



Disaster Logistics Specialist

TNG-40S

Program of Instruction

Updated: August 2009



Texas Engineering Extension Service
Urban Search and Rescue

TEEX is a member of the
National Domestic Preparedness Consortium

Course Details

Course Length: Five days long, eight training hours each day (40 total training hours). Class is from 0800 to 1700 each day.

Delivery Location: Delivered in [Disaster City®](#), TX – within the city limits of College Station, TX or equivalent training facility.

GSA and Grant Funding Approval:

The Disaster Logistics Specialist course is listed on GSA Schedule 84. TEEX has special registration requirements for GSA participants. Please contact the TEEX US&R Division to register for a GSA-approved course. For more information on ordering from Federal Supply Schedules, please visit: www.gsa.gov



Certificate: TEEX certificate of completion

Prerequisites: There are no prerequisites for this course.

Target Audience:

This course has been developed for city, state and federal emergency responders. The target audience includes all emergency responders from municipal and industrial agencies tasked with providing logistics during an emergency response. Course participants include emergency responders from the following six disciplines/services:

- Fire Service (FS)
- Emergency Management Agencies (EMA)
- Industrial Customers (IND)
- Military (MT)
- Emergency Medical Services (EMS)
- Law Enforcement (LE)
- Civil Defense (CD)

Mission Area: Respond

Level of Training: Performance – Offensive

Required Equipment:

This course requires students to bring with them specific equipment. The course participants should arrive with the following items:

- Steel toe safety boots (must be ANSI Z41 PT99 M1/75 C/75)
- Standard work/duty clothing including long sleeve shirts for every day of class

Course Overview

Course Background

The Disaster Logistics Specialist course was designed to provide classroom and practical exercises for emergency responders responsible to provide logistics during a natural disasters or terrorist incidents. The course was designed to provide responders an understanding of the logistical requirements and challenges that face emergency responders face during disasters or terrorist incidents.

Course Description

This course is designed to provide emergency services personnel the knowledge, skills, and abilities necessary to perform logistical support at a natural disaster or terrorist incident. Keeping an all-risk environment in mind, this course exposes the participants to the essential requirements of providing support, re-supply, transportation, sustenance and maintenance of a department's equipment and personnel. Participants are provided hands-on, task-oriented practical exercises to reinforce classroom instruction.

Course Purpose

The purpose of the Disaster Logistics Specialist course is to provide logistics personnel with the necessary advanced knowledge, skills and abilities to ensure responders can sustain continual emergency response functions for more than one operational period. First responders completing this course will be prepared to work as a member of the logistics team supporting the response to natural disasters or terrorist incidents.

Course Format

Classes will begin at 8:00 a.m. each day. Participants should plan travel to arrive the night before classes begin. For the purpose of making hotel arrangements, participants could make reservations in the cities of Bryan, TX or College Station, TX. Course delivery consists of didactic instruction, participant activities, and hands-on task-oriented practical exercises. Course delivery consists of 70 percent didactic classroom presentations and lectures, and 30 percent hands-on and task-oriented practical training utilizing a US&R logistical cache of equipment.

Students can attend the Disaster Logistics Specialist course in two formats:

1. Open enrollment classes – TEEX offers this course on fixed dates approximately one time per. Any student meeting the prerequisites may enroll in the course online. This course typically has a broad cross section of responders and offers an excellent ability for lessons learned from other departments.
2. Contract classes – TEEX can provide this course exclusively for a jurisdiction or region. These courses must have a minimum of 16 and can have a maximum of 40 participants. When conducting contract classes, TEEX can add curriculum to meet specific requirements of the sponsoring jurisdiction.

Course Scope

The scope of this course addresses priorities and capabilities that Department of Homeland Security is encouraging state and local jurisdictions to establish. This course assists with establishing priorities for the National Planning Scenarios¹, the National Preparedness Guidelines², the Target Capabilities List³, and the Universal Task List⁴.

National Planning Scenarios

The National Planning Scenarios¹ are a reference to help federal, state, local, and tribal entities at all levels of government evaluate and improve their capabilities to perform their assigned missions and tasks in major events. This course gives a state/region the capability to conduct wide area search operations in twelve out of the fifteen National Planning Scenarios¹:

- Scenario 1: Nuclear Detonation – 10-Kiloton Improvised Nuclear Device
- Scenario 2: Biological Attack – Aerosol Anthrax
- Scenario 3: Biological Disease Outbreak – Pandemic Influenza
- Scenario 4: Biological Attack – Plague
- Scenario 5: Chemical Attack – Blister Agent
- Scenario 6: Chemical Attack – Toxic Industrial Chemicals
- Scenario 7: Chemical Attack – Nerve Agent
- Scenario 8: Chemical Attack – Chlorine Tank Explosion
- Scenario 9: Natural Disaster – Major Earthquake
- Scenario 10: Natural Disaster – Major Hurricane
- Scenario 11: Radiological Attack – Radiological Dispersal Devices
- Scenario 12: Explosives Attack – Bombing Using Improvised Explosive Devices

