

EQUIPMENT MANAGER: The Equipment Manager provides service, repair and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Briefing from Ground Support Unit Leader.
- c. Obtain Incident Action Plan to determine locations for assigned resources, Staging Area locations and fueling and service requirements for all resources.
- d. Obtain necessary equipment and supplies.
- e. Provide maintenance and fueling according to schedule.
- f. Prepare schedules to maximize use of available transportation.
- g. Provide transportation and support vehicles for incident use.
- h. Coordinate with Agency Representatives on service and repair policies as required.
- i. Inspect equipment condition and ensure coverage by equipment agreement.
- j. Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in efficient operating condition) and place orders with Supply Unit.
- k. Maintain Support Vehicle Inventory (ICS Form 218).
- l. Maintain equipment rental records.
- m. Maintain equipment service and use records.
- n. Check all service repair areas to ensure that all appropriate safety measures are being taken.
- o. Ensure all equipment time reports are accurate and turned in daily to the Equipment Time Recorder.

LOGISTICS GUIDELINES

General

- a. Keep incident facilities at a manageable size. Make maximum use of camps to avoid long walking distances.
- b. Enforce rules of conduct at incident facilities.
- c. Provide bulletin boards throughout camp(s).
- d. Provide bathing and sanitation facilities.
- e. Release deficient and excess equipment and operators without delay.
- f. Maintain property accountability at all times.
- g. Prepare tools, water and lunches in advance of operational period.
- h. Locate sleeping areas out of danger from vehicles, aircraft and other equipment.
 1. Keep them free of insects, animals, pests and safety hazards.
 2. Rope them off and sign.
 3. Keep sleeping areas for inmate crews separate from other crews.
- i. Participate in the development of demobilization plan.
- j. Control dust.
- k. Give high priority to environmental protection when locating incident facilities.
- l. Coordinate locations with the Agency Administrator.
- m. Keep First Aid facilities easily accessible and clearly marked.
- n. Develop and post an evacuation plan.
- o. Inspect facilities for safety and fire hazards on a regular basis and take corrective action where needed.

- p. Consider need for computer support for resource ordering and inventory; manage if provided for best efficiency/effectiveness.

Food Service

Compliance with Health and Sanitation requirements (OSHA, State and Local) is required in all situations.

- a. Proper supervision is important to meet food service sanitation requirements.
- b. All food service employees shall be neat and clean. They will wear caps and aprons at all times and plastic gloves when serving meals (unnecessary when using tongs or long handled utensils).
- c. All employees cooking or handling food shall be free of communicable diseases.
- d. Disposable eating utensils should be used if possible.
- e. Food containers, cooking and eating utensils should be regularly washed in detergent soap solution and rinsed by immersion for at least two minutes in clean, hot water (at least 170° F).
- f. Never use galvanized containers for storage of moist or acidic foods.
- g. Lunches should be prepared, dated and used daily. Never issue lunches held over from the day before unless properly refrigerated.
- h. Perishable foods, especially meat, poultry, fish, dressings and salads containing meat or egg products should be carefully handled. Any foods allowed to stand at ordinary temperatures, even though precooked, are susceptible to formation of bacterial toxin which can cause food poisoning. Re-heating will not destroy this toxin. **THESE FOODS SHOULD BE STORED UNDER REFRIGERATION (40° F or lower) UNTIL SERVED.**
- i. Keep hot foods, particularly meat or meat products, hot (150° F) until served. (Keep hot foods hot and cold foods cold.)
- j. Never hold food in hot food containers from one feeding period to the next. Remove extra food immediately after each meal is served. Do not allow personnel to eat leftover or warmed over food.
- k. Do not store first aid material or allow first aid treatment in the kitchen or serving area.
- l. Furnish Food Unit in advance with a daily schedule of meal time and numbers of personnel to be fed each meal.
- m. Vary menu daily. Provide plenty of fresh fruit, juices and milk with all meals.
- n. First meal should be one that can be prepared quickly.

Water Supply

Select a known, safe water supply or haul it. Usually it is best to haul in water from a domestic water supply. Otherwise, ensure that it is:

- a. Adequate, tested and safe.
- b. Protected from contamination.

Sanitation Guide

- a. Provide for trash and garbage collection points and plan for at least daily removal to prevent accumulations. Do not locate upwind of eating and sleeping areas.
- b. Local environmental regulations must be met.

- c. Suggested standards are one standard size (32 gallon) garbage can for every 20 persons in an eating area and one can for every 40 persons in other areas.
- d. Provide adequate toilet facilities and establish a regular inspection and maintenance schedule to keep them clean.
- e. Locate toilets properly and treat to eliminate flies and insects.
- f. Suggested standards are one toilet per 15-20 persons with daily or more frequently scheduled maintenance.

Transportation

- a. Use direction signs on roads to facilities and drop points.
- b. Sign drop points.
- c. Carefully plan for transportation of both personnel and tools to and from the fireline.
- d. Provide adequate rest for drivers.
- e. Isolate and sign fuel storage areas.
- f. Develop a vehicle control plan and strictly enforce it.

