISTICS SECTION CHIEF**



Logistics is responsible for ordering and maintaining essential personnel, facilities, equipment, and supplies necessary to meet the needs of the incident. The Logistics Section Chief is not unlike an army supply officer.

The Incident Commander will determine the need to establish a Logistics Section for the incident. This is usually determined by the size, complexity, and projected duration of the incident. Once the Incident Commander has determined the need to establish a separate logistical function, a Logistics Section Chief is appointed. Given an incident of sufficient magnitude, the Logistics Section may be divided into two branches (service and support), with a total of up to six functional units. Not all of these units may be required, and they will be established based on incident needs.

**Service Branch**

The Service Branch is responsible for all service activities. These service needs are met by establishing a Communications Unit, a Medical Unit, and a Food Unit.

### Communications Unit

The Communications Unit develops plans for the effective use of incident communications equipment and facilities, distribution of equipment to personnel, supervision of the incident communications network, and the maintenance and repair of communications equipment.

### Medical Unit

The Medical Unit handles the emergency treatment and transportation of injured or ill incident personnel and maintains appropriate documentation. Although the Medical Unit's primary responsibility is to incident personnel, it could be used to assist civilians on the scene should it become necessary. The Medical Unit also is responsible for firefighter rehab.

### Food Unit

The Food Unit is responsible for feeding incident personnel and providing rehydration fluids. This becomes important in long-term operations or operations in extreme severe weather.

## **Support Branch**

The Support Branch is responsible for developing and implementing logistics plans in support of the Incident Action Plan. The Support Branch Director oversees the Supply Unit, the Facilities Unit, and the Ground Support Unit.

### Supply Unit

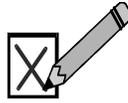
The Supply Unit is primarily responsible for ordering personnel, equipment, and supplies. Its additional responsibilities include receiving and storing incident supplies, maintaining supply inventory, and servicing supplies and equipment.

### Facilities Unit

The Facilities Unit is responsible primarily for laying out incident facilities such as the Base, Command Post, and Camps. This unit also provides sleeping and sanitation facilities for incident personnel and manages Base.

### Ground Support Unit

The Ground Support Unit is responsible for supporting out-of-service resources; transporting personnel, supplies, and equipment; fueling, maintaining, and repairing vehicles and other ground-support equipment; and implementing a Traffic Plan for the incident.



### Activity 5.2

To learn more about the duties and responsibilities the Service Branch and Support Branch, read Chapter 8 of your ICS 420-1.



## Unit 5: Logistics Quiz

### Directions

Read each question carefully, and choose the best answers(s) from the four choices. **NOTE: There may be more than one correct answer. You may use the ICS 420-1 as a reference tool.**

1. What are some of the attributes of a Logistics Section Chief?
  - a. Be a good manager.
  - b. Have purchasing authority.
  - c. Have at least 10 years of experience.
  - d. Have a degree in economics.
  
2. Which of the following ICS Forms is **not** completed by the Logistics Section?
  - a. ICS Form 215--Operational Planning Worksheet.
  - b. ICS Form 205--Radio Communications Plan.
  - c. ICS Form 214--Unit Log.
  - d. ICS Form 206--Medical Plan.
  
3. All of the following statements about the Logistics Section are true except one. Which one is the **incorrect** statement?
  - a. On large incidents, the Logistics Section often is divided into two branches, the Service Branch and the Resources Branch.
  - b. Responder Rehab is located under the Medical Unit.
  - c. The Logistics Section Chief coordinates and processes requests for additional resources.
  - d. The Demobilization Plan is developed by the Planning Section but implemented by the Logistics Section.
  
4. Who orders, receives, distributes, and stores supplies and equipment?
  - a. Operations Section.
  - b. Supply Unit Leader.
  - c. Facilities Unit Leader.
  - d. Communications Unit Leader.

5. Who is responsible for 1) support of out-of-service resources, 2) transportation of personnel, supplies, food, and equipment, 3) fueling, service, maintenance, and repair of vehicles and other equipment, and 4) implementing the Traffic Plan for the incident?
- a. Planning Section Chief.
  - b. Ground Support Unit Leader.
  - c. Field Observer.
  - d. Incident Commander.

## Correct Answers to Unit 5: Logistics Quiz

### Question 1:

*Answer A is the most correct response.* A Logistics Section Chief must supervise, coordinate, forecast, and oversee a variety of functions – in other words be a good manager.

### Question 2:

*Answer A is the most correct response.* The ICS Form 215 is completed by the Operations Section.

### Question 3:

*Answer A is the most correct response.* When branched, the two established branches are Support and Service.

### Question 4:

*Answer B is the most correct response.* By definition this is the responsibility of the Supply Unit Leader.

### Question 5:

*Answer B is the most correct response.* By definition these are responsibilities of the Ground Support Unit Leader.