National Preparedness Guidelines

The National Preparedness Guidelines² defines what it means for the Nation to be prepared for all hazards. There are four critical elements of the *Guidelines*:

- (1) The ***National Preparedness Vision***, which provides a concise statement of the core preparedness goal for the Nation.
- (2) The ***National Planning Scenarios***¹, which depict a diverse set of high consequence threat scenarios of both potential terrorist attacks and natural disasters. Collectively, the 15 scenarios are designed to focus contingency planning for homeland security preparedness work at all levels of government and with private sector. The scenarios form the basis for national planning, training, exercises, and grant investments needed to prepare for emergencies of all types.
- (3) The ***Target Capabilities List***³ (*TCL*), which defines 37 specific capabilities that communities, the private sector, and all levels of government should collectively possess in order to respond effectively to disasters.
- (4) The ***Universal Task List***⁴ (*UTL*), which is a menu of some 1,600 unique tasks that can facilitate efforts to prevent, protect against, respond to, and recover from the major events that are represented by the National Planning Scenarios. It presents a common vocabulary and identifies key tasks that support development of essential capabilities among organizations at all levels.

Course Scope (continued)

The *Guidelines* establish a capabilities-based approach to preparedness. Simply put, a capability provides the means to accomplish a mission. The *Guidelines* address preparedness for all homeland security mission areas: prevention, protection, response, and recovery. A capability consists of the combination of elements required to deliver the desired outcome.

TEEX US&R courses primarily deal with the Search and Rescue (Land-Based) capabilities found within the Respond Mission Area and the outcome is: The greatest number of victims (human and, to the extent that no human remain endangered, animal) are rescued and transferred to medical or mass care capabilities, in the shortest amount of time, while maintaining rescuer safety.

In order to support a consistent nationwide approach to implementation, the Guidelines establish three capabilities-based preparedness tools and a National Preparedness System. To help correctly balance the potential threat of major events with the requisite resources to prevent, respond to, and recover from them, the *Guidelines* also includes seven national priorities. The priorities fall into two categories: overarching priorities that contribute to development of multiple capabilities, and capability-specific priorities that build selected capabilities from the TCL for which the Nation has the greatest need. **Priorities that apply to this course are highlighted in red.** The overarching priorities are:

- 4.1 Expand Regional Collaboration
- 4.2 Implement the NIMS⁶ & the National Response Framework⁵
- 4.3 Implement the National Infrastructure Protection Plan

Additionally, the National Preparedness Guidelines² has four capability specific priorities:

- 4.4 Strengthen Information Sharing and Collaboration Capabilities
- 4.5 Strengthen Interoperable and Operable Communications Capabilities
- 4.6 **Strengthen CBRNE Detection, Response, and Decontamination Capabilities – *this course specifically addresses this National Preparedness Goal priority***
- 4.7 Strengthen Medical Surge and Mass Prophylaxis Capabilities

Course Scope (continued)

Target Capabilities List

The September 2007 version of the Target Capabilities List³ (TCL) provides guidance on the specific capabilities and levels of capability that Federal, State, local, and tribal entities will be expected to develop and maintain. The TCL is designed to assist jurisdictions and agencies in understanding and defining their respective roles in a major event, the capabilities required to perform a specific set of tasks, and where to obtain additional resources if needed. The TCL is considered a “living” document that will continue to be refined over time. The TCL identifies 37 essential capabilities. The applicable tables of the Response Mission: Search and Rescue (Land-Based) – Target Capabilities (page 407 thru 419 of the September 2007 TCL) that deal with Search and Rescue are included below. **Personnel having completed the Disaster Logistics Specialist course give jurisdictions the capabilities that are highlighted in red.**

Capability Definition

Search & Rescue (Land-Based) is the capability to coordinate and conduct search and rescue (SAR) response efforts for all hazards, including searching affected areas for victims (human and, to the extent that no humans remain endangered, animal) and locating, accessing, medically stabilizing, and extricating victims from the damaged area.

Outcome

The greatest number of victims (human, and to the extent that no humans remain endangered, animal) and rescued and transferred to medical or mass care capabilities, in the shortest amount of time, while maintaining rescuer safety.

