

# FIRELINE HANDBOOK

## CHAPTER 12—LOGISTICS

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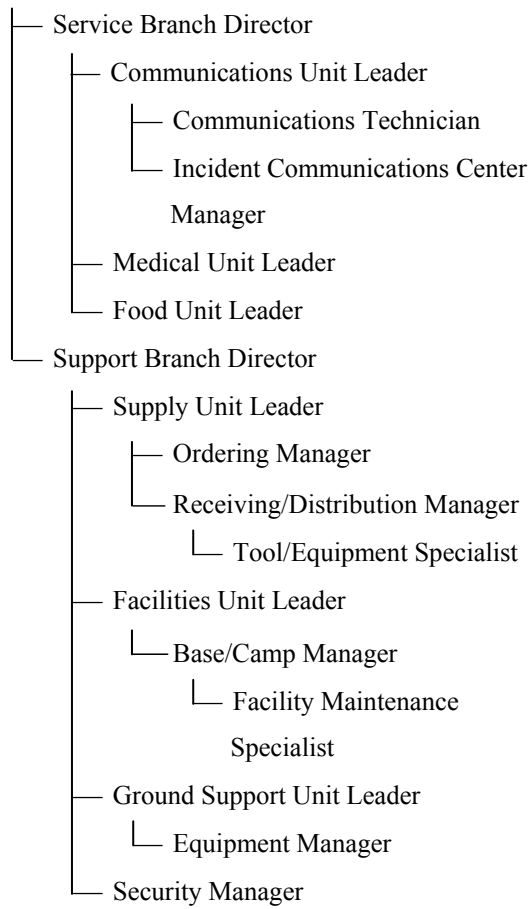
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## ORGANIZATION CHART

### LOGISTICS SECTION CHIEF



## **POSITION CHECKLISTS**

### **Logistics Section Chief (LSC1/2)**

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 development and implementation of the Incident Action Plan and activates and supervises the Branches and Units within the Logistics Section.

#### **Critical Safety Responsibilities:**

- Obtain briefing from agency administrator/ outgoing incident commander and gather intelligence.
- Collect information from outgoing Logistics personnel responsible for incident prior to your arrival.
- Obtain briefing from Incident Commander.
- Provide for the safety and welfare of assigned personnel.
- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Identify service and support requirements for planned and expected operations.
- Supervise Logistics Section personnel.
- Participate in preparation of Incident Action Plan.

- Conduct logistics section meeting and/or briefing.
- Ensure Communication Plan, Medical Plan, and Transportation Plan are updated and provided to Planning Section.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Obtain and assemble information and materials needed for logistics kit.
- Establish and maintain positive interpersonal and interagency working relationships.
- Advise on current service and support capabilities.
- Plan organization of Logistics Section.
- Assign work locations and preliminary work tasks to Section Leaders.
- Participate in the operational period briefing.
- Interact and coordinate with all Command and General Staff to ensure role as a team player.
- Update Incident Commander on accomplishments and/or problems.
- Maintain Unit Log (ICS Form 214).

- Ensure all personnel and equipment time is completed at the end of each operational period.
- Consider demobilization prior to the actual need to release excess section resources.
- Ensure that performance ratings are completed.
- Assist in the development, approval, and implementation of Demobilization Plan.

### **Service Branch Director (SVBD)**

The Service Branch Director 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 Unit Leaders.

#### **Critical Safety Responsibilities:**

- Obtain briefing from Logistic Section Chief.
- Provide for the safety and welfare of assigned personnel.
- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Supervise Service Branch Leaders.
- Ensure Communications Plan and Medical Plan are updated and provided to Plans.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Establish and maintain positive interpersonal and interagency working relationships.
- Advise on current service capabilities.
- Identify service requirements for planned and expected operations.
- Plan organization of Service Branch.
- Coordinate activities of Branch Units.
- Assign work locations and preliminary work tasks to Service Branch Leaders.
- Inform Logistics Chief of Branch activities.
- Resolve Service Branch problems.
- Participate in Logistics Section planning.
- Update Logistics Section Chief on accomplishments and/or problems.
- Maintain Unit Log (ICS Form 214).
- Ensure all personnel and equipment time is completed at the end of each operational period.
- Consider demobilization prior to the actual need to release excess branch resources.

