Unit 7: Implementation and Maintenance

STUDENT GUIDE
Objectives

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

• Describe the implementation and maintenance responsibilities of the Facilities Unit Leader (FACL) throughout the incident

• Fill out a T-card for a facilities resource

• Describe the factors that the Facilities Unit Leader (FACL) must consider to maintain appropriate incident facilities

• List incident personnel with whom the Facilities Unit Leader interacts throughout the incident

• Explain the Facilities Unit Leader’s responsibilities and considerations related to contracts

Methodology

This unit uses lecture, interactive activities, and discussion.

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

The purpose of this unit’s exercise 7 is to provide students with the opportunity to complete a T-card for a facilities resource

The purpose of this unit’s exercise 8 is to provide students with the opportunity to examine a real-life facility for possible use as an incident facility.
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.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson</td>
<td>2 hours, 30 minutes</td>
</tr>
<tr>
<td>Exercise 7</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Exercise 8</td>
<td>15 minutes</td>
</tr>
<tr>
<td><strong>Total Time</strong></td>
<td><strong>3 hours, 30 minutes</strong></td>
</tr>
</tbody>
</table>
Topic

Unit Introduction

Key Points

Scope Statement

Through this unit, students will gain a general understanding of the tasks necessary to implement and maintain the facilities’ infrastructure and services. Previous units have described infrastructure, services, and layout requirements. This unit describes implementation and maintenance, including placing an initial order and responding to Incident Management Team (IMT) requests.
Unit 7: Implementation and Maintenance

Key Points

Unit Terminal Objective

Describe the implementation and maintenance responsibilities of the Facilities Unit Leader throughout the incident.

Unit Enabling Objectives

• Fill out a T-card for a facilities resource
• Describe the factors that the Facilities Unit Leader must consider to maintain appropriate incident facilities
• List incident personnel with whom the Facilities Unit Leader interacts throughout the incident
• Explain the Facilities Unit Leader’s responsibilities and considerations related to contracts
Topic  Facilities Maintenance and Services

Key Points

Discussion of facilities maintenance and services.
Topic  Track Facilities Resources

**Track Facilities Resources**

- Resource Status Card (ICS Form 219)
- Also known as T-Cards
- Used to record status and location on resources, transportation, and support vehicles and personnel
- Provides a visual display of the status and location of resources

See Handout 7-1 and 7-2

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**Key Points**

T-cards are a helpful tool for the Facilities Unit Leader to keep track of resources, but they are not mandatory. There are set functions for each of the eight types of T-cards; however, the Facilities Unit Leader can adjust them to fit their own system and needs.
Key Points
Exercise 7

Key Points
Respond to IMT Requests

Example: PSC requests a table for Planning Section work area.

1. PSC asks FACL for table
2. FACL submits request to SPUL
3. SPUL/ORDM places order
4. GSUL delivers table to FACL
5. FACL sets up table in location

Key Points

This represents a complex request. You may have tables already, in which case you would not need to order them.

In this example, the Planning Section Chief requests a table for the Planning Section work area. The steps are as follows:

1. Planning Section Chief asks Facilities Unit Leader for a table for their work area.
2. Facilities Unit Leader does not have a table readily available, so he or she submits a request for the table to the Supply Unit Leader.
3. Supply Unit Leader or Ordering Manager places an order to obtain a table from an outside source. This assumes that the incident site does not have a table that can be used.
4. Supply Unit Leader receives the table.
5. Ground Support Unit Leader delivers the table to the Facilities Unit Leader.
6. Facilities Unit Leader sets up the table in the Planning Section work area.
Key Points

Accurate and detailed facilities maps are especially important for accountability, new arrivals, evacuations, and emergencies. If you have Geographic Information System (GIS) capabilities, use those to refine the facilities maps.
Topic: Develop Contingency Plans

Key Points

The photos on the slide represent two facilities problems that may occur. On the left is a photo of media vans. The Facilities Unit Leader needs to set up a controlled area for the media if they will be present near the incident. On the right is a bulletin board covered in plastic to make it waterproof. The Facilities Unit Leader needs to plan for all weather contingencies.
Comply With Regulations

- Comply with all applicable required agency documents and health and safety regulations
  - Required postings
  - State and county health department regulations
  - Americans with Disabilities Act (ADA)

Key Points

The Facilities Unit Leader should seek the advice of experts in electrical matters, health and safety, water testing, and all other relevant regulatory information. He or she should invite inspectors to examine the setup. Being proactive allows the Facilities Unit Leader to avoid potential problems.
Key Points

Among the numerous safety issues to be addressed and hazards to be avoided, it is important that the Facilities Unit Leader certify the potable water source(s). This is verified by accepted practices or a lab test. If water has not been impacted by the incident, he or she does not have to certify it. If the incident is not in his or her home area, the Facilities Unit Leader should ask if there are any water issues. One clue is if there are no drinking fountains, only bottled water.