Performance Measures and Metrics and Critical Tasks

Activity: Direct Search & Rescue Tactical Operations	
Definition: In response to notification of entrapment, provide management and coordination of SAR capability, through demobilization for single or multiple teams	
Critical Tasks	
Res.B4a 3.1	Receive and accept SAR request/activation order
Res.B4a 3.2	Participate in SAR planning process and operational briefings
Res.B4a 3	Plan and coordinate SAR operations at incident site
Res.B4a 3.4.1	Direct SAR resources according to the National Incident Management System (NIMS), the Incident Command System (ICS), and consensus-level technical rescue standards
Res.B4a 3.4.3	Determine need for deployment of additional SAR assets
Res.B4a 3.6.1	Provide timely situational awareness and response information
Res.B4a 3.6.1.1	Establish and maintain a chronological log of events in the field
Res.B4a 3.6.2	Document and collect SAR operations information, including chronological log of events in the field for use in after action review
Res.B4a 3.7.3	Re-assign/rotate technical specialists, as needed
Res.B4a 3.3.3	Maintain accountability of all SAR personnel
Res.B4a 3.2.1	Identify logistics capability of incident site to determine whether deployed SAR teams must be self-sustaining
Res.B4a 3.7	Develop SAR team reassignment/demobilization plan

Course Scope (continued)

Target Capabilities List (continued)

Activity: *Activate Search & Rescue*

Definition: In response to notification, mobilize and arrive at the incident scene to begin operations

Critical Tasks

Res.B4a 3.1	Receive and accept SAR request/activation order
Res.B4a 4.3	Participate in Search and Rescue (SAR) planning process and operational briefings
Res.B4a 4.2	Initiate mobilization procedure
Res.B4a 4.2.1	Assemble personnel and equipment at designated location
Res.B4a 4.2.2	Deploy Federal, State, regional or local SAR resources commensurate with request
Res.B4a 4.2.2	Transport team (personnel and equipment) to incident scene
Res.B4a 4.2.3	Collect and analyze incident information to assist SAR capability deployment decisions

Activity: *Provide Materiel and Other Support*

Definition: Upon arriving on scene, provide, track, and maintain equipment and supplies as well as support base of operations

Critical Tasks

Res.B4a 4.3	Participate in Search and Rescue (SAR) planning process and operational briefings
Res.B4a 5.1	Establish base of operations
Res.B4a 5.2	Maintain accountability of team equipment/supplies
Res.B4a 5.1.1	Provide medical care for SAR personnel, including the K-9 first responders

Activity: *Conduct Search and Rescue Reconnaissance*

Definition: Once on scene and equipped, provide rapid assessment of assigned SAR work areas and recommend search priorities/tactics to management.

Critical Tasks

Res.B4a 6.1.1	Assess incident site to determine search and rescue course of action
Res.B4a 6.1.2	Assess the incident site for hazardous materials (hazmat) and other environmental conditions
Res.B4a 6.1.3	Develop map of search area to be used in SAR tactical operations
Res.B4a 6.3	Communicate findings and recommend priorities to Team Management

Activity: *Search*

Definition: Upon being assigned search area, begins search operations.

Critical Tasks

Res.B4a 4.3	Participate in SAR planning process and operational briefings
Res.B4a 7.1	Ensure scene/site safety (security, shoring, debris)
Res.B4a 7.2	Conduct area search for victims
Res.B4a 7.2.1	Search for victims using canine, physical, and electronic search capabilities
Res.B4a 7.2.2	Identify and record potential/actual victim locations (live and dead)
Res.B4a 7.3	Direct ambulatory victims to safe assembly point
Res.B4a 7.4	Report progress of search efforts on a regular basis to SAR lead
Res.B4a 7.5	Maintain accountability for search personnel, equipment, and supplies

Course Scope (continued)

Target Capabilities List (continued)

Activity: *Extricate*

Definition: Upon notification of location of victim, perform extrication.

Critical Tasks

Res.B4a 4.3	Participate in SAR planning process and operational briefings
Res.B4a 7.1	Ensure scene/site safety (security, shoring, debris)
Res.B4a 8.1.1	Coordinate extrication strategy with medical personnel
Res.B4a 8.1	Extricate trapped victims
Res.B4a 8.2	Provide periodic progress reports while rescuing
Res.B4a 8.3	Maintain accountability of extrication personnel, equipment, and supplies

Activity: *Provide Medical Treatment*

Definition: Upon access to victim, coordinate with medical personnel to treat and transfer victim to more definitive medical care.