Communications

Preparation of a communications plan is the first step towards providing a workable communications system.

- a. Set up Incident Communications in the following priority to meet safety and tactical resource management needs:
 - 1. Communications on the fireline-tactical and command nets.
 - 2. Communications between fireline and incident base.
 - 3. Air operations-ground to air, air to air.
 - 4. In base/camp communications – Logistics net.
 - 5. Specialty systems, i.e., RTI (radio telephone interconnect) voice, satellite (voice and data), ADP capability, data transmission by radio.
- b. Communications Plan. A Communications Plan should be prepared for each operational period and should include:
 - 1. Radio communications (ICS form 205).
 - 2. Telephone facilities.
 - 3. Number of lines.
 - 4. Location of telephone.
- c. Key points to remember:
 - 1. Installation takes time. Estimate and allow ample time when planning a system.
 - 2. Special equipment, such as a helicopter may be needed.
 - 3. A Communications Technician has the skills to identify sites, make physical installations and put the equipment in operation.
 - 4. It is desirable to have the input of local personnel with communications knowledge regarding alternate sites for repeater installation and what equipment has worked successfully in the past.
- d. Operation of an incident communications system:
 - 1. Provide the simplest system that will meet the requirements.
 - 2. Provide clear written and illustrated channel assignments and procedures. It is important to write instructions.
 - 3. Use competent, qualified Incident Dispatchers.

- 4. Use clear text in all radio communications.
- e. Frequency coordination.
It is very important to maintain system isolation and integrity within the incident. Coordination at regional and national level is often important to maintain flexibility of all systems within National Incident Radio Support Caches. Frequencies are a limited resource and only those required to provide the incident with effective communications should be utilized.

Procurement

- a. Coordinate with Procurement Unit Leader in the Finance/Administration Section.
- b. Ensure that quality and quantity of purchases are as specified.
- c. See that orders do not exceed planned needs.
- d. See that all orders are recorded properly and consecutively on standard Resource Order forms or on appropriate ADP/computer system forms.

Security

- a. Provide security against theft.
- b. Provide security for personal gear. Tags should be furnished and each item labeled with owner's name and agency location.

Factors to consider when locating and laying out an Incident Base or Camp:

- a. Environmental constraints – temporary and permanent effects.
- b. Ownership of land; written agreements to use site.
- c. Accessible from existing roads with right-of-way.
- d. Communication service available.
- e. Safety and sanitation, including freedom from smoke.
- f. Adequate space for facilities, equipment and people.
- g. Proximity to incident – safety, travel times, etc.
- h. Shelter from wind, sun, etc.
- i. Security for government and personal property.
- j. Public interference – proximity to and access by public.
- k. Water supply – how much, how far, etc.
- l. Existing facilities – usable, cost, protection needed, etc.
- m. Potential or planned use of additional camps.
- n. Physical limitations and capabilities.
- o. Size and shape, terrain, prevailing winds.
- p. Existing roads.
- q. Present facilities.
- r. Activities that can be grouped together:
 - 1. Command, Planning, communications (out of main camp activity).
 - 2. Toilets and wash areas.
- s. Areas which need to be isolated:
 - 1. Sleeping areas.
 - 2. Heliport and helispot.
 - 3. Fuel/Fueling.
- t. Areas needing ready access to transportation and facilities:

1. Supply.
 2. Tool and equipment area.
 3. Kitchen.
 4. First aid station
 5. Fuel storage.
- u. Kitchen area:
1. Level with good drainage.
 2. Dust abatement, water supply, shade and lighting.
 3. Rope off area.
 4. Establish flow pattern.
- v. Wash and Showering Facilities:
1. Well drained.
 2. Away from kitchen and well lighted.
 3. Provide water, benches, basin, soap, towels and garbage cans.
 4. Establish separate facilities or time schedules for men and women.
 5. Adequate gray water disposal.
- w. Toilets:
1. Provide adequate numbers throughout Base/Camp.
 2. Arrange for at least daily service.
- x. Garbage disposal:
1. Garbage cans or containers should be located throughout camp.
 2. Haul daily.
- y. Equipment Depot and Tool Storage Area:
1. Adequate space near transportation.
 2. Segregate tools in bins or stalls.
 3. Tool reconditioning.
 4. Parking and lighting.
- z. Sleeping Areas:
1. Quiet, shaded, flat and dry ground.
 2. Marked and roped off.
 3. Designate and supervise warming fires.
 4. Free of snags or other hazards.
- aa. Check-in and Timekeeping Areas.
1. Place near entrance.
 2. Tables, chairs, shelter and lighting.
 3. Signed.
- bb. First Aid Station.
1. Quiet, shade and dust free.
 2. EMT may be provided.
 3. Sign First Aid area.
- cc. Incident Commander and Staff Area:
1. Located away from main camp activity.
 2. Provide tables, chairs, light and shelter.
 3. Locate convenient to communications.