

## **FACILITIES UNIT LEADER**

**7550**

(Revised 1996)

The Facilities Unit leader is responsible for the activation and management of incident facilities, i.e., base, camp(s), and the incident command post.

## **FACILITIES UNIT LEADER'S RESPONSIBILITIES**

**7550.1**

(Revised 1996)

The following should be considered minimum responsibilities of the Facilities Unit leader activities.

- Receive incident action plan.
- Participate in Logistics Section/Support Branch planning activities.
- Determine requirements for each facility to be established.
- Prepare layout of incident facilities.
- Notify unit leaders of facility layout.
- Activate incident facilities.
- Obtain personnel to operate facilities.
- Provide sleeping facilities.
- Provide facility maintenance service; sanitation, lighting, clean up.
- Supervise out-of-service resources and unassigned personnel.
- Demobilize base and camp facilities.
- Maintain Facilities Unit records.
- Maintain Unit Log (ICS-214).

## **FACILITIES UNIT LEADER'S 12-HOUR CHECKLIST**

**7550.2**

(Revised 1996)

## **BRIEFING INFORMATION**

- \_\_\_\_\_ Agencies assigned
- \_\_\_\_\_ Anticipated # of personnel
- \_\_\_\_\_ Location of ICP, base, camps, etc.
- \_\_\_\_\_ Office trailers:
  - \_\_\_\_\_ plans
  - \_\_\_\_\_ finance
  - \_\_\_\_\_ logistics
  - \_\_\_\_\_ ICP
- \_\_\_\_\_ Transportation routes to facilities
- \_\_\_\_\_ Photocopy in camp
- \_\_\_\_\_ Communications:
  - \_\_\_\_\_ base radio
  - \_\_\_\_\_ HTs
  - \_\_\_\_\_ telephone
  - \_\_\_\_\_ mobile phone
  - \_\_\_\_\_ fax
  - \_\_\_\_\_ computer
- \_\_\_\_\_ Access from base to line
- \_\_\_\_\_ Helibase location
- \_\_\_\_\_ Maps
- \_\_\_\_\_ Major safety problems:
  - \_\_\_\_\_ line
  - \_\_\_\_\_ ICP
  - \_\_\_\_\_ base
  - \_\_\_\_\_ camp staging
- \_\_\_\_\_ Predicted weather conditions
- \_\_\_\_\_ Security problems
- \_\_\_\_\_ Tables (15 minimum)
- \_\_\_\_\_ chairs (100 minimum)
- \_\_\_\_\_ Potable water availability
- \_\_\_\_\_ Fuel types:
  - \_\_\_\_\_ gas
  - \_\_\_\_\_ diesel
  - \_\_\_\_\_ propane
- \_\_\_\_\_ Fueling location
- \_\_\_\_\_ Sanitation:
  - \_\_\_\_\_ chemical toilets
  - \_\_\_\_\_ garbage cans
  - \_\_\_\_\_ refuse removal
- \_\_\_\_\_ Sleeping areas:
  - \_\_\_\_\_ engines
  - \_\_\_\_\_ CDC (male)
  - \_\_\_\_\_ CDC (female)
- \_\_\_\_\_ CYA
- \_\_\_\_\_ CCC
- \_\_\_\_\_ USFS
- \_\_\_\_\_ Showers
- \_\_\_\_\_ Gray water removal
- \_\_\_\_\_ Power source
- \_\_\_\_\_ Facilities available and agreements signed
- \_\_\_\_\_ Staging areas
- \_\_\_\_\_ Motels:
  - \_\_\_\_\_ MTS
  - \_\_\_\_\_ agreements

## **ORGANIZATION**

**7550.3**

(Revised 1996)

The Facilities Unit leader manages a unit that provides sleeping and sanitation facilities for incident personnel and for base and camp(s) operations. Each facility (base, camp) is assigned a manager who reports to the Facilities Unit leader and is responsible for managing the operation of each facility. The Facilities Unit leader reports to the Support Branch director and/or to the Logistics chief.

## **PERSONNEL**

**7550.4**

(Revised 1996)

The number of personnel needed to perform the major functions and responsibilities assigned to the Facilities Unit varies based on the general staff and Logistics chief's requirements and on the size and the complexity of the incident. The recommended minimum number of personnel needed for each 12-hour period of operations is in the Field Operations Guide.