Critical Tasks

Res.B4a 4.3	Participate in US&R planning process and operational briefings
Res.B4a 9.1.1	Coordinate medical treatment with extrication and medical personnel
Res.B4a 9.2	Transfer victims to more definitive medical care
Res.B4a 9.1.2	Medically stabilize trapped victims according to Task Force Operations Manual and Medical Protocols
Res.B4a 9.1.2.1	Ensure victims are medically stabilized according to Task Force Operations Manual and Medical Protocols throughout packaging and extrication
Res.B4a 9.3	Maintain accountability of medical personnel, equipment, and supplies

Activity: *Demobilize/Redeploy*

Definition: Upon completion of assigned mission, disengage from incident site, and debrief personnel

Critical Tasks

Res.B4a 10.2.1	Repackage equipment cache
Res.B4a 10.2	Demobilize base of operations
Res.B4a 10.1.1	Arrange transportation for personnel and equipment
Res.B4a 10.1.2	Debrief SAR capability personnel

Course Scope (continued)

Universal Task List

The Universal Task List⁴ (UTL) is a useful planning reference: a comprehensive menu of tasks that may be performed in major events illustrated by the National Planning Scenarios¹. The UTL describes “what” tasks need to be performed. Federal, state, local and tribal entities reserve the flexibility to determine “who” needs to perform them and “how” to perform them. While no single jurisdiction or agency is expected to be able to perform all the tasks, it is expected that tasks will be chosen based on specific roles, missions, and functions. The UTL should be used by entities at all levels of government as a reference to help them plan, organize, equip, train, exercise, and evaluate personnel from the critical tasks that they may need to perform in major events that could occur across town or across the Nation. The UTL is considered a “living” document that will continue to be refined over time. The applicable tables of the UTL (pages 82 thru 83 of the Version 2.1 issued May 23, 2005) that deal with Search and Rescue are included below. **Jurisdictions with personnel that have completed the Disaster Logistics Specialist course will have the capacity to perform the following tasks outlined in red:**

Function ID	Sequence Number	Task
Res.B.4	1	Develop plans, procedures, and protocols to prepare for urban search and rescue operations
Res.B.4	1.1	Develop policies and procedures for urban search and rescue
Res.B.4	1.2	Establish, maintain, and manage the national urban search and rescue response system
Res.B.4	1.3	Ensure appropriate legal issues pertaining to liability claims, including the application of the good Samaritan laws, are understood and resolved
Res.B.4	1.4	Establish plans, procedures and protocols for logistical support for urban search and rescue assets
Res.B.4	2	Develop and conduct exercises and training for search and rescue
Res.B.4	2.1	Develop urban search and rescue training programs
Res.B.4	2.2	Provide training for urban search and rescue augmenting organizations
Res.B.4	3	Coordinate urban search and rescue response
Res.B.4	3.1	Provide resource & technical support
Res.B.4	3.1.1	Manage urban search and rescue mutual aid agreements
Res.B.4	3.1.2	Provide technical assistance, training, and operational support to urban search and rescue teams and assets
Res.B.4	3.1.2.1	Provide portable shelters for use by urban search and rescue task force
Res.B.4	3.1.2.2	Provide mobile feeding units for urban search and rescue task force
Res.B.4	3.1.3	Identify need for additional assistance
Res.B.4	4	Conduct Search and Rescue
Res.B.4	4.1	Assess situation and needs
Res.B.4	4.2	Assess incident site to determine search and rescue course of action
Res.B.4	4.2.1	Collect assessment information from damage assessment teams for inclusion in situation reports and for decision-making regarding US&R resources
Res.B.4	4.2.2	Issue additional advisories and alert and activation orders as required
Res.B.4	4.2.3	Determine need for deployment of additional US&R assets
Res.B.4	4.3	Conduct urban search and rescue operations
Res.B.4	4.3.1	Activate urban search and rescue support (US&R)
Res.B.4	4.3.1.1	Activate the national urban search and rescue response system for any incident of national significance

Course Scope (continued)

Universal Task List (continued)

Function ID	Sequence Number	Task
Res.B.4	4.3.2	Deploy urban search and rescue task forces or teams
Res.B.4	4.3.3	Evaluate the disaster site for hazardous materials
Res.B.4	4.3.3.1	Identify heavy machinery support requirements
Res.B.4	4.3.4	Direct search and rescue teams and collapse-site teams
Res.B.4	4.3.5	Search and extract victims from site
Res.B.4	4.3.5.1	Direct the use of heavy machinery in recovery effort
Res.B.4	4.3.5.2	Stabilize and support entry and exit points for urban search and rescue operations
Res.B.4	4.3.6	Provide status reports on urban search and rescue operations
Res.B.4	4.3.6.1	Provide timely situational awareness and response information and establish and maintain chronological log of events in the field
Res.B.4	4.3.7	Formulate redeployment plans for urban search and rescue assets and personnel
Res.B.4	4.3.7.1	Formulate decisions on the demobilization of regional and State first responder assets and personnel
Res.B.4	4.3.8	Provide care for rescuers, including the K-9 first responders

Course Scope (continued)

Additional Courses

TEEX US&R can provide additional courses related to search and rescue at Disaster City® or on-site at your jurisdiction:

US&R Command Staff Program:

1. [Search and Rescue Plans Officer](#)
2. [Search and Rescue Safety Officer](#)
3. [Search and Rescue Communications Specialist](#)
4. [Disaster Logistics Specialist](#)
5. [ICS for Structural Collapse Incidents](#)
6. [Developing a State/Regional CBRNE Task Force](#)

US&R Search Program:

1. [Disaster Technical Search Specialist](#)
2. [Disaster Canine Search Specialist](#)
3. [Disaster Canine Workshop](#)
4. [Wilderness Search and Rescue](#)
5. [Wide Area Search](#) NOTE: offered at no cost to any eligible jurisdiction
6. [Canine Emergency Medical Care](#) NOTE: offered online at no cost to any eligible participant

US&R Rescue Program:

1. [Structural Collapse - Awareness](#)
2. [Collapse Rescue Operations](#)
3. [Structural Collapse Technician 2](#)
4. [Advanced Structural Collapse 3](#)
5. [Advanced Structural Collapse 4](#)
6. [Medical Considerations for the Rescue Technician](#)
7. [Rescue in a Contaminated Environment \(RICE\)](#)

US&R Hazardous Materials Specialist Program:

1. [WMD – Enhanced US&R Operations](#)
2. [WMD Considerations for US&R Hazardous Materials Specialists](#)

US&R Swiftwater & Flood Rescue Program:

1. [Swiftwater Rescue – Awareness](#)
2. [Swiftwater Rescue – Operations](#)
3. [Swiftwater Rescue – Technician](#)
4. [Swiftwater Rescue – Technician Refresher](#)

US&R Medical Program:

1. [Disaster Medical Specialist](#)
2. [WMD Considerations for the Medical Specialist](#)
3. [Medical Effects of Primary Blast Injuries](#) NOTE: offered online at no cost to any eligible participant
4. [EMS Operations & Planning for WMD](#) NOTE: offered at no cost to any eligible jurisdiction

International US&R Program:

1. [International Urban Search and Rescue](#)
2. [International Structural Collapse Rescue](#)

US&R Full-Scale Exercise Program

Course Scope (continued)

Resource Requirements

Instructor to student ratio is 1:15 for all lectures and activities.

The following items are provided by TEEX for the delivery of this course:

- Classroom capable of handling all course participants
- Computer loaded with Microsoft PowerPoint®
- Computer Projector and screen
- Flip chart and/or whiteboard or chalkboard
- Flip chart markers and/or whiteboard markers or chalk
- Student Manuals (one per student)
- FIRESCOPE Field Operations Guide – ICS 420-1, June 2004 (one per student)
- Instructor Manuals
- Module 1 - 9 Microsoft PowerPoint® presentation slides
- All tools, equipment, and supplies required to complete field exercises
- All lumber required to complete field exercises

Module Summary

Module #	Module Title	Time Allocation
Day One		
Module 0	Introduction and Orientation	1 hour
Module 1	Duties and Responsibilities	3 hours
Admin 0.1	Lunch	1 hour
Module 2	Facilities Unit	4 hours
Day Two		
Module 2	Facilities Unit (continued)	2 hours
Module 3	Supply Unit	2 hours
Admin 0.2	Lunch	1 hour
Module 3	Supply Unit (continued)	3 hours
Module 4	Ground Unit	1 hour
Day Three		
Module 4	Ground Unit (continued)	3 hours
Module 5	Food Unit	1 hour
Admin 0.3	Lunch	1 hour
Module 5	Food Unit (continued)	2.5 hours
Module 6	Medical Unit	1.5 hours
Day Four		
Module 6	Medical Unit (continued)	1.5 hours
Module 7	Communications	1.5 hours
Module 8	Hazardous Materials Awareness	1 hour
Admin 0.3	Lunch	1 hour
Module 8	Hazardous Materials Awareness (continued)	4 hours
Day Five		
Module 8	Hazardous Materials Awareness (continued)	4 hours
Admin 0.3	Lunch	1 hour
Module 9	Field Exercise	4 hours
TOTAL CLASS HOURS		40 hours

Module 0: Introduction and Orientation

Summary: This module provides a general overview of the course, and instructors will explain the goal of the course, and describe the course outline and structure. Participants will also complete all registration and class roster forms.

Instructional Resources Required:

- Module 0 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this course, participants will be able to perform the duties of a Disaster Logistics Specialist for a jurisdiction during a natural disaster or terrorist incident.

