

BASE/CAMP MANAGER

7552

(Revised 1996)

Instructions for the base manager and the camp manager are virtually identical. Unless explicitly stated, instructions provided for the base manager may be applied to the camp manager position, as well.

The base manager is an important member of the Facilities Unit on most emergency incidents. There are many subject areas that he or she must have knowledge in. The following subjects are some of the basic areas that the base manager must know and be able to use in this operation.

BASE/CAMP MANAGER'S RESPONSIBILITIES

7552.1

(Revised 1996)

The base (or camp) manager is responsible for appropriate sanitation, security and facility management services at the base. To accomplish this, the manager must:

- Obtain a briefing from the Facilities Unit leader.
- Determine personnel support requirements for each facility.
- Obtain necessary equipment and supplies.
- Ensure that all facilities and equipment are set up and properly functioning.
- Make sleeping area assignment.
- Ensure strict compliance with all applicable safety regulations.
- Ensure that all facility maintenance services are provided.
- Demobilize facilities in accordance with the incident demobilization plan.

BASE/CAMP MANAGER'S 12-HOUR CHECKLIST

7552.2

(Revised 1996)

BRIEFING INFORMATION

BRIEFING INFORMATION

- Agencies assigned
- Anticipated # of personnel
- Location of ICP, base, camps, etc.
- Office trailers:
 - plans
 - finance
 - logistics
 - ICP
- Transportation routes to facilities
- Communications:
 - base radio
 - HTs
 - telephone
 - mobile phone
 - fax
 - computer
- Location (units) in facilities
- Maps
- Major safety problems:
 - line (base manager only)
 - ICP (base manager only)
 - base (base manager only)
 - camp staging
- Predicted weather conditions
- Security problems
- Tables
 - chairs for facility use
- Potable water availability
- 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

ARRIVAL AT INCIDENT

7552.3

(Revised)

Check-in on an ICS-221 at the incident command post (ICP) or base (or at the camp for a camp manager). Make sure that the check-in is completed so both the Plans Section and Logistics Section will know of the arrival. The manager can check in at the ICP, base, helibase, or staging area.

Acquire the initial supply of work material. Check with the Supply Unit if there is anything that will be needed in the operation.

FACILITIES UNIT LEADER BRIEFING

7552.4

(Revised 1996)

After arrival and check-in, the base (or camp) manager must meet the Facilities Unit leader or Logistic chief and be briefed on the operation and set-up of the base. Questions that should be asked are:

1. Location of facilities?
 - a. Base, ICP, camp(s).
 - b. Staging areas (if any).
 - c. Traffic plan.
2. Numbers and types of resources expected at the base?
3. Agreements with landowners that might affect the base operation?
4. Resources already ordered for base?
5. Support net frequencies?
6. Identities of other personnel in the Facilities Unit?
7. Availability of materials (base manager's kit)?
8. Hazards already identified that require correction?
 - a. Safety
 - b. Sanitation
9. Time schedules to get the base activated to a certain level?
10. Shift times/relief and organization?
11. Proper procedures to follow when ordering resources and supplies?

UNIT LOG

7552.5

(Revised 1996)

The Unit Log (ICS 214) will be started by the base (or camp) manager at this time. The manager will keep it up to date and turn it into the Facility Unit leader or Logistics chief at the end of each operational shift. The Unit Log is used to record:

- Events that occur in the base's operation.
- The base's staff.
- Major changes in situation status.
- Major changes in resources status.
- Accidents/injuries.
- Breakdown of equipment.
- Thefts or losses.
- Orders of resources and supplies.

BASE, CAMPS, AND ICP

7552.6

(Revised 1996)

The base (or camp) manager will be working at or concerned with three types of facilities on any incident. They are the base, camps, and ICP. The manager must know the working relation of each facility and how it will impact their assignment.

Types of Facilities

Base - That location at which the primary logistics functions are coordinated and administered.

Camp - A geographical site, near the general incident area, separate from the base, equipped and staffed to provide food, water and sanitary services to incident personnel.

Incident Command Post (ICP) - That location at which the primary command functions are executed, usually co-located with the incident base.

Component Parts of the Base/Camp

All bases (and camps) have many areas in common. Although every base is not the same in size or shape, there are functional areas that are the same. Some of these are:

Communication Center

- a. For operational needs (tactical).
- b. For support needs (logistical).

Supplies basic personnel needs

- a. Feeding.
- b. Sanitation facilities.
- c. News and information.
- d. Sleeping.

Equipment and apparatus maintenance center

- a. Fueling, servicing, minor repairs.
- b. Tool sharpening and maintenance.
- c. Replace expendable equipment, supplies, and material.

