

**I. INTRODUCTION**  
**A. WELCOME AND INTRODUCTIONS**

- The attending FEMA Regional Representative will welcome the participants.
  
- The course coordinator will introduces the instructors.
  
- The course coordinator will ask participants to identify themselves, task force, and identify what their personal expectations are from the course.
  
- US&R Program update.

<p>FEMA US&amp;R RESPONSE SYSTEM LOGISTICS SPECIALIST TRAINING 10/98</p> <p style="text-align: center;"><u>INTRODUCTION</u></p> <p style="text-align: center;"><b>INSTRUCTORS</b></p> <ul style="list-style-type: none"><li>■ Brian Anderson MD-TF1</li> <li>■ Brian Beadnell CA-TF3</li> <li>■ Bob Boren FEMA MERS</li> <li>■ Angel DelaFuente FL-TF1</li> <li>■ Scott Goldstein MD-TF1</li> <li>■ Del Hamilton DoD — Scott AFB</li></ul>
<p>FEMA US&amp;R RESPONSE SYSTEM OPERATIONS CENTER LOGISTICS SPECIALIST TRAINING 10/98</p> <p style="text-align: center;"><u>INTRODUCTION</u></p> <p style="text-align: center;">VIEW GRAPH I - 1</p> <p style="text-align: center;"><b>INSTRUCTORS</b></p> <ul style="list-style-type: none"><li>■ Kay Hurley GSA — Customer Service</li> <li>■ Steve Langstaff OH-TF1</li> <li>■ Rick McKinney IN-TF1</li> <li>■ Chuck Mills NASAR</li> <li>■ Donald Roy CA-TF2</li> <li>■ Mark Saxelby CA-TF1</li> <li>■ Joe Sredel FEMA — Logistics</li></ul>

**I. INTRODUCTION**  
**B. GROUND RULES/ADMINISTRATIVE DETAILS**

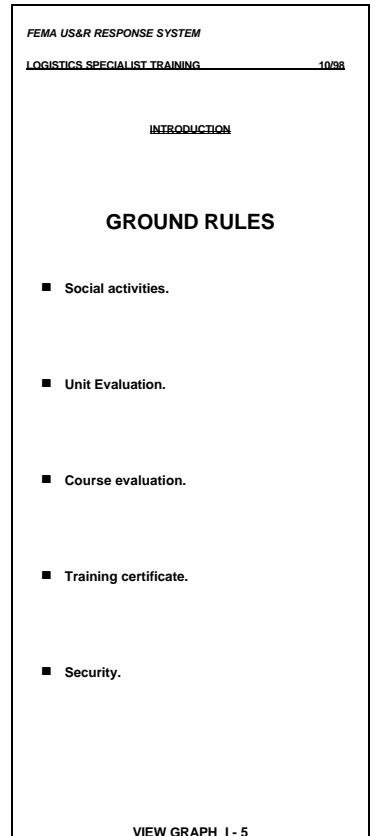
- Classes will begin on time each day. Attendance is mandatory at all sessions. There will be evening sessions.
  
- There is no smoking in class. Breaks lasting 15 minutes will be provided every two hours. Lunch breaks will be limited to one hour.
  
- Pagers are to be switched to silent/vibrate. No cell phones are allowed in the classroom.
  
- Presentations will be interactive. Notes should be taken in the Logistics Specialist Training Manual.
  
- Each participant will be issued:
  - NASAR Travel Voucher Form with instructions
  - Course/Evaluation Critique Form
  
- A participant attendance roster will be circulated. All participants will include their full name (how they would like it to appear on their certificate of completion), and contact numbers.
  
- Emergency contact numbers.
  
- Transportation.
  
- Dining facilities.

<p>FEMA US&amp;R RESPONSE SYSTEM</p> <p>LOGISTICS SPECIALIST TRAINING 10/98</p> <p>INTRODUCTION</p> <p>GROUND RULES</p> <ul style="list-style-type: none"><li>■ Classes will begin on time.</li><li>■ There is no smoking in class.</li><li>■ Breaks last 15 minutes.</li><li>■ Presentations will be interactive.</li><li>■ Each participant will be issued:<ul style="list-style-type: none"><li>• NASAR Reimbursement Form with instructions</li><li>• Course Critique Form</li></ul></li></ul>
<p>FEMA US&amp;R RESPONSE SYSTEM</p> <p>LOGISTICS SPECIALIST TRAINING 10/98</p> <p>VIEW GRAPH I - 3</p> <p>INTRODUCTION</p> <p>GROUND RULES</p> <ul style="list-style-type: none"><li>■ A participant attendance roster will be circulated.</li><li>■ Emergency contact numbers.</li><li>■ Transportation.</li><li>■ Dining facilities.</li></ul>

**I. INTRODUCTION**

**B. GROUND RULES/ADMINISTRATIVE DETAILS (continued)**

- Social activities.
  