The Facilities Unit Leader should inspect any hired facilities resources to ensure that they are not hazardous.
Topic: Safely Dispose of Hazardous Materials

Safely Dispose of HAZMAT

- The FACL is responsible for any spills and cleanup in the facilities areas
- In the local area, FACL should get procedures ahead of time
- In another area, FACL should go to the Logistics Section Chief or health department for local HAZMAT Plan

Key Points
### Topic
Coordination

### Key Points
Discussion about coordination and how it is important to the Facilities Unit Leader.
Activity: Coordination With the IMT

- Large Group: Who on the IMT does the FACL interact with?
- Small Groups: What key information do they exchange with each IMT member?

Key Points

The Facilities Unit Leader is constantly gathering information to update his or her situational awareness.
Planning Activities

- Coordinate with other logistical units to meet the timeframes outlined in the proposed Incident Action Plan
- Attend Logistics Section meetings
- Participate in the exchange of information, capabilities, and advice concerning the Facilities Unit

Key Points

If you are being requested to do tasks that are outside the scope of your responsibilities as Facilities Unit Leader, consult with the Logistics Section Chief to clarify the responsibilities and services. Anything that may appear extravagant must be justified and documented.
Topic

Contracts and Agreements

Key Points

Discussion about contracts and agreements that are relevant to the Facilities Unit Leader.
Land and Facilities Use Agreements

- Coordinate with the Finance/Administration Section to ensure that agreements are in place
- Document the agreement and inspections on ICS Form 214
- Document any damage beyond normal wear and tear on an ICS Form 214
- Note differences between private ownership versus agency ownership

Key Points

The Facilities Unit Leader’s role with regard to Land and Facilities Use Agreements is to:

- Coordinate with the Finance/Administration Section to ensure that agreements are in place
  - Make sure that the Finance/Administration Section understands why you need the resources that you are requesting
- Document the agreement and inspections on ICS Form 214
- Document any damage beyond normal wear and tear on ICS Form 214
- Be aware of the difference between private and agency ownership
  - If the land or facility is privately owned, there must be pre- and post-inspections, and the Incident Management Team is responsible for cleanup at the end of the incident
  - If the land or facility is agency owned, it will be coordinated with an Agency Representative and any environmental concerns should be noted
Land and Facilities Use Agreements (cont.)

Walk through two handouts: Handout 7-4: Emergency Facilities and Land Use Agreement and Handout 7-5: Land Use Agreement Checklist.

Key Points
Equipment, Services, Infrastructure

- Complete the appropriate documentation for utilization of the contract resource (for example, shift ticket)
- May have meter identifying hours running, keep track of it

See Handout 7-6 and 7-7

Key Points

Some examples of equipment that may be needed include tents, tables, chairs, generators, and portable toilets. When it comes to potable water, the Facilities Unit Leader needs to consider the number of times the truck fills up as water is being paid for.

A contract for equipment should specify whether the equipment is “wet” or “dry.” If it is a wet contract, the contractor will cover all of the maintenance costs, including fuel and oil. If it is a dry contract, the incident budget will have to cover those costs. Such details can have a significant impact on costs.
Pre-Established Contracts

- Federal contracts for service may be available in the event of a nationally declared emergency
- Execution of the contract must be done by an authorized Federal representative

Key Points

If the Facilities Unit Leader is dealing with a Federal contract, he or she must locate someone who is authorized to execute the contract.
Exercise 8

Key Points
Objectives Review

1. What are some ways to track facilities resources?
2. What factors must the FACL consider in order to maintain appropriate facilities?
3. What incident personnel does the FACL interact with throughout the incident?
4. What are the FACL's responsibilities and considerations related to contracts?

Key Points

Unit Terminal Objective

Describe the implementation and maintenance responsibilities of the Facilities Unit Leader throughout the incident.

Unit Enabling Objectives

• Fill out a T-card for a facilities resource
• Describe the factors that the Facilities Unit Leader must consider to maintain appropriate incident facilities
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