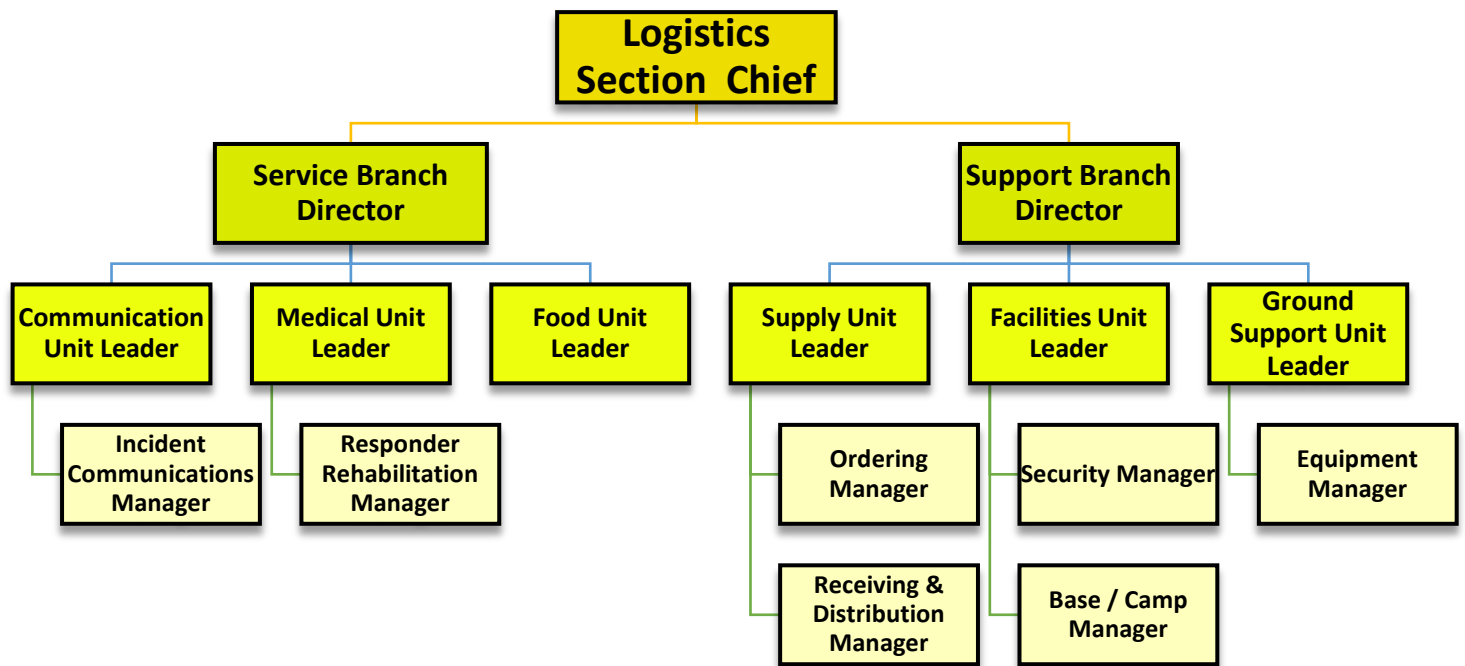


New Jersey EMS Task Force

Logistics Section Job Action Sheets

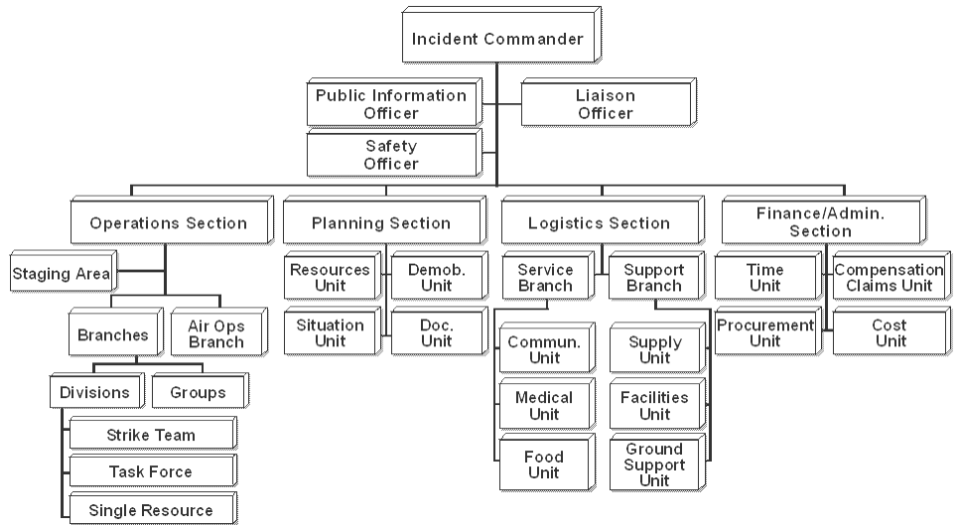
(All Hazards)