- Ensure that performance ratings are completed.
- Assist in the development and implementation of Demobilization Plan.

### **Communications Unit Leader (COML)**

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

#### **Critical Safety Responsibilities:**

- Prepare and implement the Incident Communications Plan (ICS Form 205).
- Establish adequate communications over the incident.
- Advise on communications capabilities and limitations.
- Provide technical information, as required, on limitations and adequacy of communications systems in use, equipment capabilities, equipment available, and potential problems.



**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Establish the Communications and Message Centers.
- Set up telephone and public address systems.
- Establish appropriate communications distribution and maintenance centers within base/camp(s).
- Establish an equipment accountability system.
- Maintain records on communications equipment.
- Recover equipment from relieved or released units.
- Maintain Unit Log (ICS Form 214).

**Communications Technician (COMT)**

The Incident Communications Technician works under the direction of the Communication Unit Leader and is responsible for installation, maintenance, and tracking of communication equipment.

**Critical Safety Responsibilities:**

- Assist in designing communication system for incident to meet operational needs.
- Install and test communication equipment.

- Clone or program radios
- Repair and/or replace communication equipment

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Issue and track communication equipment.
- Identify operational restrictions.
- Maintain Unit Log (ICS Form 214).

**Incident Communications Center Manager (INCM)**

The Incident Communications Center Manager is responsible to receive and transmit radio and telephone messages among and between personnel and to provide dispatch services at the incident.

**Critical Safety Responsibilities:**

- Establish communications procedures.
- Determine frequencies in use.
- Determine nets established or to be established.
- Determine location of repeaters.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Establish message center procedures.
- Obtain and review Incident Action Plan.
- Set up Communications Center.
- Check out equipment.
- Receive and transmit messages internally and externally.
- Maintain files of Status Change Slips (ICS Form 210) and General Messages (ICS Form 213).
- Maintain a record of unusual incident occurrences.
- Maintain Unit Log (ICS Form 214).

**Medical Unit Leader (MEDL)**

The Medical Unit Leader is primarily responsible for the development of the Medical Emergency Plan, obtaining medical aid and transportation for injured or ill incident personnel, and preparation of reports and records. The Medical Unit may also assist Operations in supplying medical care and assistance to civilian casualties at the incident.

**Critical Safety Responsibilities:**

- Determine level of emergency medical activities performed prior to activation of Medical Unit.
- Prepare the Medical Emergency Plan (ICS Form 206).
- Prepare procedures for major medical emergency.
- Declare major medical emergency as appropriate.
- Provide medical aid, supplies, and transportation.
- Audit use of "over-the-counter" drugs being dispensed by the Medical Unit to discourage improper use or abuse.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Participate in Logistics Section/Service Branch planning.
- Prepare medical reports.
- Contact Compensation-for-Injury Specialist to establish coordination procedures.
- Provide space for Compensation-for-Injury Specialist as needed.
- Maintain Unit Log (ICS Form 214).

## **Food Unit Leader (FDUL)**

The Food Unit Leader is responsible for determining feeding requirements at all incident facilities; menu planning; determining cooking facilities required; food preparation; serving; providing potable water; and general maintenance of the food service areas.

### **Critical Safety Responsibilities:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Determine method of feeding to best fit each incident.
- Obtain necessary equipment and supplies to operate food service facilities at Base and Camps.
- Prepare menus to ensure well-balanced meals.
- Provide sufficient potable water to meet food service needs.
- Ensure appropriate health and safety measures are taken.
- Keep inventory of food on hand, check in food orders.
- Maintain Unit Log (ICS Form 214).

**Support Branch Director (SUBD)**

The Support Branch Director is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The Support Branch Director supervises the operations of the Supply, Facilities, and Ground Support Units.