- Unit Evaluation.
  
- Course evaluation.
  
- Security.
  
- FEMA will print and mail certificates of training to the participants within 60 days.
  
- The Training Manual and all handouts are yours to take home. You are strongly encouraged to take notes in the appropriate section so that later your recollections will be associated with the subject being presented.



**I. INTRODUCTION**  
**C. COURSE OBJECTIVES**

- Participants will discuss key points of cache resupply priorities and procedures.
- Participants will view cache packaging options for operational efficiency and protection from the elements, while meeting all methods of transportation requirements.
- Participants will learn about cache deployment and be certified in documentation requirements for air and ground transport of hazardous materials.
- Participants will become familiar with cache inventory and equipment tracking methodologies. These will include manual, database and barcode systems.
- Participants will learn about mobilization procedures, including arrangements for non-cacheable items and emergency equipment procurement with funding upon activation.
- Participants will understand where the Logistics Specialist fits into the US&R task force organization, and will be prepared to give pertinent input during operational planning and briefing sessions during a deployment.
- Participants will become familiar with available support for task force logistics through the FEMA IST and MERS, particularly in the area of emergency requisitioning procedures.
- Participants will learn site selection criteria and ongoing management of a Task Force Base of Operations, with emphasis on related health, sanitation and safety issues.
- Participants will become familiar with logistical issues involved in the demobilization process.
- Participants will learn required procedures of documentation for cache rehabilitation following an activation.
- Participants will learn the procedures for making additions and deletions to the task force cache.
- Participants will become aware of continuing training needs,

<p style="font-size: small; margin: 0;">FEMA US&amp;R RESPONSE SYSTEM</p> <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <p style="font-size: small; margin: 0;">LOGISTICS SPECIALIST TRAINING <span style="float: right;">10/98</span></p> <p style="text-align: center; margin: 10px 0;"><u>INTRODUCTION</u></p> <p style="text-align: center; margin: 20px 0;"><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>■ Discuss cache resupply priorities/procedures.</li> <li>■ Review efficient packaging options for environment protection.</li> <li>■ Obtain certification in documentation requirements for air/ground deployment.</li> <li>■ Familiarize participants with cache inventory and tracking methodologies.</li> <li>■ Familiarize participants with mob procedures, including emergency equipment procurement.</li> <li>■ Gain an understanding of the role of the <u>Logistics Specialist.</u></li> </ul>
<p style="font-size: small; margin: 0;">FEMA US&amp;R RESPONSE SYSTEM</p> <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <p style="font-size: small; margin: 0;">LOGISTICS SPECIALIST TRAINING <span style="float: right;">10/98</span></p> <p style="text-align: center; margin: 10px 0;">VIEW GRAPH 1 - 6</p> <p style="text-align: center; margin: 10px 0;"><u>INTRODUCTION</u></p> <p style="text-align: center; margin: 20px 0;"><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>■ Familiarize with procedures for emergency requisition.</li> <li>■ Gain knowledge of BoO site selection.</li> <li>■ Familiarize with demob logistical issues.</li> <li>■ Familiarize with cache rehab documentation.</li> <li>■ Gain knowledge in cache equipment changes.</li> <li>■ Emphasize continued training needs and <u>networking importance.</u></li> </ul>

and will have the means to network with other US&R task force Logistics Specialists.

**I. LOGISTICS SPECIALIST DUTIES & RESPONSIBILITIES**  
**D. POSITION DESCRIPTION/OPERATIONAL CHECKLIST**

The Logistics Specialist is responsible for managing the equipment cache for the task force before, during and after incident operations. The Logistics Specialist reports directly to the Technical Team Manager.