Operational resources terminal

- a. Operational resources dispatched from various locations and agencies are marshaled together and assigned to the incident operation.
- b. Operational resources that are out of service due to fatigue, equipment wear and tear, or incident restraints are placed back in service and reassigned to the incident or released.

The base manager must understand that the above functions may occur in one of a number of locations in the base. There are areas that have one specific use, some of these being:

Sleeping areas - Should be level, preferably grass, and shady if outdoors. Enough area for separation and expansion.

Kitchen/eating area - Should be shady and dust free with adequate numbers of tables and chairs.

Command Post - Needs assembly and briefing, graphs display, communications and work areas for general staff and command staff.

Ground Support - Large expandable area preferably paved with safe vehicle access. Separate from supply, dump and tool storage.

Communication Center - Area (preferably indoors) with access to radios, telephone and radio cache storage.

Washing and showering - Strategically located near kitchen, sleeping, sanitation and first aid.

Supply area - Secure area with easy vehicular access and protection from weather.

PERSONNEL SUPPORT REQUIREMENTS

7552.7

(Revised 1996)

The position of base manager is critical because it takes care of the needs of the personnel at the incident. These needs include:

- Feeding area.
- Sleeping area.
- Toilets.
- Garbage and litter control.
- Shower.
- Wash basins.

SLEEPING AREAS

7552.7.1

(Revised 1996)

The sleeping areas require special attention. Some of the most important requirements are often overlooked--**comfort and quietness**. Factors to consider in establishing the sleeping area are:

1. Completely separated from vehicular traffic.
2. Quiet with an environment that is conducive for sleeping.
3. Shade for daytime sleeping; if not available, then sleeping under tents or structures.
4. Separate sleeping areas (i.e., inmates separated by type, and from free people).
5. Isolated far from feeding areas, ground support and other noise producing areas, yet close enough to allow easy access without undue fatigue. Minimum distances are:
 - a. 250' from sleeping area to kitchen.
 - b. 500' from sleeping area to parking area.
 - c. 2000' from sleeping area to helicopter landing zone.
6. Well posted with signs and identified on layout maps.

TOILETS

7552.7.2

(Revised 1996)

There must be a sufficient number of toilets for the incident personnel (the accepted minimum for toilet facilities is one toilet per 20 persons). Toilets should be located in all heavily used areas of the base or camp. The manager must check to see that toilets are serviced at least twice daily to ensure that communicable disease will not be transmitted via insects, vermin, or humans.

The manager should coordinate with the Finance Section to specifically identify who will provide maintenance to the chemical toilets. If the agreement requires the vendor to provide these maintenance services, the manager should contact the vendor or representatives to make sure that these services are done.

Ensure the following:

- Each toilet should have sufficient chemicals to meet state and local laws and ordinance.
- Each toilet should be washed in the interior as well as the exterior of the door with water and a germicide.
- Check exterior for leaks, stability, accessibility and proper venting.

- Check all screens and doors to ensure that insects and vermin cannot enter.
- Segregate women's toilets from men's and place a sign on each door denoting same.
- Recheck condition of each toilet prior to termination of its use.

GARBAGE AND LITTER CONTROL

7552.7.3

(Revised 1996)

An adequate number of garbage containers must be provided, especially in the eating area, to minimize the hazards of communicable disease spread and to assist in insect/vermin control and prevention of noxious odors. **Provide at least one standard-sized garbage container in the eating area for each 20 people assigned to the base.**

All other areas should have at least one standard-sized garbage container per 50 people assigned to the base. This standard would apply to the command post, ground support parking area and the kitchen area. There should also be at least one container for 100 people along walkways between eating, sleeping, parking and the ICP.

Ensure the following:

- Each container must have a plastic liner with a tight fitting lid.
- A schedule must be followed. Emptying should not be done during meals or during shift change unless needed.
- Provide a dumpster or dump truck to collect all garbage and dispose of it properly.
- If ordering a dumpster, make sure that it is equipped with a tight fitting lid.

SHOWERS

7552.7.4

(Revised 1996)

Showers are an effective and necessary tool for the base (or camp) manager to use to enhance morale, minimize poison oak and other allergic skin reactions and reduce disease associated with poor personal hygiene.

If the incident is expected to be short (24 hours or less), showers may not be necessary. However, if it is anticipated that the incident will last beyond 24 hours or if personnel will be exposed to harmful elements, showers should definitely be considered.

If a facility has showers that can be used, then notify the Facility Unit leader about the use of the showers and making a rental agreement with the owner. If portables are used then the rule of thumb is **one shower head for 70 people** on the incident. Portable showers must be cleaned and serviced at least once each shift change or more often if refuse is accumulated.