**Critical Safety Responsibilities:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Determine level of service needed to support operations.
- Participate in Logistics Section planning.
- Organize and prepare assignments for Support Branch personnel.
- Coordinate activities of Branch Units.
- Inform Logistics Section Chief of Branch activities.
- Resolve Support Branch problems.
- Maintain Unit Log (ICS Form 214).

**Supply Unit Leader (SPUL)**

The Supply Unit Leader is responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

**Critical Safety Responsibilities:**

- Develop and implement safety and security requirements.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Participate in Logistics Section/Support Branch planning.
- Determine the type and amount of supplies needed to support incident.
- Arrange for receiving ordered supplies.
- Order, receive, store, and distribute supplies and equipment.
- Order personnel, supplies, and equipment as requested.
- Maintain inventory and accountability of supplies and equipment.
- Service reusable equipment.
- Maintain Unit Log (ICS Form 214).
- Responsible for proper disposal of expendable supplies and hazardous wastes.

**Ordering Manager (ORDM)**

The Ordering Manager is responsible for placing all orders for supplies and equipment for the incident.

- Review Common Responsibilities (Chapter 7, Page 158).
- Obtain necessary agency(s) order forms.
- Establish ordering procedures.
- Obtain name and telephone numbers of agency(s) personnel receiving orders.
- Identify incident personnel who have ordering authority.
- Check on what has already been ordered.
- Ensure order forms are filled out correctly.
- Place orders in a timely manner.
- Consolidate orders when possible.
- Identify times and locations for delivery of supplies and equipment.
- Keep Receiving and Distribution Manager informed of orders placed.
- Resolve ordering problems as they occur.

### **Receiving and Distribution Manager (RCDM)**

The Receiving and Distribution Manager is responsible for receiving and distributing all supplies and equipment (other than primary resources) and the service and repair of tools and equipment.



**Critical Safety Responsibilities:**

- Develop security needs for supply area.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Organize physical layout of supply area.
- Establish procedures for operating supply area.
- Set up appropriate record system.
- Maintain inventory of supplies and equipment.
- Ensure reusable tools and equipment are returned to the supply area.
- Submit necessary reports to Supply Unit Leader.
- Notify Ordering Manager and Finance Section of supplies and equipment received.

**Tool and Equipment Specialist (TESP)**

The Tool and Equipment Specialist is responsible for sharpening, servicing, and repair of all hand tools.

**Critical Safety Responsibilities:**

- Ensure safety practices are followed in tool conditioning area.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Determine number and kinds of tools ordered or on hand.
- Obtain necessary equipment and supplies.
- Set up tool storage and conditioning area.
- Establish tool inventory and accountability system.
- Maintain all tools in proper condition.
- Assemble tools in accordance with the Incident Action Plan.
- Expeditiously receive and recondition tools.

**Facilities Unit Leader (FACL)**

The Facilities Unit Leader is responsible for the layout and operation of incident facilities (Base, Camp(s), and Incident Command Post). The Unit manages Base and Camp(s) operations. Each Base/Camp may be assigned a manager.

**Critical Safety Responsibilities:**

- Provide facility maintenance services: sanitation, lighting, clean up, and potable water.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Participate in Logistics Section/Support Branch planning.
- Determine requirements for each established facility.
- Prepare layouts of incident facilities.
- Provide Base and Camp Managers.
- Provide sleeping facilities.
- Maintain Unit Log (ICS Form 214).

**Base/Camp Manager (BCMG)**

The Base/Camp Manager is responsible for appropriate sanitation and facility management services in the assigned Base/Camp. The Base/Camp Manager's duties include:

**Critical Safety Responsibilities:**

- Ensure compliance with all applicable safety regulations.
- Determine or establish special requirements or restrictions on facilities or operations.
- Ensure that all facilities and equipment are set up and functioning properly.
- Supervise the set-up of sleeping, shower, and sanitation facilities.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Obtain necessary equipment and supplies.
- Provide all necessary facility maintenance services.