**Description of Duties**

- The Logistics Specialist is responsible for maintaining the equipment cache in an appropriate state of readiness for immediate deployment.
- The Logistics Specialist is responsible for the packaging, transporting, distributing and maintenance of the task force equipment cache during mission assignment.
- The Logistics Specialist is responsible for coordination with military and civilian transport officials for all cache logistics.
- The Logistics Specialist is responsible for the procurement of non-cacheable items, either during the mobilization phase or on-site, as appropriate.
- The Logistics Specialist is responsible for the security and accountability of all components of the task force equipment cache.
- The Logistics Specialist is responsible for maintaining appropriate records and reports before, during and after a mission.
- The Logistics Specialist is responsible for selecting the site of the task force Base of Operations. Moreover, the Logistics Specialist will manage its day-to-day operation, including safety and health issues.
- The Logistics Specialist performs additional tasks or duties as assigned during a mission.

FEMA US&R RESPONSE SYSTEM  
LOGISTICS SPECIALIST TRAINING 10/98

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LOGISTICS SPECIALIST DUTIES/RESPONSIBILITIES

POS DESCR / OPS CHCKLST

- Description of Duties — the Log Specialist is responsible for:
  - Cache state of readiness.
  - Packaging, transport, distribution and maintenance.
  - Coordination with transport officials.
  - Procurement of non-cacheable items.
  - Security and accountability.
  - Maintaining records.
  - Selecting the BoO site.

VIEW GRAPH I D - 1

**I. LOGISTICS SPECIALIST DUTIES & RESPONSIBILITIES**  
**D. POSITION DESCRIPTION/OPERATIONAL CHECKLIST**

**OPERATIONAL CHECKLIST**

The purpose of the checklist is to define the duties and responsibilities of the Logistics Specialist during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

1. some required actions may not be listed but must be identified and assumed by this position.
2. some actions may be the primary responsibility of another task force position but may require assistance and coordination from this position.
3. the actions are listed in a general chronological order but may necessitate deviation as required.

**Upon Activation**

- Receive notification of assignment and instructions from the initiating organization.
- Establish communications with the assigned Technical Team Manager and receive initial briefing.
- Monitor disaster-related information from local sources such as radio and television.
- Review the personal equipment checklist. assess your personal gear readiness for the specific disaster area climate. Make necessary changes. Ensure you have your current medical information form.
- Assure assembly of the complete task force cache and supervise the transfer and loading of the task force equipment as necessary.
- Assure that complete pallets and related equipment are transported with the task force cache.

FEMA US&R RESPONSE SYSTEM LOGISTICS SPECIALIST TRAINING 10/98	
LOGISTICS SPECIALIST DUTIES/RESPONSIBILITIES	
POS DESCR / OPS CHCKLST	
■ The checklist defines the duties and responsibilities. The list a general summary of actions. It should be understood that:	
• some required actions may not be listed but must be identified and assumed by this position.	
• some actions may be the primary responsibility of another position but may require assistance and coordination from this position.	
• the actions are listed in a general chronological order but may necessitate deviation as required.	
VIEW GRAPH 1 D - 2	

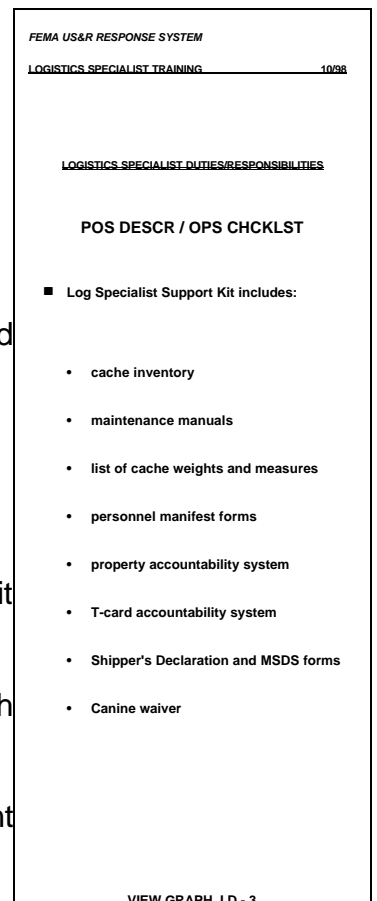
**I. LOGISTICS SPECIALIST DUTIES & RESPONSIBILITIES**  
**D. POSITION DESCRIPTION/OPERATIONAL CHECKLIST**

**OPERATIONAL CHECKLIST**  
**Upon Activation (continued)**

- Procure perishable items per the task force's Mobilization Manual.
- Contact pertinent transportation authorities to expedite the planning and arrangements. Keep them updated with the task force's mobilization timetable.
- Follow task force procedures regarding setup of logistics-related stations at the point of assembly.
- Report to the assigned point of departure at the prescribed time.
- Review the Logistics Specialist Support Kit which includes:
  - cache inventory (4 copies)
  - maintenance manuals
  - list of cache weights and measures
  - personnel manifest forms (10 copies)
  - property accountability system (2 copies)
  - T-card accountability system
  - Shipper's Declaration and MSDS forms, with any required documentation and/or variances
  - canine waiver

