
Unit 9: Coordination With the Logistics Section

STUDENT GUIDE

Objectives

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

- Discuss the Safety Officer's interactions with the Logistics Section (and its various sub-units) to ensure that personnel needs are safely met
- Describe the interaction between the Safety Officer and the Medical Unit
- Discuss the Safety Officer's role in monitoring food, potable water supplies, and inspections of sanitation services
- Discuss the coordination role of the Safety Officer with the Logistics Section Chief when requesting assistance from the local health department
- List hazards that a Safety Officer might encounter upon inspection of the base and camp facilities
- Describe the interaction between the Safety Officer and the Ground Support Unit Leader

Methodology

This unit uses lecture, exercises, and discussion.

Content from this unit will be tested through the Final Exam, as well as through the facilitation of Exercise 11. The purpose of this exercise is to provide Students with an opportunity to list potential hazards that may be found at an incident base or camp, and to identify the appropriate Unit Leader who is responsible for taking corrective action. This exercise will last approximately 45 minutes. Students will gather in small groups to brainstorm hazards that may be found at an incident base or camp and determine the appropriate Unit Leader within the Logistics Section who would be responsible for taking corrective action. In addition, each student will individually complete ICS Form 213, General Message Form, to inform one Unit Leader about one of the potential hazards that is anticipated. Each group will present their findings to the rest of the class.

Time Plan

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.

Topic	Time
Lesson	2 hours
Exercise 11	45 minutes
Total Time	2 hours 45 minutes

Topic

Unit Title Slide

**Key Points**

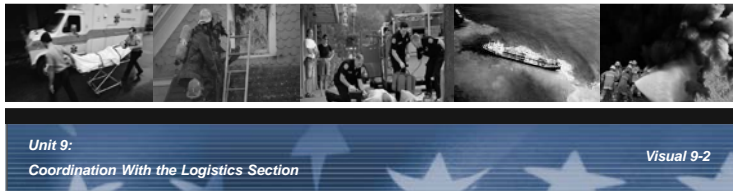
Scope Statement

Through this unit, students will gain a general understanding of the interaction of the Safety Officer with various elements of the Logistics Section to ensure that personnel needs are safely met. This unit introduces students to issues to look out for when monitoring food, water, and other facilities at the incident site, including interacting with local health department inspectors. This unit also discusses the responsibilities of the Ground Support Unit, the Medical Unit, and other Logistics Section Units that relate to keeping incident personnel safe, and who the Safety Officer must talk to when seeking to correct hazardous or unsafe conditions.

Topic Unit Objectives

Unit Terminal Objective

Discuss the Safety Officer's interactions with the Logistics Section (and its various sub-units) to ensure that personnel needs are safely met.

**Key Points**

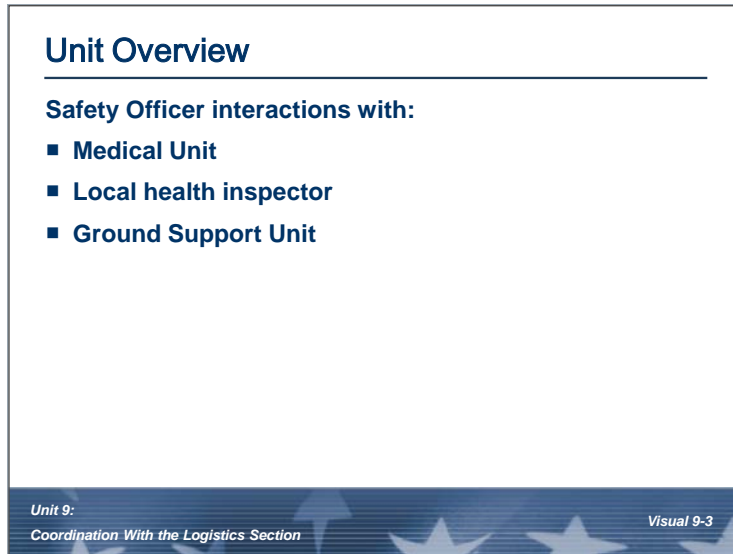
Unit Terminal Objective

Discuss the Safety Officer's interactions with the Logistics Section (and its various sub-units) to ensure that personnel needs are safely met.

