

# Mission Base Staff Tasks

This Task Guide has been edited  
to include only the tasks for  
Logistics Section Chief



**11 April 2005**

Developed as part of the  
National Emergency Services Curriculum Project

**P-0101**  
**KEEP A LOG**

**CONDITIONS**

You have been assigned to keep a log on a mission, and must log the actions of your unit, section or team on the ICS Form 214 for use during debrief after the mission.

**OJECTIVES**

Correctly maintain a log of actions during an incident.

**TRAINING AND EVALUATION**

**Training Outline**

1. When working an incident, staff members are required to maintain a log of all significant actions. This is important for record keeping of the accomplishments and setbacks, determining search effectiveness during debriefing, and as a legal record of CAP actions amongst many other things.
2. The mission log is started once a unit or section is opened and maintained until personnel are called in and at home safely to the incident commander. A separate log should be maintained for each varying unit or section that is assigned to the incident, and subordinate units at varying levels will normally also keep a log. This log is turned in with the debriefing paperwork and becomes part of the official mission record.
3. The following actions are always recorded in the log:

**FOR GROUND OPERATIONS**

- a. Departure and return times to mission base.
- b. Routes taken to and from the search area.
- c. Times of entering and leaving search areas.
- d. Any time the search line changes direction.
- e. Times/locations of clue detections or witness interviews.
- f. Time/location of find.
- g. Time/Location of communications checks.
- h. Any event or action related to the team's ability to complete the sortie requirements (natural hazards encountered, injuries to team members, etc.).
- i. Encounters or instructions from local authorities.
- j. Encounters with the media.
- k. Mileage/Flight time at key intersections, when leaving pavement, at other key locations, etc.

l. Time of distress beacon or other emergency signal acquisition.

m. Times distress beacon located and silenced. Also, if available, include the name(s) and organization(s) of person(s) involved in silencing the distress beacon, the manufacturer, serial number, dates of manufacture and battery expiration, vehicle information (type, vehicle registry, description), and the name of the owner.

n. Personnel assignments to and from the team/unit.

Note: This log (ICSF 214) may be kept as an attachment to the CAPF 109

#### FOR AIRCREW OPERATIONS

a. Briefing details

b. Names of crew members

c. Engine start time

d. Take Off time

e. Communications checks

f. Time beginning assigned grid or route

g. Time departing grid or route

h. Significant weather, turbulence, other

i. Time of landing

j. Time of engine shutdown

k. Crew changes if any

Note: this log (ICSF 214) may be kept as an attachment to the CAPF 104

#### FOR MISSION BASE STAFF OPERATIONS

a. Time/date unit or log started or activated

b. Name of unit, supervisor, and individual keeping the log

c. Notes from initial briefing

d. Time and noted from staff meetings

e. Significant events, actions taken, direction received or provided

4. For each log entry, the log keeper writes down the following on the ICSF 214:

- a. The time.
- b. The event taking place (see list above)
- c. Mileage and/or location as appropriate.
- d. Name of individual annotating the log each time there is a change.

**Additional Information**

More detailed information on this topic is available in each emergency services reference text.

**Evaluation Preparation**

**Setup:** Prepare narrative of 10 events/actions and times. Provide the individual with the list, a pen, and an ICS Form 214.

**Brief Student:** Tell the student that he is the log keeper for his unit, and that the 10 events listed in the narrative have occurred. Tell him to log the events/actions on the on team log form.

*Note:* this evaluation can be accomplished during a training exercise by observing the events taking place and checking the log to see that they are properly annotated.

**Evaluation**

Performance measures

Results

For each of the 10 events/actions, the student:

- |                                  |   |   |
|----------------------------------|---|---|
| 1. Logs the time and event       | P | F |
| 2. Writes legibly and completely | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**L-1000**  
**DEMONSTRATE THE ABILITY TO REQUEST ADDITIONAL RESOURCES**

**CONDITIONS**

The Logistics Section Chief is responsible for obtaining additional resources during an incident.

**OBJECTIVES**

Properly request additional personnel and equipment needed to meet incident requirements.