**At Point of Departure**

- Supervise the unloading of the cache from transport vehicles and stage it for efficient loading into military carriers.
- Supervise the placement of pallets and related equipment brought with the task force for efficient palletization of the task force cache.
- Ensure that the appropriate forklift is on site per prearranged agreement with the military or airport authorities.
- Serve as liaison with military loadmasters and cargo handlers as they supervise the movement and loading of the task force cache. Review all packaging and documentation of cache hazardous materials with the military loadmaster.





**I. LOGISTICS SPECIALIST DUTIES & RESPONSIBILITIES**  
**D. POSITION DESCRIPTION/OPERATIONAL CHECKLIST**

**OPERATIONAL CHECKLIST**

**At Point of Departure (continued)**

- Ensure that all elements of the Host/Tenant Agreement between the task force and the military base are followed as agreed.
- Ensure that you receive any appropriate issue of gear (portable radio, functional vest, documentation, maps, etc.)
- Forward an accurate medical information from to the Medical Team Manager.
- Assemble for a task force briefing from the Task Force Leader and appropriate officials, to include:
  - task force organizational structure
  - chain of command
  - latest event information
  - environmental conditions
  - media issues and protocols

**In Transit**

- Review the latest disaster-related information as it becomes available.
- Review the FEMA US&R Field Operations Guide for information pertinent to your position description, operational checklist, operational procedures and safety protocols.
- Take advantage of available travel time for rest prior to arrival.

**At Point of Arrival**

- Assist in the off-loading of the task force cache.
- Ensure the security of task force equipment and personal gear by positioning a Logistics Specialist with the cache at all times.
- Coordinate the transportation and security of the task force cache to the Mobilization Center or assigned Base of Operations.

FEMA US&R RESPONSE SYSTEM  
LOGISTICS SPECIALIST TRAINING 10/98

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LOGISTICS SPECIALIST DUTIES/RESPONSIBILITIES

POS DESCR / OPS CHCKLST

- A task force briefing from the Task Force Leader includes:
  - task force organizational structure
  - chain of command
  - latest event information
  - environmental conditions
  - media issues and protocols

VIEW GRAPH 1 D - 4

**I. LOGISTICS SPECIALIST DUTIES & RESPONSIBILITIES**  
**D. POSITION DESCRIPTION/OPERATIONAL CHECKLIST**

**OPERATIONAL CHECKLIST**  
**Arrival at Mobilization Center**

- Assess and determine the availability of resources for identified logistical requirements (i.e., oxygen, fuels, etc.) in conjunction with the appropriate officials.
- Locate and make contact with the IST to identify sources for food, water and equipment resupply.
- Ascertain the availability of vehicles for task force use during the mission as soon as possible from the IST Transportation Unit Leader or appropriate officials at the Mobilization Center.
- Assemble for a general mission briefing from the Task Force Leader, DOD liaison and appropriate officials.

**Base of Operations (BoO) Selection and Management**

- Coordinate with the Technical Team Manager regarding the selection of an appropriate BOO site.
- Supervise the unloading, sorting and set-up of the equipment cache and the task force support facilities. Give priority to BOO setup per the task force's Operational Plan.
- Establish the equipment cache staging area to include:
  - Stage cache equipment and supplies as planned
  - Provide for the environmental protection of supplies and equipment.
  - Coordinate the appropriation of fuels, compressed air, oxygen, water, fresh food, etc.
  - Ensure that hazardous materials are stored properly within the BOO.
  - Ensure the environmental protection of drinking water and foodstuffs.
  - Fuel equipment and tools and test them for operation.
  - Ensure that the medical cache is established and has sufficient security.
  - Make sure that the cache is secure at all times.