**Facility Maintenance Specialist (FMNT)**

The Facility Maintenance Specialist is responsible to ensure that proper sleeping and sanitation facilities are maintained; to provide shower facilities; to provide and maintain lights and other electrical equipment; and to maintain the Base, Camp, and Incident Command Post facilities in a clean and orderly manner.

**Critical Safety Responsibilities:**

- Ensure that all facilities are maintained in a safe condition.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Obtain supplies, tools, and equipment.
- Supervise and perform assigned work.
- Disassemble temporary facilities when no longer required.
- Restore area to pre-incident condition.

## **Ground Support Unit Leader (GSUL)**

The Ground Support Unit Leader is responsible for (1) transportation of personnel, supplies, food, and equipment; (2) fueling, service, maintenance, and repair of vehicles and other ground support equipment; (3) support of out-of-service resources; and (4) developing and implementing Incident Transportation Plan.

### **Critical Safety Responsibilities:**

- Prepare a transportation plan for approval by the Logistics Section Chief (obtain traffic data from the Planning Section).
- Mark and correct road system safety hazards and maintain incident roads.
- Ensure driver familiarity with conditions. Coordinate with Safety Officer and Agency Representatives.
- Conduct incident road system survey to determine traffic management and maintenance requirements.
- Determine acceptable vehicle type and size class based on road standards and conditions.
- Notify Resources Unit of all status changes on support and transportation vehicles.
- Arrange for, activate, and document fueling, maintenance, and repair of ground resources.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Participate in Support Branch/Logistics Section planning activities.
- Maintain inventory of support and transportation vehicles (ICS Form 218).
- Collect use information (shift tickets) on all equipment, if equipment time recorder position not activated.
- Order maintenance and repair supplies (fuel, spare parts).
- Submit reports to Support Branch Director as directed.
- Sign drop points, water sources, road junctions, etc.
- Maintain Unit Log (ICS Form 214).

**Equipment Manager (EQPM)**

The Equipment Manager provides service, repair, and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

**Critical Safety Responsibilities:**

- Ensure all appropriate safety measures are followed.

- Inspect equipment condition and ensure coverage by equipment agreement.
- Obtain Incident Action Plan to determine locations for assigned resources, Staging Area locations, fueling, and service requirements.
- Coordinate with Agency Representatives on service and repair as required.
- Determine supplies (gasoline, diesel, oil, and parts) needed to maintain equipment in efficient operating condition).
- Provide maintenance and fueling according to schedule.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Prepare schedules to maximize use of equipment.
- Provide transportation and support vehicles.
- Maintain Support Vehicle Inventory (ICS Form 218).
- Maintain equipment rental records.
- Maintain equipment service and use records.
- Ensure all equipment time reports are accurate and turned in daily to the Equipment Time Recorder.

**Security Manager (SECM)**

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

**Critical Safety Responsibilities:**

- Establish contacts with local law enforcement agencies. Contact the Liaison Officer or Agency Representatives to discuss any special custodial requirements, which may affect operations.
- Ensure personnel are qualified to manage security problems.
- Develop Security Plan for incident facilities.
- Coordinate security activities with appropriate personnel.
- Provide assistance in personnel problems or emergency situations through coordination with Agency Representatives.
- Provide security for all agency and personal property.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Document all complaints and suspicious occurrences.



## LOGISTICS GUIDELINES

### General

- Keep incident facilities at a manageable size. Make maximum use of camps to avoid long walking or travel distances.
- Enforce rules of conduct at incident facilities.
- Provide bulletin boards throughout camp(s).
- Provide bathing and sanitation facilities.
- Release deficient and excess equipment and operators without delay.
- Maintain property accountability at all times.
- Prepare tools, water, and lunches in advance of operational period.
- Locate sleeping areas out of danger from vehicles, aircraft, and other equipment.
  - ✓ Keep them free of insects, animals, pests, and safety hazards.
  - ✓ Rope them off and sign.
  - ✓ Keep sleeping areas for inmate crews separate from other crews.
- Participate in the development of demobilization plan.
- Control dust.