Post assigned shower times for male and female personnel and for the different types of inmate handcrews. Post the times not only in the shower area but throughout the base and on information boards.

On some incidents, there may be a large enough population that more than one portable shower unit needs to be ordered. If feasible, isolate each shower unit with only one type of personnel on the incident using it.

WASH BASINS

7552.7.5

(Revised 1996)

Wash basins should be located roughly one third in the eating area, one third by the showers, and one third in the sleeping area. Use the ratio of one basin for twenty people.

Ensure the following:

- Catch all gray water and dispose of it properly.
- Maintain wash basins at least four times daily before each shift change and midway during the lull.
- Hot water must be available for sanitation, hand washing in the kitchen, and steam cleaner for pots and pans.

PHYSICAL FACTORS OF THE BASE/CAMP

7552.8

(Revised 1996)

The base (or camp) manager should be aware of any limitations or capabilities of the base site. Some of these could be:

1. Physical limitations?
 - a. Size and shape of base area.
 - b. Terrain.
 - c. Existing roads.
 - d. Present facilities.
 - e. Prevailing wind-safety and sanitation.
2. What activities should be located near each other?
 - a. Command and plans.
 - b. Command and communications.
 - c. Latrines, sleeping areas, wash areas, etc.
3. Which areas need to be most isolated: sleeping areas, command, heliport and helispot?
4. Which areas need ready access to transportation and facilities (e.g., supply, tool and equipment repair, kitchen, first aid station, ground support)?
5. What is the desired flow of personnel through the base?
6. What should be the flow of vehicular and equipment traffic in and out of the base?
7. What is the distance between functions?

BASE/CAMP LAYOUT CONSIDERATIONS

7552.9

(Revised 1996)

Some other questions that the base (or camp) manager should consider are:

1. How should the water supply be established?
2. How and where should the kitchen be located?
3. How and where should the Supply Unit and tool storage be located?

4. How and where should the sleeping areas be established?
5. How and where should the check-in area be located?
6. Where should the Communication Unit be located?
7. Where should the Medical Unit be located?
8. Where should the IC and command and general staff be located?
9. How and where should the washing and showering facilities be located?
10. Where should the latrines be located?
11. How should garbage disposal be handled?

BASE/CAMP LAYOUT

7552.9.1

(Revised 1996)

The base (or camp) manager must coordinate with the Facility Unit leader where each of the logistical units should be placed at the base. The information the manager has will help the Facilities Unit leader come up with a workable layout. Some questions that the manager must ask the Facilities Unit leader are:

1. Who will actually set up the base/camp?
2. What logistical support functions will be "housed" at the base?
3. What are the site boundaries for the base or camp?
4. With which other unit leaders will he/she have to establish close coordination?

BASE/CAMP MAP

7552.9.2

(Revised 1996)

After all the factors have been addressed, it becomes necessary to place the various areas on a map in order to communicate the layout to those who will be physically placing all the components. The base (or camp) should be established in such a way to avoid "ping-ponging" its occupants.

Ensure the following:

- In mapping the base or camp, pace the perimeter.
- Initial rough sketch of the base (camp) layout on line paper or graph paper. Rough sketch the location of each unit.
- Coordinate with all the units in base (camp) and indicate where each will be located.
- Obtain final approval of rough sketch from the Facilities Unit leader of/at the scene.
- Transfer the rough sketch to a larger paper (conference pad) and post it.

BASE/CAMP EQUIPMENT

7552.9.3

(Revised 1996)

Equipment needs and availability will vary widely depending on the type of incident, the incident location, the agency, the area of the state, and the weather conditions. The base (or camp) manager should be familiar with the equipment most often used:

Types of equipment:

Shelter - Motels, tents, rainflies, motor homes, gymnasiums, command trailers.

Toilets - Portable chemical, portable disposable, fixed facilities, home made.

Showers/wash basins - Trailer mounted, portable, National Guard, gymnasiums.

Garbage service - Local vendor, agency dump truck.

Lighting - Local vendor, cache, agency owned, National Guard.

Potable water - On site, local vendor.

Other supplies - Cache, agency owned, local vendor.

Priorities of material and support resources :

1. Agency provided resources--use first in most cases.
2. Private vendors (rent before buying).
3. National Guard.
4. Other military as last resort.

REMINDER: Accountable equipment cannot generally be bought from the Emergency Fund. Exception requests require advance approval by the deputy director of Fire Protection.