Enabling Objective: Upon conclusion of the course, participants will be able to:

- 0-1 Describe the duties and responsibilities of the Logistics Section function;
- 0-2 Describe the duties, responsibilities and considerations of the Facilities Unit Leader function of the logistics section;
- 0-3 Describe the duties, responsibilities and considerations of the Supply Unit Leader function of the logistics section;
- 0-4 Describe the duties, responsibilities and considerations of the Ground Support Unit Leader function of the logistics section;
- 0-5 Describe the duties, responsibilities, and considerations of the Food Unit Leader function of the Logistics section;
- 0-6 Describe the duties, responsibilities, and considerations of the Medical Unit Leader function of the logistics section;
- 0-7 Describe the duties, responsibilities, and considerations of the Communications Unit Leader function of the logistics section;
- 0-8 Describe the duties, responsibilities, and considerations of the Supply Unit Leader function as it related to the shipping of hazardous materials; and
- 0-9 Demonstrate the ability to conduct logistics operations in an incident management environment of either emergency incident or planned event.

Duration: 1 hour classroom

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 1: Duties and Responsibilities

Summary: This module provides an overview of the duties and responsibilities of a Disaster Logistics Specialist deployed as part of an Urban Search and Rescue team or task force. Participants discuss and understand the various logistical requirements during an incident response.

Instructional Resources Required:

- Module 1 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this module, participants will be able to describe the duties, responsibilities, and considerations of the Logistics function during emergency incident or planned event activities.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 0-10 Describe the duties and responsibilities of the Logistics Section function;
- 0-11 Discuss the assessment of emergency incident or planned event logistics support requirements; and
- 0-12 Describe the planning, staffing, management, and demobilization of an emergency incident or planned event in terms of the logistics function.

Duration: 2 hours classroom, 1 hour activity

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 2: Facilities Unit

Summary: This module provides an overview duties and responsibilities of a facilities unit leader during a US&R response. Participants will learn what information to gather to begin initial planning activities, how to plan, staff, and manage the facilities unit in a safe manner to meet the needs of the incident, and how to coordinate with other sections to assist in accomplishing the overall objectives of the facilities unit.

Instructional Resources Required:

- Module 2 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this module, participants will be able to describe the duties, responsibilities and considerations of the Facilities Unit Leader function of the logistics section.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 2-1 Discuss the assessment of emergency incident or planned event Facilities requirements;
- 2-2 Describe the staffing, management and demobilization of an emergency incident or planned event in terms of facilities operations;
- 2-3 Describe the Facilities Unit layout and location within an incident or planned event;
- 2-4 Discuss the purpose and supervision of Field Emergency Facilities Personnel;
- 2-5 Describe and develop a facilities plan;
- 2-6 Describe the Facilities Unit's responsibilities in regards to incident personnel; and
- 2-7 Describe the Facilities Unit's responsibilities in regards to incident documentation.

Duration: 4 hours classroom, 2 hours activity

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 3: Supply Unit

Summary: This module provides an overview of the duties and responsibilities of a Supply Unit Leader function during a US&R response. Participants will learn responsibilities associated with ordering personnel, equipment, and supplies. Participants discuss the receiving and storing of all supplies, and servicing non-expendable supplies and equipment.

Instructional Resources Required:

- Module 3 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this module, participants will be able to describe the duties, responsibilities and considerations of the Supply Unit Leader function of the logistics section.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 3-1 Discuss the assessment of emergency incident or planned event supply requirements;
- 3-2 Describe the planning, staffing, management and demobilization of emergency incident or planned event supply operations;
- 3-3 Demonstrate the ability to use supply unit documents including ICS forms, lost inventory forms, equipment logs, and unit logs;
- 3-4 Discuss equipment and supply storage;
- 3-5 Discuss procurement procedures for cache development, during deployment, and cache rehabilitation;
- 3-6 Discuss the purpose of tracking incident equipment and assets;
- 3-7 Discuss equipment packaging;
- 3-8 Describe the various methods of tracking equipment and assets;
- 3-9 Discuss the mobilization plan;
- 3-10 Discuss the demobilization plan;
- 3-11 Discuss a transportation plan;
- 3-12 Discuss equipment rehabilitation;
- 3-13 Discuss equipment management;
- 3-14 Describe hazardous material shipping concerns;
- 3-15 Discuss incident ordering procedures and documentation;
- 3-16 Discuss incident equipment maintenance procedures and documentation; and
- 3-17 Discuss incident receiving, distribution, and documentation procedures.

Duration: 4 hours classroom, 1 hours activity

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 4: Ground Support

Summary: This module provides an overview of the duties and responsibilities of a Ground Support Unit Leader function during a US&R response. Participants will learn responsibilities associated with transportation of personnel, supplies, food and equipment as well as fueling, service, maintenance, and repair of vehicles and other ground support equipment.