- Give high priority to environmental protection when locating incident facilities.
- Coordinate locations with the Agency Administrator.
- Keep First Aid facilities easily accessible and clearly marked.
- Develop and post an evacuation plan.
- Inspect facilities for safety and fire hazards on a regular basis and take corrective action where needed.
- Consider need for computer support for resource ordering and inventory; manage if provided for best efficiency/effectiveness.

### **Food Service**

Compliance with Health and Sanitation requirements (OSHA, State, and local) is required in all situations.

- Proper supervision is important to meet food service sanitation requirements.
- All food service employees shall be neat and clean. They will wear clean caps and aprons at all times, and plastic gloves when serving meals (unnecessary when using tongs or long handled utensils).
- All employees cooking or handling food shall be free of communicable diseases.
- Disposable eating utensils should be used if possible.

- Food containers and cooking and eating utensils should be regularly washed in detergent soap solution and rinsed by immersion for at least two minutes in clean, hot water (at least 170° F).
- Never use galvanized containers for storage of moist or acidic foods.
- Lunches should be prepared, dated, and used daily. Never issue lunches held over from the day before unless properly refrigerated.
- Perishable foods, especially meat, poultry, fish, dressings, and salads containing meat or egg products should be carefully handled. Any foods allowed to stand at ordinary temperatures, even though precooked, are susceptible to formation of bacterial toxin, which can cause food poisoning. Re-heating will not destroy this toxin. **THESE FOODS SHOULD BE STORED UNDER REFRIGERATION (40° F or lower) UNTIL SERVED.**
- Keep hot foods, particularly meat or meat products, hot (150° F) until served. (Keep hot foods hot and cold foods cold.)
- Never hold food in hot food containers from one feeding period to the next. Remove extra food immediately after each meal is served. Do not allow personnel to eat leftover or warmed over food.
- Do not store first aid materials or allow first aid treatment in the kitchen or serving area.

- Furnish Food Unit in advance with a daily schedule of mealtime and numbers of personnel to be fed each meal.
- Vary menu daily. Provide plenty of fresh fruit, juices, and milk with all meals.
- First meal should be one that can be prepared quickly.

### **Water Supply**

Select a known, safe water supply or haul it. Usually it is best to haul in water from a domestic water supply. Otherwise, ensure that it is:

- Adequate, tested, and safe.
- Protected from contamination.

### **Sanitation Guide**

- Provide for trash and garbage collection points and plan for at least daily removal to prevent accumulations. Do not locate upwind of eating and sleeping areas.
- Local environmental regulations must be met.
- Suggested standards are one standard size (32 gallon) garbage can for every 20 persons in an eating area and one can for every 40 persons in other areas.
- Provide adequate toilet facilities and establish a regular inspection and maintenance schedule to keep them clean.

- Locate toilets properly and treat to eliminate flies and insects.
- Suggested standards are one toilet per 15-20 persons with daily or more frequently scheduled maintenance.

### **Transportation**

- Use direction signs on roads to facilities and drop points.
- Sign drop points.
- Carefully plan for transportation of both personnel and tools to and from the fireline.
- Provide adequate rest for drivers.
- Isolate and sign fuel storage areas.
- Develop a vehicle control plan and strictly enforce it.

### **Communications**

Preparation of a Communications Plan is the first step towards providing a workable communications system.

Set up Incident Communications in the following priority to meet safety and tactical resource management needs:

- Communications on fireline - tactical and command nets.

- Communications between fireline and incident base.
- Air operations - ground to air, air to air.
- Communications between Incident Communications Center and the nearest available service center.
- In base/camp communications - Logistics net.
- Specialty systems such as radio telephone interconnect (RTI) voice, Satellite (voice and data), landline telephone (voice and/or data), ADP capability, data transmission by radio.

