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# Unit 2: Overview of the Logistics Section and the Facilities Unit

STUDENT GUIDE

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**Objectives**

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By the end of this unit, students will be able to:

- Describe the function and components of the Logistics Section and the Facilities Unit
- Describe the purpose of the Logistics Section
- Explain the difference between mission functions and support functions
- Describe the responsibilities of the Logistics Section Chief (LSC)
- Identify the responsibilities of each of the Unit Leaders in the Logistics Section
- Identify and explain the common responsibilities of the Incident Command System (ICS) personnel and the Unit Leaders
- Describe the Facilities Unit Leader's (FACL) main responsibilities
- Identify the responsibilities of the Security Manager (SECM) and the Base/Camp Manager (BCMG)

**Methodology**

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This unit uses lecture, discussion, and an exercise.

Knowledge of unit content will be evaluated through practical exercises and the administration of the Course Final upon completion of the course.

The purpose of this unit is to provide students with a high-level orientation to the Logistics Section, the Facilities Unit, and the Facilities Unit Leader's functions. The purpose of this unit's exercise is to provide students with an opportunity to identify key information that is needed from the assigned Units and the Logistics Section Chief in order to perform as the Facilities Unit Leader.

**Time Plan**

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A suggested time plan for this unit is shown below. More or less time may be required based on the experience level of the group.

<b>Topic</b>	<b>Time</b>
Lesson	1 hour
Exercise 2	30 minutes
<b>Total Time</b>	<b>1 hour 30 minutes</b>

## Topic

Unit Introduction

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**Key Points**

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**Scope Statement**

This unit will impart a general understanding of the roles and responsibilities of the Facilities Unit Leader, the functions of the Logistics Section and the Facilities Unit, and the subordinate positions within the Facilities Unit. Students will learn about the Facilities Unit Leader's functions and responsibilities, and the necessary components with which the Facilities Unit Leader must be concerned in order to operate the facilities.

**Topic** Unit Objectives

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**Unit Terminal Objective**

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**Describe the functions and components of the Logistics Section.**

**Key Points**

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**Unit Terminal Objective**

Describe the functions and components of the Logistics Section and the Facilities Unit.

**Unit Enabling Objectives**

- Describe the purpose of the Logistics Section
- Explain the difference between mission functions and support functions
- Describe the responsibilities of the Logistics Section Chief (LSC)
- Identify the responsibilities of each of the Unit Leaders in the Logistics Section
- Identify and explain the common responsibilities of Incident Command System (ICS) personnel and the Unit Leaders
- Describe the Facilities Unit Leader's (FACL) main responsibilities
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**Topic**

Overview of the Logistics Section

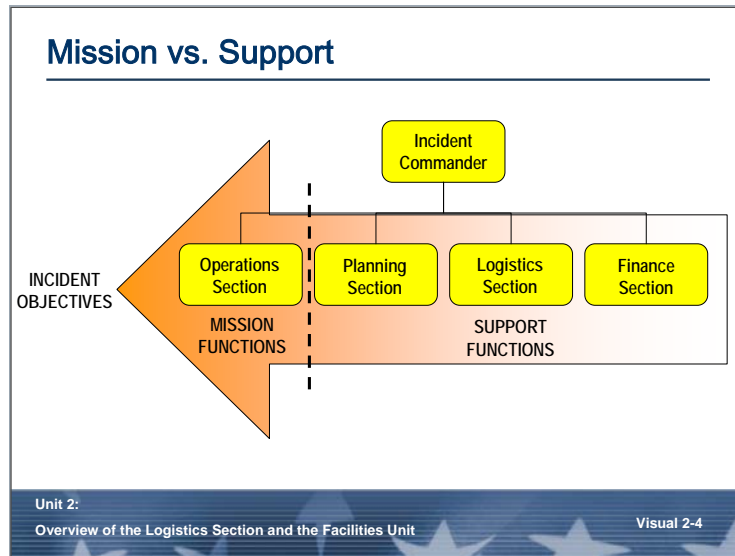
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**Key Points**

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Discussion of the Logistics Section.

**Topic** Mission vs. Support**Key Points**

The task of distinguishing between the mission and support functions can be confusing.

The Operations Section is on the front line to accomplish mission functions. The Planning Section, Logistics Section, and Finance Section accomplish all of the support functions that enable the Operations Section to successfully carry out their mission objectives. The Facilities Unit provides facilities-related infrastructure and services that support the mission.

The dotted line on the slide represents the separation between mission responsibilities and support responsibilities. All sections work together to accomplish the incident objectives.

