**Logistics “Cheat Sheet”-*For use during small incidents, or initial operational periods of large incidents***

*\*For larger incidents, refer to full Marin County Logistics Guide*

\*Estimate incident potential

\*Estimate number and length of operational periods

\*Estimate shift length (24hr or 12hr)

\*Estimate number of personnel that will be at the incident at meal time

\*Do incoming recources know where to report?

\*Will they be going directly to the line? Or will they be staging?

\*Is there a staging area manager? If so, contact them to see what the needs of the staging area are

 -(Food, water, sanitation, maps, fuel, shade?)

\*Will they need to rest, and need accomodations?

***-The following information is divided into pertinent information from various sections of ICS, as it pertains to the initial operational periods and logistical needs of an incident.***

**GROUND SUPPORT**

\***Fuel:** Where will resources fuel?

-If fueling at fire stations or civic center, make sure you order fuel to refill those vaults

-If ordering a fuel tender, specify that is needs to be capable of pumping gas and diesel.

-Generally, it is best to have more diesel than gas (Ex. 2000 gallon tender, with 1500 gallons of diesel and 500 gallons of gas, capable of pumping into vehicles)

-Think about travel distance between fire line and incident base…will resources be able to drive from base to fire line, work 24 hours, and drive back to base to fuel? Or is a tender closer to the line also needed?

-How many hours per day do you want the tender operating? If over 12 hours in a row, you will need to specify two operators.

\***Mechanic**: Is there an available mechanic?

 -How can they be reached?

\***Runners:** Have a least two runners/delivery drivers in pick up trucks available at Woodacre, on smaller incidents, when no incident base has been established.

\***Drop points**: Establish incident drop points

-Determine the need for back haul of garbage from the fire line/incident, the need for porta potties, and need for water, Gatorade and ice to the line.

**FACILITIES**

\***Incident base:** Does an incident base need to be established?

-If not, do resources know who to contact if they need logistical support?

\***Accomodations:** Do you need to make sleeping arrangements for resources?

-If they are being sent to hotels, make sure there is adequate parking for fire engines at the hotel.

 -A contract will need to be signed by the motel staff/manager.

 -Someone with a Cal card will need to go to the hotel each day

to pay for rooms.

-Each person staying at the motel must sign the roster at the front desk every day.

 -Having one person assigned to motels will be immensely helpful.

-It is extremely time consuming to figure out how many rooms are needed, and to stay in contact with the motels.

**\*Sanitation:** If there are areas that a large number of resources are staging in, sleeping in, eating in, or reporting to sanitation needs to be considered.

-Order porta potties from a vendor in the ERD (Emergency Resource Directory) in Woodacre ECC.

-General rule is to have 1 porta potty for every 15-20 people. These will need to be pumped 1 to 2 times a day. The porta potty company can help you determine how well used they are and how much pumping they need.

-Order at least1 foot pump sink (from porta potty vendor) to go in each area you have porta potties

 -Work with MCFD finance personnel to arrange payment.

**FOOD**

\*Where will resources be fed? Will you order an MKU, will restaurants be used, will you pick up food?

-If restaurants are being used, the same procedure will need to be used as with motels: a roster for each person to sign, and someone with a Cal card to pay.

-Will the incident be feeding more than 500 meals per day? If so, consider ordering an MKU.

-For smaller incidents, Delta Camp may be able to provide the bag lunches. St Helena can help facilitate this, or get you a point of contact.

-For larger incidents, a lunch vendor will need to be used.

-For smaller incidents, a good option for breakfast is either bagel breakfast sandwiches, or breakfast burritos, and fruit and yogurt. Be sure the portions are large enough.

-For lunch and/or dinner, consider sandwiches or burritos. Order these items without mayo or sour cream.

\*Order 10% more food than you think you will need.

 -Order about 10% vegetarian, also.

\*Order ice, water, and Gatorade. You might be able to order these from the lunch vendor. For large incidents, think in terms of pallets of ice, water, Gatorade and lunches, rather than cases.

\*Consider the need to double lunch crews on a 24hr shift.

**COMMUNICATIONS**

\***Expanded ECC:** Set up expanded in the admin building conference room at Woodacre. (All instructions, equipment and supplies are the closet in the conference room)

 -*If you need a position filled that no one in MCFD can fill, order through ROSS*

\*For smaller incidents, or the start of large incidents, have a radio cache available (Generally mostly Bendix King radios)

\*US&R has a communication repair unit/trailer. If a full communication unit is not being set up, or if COML wants to supplement the Mobile Communication Center (MCC), this US&R trailer could be used.

\*Is there a phone list in the IAP?

 -Have at least one 24 hour logistics contact number.

**SUPPLY**

\*Initially fill supply orders out of the Woodacre Warehouse.

 -Start a tracking system for any items issued.

 -Ask ECC or Expanded for “S” (Supply) numbers from ROSS

-Assign an “S” number to each item taken from the Woodacre Warehouse.

\*If the incident is relatively short term, you might be able to issue “S” numbers to Cal Fire resources so that that they can either purchase supplies themselves, or re-supply in their home unit, rather than giving them items from the Woodacre Warehouse (if they don’t need the item immediately).

\*If it is a large scale incident, order a supply cache trailer through ROSS.

 -Call the Redding Cache, (USDA FS Northern CA Interagency Fire Cache) 530-226-2856. They can help you figure out what you need.

**RESOURCES**

\*Tracking/Accountability- If there is a Resource Unit Leader (RESL), or Plans Section Chief (PSC), utilize them as much as possible to track resources assigned to the incident, incoming resources, and resources being demobed.

 -*It is critical to keep track of total number of people assigned to the incident, types of resources, number of each type, how many on each operational period, how many on a 24 hour shift, and how many on a 12 hour shift. You will need these numbers in order to provide logistical support.*

-You can also work with ECC or expanded to track incoming resources.

 -Getting an accurate count can be difficult for at least the first few operational periods of an incident.

\*If there is no PSC or RESL, you may be asked to fill out the required 209 form online. Inquire with the IC about whose responsibility that will be.