GENERAL ICS STRUCTURE / INFO

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required.

Section: The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.



Branch: The organizational level having functional and/or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified using Roman numerals or by functional area.

Division: The organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are located between Branches (when activated) and resources (personnel, equipment, teams, supplies, and facilities) in the Operations Section.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Task Force: Any combination of resources assembled to support a specific mission or operational need. A Task Force will contain resources of different kinds and types, All resource elements within a Task Force must have common communications and a designated leader.

Strike Team/ Resource Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a designated leader. In the law enforcement community, Strike Teams are sometimes referred to as Resource Teams.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

LOGISITCS SECTION ICS FORMS

Here are the standard ICS forms that will be addressed within the Logistics Section. The Logistics Section Chief (LSC) will ensure that all necessary tasks are accomplished to support the completion of the Incident Action Plan.

ICS Form #	Form Title	Typically Prepared by:
ICS 205	Incident Radio Communications Plan	Communications Unit Leader
ICS 205A	Communications List	Communications Unit Leader
ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 210	Resource Status Change	Communications Unit Leader
ICS 213	General Message	Any Message Originator
ICS 214	Activity Log	All Sections and Units
ICS 218	Support Vehicle / Equipment Inventory	Ground Support Unit

Incident Radio Communications Plan ICS Form 205: Provides information on all radio frequency or trunked radio system talk group assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talk groups and the assignments of those resources by the Communications Unit Leader for use by incident responders.

Communications List ICS Form 205A: Records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS Form 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS Form 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Medical Plan ICS Form 206: Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Resource Status Change ICS Form 210: Used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS Form 213). The form could also be used by Operations as a worksheet to track entry.

General Message ICS Form 213: Used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS Form 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee.

Activity Log ICS Form 214: Records details of notable activities at any ICS level. These logs provide basic incident activity documentation, and a reference for any After Action Report.

Support Vehicle/Equipment Inventory ICS Form 218: Provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

COMMON RESPONSIBILITIES

(APPLICABLE TO ALL ICS PERSONNEL)

Done	Common Responsibilities
1.	Receive assignment from home entity, including: <ul style="list-style-type: none">- Job assignment (e.g., designation, position, etc.)- Brief overview of the incident.- Approval for travel to the incident (i.e., travel orders, mission approval).- Travel instruction, including reporting location(s), time, and authorized travel mode.- Any special communications instructions.
2.	Monitor publicly available incident-related information from media, Internet, etc., if available.
3.	Assess personal equipment readiness for specific incident and climate (e.g., medications, money, medical record, approved electronic devices such as cell phones and computers, etc.). Assemble items for travel and personal support.
4.	Inform necessary individual as to incident assignment and contact information.
5.	Upon arrival at the incident, check in at the Staging Area or location provided by General Staff. Note: If instructed to report directly to a tactical assignment, check in with the Division / Group Supervisor or the Operations Section Chief.
6.	Receive briefing from immediate supervisor and document briefing on Activity Log (ICS 214).
7.	Acquire work materials.
8.	Abide by both entity and host organization code of ethics, policies, procedures, and applicable labor agreements.
9.	Participate in Planning Process meetings and briefings as appropriate.