If the facility is part of the mission, it is the responsibility of the Operations Section. For example, if the Incident Management Team (IMT) is mobilized to provide support for hurricane evacuees, the shelter that is established would be an operational responsibility. In many cases, the Facilities Unit will provide technical support.

**Topic** Purpose of the Logistics Section

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**Key Points**

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The mission of the Logistics Section is to ensure that incident personnel have the equipment, supplies, transportation, rest, and nutrition that they need to meet incident objectives. In other words, the mission of the Logistics Section is to keep the Operations Section functional.

The Logistics Section serves a support function during the incident. Think about a professional baseball team. There are other persons employed by the team aside from the players. There are trainers, doctors, and bat boys and girls. The Logistics Section is like the support team who provides assistance on the sidelines or in the back office.

The vision of the Logistics Section is to function as a well-honed team that supports personnel to meet incident objectives in a safe, efficient manner. Logistics support should be provided in a timely, courteous way. Challenges should be handled in a professional, business-like manner.

With regard to the Logistics Section, the mindset of the Facilities Unit Leader should be focused on anticipation. Successful preparation should be your standard.

In order to provide facilities, services, and supplies in support of the incident, the Logistics Section is composed of six units that provide support and perform specific functions.



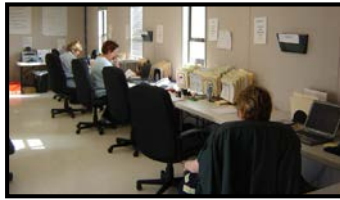
**Topic**Logistics Section Chief

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**Logistics Section Chief**

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- **Plans and organizes the Logistics Section**
- **Assembles and briefs Unit Leaders**
- **Identifies service and support needs**
- **Processes requests for resources**



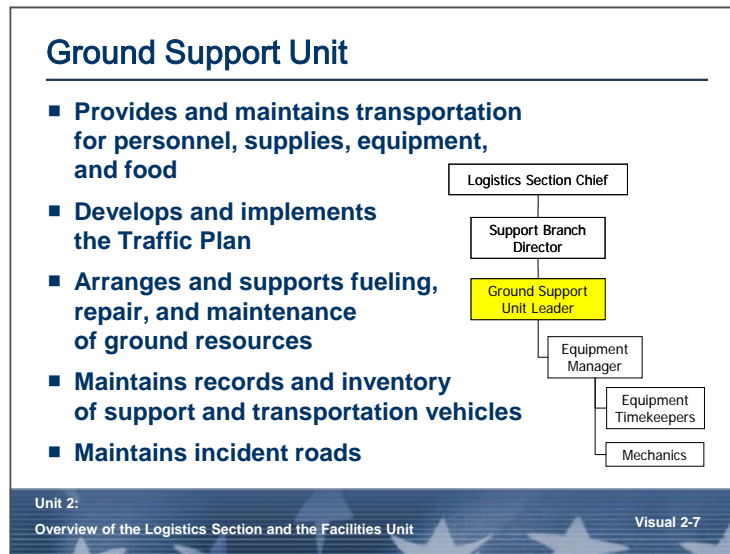
Unit 2:

Overview of the Logistics Section and the Facilities Unit

Visual 2-6

**Key Points**

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**Topic** Ground Support Unit**Key Points**

The Ground Support Unit Leader (GSUL) will help you transport Facilities Unit resources, coordinate fuel deliveries for generators, and conduct emergency engine repairs on Facilities Unit resources.

When setting up your facilities layout, work with the Ground Support Unit Leader to ensure that there is adequate parking for Ground Support Unit resources. There will also be some safety and HAZMAT concerns to consider with regard to fuel and other elements.

**Ground Support Unit Leader**

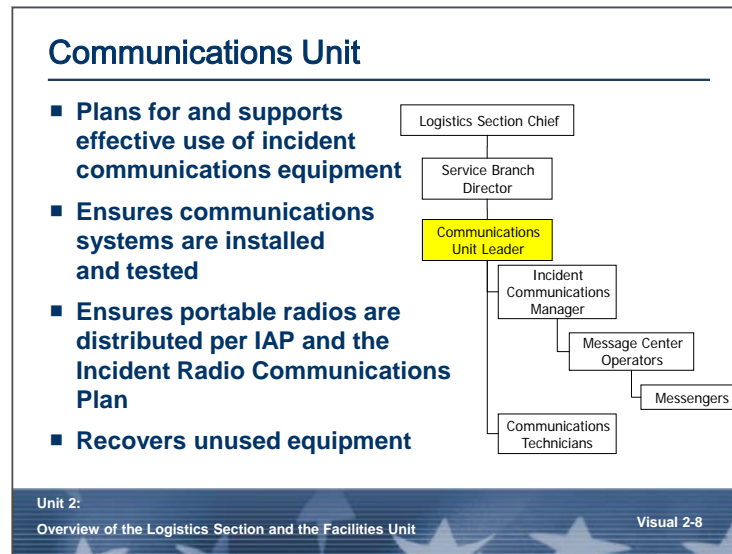
- Supervises assigned personnel
  - Equipment Managers
  - Mechanics
  - Assigned contract equipment
  - Drivers
- Arranges and supports fueling, maintenance, and repair of ground resources
- Maintains records and an inventory of the support and transportation vehicles
- Maintains roads at the incident site