Instructional Resources Required:

- Module 4 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this module, participants will be able to describe the duties, responsibilities and considerations of the Ground Support Unit Leader function of the logistics section.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 4-1 Discuss the assessment of emergency incident or planned event ground support requirements;
- 4-2 Describe the planning, staffing, management and demobilization of emergency incident or planned event ground support operations;
- 4-3 Discuss considerations with vehicle and equipment rentals, contracts, equipment time documentation, maintenance, and inspections;
- 4-4 Describe the need for traffic plans, incident maps, and area maps;
- 4-5 Identify the different types of vehicles;
- 4-6 Discuss drop points, deliveries procedures, and distribution of supplies, equipment, and personnel;
- 4-7 Discuss the considerations of vehicle and equipment fuel types, lubricants, and fluids;
- 4-8 Discuss the coordination of light and heavy mechanical repairs;
- 4-9 Discuss commercial driver's license requirements and driver's log books;
- 4-10 Describe pre and post deployment maintenance requirements;
- 4-11 Discuss convoy procedures, travel coordination, and planning;
- 4-12 Discuss the completion of a bill of lading;
- 4-13 Demonstrate how to properly complete a bill of lading;
- 4-14 Discuss the proper use and qualifications for forklifts;
- 4-15 Describe the considerations of air transportation;
- 4-16 Discuss considerations when utilizing temporary employees; and
- 4-17 Discuss considerations of shipping hazardous materials.

Duration: 3 hours classroom, 1 hour activity

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 5: Food Unit

Summary: This module provides an overview of the duties and responsibilities of a Food Unit Leader function during a US&R response. Participants will learn responsibilities associated with feeding at all incident facilities; menu planning; determining cooking facilities required; food preparation; serving; providing potable water; and general maintenance of the food service areas.

Instructional Resources Required:

- Module 5 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this module, participants will be able to describe the duties, responsibilities, and considerations of the Food Unit Leader function of the Logistics section.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 5-1 Discuss the assessment of emergency incident or planned event food and hydration requirements;
- 5-2 Describe the planning, staffing, management, and demobilization of emergency incident or planned event food and hydration operations;
- 5-3 Describe the selection and considerations of eating and food service areas;
- 5-4 Describe the proper procedures and considerations for food handling, preparation, and storage;
- 5-5 Describe the health and hygiene considerations in relation to food and water services;
- 5-6 Discuss the issues involved in contracting food and water services;
- 5-7 Describe the need for separate health and hygiene facilities for food service personnel;
- 5-8 Discuss the proper procedures and considerations for food distribution to personnel deployed in the field;
- 5-9 Describe the different food types such as hot, sacked, Meals Ready to Eat (MRE), ice, and potable water; and
- 5-10 Discuss considerations for kitchen waste disposal.

Duration: 4 hours classroom, 30 minute activity

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 6: Medical Unit

Summary: This module provides an overview of the duties and responsibilities of a Medical Unit Leader function during a US&R response. Participants will learn responsibilities associated with development of the Medical Emergency Plan, obtaining medical aid and transportation for injured or ill incident personnel, as well as canine members of the task force.

Instructional Resources Required:

- Module 6 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this module, participants will be able to describe the duties, responsibilities, and considerations of the Medical Unit Leader function of the logistics section.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 6-1 Discuss the assessment of emergency incident or planned event medical requirements;
- 6-2 Describe the planning, staffing, management and demobilization of emergency incident or planned event medical operations;
- 6-3 Describe the Medical Unit layout and location within an incident or planned event;
- 6-4 Discuss the purpose and supervision of Field Emergency Medical Personnel;
- 6-5 Describe and develop a medical plan;
- 6-6 Describe the Medical Unit's responsibilities in regards to incident personnel;
- 6-7 Describe the Medical Unit's responsibilities in regards to incident documentation;
- 6-8 Describe the special considerations for canine treatment and animal care and control;
- 6-9 Discuss the need for establishing a pharmacy and developing procedures for reordering medications;
- 6-10 Describe the National Pharmaceutical Stockpile; and
- 6-11 Discuss the National Disaster Medical System (NDMS) and the function of the Disaster Medical Assistance Team (DMAT), the Disaster Mortuary Response Team (DMORT), and the Veterinary Medical Assistance Team (VMAT).

Duration: 2 hours classroom, 1 hour activity

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 7: Communications Unit

Summary: This module provides an overview of the duties and responsibilities of a Communications Unit Leader function during a US&R response. Participants will learn responsibilities associated with developing plans for the effective use of incident communications equipment and facilities; installing and testing communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the repair and maintenance of communications equipment.

Instructional Resources Required:

- Module 7 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this module, participants will be able to describe the duties, responsibilities, and considerations of the Communications Unit Leader function of the logistics section.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 7-1 Discuss the assessment of emergency incident or planned event communications requirements;
- 7-2 Describe the planning, staffing, management and demobilization of emergency incident or planned event communications;
- 7-3 Describe the requirements and considerations of an incident communications center;
- 7-4 Describe the interaction of an incident communications center with central communications centers;
- 7-5 Describe interoperability;
- 7-6 Discuss the development of a communications plan utilizing ICS form 205;
- 7-7 Discuss the need for tactical and / or interagency frequency assignments;
- 7-8 Discuss the distribution and recovery of communication equipment;
- 7-9 Describe the need for the proper installation and testing of communication equipment;
- 7-10 Discuss the procedures for insuring maintenance and repair of communications equipment; and
- 7-11 Discuss the need for the development of a radio network.