10.	Ensure compliance with all safety practices and procedures. Report unsafe conditions to those potentially affected, through the chain of command and or Safety Officer.
11.	Supervisors: Maintain accountability for assigned personnel with regard to exact locations(s), personal safety, and welfare at all times.
12.	Know the assigned communications methods and procedures for the area of responsibility and ensure that communications equipment is operating properly.
13.	Use plain language and ICS terminology (no codes) in all radio communications.
14.	Complete forms, reports, and Activity Log (ICS 214) that are required of the assigned position and ensure proper disposition of the incident documentation as directed by the Documentation Unit.
15.	Ensure all equipment readiness prior to each operational period.
16.	Report any signs / symptoms of extended incident stress, injury, fatigue, or illness to a supervisor.
17.	Brief / debrief your replacement about ongoing operations when demobilized.
18.	Prepare personal belongings for demobilization.
19.	Complete demobilization checkout process before being released from the incident, including the return of all issued equipment.
20.	Upon demobilization report estimated time of arrival (ETA) to home agency. Anticipate travel needs and prepare early-on for possible long-distance travel.
21.	Participate in after-action activities as directed.
22.	Complete and / or receive Incident Personnel Performance Rating (ICS 224), if appropriate.

LOGISTICS SECTION CHIEF (LSC)

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Logistics Section Chief participates in the development and implementation of the Incident Action Plan (IAP). The LSC activates and supervises the Branches and Units within the Logistics Section.

Done	Logistics Section Chief Major Responsibilities
1.	Plan, organize, and activate the Logistics Section
2.	Assemble and brief Logistics Branch Directors and Unit Leaders, as required.
3.	Assign work locations and preliminary work tasks to Section personnel.
4.	Notify the Resources Unit of the Logistics Section Units activated, including names and locations of assigned personnel.
5.	Ensure the general welfare and safety of the Logistics Section personnel.
6.	Request setup, and/or validate ordering processes and agency ordering point, as appropriate, to support incident.
7.	Advise IC/UC and other Section Chiefs on resource availability to support incident needs.
8.	In conjunction with IC/UC, develop and advise all Section of the Incident Management Team requiring resources approval and the requisition process.
9.	Identify current service and support capabilities, evaluate, and supply the immediate service and support need for the planned and expected operations.
10.	Participate in the Tactics Meeting, review Operational Planning Worksheet (ICS 215), and estimate Section needs for upcoming operational period.
11.	Identify and evaluate the long-term future service and support requirements for the anticipated operational period.
12.	Participate in the preparation of the IAP.
13.	Prepare or provide input to and review the Incident Radio Communications Plan (ICS 205), Medical Plan (ICS 206) and Traffic Plan.
14.	Identify Logistical resource needs for incident contingencies.
15.	Provide Logistics Section input to be included in the Demobilization Plan.
16.	Develop recommended list of Section resources to be demobilized and initiate recommendation for release, when appropriate.
17.	Review Activity Logs (ICS 214) provided by Unit Leaders.
18.	Maintain and Activity Log (ICS 214).

SERVICE BRANCH DIRECTOR (SVBD)

The Service Branch Director, when activated, reports to the Logistics Section Chief and is responsible for the management of all service activities at the incident. The Service Branch Director supervises the operations of the **Communications, Medical, and Food Units**.

Done	Service Branch Director Major Responsibilities
1.	In consultation with the Logistics Section Chief, assume and complete delegated Logistics Section Chief responsibilities applicable to the Service Branch.
2.	Determine the level of service required to support operations.
3.	Confirm dispatch of Branch personnel.
4.	Organize and prepare assignments for Service Branch personnel.
5.	Participate in Logistics Section and / or Service Branch planning activities.
6.	Advise the Operations Section Chief on communications capabilities and limitations.
7.	Ensure the Incident Radio Communications Plan (ICS 205), and Medical Plan (ICS 206) are updated and provide to the Planning Section.
8.	Review the IAP.
9.	Coordinate activities of Units within Branch.
10.	Inform and update the Logistics Section Chief of Branch activities, accomplishment, issues, concerns, and problems.
11.	Resolve Service branch issues, concerns, and problems.
12.	Review Activity Logs (ICS 214) provided by Unit Leaders.
13.	Maintain and Activity Log (ICS 214).

COMMUNICATIONS UNIT LEADER (COML)

The Communications Unit leader reports to the Logistics Section Chief or the Service Branch Director (if established) and is responsible for developing plans for the effective use of incident communications equipment and facilities; installation and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and maintenance / repair of communications equipment.