Communications Plan. A Communications Plan should be prepared for each operational period and should include:

- Radio communications (ICS Form 205)
- Telephone facilities
- Number of lines
- Location of telephone

Key Points to Remember:

- Installation takes time. Estimate and allow ample time when planning a system.
- Special equipment, such as a helicopter, may be needed.
- Special knowledge and skills are always needed.

- A Communications Technician has the skills to identify sites, make physical installations, and put the equipment in operation.
- It is desirable to have the input of local personnel with communications knowledge regarding alternate sites for repeater installation and what equipment has worked successfully in the past.

Operation of a fire communications system:

- Provide the simplest system that will meet requirements.
- Provide clear written and illustrated channel assignments and procedures. It is important to write instructions.
- Use competent, qualified Incident Dispatchers.
- Use clear text in all radio communications.

Frequency coordination:

It is very important to maintain system isolation and integrity within the incident. Coordination at regional and national level is often important to maintain flexibility of all systems within National Incident Radio Support Caches. Frequencies are a limited resource and only those required to provide the incident with effective communications should be utilized.

**Procurement**

- Coordinate with Procurement Unit Leader in the Finance/Administration Section.

- Ensure that quality and quantity of purchases are as specified.
- See that orders do not exceed planned needs.
- See that all orders are recorded properly and consecutively on standard Fire Resource forms or appropriate ADP/computer system form.

### **Security**

- Provide security against theft.
- Provide security for personal gear. Tags should be furnished and each item labeled with owner's name and agency location.

### **FACTORS TO CONSIDER WHEN LOCATING AND LAYING OUT AN INCIDENT BASE OR CAMP**

The Logistics Section Chief should ensure that the following factors are included in the assessment of sites and the subsequent selection.

- Environmental constraints - temporary and permanent affects
- Ownership of land; written agreement to use site
- Accessible from existing roads with right-of-way
- Communication services available
- Safety and sanitation, including freedom from smoke



- Adequate space for facilities, equipment, and people
- Proximity to fire – safety, travel time
- Shelter from wind, sun, etc.
- Security for government and personal property
- Public interference - proximity to and access by public
- Water supply - how much, how far, etc.
- Existing facilities - usable, cost, protection needed, etc.
- Potential or planned use of additional camps

*Physical limitations and capabilities:*

- Size and shape, terrain, prevailing winds
- Existing roads
- Present facilities

*Activities that can be grouped together:*

- Command, Planning, Communications (out of main camp activity).
- Toilets and wash areas

*Areas that need to be isolated:*

- Sleeping areas
- Heliport and helispot
- Fuel/Fueling

*Areas needing ready access to transportation and facilities:*

- Supply
- Tool and equipment area
- Kitchen
- First aid station
- Fuel storage

*Kitchen Area:*

- Level with good drainage
- Dust abatement, water supply, shade, and lighting
- Rope off area
- Establish flow pattern

*Wash and Showering Facilities:*

- Well drained
- Away from kitchen and well lighted
- Provide water, benches, basin, soap, towels, and garbage cans
- Establish separate facilities or time schedules for men and women.
- Adequate gray water disposal

*Toilets:*

- Provide adequate numbers throughout Base/Camp.
- Arrange for at least daily service.

*Garbage disposal:*

- Garbage cans or containers should be located throughout camp.
- Haul daily

*Equipment Depot and Tool Storage Areas:*

- Adequate space near transportation
- Segregate tools in bins or stalls.
- Tool reconditioning
- Parking and lighting

*Sleeping areas:*

- Quiet, shaded, flat, and dry ground
- Marked and roped off
- Designate and supervise warming fires
- Free of snags or other hazards

*Check-in and Timekeeping Areas:*

- Place near entrance
- Tables, chairs, shelter, and lighting
- Signed

*First Aid Station:*

- Quiet, shade, and dust free
- EMT may be provided.
- Sign First Aid area

*Incident Commander and Staff Area:*

- Located away from main camp activity.
- Provide tables, chairs, light, and shelter.
- Locate convenient to communications.

# LOGISTICS PLANNING CYCLE