The Facilities Unit leader's staff is comprised of:

- Base manager.
- Camp manager.
- Security manager.
- Facility maintenance specialists.

The function of Security is to provide safeguards needed to protect personnel and property from loss or damage. The function of Facility Maintenance is to provide and maintain sleeping and sanitation facilities; provide shower facilities; provide and maintain lights and other electrical equipment, and police or keep the base or camp area clean.

## **MAJOR PROCEDURES**

**7550.5**

(Revised 1996)

The following are the major procedures of the Facilities Unit. Following each responsibility are general procedures for implementing unit activity.

## **BRIEFING**

**7550.5.1**

(Revised 1996)

The Facilities Unit leader must have a briefing with either the Support Branch director or the Logistics chief. Items that must be addressed are:

- How many camps will there be?
- Who owns the property where the base is located?
- Who owns the land where the camps are located?
- Has there been a use contract set up with the owner(s)?
- How large a facility will each be?
- What services must be established at each?
- Has the unit's staff been ordered?
- Can I order all equipment that will be needed?
- What equipment has been ordered or is en route?
- What are the utilities at each location?
- Who are the other unit leaders?

## **WORK MATERIALS**

**7550.5.2**

(Revised 1996)

Upon reporting to the incident base, the Facilities Unit leader will obtain work materials such as forms, logs, manuals and supplies from the logistics kit which is located and maintained by the Supply Unit.

## **PLANNING**

**7550.5.3**

(Revised 1996)

The Facilities Unit leader may be requested to attend the operational planning meetings by either the Logistics chief or the Support Branch director. The Facilities Unit leader must be able to provide information and advice when it concerns the operation of the Facilities Unit.

## **FACILITIES REQUIREMENTS**

**7550.5.4**

(Revised 1996)

The Facilities Unit leader must meet with either the Logistics chief or the Support Branch director and review both the incident action plan and any logistical operations instructions. Information must be provided on the duration and scope of the incident and on the number of required facilities. They must discuss any pre-approved facility sites that the department has used before.

## **LAYOUT PLANNING**

**7550.5.5**

(Revised 1996)

The Facilities Unit leader will have to decide, with the help of the Logistics chief, what services will be established at each facility. Some of the services that need to be considered are:

**Incident base/camp** - Kitchen, feeding areas, sanitation, sleeping, showers, supply, medical, air support, communications support, weather unit.

**Incident Command Post** - Incident communications center, documentation.

The Facilities Unit leader will have to contact the other unit leaders in the Logistics Section and determine the requirements for each unit location. Some of the considerations are space, access, lighting, environment protection, security and safety.

In addition, the Facilities Unit leader will have to take the requirements of all the other units and come up with a viable base layout. After the layout has been finalized, the Logistics Section should meet and discuss any problem areas and come up with either solutions or alternatives to the problems.

## **FACILITIES ACTIVATION**

**7550.5.6**

(Revised 1996)

The following are the steps in activating the facility.

1. Assemble base and camp personnel.
  - a. Confirm arrival of required personnel.
  - b. Give assignments.
  - c. Obtain additional personnel, if required.
2. Give instruction and locations for unpacking and assembling facility equipment, except communications and medical equipment.

3. Ensure that all assembled equipment is serviceable.
4. Develop and implement base and camp security system.
5. Notify Support Branch director or Logistics chief when the facilities are operational.

## **STAFFING**

**7550.5.7**

(Revised 1996)

The base/camp manager will identify additional personnel required for establishing, operating and demobilizing incident facilities. Any request for additional staff should go through the Support Branch director and/or the Logistics chief. Requests should include:

- Number of personnel needed.
- Qualifications.
- Reporting location.
- Person to whom to report.
- Reporting time.

There may be an incident where the staff is too large for the need of the unit. In this case, excess personnel should be released to the Support Branch director/Logistics chief for reassignment or for release from the incident.

## **PROPERTY OPERATOR/OWNERS**

**7550.5.8**

(Revised 1996)

The Facilities Unit leader should keep in contact with all property owners where the facilities are located. The Facilities Unit leader will handle problems as they arise. The Facilities Unit leader should bring the Support Branch director, Logistics chief and Finance chief into any problem solving with the property owner where there may be a suit filed against the state.