Done	Communications Unit Leader Major Responsibilities
1.	Determine Unit personnel needs and make recommendation to the Service Branch Director or Logistics Section Chief.
2.	Participate in Logistics Section and / or Service Branch planning activities.
3.	Prepare and implement the Incident Radio Communications Plan (ICS 205)
4.	Establish, as appropriate, an Incident Communications Center and Message Center. Assign and Incident Communications Manager, if needed.
5.	Establish appropriate communications distribution / maintenance locations within Incident Base / Camp(s).
6.	Ensure communications systems and equipment are installed, tested, and repair as needed.
7.	Establish communications equipment accountability.
8.	Distribute, document, and account for all portable radio equipment from cache. Document any losses and / or repairs as required.
9.	Provide technical information, as required, on: <ul style="list-style-type: none"> - Adequacy of communications systems currently in operation - Geographic limitations on communications systems - Equipment capabilities / limitations - Quantity and kind of equipment available - Anticipated problems in the use of communications equipment
10.	Supervise Communications Unit activities.
11.	Maintain records on all communications equipment, as appropriate.
12.	Recover equipment from Units being demobilized.
13.	Maintain and Activity Log (ICS 214)

INCIDENT COMMUNICATIONS MANAGER (INCM)

The Incident Communications Manager reports to the Communications Unit leader and is responsible for managing the Incident Communications Center and staff. The INCM and staff are responsible for receiving and transmitting radio and telephone messages among and between personnel, monitoring radio channels in use for potential missed communications between responder, and providing dispatch services at the incident. In addition, they disseminate and account for receipt of warning, life-safety alerts, responder evacuation, Personnel Accountability Requests, and other critical emergency messages / broadcasts to notify responder at scene.

Done	Incident Communications Manager Major Responsibilities
1.	Ensure adequate staffing.
2.	Obtain and review Incident Action Plan to determine incident organization and Incident Radio Communications Plan (ICS 205)
3.	Set up Incident Radio Communications Center – Checkout equipment and request services on any inoperable or marginal equipment.
4.	Set up Message Center locations, as required.
5.	Receive and transmit messages and broadcasts within and external to incident.
6.	Maintain General Message files.
7.	Maintain record of radio traffic or unusual incident occurrences.
8.	Provide briefing to relief on current activities, equipment status, and any unusual communications situations.
9.	Turn in appropriate documents to incident Communications Unit Leader.
10.	Demobilize Communications center in accordance with Incident Demobilization Plan.
11.	Maintain the Unit's Activity Log (ICS 214)

MEDICAL UNIT LEADER (MEDL)

The Medical Unit Leader reports to the Logistics Section Chief (or Service Branch Director when activated). The Medical Unit Leader is primarily responsible for the development and implementation of the Medical Plan; ensuring the provision of timely emergency medical care and overseeing health aspects of response personnel; obtaining appropriate medical treatment and transportation for injured and ill response personnel; coordination with other functions to resolve health and safety issues; and preparation of reports and records that may contain sensitive or confidential health information.

Done	Medical Unit Leader Major Responsibilities
1.	Participate in Logistics Section / Service Branch planning activities.
2.	Establish and staff the Medical Unit.
3.	Prepare the Medical Plan (ICS 206)
4.	Provide any relevant health and medical input into the planning process for strategy development.
5.	Coordinate with the Safety Officer, Operations, and hazardous materials specialists, and other on proper personnel protection procedures for response personnel.
6.	Develop transportation routes and methods for injured response personnel.
7.	Ensure tracking of incident personnel patients as they move from origin to care facilities until return or disposition.
8.	Ensure continuity of medical care for response personnel, to include providing documentation to home / parent unit and jurisdiction.
9.	Monitor health aspects and trends of response personnel, including excessive incident stress.
10.	Establish the Responder Rehabilitation function, as appropriate.
11.	Prepare procedures for major medical emergencies.
12.	Declare major medical emergencies as appropriate.
13.	Respond to requests for medical aid, medical transportation, and medical supplies for response personnel.
14.	In conjunction with the Finance / Administration Section, prepare and submit necessary authorizations, reports, and administrative documentation related to injures, compensation, or death of response personnel.
15.	Coordinate personnel and mortuary affairs for response personnel fatalities.
16.	Provide for security and proper disposition of the incident medical records.
17.	Maintain and Activity Log (ICS 214)

RESPONDER REHABILITATION MANAGER (REHB)

The Responder Rehabilitation Manager reports to the Medical Unit Leader and is responsible for the rehabilitation of the incident / event personnel who are suffering from the effects of strenuous work and / or extreme conditions.