Duration: 1 hours classroom, 30 minute activity

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 8: Hazardous Materials Awareness

Summary: This module provides an overview of the duties and responsibilities of a Disaster Logistics Specialist as it relates to storage and transportation of hazardous materials that are a part of the US&R cache of equipment. Participants will learn responsibilities associated with developing shipping documents and placarding, as well as proper packaging of hazardous materials within the equipment cache.

Instructional Resources Required:

- Module 8 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this module, participants will be able to describe the duties, responsibilities, and considerations of the Supply Unit Leader function as it related to the shipping of hazardous materials.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 8-1 Discuss the assessment of emergency incident or planned event hazardous materials shipping requirements;
- 8-2 Describe the planning and management of shipping hazardous materials for an emergency incident or planned event operation;
- 8-3 Discuss Materials Safety Data Sheets (MSDS);
- 8-4 Recognize appropriate information applicable to MSDS;
- 8-5 Discuss the hazard classes and divisions of hazardous materials;
- 8-6 Discuss hazardous materials safety;
- 8-7 Discuss Title 49 CFR;
- 8-8 Discuss Department of Transportation (DOT) placarding;
- 8-9 Discuss hazardous materials marking and labeling;
- 8-10 Describe emergency contact information;
- 8-11 Discuss shipping papers;
- 8-12 Discuss the proper packaging of hazardous materials;
- 8-13 Discuss UN specification packaging;
- 8-14 Discuss the development of a hazardous materials library; and
- 8-15 Demonstrate proper preparation of shipping papers.

Duration: 6 hours classroom, 3 hours activity

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 9: Field Exercise

Summary: This module provides participants an opportunity to demonstrate the various unit function responsibilities presented during the previous eight modules of this course. Participants will assess, plan, staff, and manage all of the appropriate unit leader responsibilities during a table top exercise.

Instructional Resources Required:

- Module 9 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the successful completion of this module, the participants will be able to conduct logistics operations in an incident management environment of either emergency incident or planned event.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 9-1 Demonstrate the ability to assess, plan, staff, manage, and demobilize the facilities unit function of an emergency incident or planned event.
- 9-2 Demonstrate the ability to assess, plan, staff, manage, and demobilize the supply unit function of an emergency incident or planned event.
- 9-3 Demonstrate the ability to assess, plan, staff, manage, and demobilize the ground support unit function of an emergency incident or planned event.
- 9-4 Demonstrate the ability to assess, plan, staff, manage, and demobilize the food unit function of an emergency incident or planned event.
- 9-5 Demonstrate the ability to assess, plan, staff, manage, and demobilize the medical unit function of an emergency incident or planned event.
- 9-6 Demonstrate the ability to assess, plan, and manage shipping hazardous materials shipping responsibilities of the supply unit function for an emergency incident or planned event.

Duration: 4 hours classroom

Method of Instruction: Table top exercise, facilitated in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Reference Material

This program of instruction references a number of Department of Homeland Security documents which are included below for reference:

1. National Planning Scenarios, Department of Homeland Security
<https://odp.esportals.com>
2. National Preparedness Guidelines, Department of Homeland Security, September 2007
<http://www.fema.gov/pdf/government/npg.pdf>
3. Target Capabilities List (TCL), Department of Homeland Security, September 2007
<http://www.fema.gov/pdf/government/training/tcl.pdf>
4. Universal Task List (UTL), Department of Homeland Security, version 2.1
http://www.ojp.usdoj.gov/odp/docs/UTL2_1.pdf
5. The National Response Framework, Department of Homeland Security
<http://www.fema.gov/emergency/nrf>
6. National Incident Management System (NIMS)
<http://www.fema.gov/nims/index.shtm>
7. Emergency Support Function 9 (ESF-9), National Response Framework
<http://www.fema.gov/pdf/emergency/nrf/nrf-esf-09.pdf>
8. Homeland Security Presidential Directive 5
<http://www.whitehouse.gov/news/releases/2003/02/20030228-9.html>
9. Homeland Security Presidential Directive 8
<http://www.whitehouse.gov/news/releases/2003/12/20031217-6.html>
10. Office of Grants and Training, Department of Homeland Security
<http://www.dhs.gov/>
11. TEEX website
<http://www.teex.org>
12. National Fire Protection Association
<http://www.nfpa.org>