Unit Enabling Objectives

- Describe the interaction between the Safety Officer and the Medical Unit
- Discuss the Safety Officer's role in monitoring food, potable water supplies, and inspections of sanitation services
- Discuss the coordination role of the Safety Officer with the Logistics Section Chief when requesting assistance from the local health department
- List hazards that a Safety Officer might encounter upon inspection of the base and camp facilities
- Describe the interaction between the Safety Officer and the Ground Support Unit Leader

Topic Unit Overview



Unit Overview

Safety Officer interactions with:

- **Medical Unit**
- **Local health inspector**
- **Ground Support Unit**

Unit 9:
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Key Points


The Safety Officer interacts with Logistics Section Unit Leaders to identify and correct health and safety issues:

- Medical Unit
- Local health inspector
- Ground Support Unit

Topic Medical Unit Interaction

Medical Unit Interaction

The Safety Officer is required to approve ICS Form 206 – Medical Plan.



The image shows ICS Form 206, titled 'MEDICAL PLAN (ICS 206)'. It is a detailed form with multiple sections for recording medical information, including patient status, medical history, and treatment details. The form is organized into several tables and sections, with a header for 'MEDICAL PLAN (ICS 206)' and a sub-header for 'MEDICAL PLAN (ICS 206)'. The form includes fields for 'Patient Name', 'Age', 'Sex', 'Race', 'Ethnicity', 'Religion', 'Allergies', 'Medical History', 'Current Medications', 'Vital Signs', 'Injuries', 'Treatments', and 'Notes'. The form is designed to be filled out by medical personnel at an incident scene.

Unit 9: Coordination With the Logistics Section *Visual 9-4*

Key Points

The Safety Officer is required to approve ICS Form 206, Medical Plan, even though the Medical Unit reports to the Logistics Section.

Topic Medical Unit Interaction (cont.)

Medical Unit Interaction (cont.)

- If the Medical Plan has been completed, it is the Safety Officer's responsibility to approve the plan for each operational period
- The Safety Officer reviews the daily log of the Medical Unit

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Key Points

Approving the plan does not mean that the Safety Officer writes it; however, if there is no Medical Unit, the Safety Officer may be asked to complete the plan. Regardless, the Safety Officer will have input into the plan, such as ensuring that procedures for particularly hazardous operations are in place.

Sitting in the Medical area just to get an idea about the types of injuries and illnesses that are coming in is a good way to find out what is happening at the incident site. Checking the daily log allows the Safety Officer to identify trends. Perhaps a common injury is resulting from hazardous operations or a unit is not following the appropriate procedures, or the spread of an illness may be discovered and steps need to be taken to stop it.

Remember that the Medical Unit is a partner, not a subordinate, of the Safety Officer. Two-way communication is key.

Topic Medical Unit Interaction (cont.)

Medical Unit Interaction (cont.)

It is the Safety Officer's responsibility to ensure that reportable injuries/illnesses of personnel are treated and documentation is complete.

*Unit 9:**Coordination With the Logistics Section**Visual 9-6***Key Points**

The Safety Officer is involved in the documentation of any injury or accident, including the initial report, mitigation efforts, and any compensation claims that may follow. The Safety Officer should be immediately alerted when accidents requiring medical attention occur. Staying in contact with the Medical Unit will ensure that he or she does not miss anything.

Nearly any injury is reportable, but it will depend on agency and jurisdiction regulations. The Safety Officer needs to learn the regulations governing the incident.

Topic Monitoring Food, Potable Water, and Sanitation Services

Monitoring Food, Potable Water, and Sanitation Services

- Inspections
- Verify compliance of sanitation rules with the Food Unit Leader and Base/Camp Manager

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Visual 9-7

Key Points

Inspections are very important. The Safety Officer should look around when he or she is getting something to eat. These issues should be monitored on a daily basis with the Food Unit Leader and Base/Camp Manager. The Safety Officer is responsible for verifying compliance with sanitation regulations.

There are many food storage regulations that the Safety Officer needs to know about. The Food Unit Leader should tour the area with the Safety Officer and tell him or her about them.

If the Safety Officer is not familiar with the regulations or whether they are being followed, he or she should learn about them or find someone who can help (for example, an Assistant Safety Officer).

The Food Unit Leader should make sure that any local contractors are inspected and licensed.

Topic Sanitation Rules

Sanitation Rules



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Visual 9-8

Key Points

Not every incident wash station will look as clean as this one, but this is a very important part of ensuring safe food service and keeping personnel from contracting illnesses.

You may need to bring in a sanitation station for hand washing to large incidents where the infrastructure is impacted or rural incidents.

Serving Tables



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Visual 9-9

Key Points

Some major issues with regard to serving tables include:

- Sneeze guards
- People reaching across food and dirt dropping off of their arms/shirts
- Caterers may bring out old or substandard food when stressed or cut corners with regard to cleanliness

If you send personnel to an offsite restaurant, make sure that it is a sanitary facility.

