

# **Logistics and Operations Unit**



**(Keys and codes to access buildings and equipment listed at end of this document)**

## **I. Incident Commander (IC) notifies L&O Unit to go in to standby mode**

### **L&O Standby Mode**

#### **L&O Lead**

- Polls L&O members by text or CRS radio to determine who will be available to assist
- Notifies IC of members who are available

#### **Review Location of Equipment and Supplies**

##### **1) Safety Operations Center (SOC) - Inventory and procedures in (2) notebooks**

- Warming center supplies - stored LEFT of door:
  - Electrical cords, extra batteries, extra radios, power strips to charge devices
  - Electric radiator heaters (4)
  - Rechargeable light bulbs (4)
  - Cable locks for generators and gas cans
- Medical supplies - stored RIGHT of door

##### **2) Maintenance building & shed behind pool**

- Maintenance building on Singing Tree - gas, chain saws, tools
- Shed behind pool - generators and cinder blocks

#### **Review Generator Usage and Safety Issues**

**How to access, locate, gas up, operate, connect electrical cords and secure generators and gas cans to cinder blocks**

## **II. During an Event - Incident Commander directs L&O lead:**

- Mobilize the unit, review personal safety and welfare issues with volunteers
- Set up warming area in Rec Center
- IC to determine hours of warming area operation on a daily basis
- Provide other resources and mass care services as directed by IC

### **Set up Warming Area in Rec Center**

- Access supplies from SOC - cords, lights, heaters, power strips
- Access generators from maintenance shed behind pool
- Access gas from Singing Tree maintenance building
- Place (2) generators 15 ft from south side of library
- Secure generators with cable locks to cement blocks
- Run electrical cords through small opening in library window
- Exterior door to library to remain closed to keep warmth in and generator fumes out
- Residents to enter Rec Center through red lobby door - dead bolt taped closed during hours of operation
- Connect heaters for warming and power strips to charge devices
- Secure generators when not in use
- Keep gas cans in maintenance shed for security purposes

### **Management and Documentation**

- (2) notebooks in SOC with list of emergency procedures and blank log sheets
- Maintain communication with IC for other services as needed: fallen branches, contact vulnerable households, etc.
- Establish personnel shifts to set up/take down generators each day and to monitor warming area during hours of operation
- Analyze options for extending resources, determine availability
- Maintain written record of:
  - Services provided
  - Expendable resources used: gas, etc. and amount remaining
  - Voluntary check-in by residents to document usage
  - Voluntary tracking of residents' needs and requests for services
  - Services and resources volunteered/donated by residents
  - Anecdotal info by Safety Captains, volunteers and residents

### **III. End of incident - IC notifies L&O lead to prepare to stand down**

- **Break down equipment, restore service sites**
- **Inventory and store supplies and equipment**
- **Compile info and data from L&O volunteers, Safety Captains and residents**
- **Submit info and data to IC for After Action Report (AAR)**

### **IV. Keys and Codes to access buildings and equipment**

#### **The following have sets of keys and codes for locks**

- Paul Banas, Board Chair - T: (985) 788-8106; [pbanas@bellsouth.net](mailto:pbanas@bellsouth.net)
- Bill Albright - T: (740) 644-9057; [albrigw@gmail.com](mailto:albrigw@gmail.com)
- Mike Tomlinson - T: (928-266-2236; [michael.s.tomlinson@gmail.com](mailto:michael.s.tomlinson@gmail.com)
- Randy Kollars - T: (503) 407-1760; [rkollars@comcast.net](mailto:rkollars@comcast.net)
- Anne Bradley, Safety Chair - T: (610) 701-9239; [abradley342@yahoo.com](mailto:abradley342@yahoo.com)

#### **Keys and Codes**

- Rec Center - Keycard will not open front lobby door when power is out. Use back door on North side of building - WHITE KEY
- Crow's Nest Radio Room - BLUE PLASTIC on key, extra key in lockbox outside fitness room - CODE 6815
- Fitness room - Bypass key for keycard (BLACK PLASTIC on key) extra key in lockbox beside door. Code 6815
- SOC - combination lock code 6815
- Maintenance Shed by trash area on Singing Tree - BLUE KEY
- Shed behind Pool (Generator Location) - BLUE KEY
- North (Edgewater) Exit Gate:
  - Vehicle gate - combination lock code 8306
  - Pedestrian gate - key
- Kiosk at Rec Center - key: Bill Albright, Mike Tomlinson