<p>FEMA US&amp;R RESPONSE SYSTEM LOGISTICS SPECIALIST TRAINING 10/98</p> <p><u>LOGISTICS SPECIALIST DUTIES/RESPONSIBILITIES</u></p> <p>POS DESCR / OPS CHCKLST</p> <ul style="list-style-type: none"><li>■ The equipment cache staging area includes:<ul style="list-style-type: none"><li>• Staging cache equipment and supplies as planned</li><li>• Provide environmental protection of supplies and equipment.</li><li>• Coordinate the appropriation of fuels, compressed air, etc.</li><li>• Ensure haz mats are stored properly within the BOO.</li><li>• Ensure protection of drinking water and foodstuffs.</li><li>• Fuel equipment and tools and test them for operation.</li><li>• Ensure that the medical cache is established and has security.</li><li>• Make sure that the cache is secure at all times.</li></ul></li></ul>
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**I. LOGISTICS SPECIALIST DUTIES & RESPONSIBILITIES**  
**D. POSITION DESCRIPTION/OPERATIONAL CHECKLIST**

**OPERATIONAL CHECKLIST**

**Base of Operations (BoO) Selection and Management**

- Implement the Property Accountability and/or T-card systems. Ensure that all resources are accounted for.
- Place the task force's BOO Daily Management Plan into operation, using any available task force personnel to assist.
- Prepare lighting equipment for operation once it becomes dark.
- Ensure that correct health, safety and environmental practices are met in all aspects of BOO siting and operations.

**On-Site Operations**

- Provide logistical support as needed for task force operational requirements.
- Establish a forward cache staging area near the area of task force operations, coordinating the site of the staging area with the Technical Team Manager.
- Ensure that sufficient fuel, replacement parts and repair tools are positioned at the forward cache to keep tools running without interruption.
- Implement property accountability procedures at the forward cache staging area.
- Ensure the use of all proper safety practices and procedures.
- Keep the Technical Team Manager apprised of any equipment malfunctions or supply deficiencies as early as possible to expedite the procurement of replacements.

**I. LOGISTICS SPECIALIST DUTIES & RESPONSIBILITIES**  
**D. POSITION DESCRIPTION/OPERATIONAL CHECKLIST**

**OPERATIONAL CHECKLIST**  
**On-Site Operations (continued)**

- Carry out tactical assignments as directed. Be prepared to go into immediate rescue operations in a secondary collapse.
- Attend initial briefing of tactical assignment from the Task Force Leader or Technical Team Manager, to include:
  - Incident situation Report
  - Task force operational objectives
  - Task force tactical assignments
  - Task force support layout and requirements(i.e., command post, forward equipment cache, shelter)
  - Communications Plan, frequencies and radio designations.
  - Review of on-site signalling and evacuation procedures.
  - Review equipment request and tracking procedures.

**Reassignment/Demobilization**

- Assemble for a team briefing on the mission status and reassignment/demobilization determinations.
- Ensure that all cache tools and equipment are accounted for, returned to the cache and packed for shipping.
- Identify and supervise the distribution of cache equipment that will be left at the disaster area.
- Prepare personal gear for demobilization.
- Ensure that ongoing lost equipment/out-of-service equipment log is up to date.
- Ensure that all out-of-service tools and equipment have completed repair request documentation.
- Supervise the breakdown and policing of the BOO area.
- Supervise the movement and loading of the task force cache.
- Maintain security of the task force cache at all times.

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LOGISTICS SPECIALIST DUTIES/RESPONSIBILITIES

**POS DESCR / OPS CHCKLST**

- The initial briefing of tactical assignment from the Task Force Leader includes:
  - Incident situation Report
  - Task force operational objectives
  - Task force tactical assignments
  - Task force support layout/requirements.
  - Communications Plan, frequencies and radio designations.
  - Review of on-site signalling and evacuation procedures.
  - Review equipment request and tracking procedures.

VIEW GRAPH I D - 6

**I. LOGISTICS SPECIALIST DUTIES & RESPONSIBILITIES**  
**D. POSITION DESCRIPTION/OPERATIONAL CHECKLIST**

**OPERATIONAL CHECKLIST**

**Reassignment/Demobilization (continued)**

- Ensure the return of all items issued to you at mobilization.
- Secure complete sets of Air force pallets and related equipment at the POA. Store this with the cache for the next mobilization.
- Participate in task force mission critiques and CISD debriefings.
- Submit personal notes to the Technical Team Manager for inclusion in the after-action reports. this should include reviewing pertinent position descriptions and operational checklists and protocols for recommended changes.

**Post-Mission Inventory**

- Personnel trained in the management of the task force cache should perform a complete inventory as soon as possible once the cache is returned home.
- The results of the post-mission inventory will be used to develop a damage/loss report and other required paperwork.
- All tools, equipment and supplies must be inspected and made ready for use.
- Once this process is completed, the cache should be repacked in readiness for another deployment.