Done	Responder Rehabilitation Manager Major Responsibilities
1.	Designate the responder rehabilitation location and have the location announced on the radio with radio designation "Rehab".
2.	Coordinate with Medical Unit Leader to request necessary medical personnel to evaluate the medical condition of personnel being rehabilitated.
3.	Request necessary resources for rehabilitation of personnel (e.g., water, juice, food, personnel).
4.	Request food through the Food Unit or Logistics Section Chief, as necessary for personnel being rehabilitated.
5.	Release rehabilitated personnel for reassignment.
6.	Maintain appropriate records and documentation.
7.	Maintain an Activity Log (ICS 214)

FOOD UNIT LEADER (FDUL)

The Food Unit Leader reports to the Logistics Section Chief (or Service Branch Director when activated) and is responsible supplying the food and hydration needs of incident personnel. The Food Unit typically does not transport food and hydration to personnel located at remote ICS facilities (e.g., Camps, Staging Areas) or to personnel unable to leave tactical field assignment but will arrange for its transportation through Logistics.

Done	Food Unit Leader Major Responsibilities
1.	Participate in Logistics Section and / or Service Branch planning activities.
2.	Determine incident food and water requirements.
3.	Determine the method of food distribution to best fit each facility or situation.
4.	Obtain necessary equipment and supplies and establish cooking facilities.
5.	Ensure that well-balanced menus are provided.
6.	Order sufficient food and potable water from the Supply Unit.
7.	Maintain an inventory of food and water.
8.	Maintain food service areas, ensuring that all appropriate health, sanitation, and safety measures, including food handler certification, are being followed.
9.	Supervise Food Unit personnel, as appropriate.
10.	Maintain and Activity Log (ICS 214)

SUPPORT BRANCH DIRECTOR (SUBD)

The Support Branch Director, when activated, reports to the Logistics Section Chief and is responsible for the management of all support activities at the incident. The Support Branch Director supervises the operations of the **Supply, Facilities, and Ground Support Units**.

Done	Support Branch Director Major Responsibilities
1.	In consultation with the Logistics Section Chief, assume and complete delegated Logistics Section Chief responsibilities applicable to the Support Branch.
2.	Determine the level of service required to the branch to support operations.
3.	Confirm dispatch of Branch personnel.
4.	Organize and prepare assignments for Support Branch personnel.
5.	Assemble and brief Support Branch personnel.
6.	Participate in Logistics Section and / or Support Branch planning activities.
7.	Review the IAP.
8.	Coordinate activities of Units within Branch.
9.	Inform and update the Logistics Section Chief of Branch activities, accomplishments, issues, concerns, and problems.
10.	Review Activity Logs (ICS 214) provided Unit Leaders.
11.	Maintain an Activity Log (ICS 214)

SUPPLY UNIT LEADER (SPUL)

The Supply Unit Leader reports to the Logistics Section Chief (or Support Branch Director if established) and is primarily responsible for ordering personnel, equipment, and supplies; receiving, storing, and distributing all supplies for the incident; maintaining an inventory of supplies; and sorting, disbursing, and serving non-expendable supplies and equipment.

Done	Supply Unit Leader Major Responsibilities
1.	Participate in Logistics Section / Support Branch planning activities.
2.	Determine the type and amount of supplies, tactical resources, and personnel ordered and enroute to include report of status and location.
3.	Review the IAP for information pertinent to the operation of Supply Unit.
4.	Develop and implement safety and security requirements for the Supply Unit
5.	Order, receive, distribute, and store supplies ad equipment.
6.	Receive and respond to request for personnel, supplies, and equipment.
7.	Maintain inventory of supplies / equipment.
8.	Service all field-serviceable reusable equipment.
9.	Determine and arrange for the proper accounting and disposal of expendable supplies and any hazardous waste.
10.	Submit reports to the Support Branch Director.
11.	Maintain an Activity Log (ICS 214)

ORDERING MANAGER (ORDM)

The Ordering Manger reports to the Supply Unit Leader and is responsible for placing and tracking all orders for personnel, supplies, and equipment.