- Develops and implements the Traffic Plan with the exception of the Incident Command Post (ICP), which is the responsibility of the Facilities Unit

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**Topic**                      Communications Unit
 

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**Key Points**

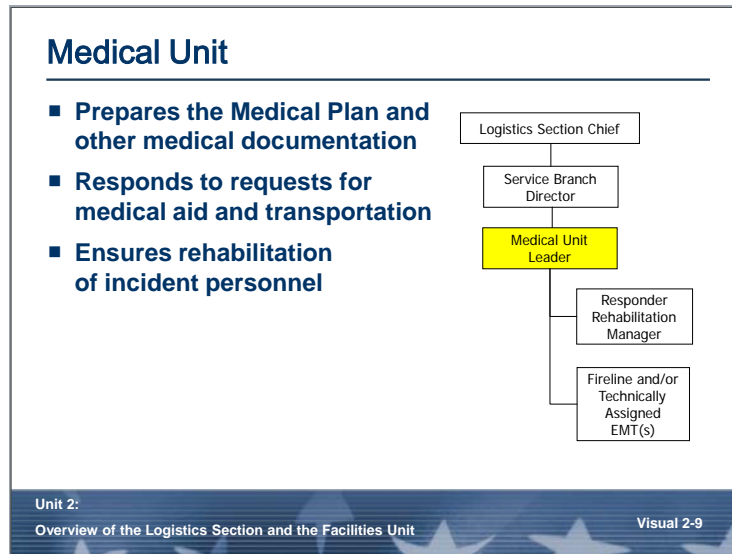

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The Communications Unit Leader (COML) will provide communications equipment for the Facilities Unit including phone, radio, fax, and Internet. All forms of communication are the responsibility of the Communications Unit Leader.

### Communications Unit Leader

- Prepares and implements ICS Form 205, Incident Radio Communications Plan
- Establishes appropriate communications with distribution and maintenance locations within the base/camp(s)
- Ensures that communications systems are installed and tested
- Ensures that an equipment accountability system is established
- Ensures that personal portable radio equipment is distributed per the Incident Radio Communications Plan
- Provides technical information as required regarding:
  - Adequacy of communications systems currently in operation
  - Geographic limitations with regard to the communications systems
  - Equipment capabilities and limitations

- Amount and types of equipment available
- Anticipated problems in the use of communications equipment
- Recovers equipment from Units that are demobilizing

**Topic** Medical Unit**Key Points**

The Medical Unit Leader (MEDL) will give you the Medical Plan for the Incident Management Team, base, and camp(s), as well as provide emergency medical services.

**Medical Unit Leader**

- Participates in Logistics Section and Service Branch planning activities as appropriate
- Prepares ICS Form 206, Medical Plan
- Declares major medical emergencies as appropriate
- Responds to requests for medical aid, medical transportation, and medical supplies
- Prepares and submits the necessary documentation

The Medical Plan is a summary of medical aid stations, hospitals, and related sites. Its purpose is to plan for and treat injuries to incident personnel.

**Topic** Food Unit

### Food Unit

- Ensures all incident personnel are adequately fed and hydrated
- Supervises assigned personnel and contracts
- Determines food and water requirements
- Determines best method of feeding
- Orders food and water
- Ensures health and safety measures are followed

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graph TD; A[Logistics Section Chief] --> B[Service Branch Director]; B --> C[Food Unit Leader];
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Unit 2:  
Overview of the Logistics Section and the Facilities Unit

Visual 2-10

**Key Points**

The Facilities Unit Leader will provide the Food Unit Leader (FDUL) with potable water, waste disposal, sanitary services, and adequate work space.