The Facilities Unit leader should make the effort to review the facilities site with the land owner before the facility is set up and after the state leaves the property. Any contracts between the property owner and the state should be initiated by either the Logistics chief, IC or Finance chief.

## **SECURITY**

**7550.5.9**

(Revised 1996)

The Facility Unit leader must meet with the security manager to determine areas within the base and camp(s) where security is needed. Input from other unit leaders will be helpful in making these decisions. After a security plan has been formulated, there may be a request to the Logistics chief for additional security personnel.

## **FACILITIES MAINTENANCE**

**7550.5.10**

(Revised 1996)

The Facilities Unit leader, with the help of the base and camp managers, will have to decide the type and degree of maintenance needed for each facility. The input from the other unit leaders, Support Branch director and the Logistics chief will also be helpful. As necessary, request more personnel to handle the increase in maintenance.

## **OUT OF SERVICE RESOURCES**

**7550.5.11**

(Revised 1996)

Any resource that is out of service at the base or camp will be administratively supervised by the Facilities Unit leader. The location of these resources must be known at all times.

## **UNASSIGNED PERSONNEL**

**7550.5.12**

(Revised 1996)

Unassigned personnel will contact the Facilities Unit leader to inquire where they will stay until assigned. Their location must be known at all times for reassignments.

## **UNIT RECORDS**

**7550.5.13**

(Revised 1996)

There are no standard ICS forms for Facilities Unit record keeping. The Unit Log (ICS-214) is used as an operational diary by most unit leaders. Any other required records will be maintained on state forms. All records must be submitted to the Logistics chief to review and then to the Documentation Unit.

## **UNIT LOG**

**7550.6**

(Revised 1996)

The Unit Log (ICS-214) will be started by the Facilities Unit leader as soon as he/she arrives at the incident. The Facilities Unit leader must submit the Unit Log to the Support Branch/Logistics chief at the end of every operational shift. Some of the items to be included are:

- Facilities unit staff.

- Unit logs from subordinates.
- Problems encountered in the facilities.
- Major changes in operational directions.
- Thefts or losses.
- Major resources status changes.
- Orders of resources and supplies.

## **DEMOBILIZATION**

**7550.7**

(Revised 1996)

The following are the procedures that a Facilities Unit leader must follow during the demobilization process.

### A. Demobilization criteria:

1. Plan for demobilization at the beginning of the operation.
  - Anticipate future needs and declare surpluses to the Logistics chief as early as possible.
  - Let vendors know how long they will be needed.
  - Include an area for demobilization in the base layout plan.
2. The Logistics chief should provide the Facilities Unit leader with a projection on length of the incident and anticipated needs at briefing.
3. The Logistics chief will brief the Facilities Unit leader on the demobilization plan when it is available.

### B. Coordination and requirements of base or camp demobilization

1. Camps are normally demobilized before base.
  - May result in an actual increase in activity in base while the incident is winding down.
  - Move necessary personnel and resources back to base to assist during interim.

- Release all unneeded personnel and resources according to the demobilization plan.
  - Personnel doing clean-up and site restoration at camp(s) can be supported out of the base.
2. During base demobilization it is essential to provide sanitation and sleeping accommodations commensurate with the needs of the operation.
- Demobilize the crew as the workload decreases.
    - a. This may be a responsibility of the base manager or it may be done by local departmental personnel.
    - b. Clarify this point before releasing too many people.
  - Ensure that vendor's records are complete before going to the Finance Section.
  - Determine with the Logistics chief when the base personnel are to rely on the local economy for services.
  - Make sure that pick-up labor is properly paid, cared for and know when they are released from the incident.
  - Inventory departmental "base/camp" equipment which has been used by the base and/or camp managers(s).
    - a. Tag items needing repair.
    - b. List consumable items that were used and need replacement.
    - c. List hardware items that are missing.
    - d. Both lists should be forwarded to the Logistics chief.
  - Make sure that everything is removed from the site and returned to the appropriate location.
  - Complete performance ratings for subordinates according to departmental procedures.
  - After clean-up, inspect the site jointly with the land owner, Logistics chief and subordinates responsible for the area.
    - a. Note and photograph any obviously incident-caused damage.
    - b. Take any corrective action indicated by the inspection.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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