Dates on Lunches



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Visual 9-10

Key Points

Food needs to be marked, dated, and properly stored.

Take precautions with food that is donated. During a disaster, you should definitely expect that people will donate food to rescue workers; however, this is a safety issue. Look out for:

- Perishables, especially mayonnaise on sandwiches, and other things that could have gone bad if power was lost
- Meat that is iridescent
- Cooking temperatures need to be adequate to ensure food safety
- Prepackaged, store-bought foods are probably fine

Tell personnel to use common sense. If something looks or smells questionable, they shouldn't eat it. If they are offered food, personnel should be aware that the incident site can likely provide for all the responders.

Topic

Inspect Food Services

Inspect Food Services



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Visual 9-11

Key Points

Topic Monitoring Food, Potable Water, and Sanitation Services (cont.)**Monitoring Food, Potable Water and Sanitation Services (cont.)**

- **Verify an inspection of potable water supplies has been completed**
- **Discuss corrective actions with the appropriate Unit Leaders**
- **Documentation: ICS Form 213 - General Message Form**

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Visual 9-12

Key Points

Facilities should be inspected and the Facilities Unit should be able to provide the Safety Officer with a report. If there is a problem, he or she should make sure that it is being corrected and note it on ICS Form 214. If there is a problem, use ICS Form 213, General Message Form, to inform the Unit Leader about the problem that was discovered and the corrective action that should be taken.

Cooperation with the Logistics Section means working closely with all of the Unit Leaders to ensure the health and safety of personnel. Even though face-to-face communication is best, documentation of your actions is important in case a problem reoccurs or does not get fixed quickly.

Potable Water



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Visual 9-13

Key Points

The Safety Officer must ensure that the container being used is certified to hold potable water. The water must be tested; you may need help from the local health department or water supply company to ensure that the water is safe to drink.

Topic Gray Water Storage**Gray Water Storage**

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Visual 9-14

Key Points

“Gray water” is water that comes through a sink drain; “black water” comes from toilets. Gray water can be disposed of, but black water needs to go to a sanitation/filtration plant.

For gray water, storage is less of an issue than where it is being dumped. That depends on local regulations, so make sure that regulations are being followed. Improper dumping is a public safety hazard.

Note in this picture that there are propane tanks attached to this trailer. That is normal practice with a shower heating system, for example. However, it is a major risk when the tanks are being refilled with propane.

Topic Inspect Sanitation Services

Inspect Sanitation Services



Unit 9:
Coordination With the Logistics Section

Visual 9-15

Key Points

It is important to locate sanitation facilities away from food service areas because of contamination issues, the smell, and bugs. If the pumps drip, that is a sanitation issue.

Topic Interaction With Local Health Department

Interaction With Local Health Department

- **Coordinate with Logistics Section Chief about timing**
- **Inspect camp facilities, food, and sanitation services**
- **Verify there are Inspectors to review the food and sanitation services at the incident**
- **Contact the host Agency Representative for assistance with area procedures, protocol, phone numbers, and contact persons**

*Unit 9:**Coordination With the Logistics Section**Visual 9-16***Key Points**

Coordinate with the Logistics Section Chief about timing with regard to inspecting camp facilities, and food and sanitation services. He or she is very busy at certain times of the day, and should not be disrupted from his or her other duties for inspections. However, especially if there have been problems at previous inspections, make sure that the inspections are not put off.

Verify that there are inspectors to review the food and sanitation services at the incident.

Contact the host Agency Representative for assistance with area procedures, protocol, phone numbers, and contact persons.

Topic Interaction With Local Health Department (cont.)

Interaction With Local Health Department (cont.)

- **Coordinate a time for the inspection(s) with appropriate Unit Leaders**
- **All deficiencies or suggestions should be implemented by the appropriate Unit Leaders**

*Unit 9:**Coordination With the Logistics Section**Visual 9-17***Key Points**

It is important to coordinate a time that works for both the Logistics Section Unit Leaders and the Health Inspector. You don't want to have to do an inspection during a shift change when the Logistics Section is busy.

All deficiencies or suggestions should be implemented by the appropriate Unit Leaders. Health Inspectors have a lot of power to shut down an operation, so take the actions that they suggest and keep them involved.

Even when the local health department does not have jurisdiction (e.g., at a Federal incident), it is smart to keep them involved and have their assistance. Even if you don't have to follow their rules, their rules probably make sense.

TopicInteraction With Local Health Department (cont.)

Interaction With Local Health Department (cont.)