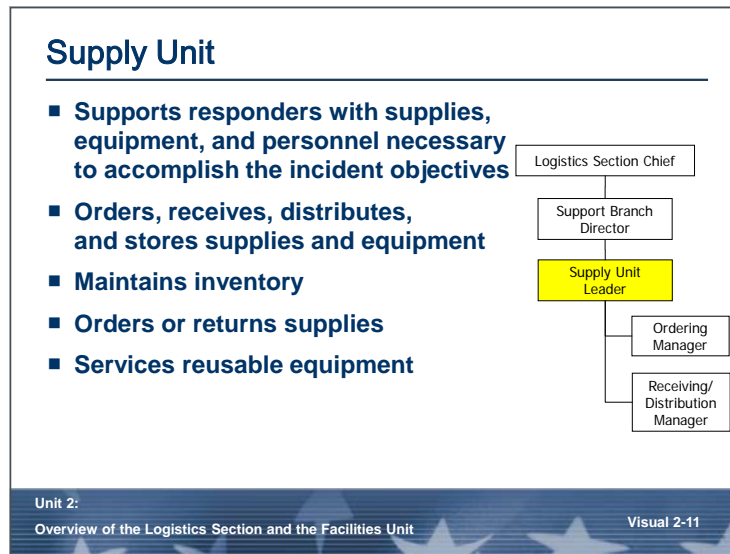
The Food Unit determines and fulfills meal requirements for incident personnel. The Food Unit Leader is responsible for ordering, relocating, reducing, releasing, reassigning, or canceling all food-related supplies and equipment.

**Food Unit Leader**

- Determines food and water requirements
- Determines the best method for feeding assigned personnel at each facility or situation
- Supervises personnel and administers food contracts as needed
- Orders food and water
- Ensures that all appropriate health and safety measures are followed

The Food Unit Leader must match food orders to incident needs. Even if the incident is of a short duration (8 hours), incident personnel will still need water or liquids. For longer incidents, food will typically come from a caterer, local restaurants, or Meals Ready to Eat (MREs).

## Topic            Supply Unit

**Key Points**

Everything that is required for the incident is ordered through the Logistics Section—through the Supply Unit Leader if the incident response is large enough to require that position, or the Ordering Manager, if the responsibilities have been delineated further. The Supply Unit Leader can assist in the acquisition of Facilities Unit resources and the authorization of Land Use Agreements.

When assigning work areas, the Facilities Unit Leader should keep in mind that the Supply Unit Leader will need adequate space for storing supplies.

**Supply Unit Leader**

- Participates in Logistics Section and Support Planning Meetings in order to inform other Logistics Section personnel what supplies are available
- Manages assigned personnel, such as the Ordering Manager (ORDM) and the Receiving and Distribution Manager (RCDM)
- Determines the types and amounts of resources to be ordered
- Orders, receives, distributes, and stores supplies and equipment
- Maintains an inventory of supplies and equipment
  - Orders or returns supplies and equipment per incident needs



- Services reusable equipment

**Topic**

Facilities Unit

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**Key Points**

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Discussion of the Facilities Unit.

**Topic** Common Responsibilities

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**Common Responsibilities**

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- All ICS personnel share certain common responsibilities
- Unit Leaders have some specific common responsibilities as well



Unit 2:  
Overview of the Logistics Section and the Facilities Unit

Visual 2-13

**Key Points**

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It is important to be aware of these common responsibilities, as well as the specific responsibilities of the Facilities Unit Leader. Review the handouts to learn about responsibilities that all Incident Command System personnel have and that all Unit Leaders have.

**Topic** Facilities Unit Leader's Responsibilities

**Facilities Unit Leader's Responsibilities**

- Provide and maintain services
- Determine facilities infrastructure requirements
- Prepare layout of incident facilities



Unit 2:  
Overview of the Logistics Section and the Facilities Unit

Visual 2-14

**Key Points**

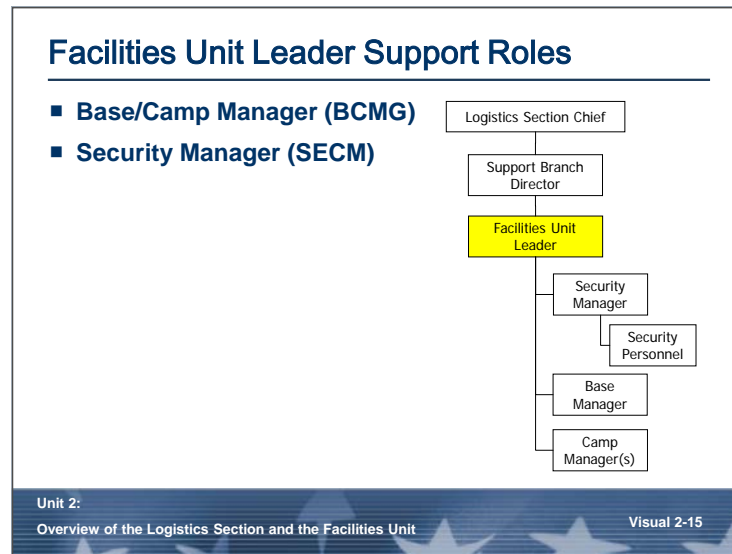
A key function of the Facilities Unit is to plot incident facilities and determine the requirements for each facility in coordination with Command and General Staff. The Facilities Unit provides incident personnel with incident facilities such as a base, camp, and the Incident Command Post, as well as sleeping and sanitation facilities.