Done	Ordering Manager Major Responsibilities
1.	Obtain necessary agency(s) order forms.
2.	Establish ordering procedures based upon direction from Logistics Section Chief or the Support Branch Director.
3.	Set up and utilize a filing system.
4.	Record name and telephone numbers of agency(s) personnel receiving orders.
5.	Obtain roster of incident / event personnel who have ordering authority.
6.	Obtain list of previously ordered supplies and equipment.
7.	Ensure order forms are filled out correctly.
8.	Place orders in a timely manner.
9.	Consolidate orders, when possible.
10.	Identify and resolve duplication of orders.
11.	Resolve ordering problems as they occur.
12.	Identify times and locations for delivery of supplies and equipment.
13.	Keep Receiving and Distribution Manager informed of orders placed.
14.	Submit all ordering documents to the Documentation Unit through the Supply Unit Leader before demobilization.
15.	Maintain an Activity Log (ICS 214)

RECEIVING AND DISTRIBUTION MANAGER (RCDM)

The Receiving and Distribution Manager reports to the Supply Unit Leader and is responsible for receiving and distributing all supplies and equipment (other than resources tracked by the Resources Unit), and for the service and repair of tools and equipment.

Done	Receiving and Distribution Manager Major Responsibilities
1.	Order required personnel to operate supply area.
2.	Organize the layout of the supply area.
3.	Establish procedures for operating the supply area.
4.	Set up and utilize a filing system for receiving and distributing supplies and equipment.
5.	Maintain inventory of supplies and equipment.
6.	Develop and implement security requirement for supply area.
7.	Establish and implement procedures for receiving supplies and equipment.
8.	Submit necessary reports to the Supply Unit Leader.
9.	Notify Ordering Manager of supplies and equipment received.
10.	Provide necessary supply records to Supply Unit Leader
11.	Maintain an Activity Log (ICS 214)

FACILITIES UNIT LEADER (FACL)

The Facilities Unit Leader reports to the Logistics Section Chief (or Support Branch Director, if established), and is primarily responsible for the setup, maintenance, and demobilization of the incident / event facilities (Incident Base, Camp(s), Incident Command Post (ICP), Staging Areas, and Helibase), as well as for security services required to protect incident facilities.

Done	Facilities Unit Leader Major Responsibilities
1.	Receive and review a copy of each IAP
2.	Participate in Logistics Section / Support Branch planning activities.
3.	Identify and recommend locations for incident command post, base, and other facilities as needed and in conjunction with finance / admin section.
4.	Inspect facilities prior to use or occupation, document condition and pre-existing damage.
5.	Determine requirements for each facility, including ICP.
6.	Prepare layouts of incident / event facilities.
7.	Notify Unit Leaders of facility layout.
8.	Activate incident / event facilities.
9.	Provide Base / Camp Managers and personnel to operate facilities, as necessary.
10.	Provide sleeping facilities, as necessary.
11.	Provide incident facilities security services, as necessary.
12.	Provide sanitation and shower services, as necessary.
13.	Provide facility maintenance services (sanitation, lighting, cleanup, trash removal, etc.)
14.	Inspect all facilities for damage and potential claims.
15.	Demobilize incident / event facilities.
16.	Maintain facility records.
17.	Maintain an Activity Log (ICS 214)

SECURITY MANAGER (SECM)

The Security Manager is responsible for providing safeguards needed to protect personnel at incident facilities and incident facility property from loss or damage.

Done	Security Manager Major Responsibilities
1.	Establish contacts with local law enforcement agencies, as required.
2.	Contact the Agency representatives to discuss any special custodial requirements that may affect operations.
3.	Ensure facility and personnel security requirements are met.
4.	Request personnel support required to accomplish work assignments.
5.	Ensure security for classified materials and or systems.
6.	Ensure that support personnel are qualified to manage security problems.
7.	Develop Security Plan for incident / event.
8.	Adjust Security Plan for personnel and equipment changes and releases.
9.	Coordinate security activities with appropriate incident / event personnel.
10.	Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives.
11.	Prevent theft of all government and personal property.
12.	Document all complaints and suspicious occurrences.
13.	Maintain an Activity Log (ICS 214)

BASE / CAMP MANAGER (BCMG)

The Base / Camp Manager reports to the Facilities Unit Leader and is responsible for ensuring that appropriate sanitation, security, and facility management services are conducted at the Incident Base. On large incidents one or more Camps may be established by the General Staff to provide better support to operations. Camps may be in place several days or may be moved depending upon the nature of the incident. Functional unit activities performed at the Incident Base may be performed at the Camp(s). These could include Supply, Medical, Ground Support, Food, Communications, and Finance / Administration as well as the Facilities Unit functions of facility maintenance and security. Camp Managers are responsible for providing nontechnical coordination for all units operating within the Camp. Units assigned to Camps will be determined by the ICS General Staff. Each facility, either at Incident Base or Camp, is assigned a Base / Camp Manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the Base or Camp.