**TRAINING AND EVALUATION**

**Training Outline**

1. The Logistics Section Chief is responsible for ordering additional personnel and equipment resources as needed.
2. The Operational Planning Worksheet (ICS Form 215) is normally used as a work and resource-planning tool. It provides information on:
  - a. Incident work location
  - b. Work assignments
  - c. Kind and type of resources needed
  - d. Current availability of incident resources
  - e. Reporting location
  - f. Requested arrival time for additional resources.

By using the worksheet, the Logistics Section can determine additional resources needed and prepare a resource order.

3. Resource orders should contain the following information:
  - a. Incident name (Mission number)
  - b. Order and/or request number (if known or assigned)
  - c. Date and time of order
  - d. Quantity, kind, and type. (Include special support needs)
  - e. Reporting location
  - f. Requested time of delivery (specific, not simply ASAP)
  - g. Radio frequency to be used
  - h. Person/title placing request
  - i. Callback phone number or radio designation
  - j. Other information as appropriate
4. Submit resource order by phone, fax, email, or radio in accordance with local wing procedure or agency protocol.

**Additional Information**

More detailed information on this topic is available in ICS Module 9 and the CAP Mission Staff Reference Manual.

## Evaluation Preparation

**Setup:** Prepare an ICS 215 for a missing aircraft search. Provide the individual with the completed ICS 215, a wing resource list, a wing telephone directory, a pen, and a local resource order form or sheet of paper.

**Brief Student:** Tell the student to prepare and submit a resource order to the trainer.

## Evaluation

### Performance measures

### Results

The student must:

- |   |   |   |
|---|---|---|
| 1. Use the ICS 215 to determine the resources needed.             | P | F |
| 2. Properly complete the resource request.                        | P | F |
| 3. Properly submit the resource request IAW local wing procedure. | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

## L-1001

# **DEMONSTRATE THE ABILITY TO DEVELOP THE MEDICAL AND TRAFFIC PLANS FOR THE OVERALL INCIDENT ACTION PLAN**

## **CONDITIONS**

The Logistics Section is responsible for preparing the medical and traffic portions of the Incident Action Plan.

## **OJECTIVES**

Properly prepare the medical and traffic plans.

## **TRAINING AND EVALUATION**

### **Training Outline**

1. Under ICS, the Logistics section is responsible for preparing the medical and traffic portions of the Incident Action Plan. This duty may be delegated by the Logistics Section Chief to the medical and ground support units, if activated and staffed.
2. Medical Plan. The medical plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures as follows:
  - a) Incident Name (Mission number)
  - b) Date Prepared
  - c) Time Prepared (24-hour clock).
  - d) Operational Period Date/Time
  - e) Incident Medical Aid Stations (Location name, paramedics on site)
  - f) Transportation (Ambulance service, address, phone number, paramedics aboard)
  - g) Hospitals (Name, address, travel time by air & ground, phone number, and other information, if known)
  - h) Medical Emergency Procedures (Special instructions)
  - i) Prepared By
  - j) Reviewed By (Safety officer)
3. Traffic Plan. No specific ICS form exists for this. The plan should contain the following:
  - a) Incident Name (Mission number)
  - b) Date Prepared
  - c) Time Prepared (24-hour clock).
  - d) Operational Period Date/Time
  - e) Entry and exit routes
  - f) Parking areas
  - g) Traffic and parking restrictions
  - h) Prepared By
5. These documents will be forwarded to the Planning Section for publication and distribution as part of the Incident Action Plan.

### **Additional Information**

More detailed information on this topic is available in ICS Module 11 and the CAP Mission Staff Reference Text.

### Evaluation Preparation

**Setup:** Provide the individual with the wing emergency communications plan, local telephone book, local airport diagram, blank ICS Form 205 & 206, a pen and paper.

**Brief Student:** Tell the student to prepare communications, medical, and traffic plans for a missing aircraft search using the local airport as the incident base.

### Evaluation

#### Performance measures

#### Results

The student must:

- |   |   |   |
|---|---|---|
| 1. Properly complete the ICS 206, Medical Plan. | P | F |
| 2. Properly prepare a traffic plan.             | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