The Facilities Unit Leader oversees the facilities and security, which may be a huge task, depending on the incident. During some incidents, additional security personnel or contractors will work for the Facilities Unit Leader or the Security Manager.

The photographs on the slide represent some key responsibilities of the Facilities Unit Leader. From left to right, they show sleeping tents set up in a warehouse, a bulletin board, signs and tents marking workspace within a warehouse, and portable toilets. The photographs on this slide are from the shuttle recovery effort in Texas.

The layout of incident facilities will depend on a number of factors (for example, traffic, incident size, and the topography of the area). The actual space needed to set up the facilities for an incident will differ, but the ratios and working relationships will be the same.

The Facilities Unit Leader must determine the requirements for the ICP, base, camp, helibase, helispot, and staging area.

**Topic** Facilities Unit Leader Support Roles**Key Points**

In some cases, the Facilities Unit Leader will have a Security Manager and/or Base/Camp Managers to assist him or her with duties and responsibilities. These roles will be discussed in greater detail throughout the course.

**Security Manager**

- Establishes contacts with local law enforcement agencies as required
- Ensures that support personnel are qualified to manage security problems
- Develops a Security Plan for incident facilities
- Coordinates security activities with the appropriate incident personnel
- Keeps the peace, prevents assaults, and settles disputes through coordination with Agency Representatives
- Prevents the theft of governmental and personal property
- Documents all complaints and suspicious occurrences

**Base/Camp Manager**

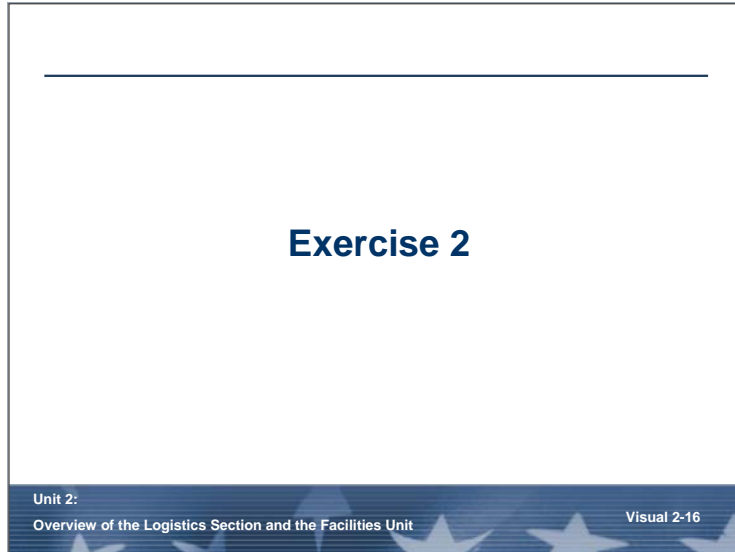
- Ensures that all facilities and equipment are set up and are properly functioning
- Supervises the establishment of sanitation, showers, and sleeping facilities

- Makes sleeping area assignments
- Ensures that facilities and equipment are in strict compliance with all applicable safety regulations
- Ensures that all facility maintenance services are provided
- Ensures that all camp-to-base communications and transportation are centrally coordinated
- Provides overall coordination of all camp activities to ensure that all assigned units operate effectively and cooperatively in order to meet incident objectives

**Topic**

Exercise 2

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**Key Points**

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**Topic** Objectives Review

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**Objectives Review**

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- 1. What is the purpose of the Logistics Section?*
- 2. What is the difference between the mission and support functions during the incident?*
- 3. What are the responsibilities of the LSC?*
- 4. What are common responsibilities of all ICS personnel and Unit Leaders?*
- 5. What are the Facilities Unit Leader's main responsibilities?*
- 6. What are the BCMG's and SECM's main responsibilities?*

Unit 2:  
Overview of the Logistics Section and the Facilities Unit

Visual 2-17

**Key Points**

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**Unit Terminal Objective**

Describe the functions and components of the Logistics Section and the Facilities Unit.

**Unit Enabling Objectives**

- Describe the purpose of the Logistics Section
- Explain the difference between the mission functions and the support functions
- Describe the responsibilities of the Logistics Section Chief
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