Done	Base / Camp Manager Major Responsibilities
1.	Determine personnel support requirements.
2.	Obtain necessary equipment and supplies.
3.	Adhere to all applicable safety and health standards and regulations.
4.	Ensure that all facility maintenance services are provided.
5.	Determine or establish special requirements or restrictions on facilities or operations.
6.	Ensure that all sanitation, shower, and sleeping facilities and assignment, are either set up or arrangement are made to provide.
7.	Ensure that any facilities that are set up are properly functioning and accessible to all incident personnel, including ADA compliance.
8.	Ensure that strict compliance with all applicable safety regulations is maintained.
9.	Ensure that all Camp-to-Base communications are centrally coordinated.
10.	Ensure that all Camp-to-Base transportation scheduling is centrally coordinated.
11.	Provide, if a Camp, direct supervision for all facility maintenance and security services.
12.	Provide, if a Camp, overall coordination of all Camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.
13.	Maintain an Activity Log (ICS 214)

GROUND SUPPORT UNIT LEADER (GSUL)

The Ground Support Unit Leader reports to the Logistics Section Chief (or Support Branch Director, if established), and is primarily responsible for ensuring maintenance and repair of primary tactical equipment, vehicles, mobile ground support equipment, and fueling services; transportation of personnel, supplies, food, and equipment in support of incident / event operations; and recording all ground equipment usage time, including contract equipment assigned to the incident.

Done	Ground Support Unit Leader Major Responsibilities
1.	Participate in Logistics and / or Support Branch Section planning activities.
2.	Develop and implement the Traffic Plan.
3.	Support out-of-service resources.
4.	Notify the Resources Unit of all status changes on support and transportation vehicles.
5.	Arrange for and activate fueling, maintenance, and repair of ground resources and document the provision of such services.
6.	Maintain Support Vehicle / Equipment Inventory (ICS 218) and transportation vehicles.
7.	Mark and correct road system safety hazards.
8.	Ensure driver familiarity with condition. Coordinate with Safety Officer and Agency Representatives.
9.	Provide transportation services in accordance with requests from the Logistics Section Chief or Support Branch Director.
10.	Maintain information on rented equipment.
11.	Requisition maintenance and repair supplies (fuel, spare parts, etc.)
12.	Maintain incident travel and access roads.
13.	When required, ensure vehicles are decontaminated prior to demobilization.
14.	Submit reports to Logistics Section Chief (or Support Branch Director, if activated) as directed.
15.	Maintain an Activity Log (ICS 214)

EQUIPMENT MANAGER (EQPM)

The Equipment Manager reports to the Ground Support Unit Leader and provides service, repair, and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and services provided.

Done	Equipment Manager Major Responsibilities
1.	Obtain the IAP to determine locations for Staging Area locations and assigned resources.
2.	Ensure fueling and service requirements for all resources and document the provision of such services.
3.	Obtain necessary equipment and supplies.
4.	Provide maintenance and fueling according to schedule.
5.	Prepare schedules to maximize use of available transportation.
6.	Ensure all equipment time reports are accurate and submitted daily.
7.	Provide transportation and support vehicles for incident / event use.
8.	Coordinate with Agency Representatives on service and repair policies, as required.
9.	Inspect equipment condition and ensure coverage by equipment agreement.
10.	Determine supplies (gasoline, diesel, oil, and parts needed to maintain equipment in an efficient operating condition) and place orders with the Supply Unit.
11.	Maintain Support Vehicle / Equipment Inventory (ICS 218).
12.	Maintain equipment service, use records, and rental records (if needed)
13.	Check all service repair areas to ensure that all appropriate safety measures are being taken.
14.	Ensure equipment is decontaminated prior to demobilization.
15.	Maintain an Activity Log (ICS 214).