- In many areas, local jurisdictions will make unannounced camp and facility inspections

*Unit 9:**Coordination With the Logistics Section**Visual 9-18***Key Points**

Do your best to accommodate even unannounced inspections, although you should keep in mind the other responsibilities of the Logistics Section.

Topic Inspect Incident Facilities

Inspect Incident Facilities

- Conduct a general inspection of the base and camp facilities
- Identify and review all unsafe conditions with the appropriate Unit Leader

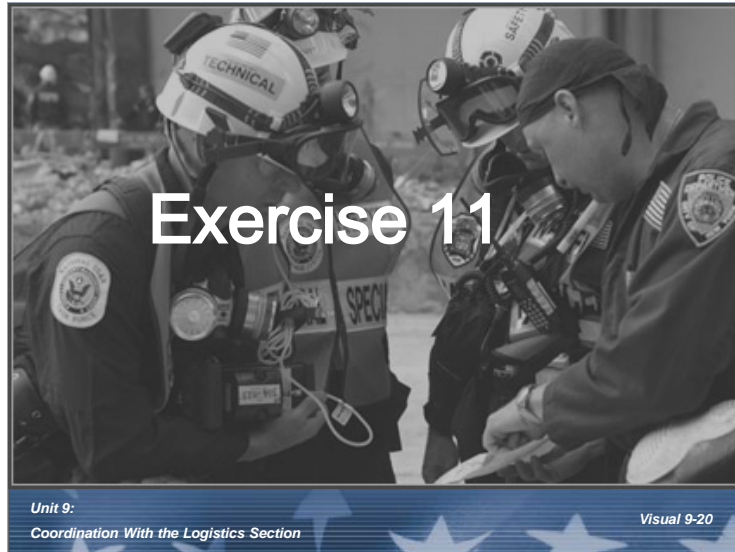
Unit 9:
Coordination With the Logistics Section

Visual 9-19

Key Points

Conduct a general inspection of the base and camp facilities. You could walk around to check things out or you could assign an Assistant Safety Officer to the camp, perhaps one who has experience in Logistics.

Identify and review all unsafe conditions with the appropriate Unit Leader. Bringing it to his or her attention means that he or she will take care of it.



Key Points

Follow directions from the instructor on how to complete this exercise.

Topic Hazards and Corrective Actions

Hazards and Corrective Action

- Identify the appropriate Unit Leader for corrective action:
 - Electrical hazards (including power tools)
 - Staging area
 - Tripping hazards
 - Sleeping location
 - Base/Camp
 - Traffic
 - Fueling area
 - Trash
 - Tool-sharpening areas
 - Proper disposal of batteries
 - Snags

Unit 9:
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Visual 9-21

Key Points

Base or Camp



Unit 9:
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Visual 9-22

Key Points

You can see in these pictures how parking and sleeping areas are separated, and how different areas are marked off. If they are not, the Base Camp Manager needs to fix this.

Topic Ground Support Unit Interaction

Ground Support Unit Interaction

Inspect:

- Crews and equipment
- Repair/Maintenance areas
- Parking areas
- Fueling areas

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Visual 9-23

Key Points

Periodic inspections are necessary, including the following:

- Crews and equipment
- Repair/Maintenance areas
- Parking areas
- Fueling areas

Topic Vehicle Inspection

Vehicle Inspection



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Visual 9-24

Key Points

The Safety Officer is concerned with vehicle inspections because unsafe vehicles are a safety risk and a liability issue, and they could be carrying contraband. Vehicle inspections are a concern both early and late in an incident.

Early in an Incident

Oftentimes, many vehicles driven by personnel won't be inspected because of a lack of time. Inspect both their personal vehicles for contraband and their equipment. All contract equipment should be inspected before it is used, especially heavy equipment.

Late in an Incident

Make sure that vehicles are road worthy at the end of the incident because you are responsible for the safety of resources at the incident site until they get home.

It could be the Operations Section's responsibility to set up a perimeter, or the Facilities Unit's job to ensure security at each location. These inspections can also be used to find contraband on the way in and prevent the loss of property on the way out.

Fueling Area



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Visual 9-25

Key Points

The safety issue at a fueling area, or anywhere that fueling of vehicles is taking place, is the risk of a fuel spill. Perhaps someone isn't paying attention, the automatic shut-off fails, or even just a few drops of fuel dribble onto the ground.

This is obviously dangerous when the incident is a fire, but fuel can also contaminate ground water or be ignited simply by vehicles starting up, or even by someone smoking a cigarette.

As the Safety Officer, make sure that the fueling area is cordoned off from any other activity. Use barricades and warning signs, and make sure that spill clean-up kits and fire extinguishers are nearby. The Ground Support Unit is in charge of setting this up.