CAMP EQUIPMENT RECORDING

7552.10

(Revised 1996)

Hired equipment used in any of the camps will have operation records that must be turned in at the end of each shift. The camp manager may want to do this or designate the filling out of the shift ticket to a subordinate. There should be close coordination between the camp manager, ground support and the Finance Section on all hired equipment.

In some locations the camp manager will have to take the information off of the FC-100, use the OF-296 for inspection, complete and compile the shift tickets for payment of the CDF-61, and turn all forms and shift tickets inside the FC-250 in to the Finance Section or local unit headquarters.

BASE/CAMP MANAGER'S STAFF

7552.11

(Revised 1996)

Each incident has a different staff configuration. Each base is also different in size and functions. Therefore, the workload varies.

The manager's staff usually consist of:

- Base (or camp) manager.
- Facility maintenance specialists.
- Clean-up crews.

The manager must staff the unit according to:

- Incident size (number of divisions in FOG).
- Logistical complexity of the incident, i.e., isolated, primitive surroundings, multi-jurisdictional/multi-agency operations.
- Incident need, i.e., technical specialist.

It is recommended that there be at least six helpers per shift.

BASE/CAMP OPERATIONS

7552.12

(Revised 1996)

The base (or camp) manager has a successful operation when incident personnel get restful sleep, are not delayed by long lines, and are not assaulted by noxious odors, litter and filth. There are indicators if the above is not true. They are:

1. If there is a build up of litter throughout the base, consider:
 - a. Inadequate garbage collection system, and/or
 - b. Not enough camp help to police the base.
2. If there is a long line to use the toilets, or not all toilets being used, consider:
 - a. Not enough toilets, and/or
 - b. Poor maintenance on toilets.
3. If there is a long line at the showers, consider:
 - a. Possible scheduling problems, and/or
 - b. Checking to see if all shower heads working.
4. If there are complaints that the sleeping area is inadequate, consider:
 - a. Expanding sleeping area to other areas, and/or
 - b. Checking to see if some other unit is utilizing a portion of the sleeping area.

5. If the base is too small for operation, consider:
 - a. Enlarging some of the unit, and/or
 - b. Opening new camp or camps.

ASSIGNED SLEEPING AREAS

7552.12.1

(Revised 1996)

Many incidents have the problem of different types of crews and personnel having different requirements for sleeping. These differences can include not only the type of personnel but their work hours, as well. In most cases, the manager must have separate bedding areas for each type of crew and personnel with different shift hours.

Ensure the following:

- Show all sleeping areas on the base map and also put up signs indicating who will be sleeping in certain areas.
- Enforcement of the designated sleeping areas is a must in any incident operations.
- In some operations the above sleeping plan is called a "hotel plan."

Wake-up - There must be a wake-up plan established for each shift, developed by the plans section so that the base or camp personnel will know who to wake up and at what time. Most of the information for wake-up comes from the ICS 203 and ICS 204.

Wake-up times must be early enough to allow adequate time for off-shift operations personnel to do all necessary functions prior to going on-shift.

BASE/CAMP OPERATIONAL CHECKLIST

7552.12.2

(Revised 1996)

The base (or camp) manager must have a reminder sheet or checklist to follow the operations throughout each operational shift.

Complete as follows:

- Fill in all times and inform all subordinates and relief of any important time frames that must be met.
- Check all areas of responsibility; this is merely a list of the most likely problems.

- Review the points to watch for two or three times per shift. Make notes about any problems.

BASE/CAMP FACILITY SAFETY

7552.13

(Revised 1996)

Safety at the base or camp is everyone's concern. The larger the operation the more occurrences or problems will be encountered. Much of the manager's time will be spent correcting safety problems that are noted by the manager, subordinates and the safety officer. The manager must correct each problem as it is noticed and before anyone is injured.

SAFETY HAZARDS

7552.13.1

(Revised 1996)

Many of the safety hazards encountered will be unit-specific. Some of the problems that are encountered are:

Potable water - Use pressurized domestic system, transport in state licensed water trucks; if in doubt, contact the local sanitarian.

Garbage disposal - Collect in containers and remove from base.

Shower facilities - Must have ware water, must be clean and disinfected.

Temporary electrical wiring - Check wiring to ensure that insulation and plugs are intact; generator must be equipped with ground fault interrupter; use three-wire circuits only.

Vehicle traffic - Restrict to parking area and roadway; barricade, rope and sign restricted areas.

Helicopters - Keep out of base areas; blades and prop wash are a serious hazard. Landing in base is against F.A. A. regulations.

Substance abuse and alcohol - Be on the alert for trouble such as alcohol, drug abuse--especially off duty behavior.

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

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