Topic Hazardous Material Storage

Hazardous Material Storage



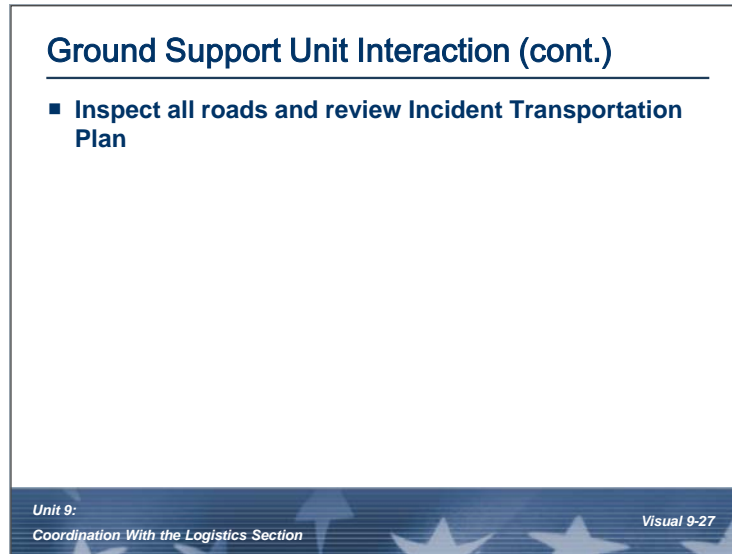
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Visual 9-26

Key Points

In addition to fuel, you will have items such as flares, oil, grease, and hydraulic fluids, all of which are under purview of the Ground Support Unit. You need to make sure that they are stored safely and according to regulations.

Topic Ground Support Unit Interaction (cont.)



Key Points

Conduct road inspections

Make sure that someone is inspecting all of the roads for possible snags, dust, unstable bridges, and so forth. Ask the locals or personnel who return from driving on nearby roads about issues encountered. Transportation is a major safety issue that the Safety Officer will have to address because of exposure to a high percentage of incident personnel.

Review the Incident Transportation Plan

The Ground Support Unit may need to set up radios or controllers for one-way roads or bridges or may need to run lead vehicles down dangerous roads (e.g., if there is a danger of flooding, snags, or landslides).

Topic

Dust Control

Dust Control



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Visual 9-28

Key Points

This is a picture of a camp. Dust control is not just an issue for roads because of visibility for drivers, but kicking up dust in a camp is an issue for personnel who breathe it in or get it on their food and ingest it.

Dust control is important during a city incident as well, especially one on a construction site, for both personnel and public health and safety.

Topic Road Maintenance

Road Maintenance



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Visual 9-29

Key Points

The Ground Support Unit may have to work with the State or Federal Department of Transportation to clear roads that were damaged by the incident to which you are responding, or even to repair damage caused by heavy vehicles at the incident site.

As the Safety Officer, you may have to make a determination that a road is too unsafe to be used until it is fixed, even if it is fixed by incident crews rather than the department of transportation or local public works, or you may decide to make a road one-way and put up barriers and use traffic controllers.

Topic Group Support Unit Interaction (cont.)

Ground Support Unit Interaction (cont.)

- Monitor operator's compliance with standards set by the responsible agency

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Visual 9-30

Key Points

The key here is that familiarity breeds complacency. People will drive when fatigued if they are not stopped. People will drive equipment without licenses for that type of vehicle if they are not checked. The Ground Support Unit must stay on top of these issues before they become safety problems or accidents occur.

Time limits on drivers' hours of operation are still in effect, even if it is an emergency.

Topic Monitor Vehicle and Operator Duty Hours

**Key Points**

Note that the driver in this picture is not wearing a seatbelt!

Adherence to regulations governing operator duty hours means following work and rest guidelines, as well as avoiding unsafe times for operating certain equipment (especially aircraft).

Objectives Review

- 1. What information does the Safety Officer need from the Medical Unit?*
- 2. What is the Safety Officer's role in monitoring food, potable water supplies, and inspections of sanitation services?*
- 3. What is the coordination role of the Safety Officer with the Logistics Section Chief when requesting assistance from the local health department?*

Key Points

TopicObjectives Review (cont.)

Objectives Review (cont.)

- 4. *What hazards might a Safety Officer encounter on an inspection of the base and camp facilities?***
- 5. *How does the Safety Officer interact with the Ground Support Unit Leader?***

*Unit 9:
Coordination With the Logistics Section*

Visual 9-33

Key Points
