



Bill Blake
South District Ranger
Shenandoah National Park

Phone
Home: 703-298-1675
Office: 804-985-7293
Emergency: 703-999-2227

South District
Shenandoah National Park
Luray, Va. 22835

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SOME EXAMPLES

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EMERGENCY OPERATIONS

COMMAND SYSTEM

CHECK LISTS

Shenandoah
National
Park

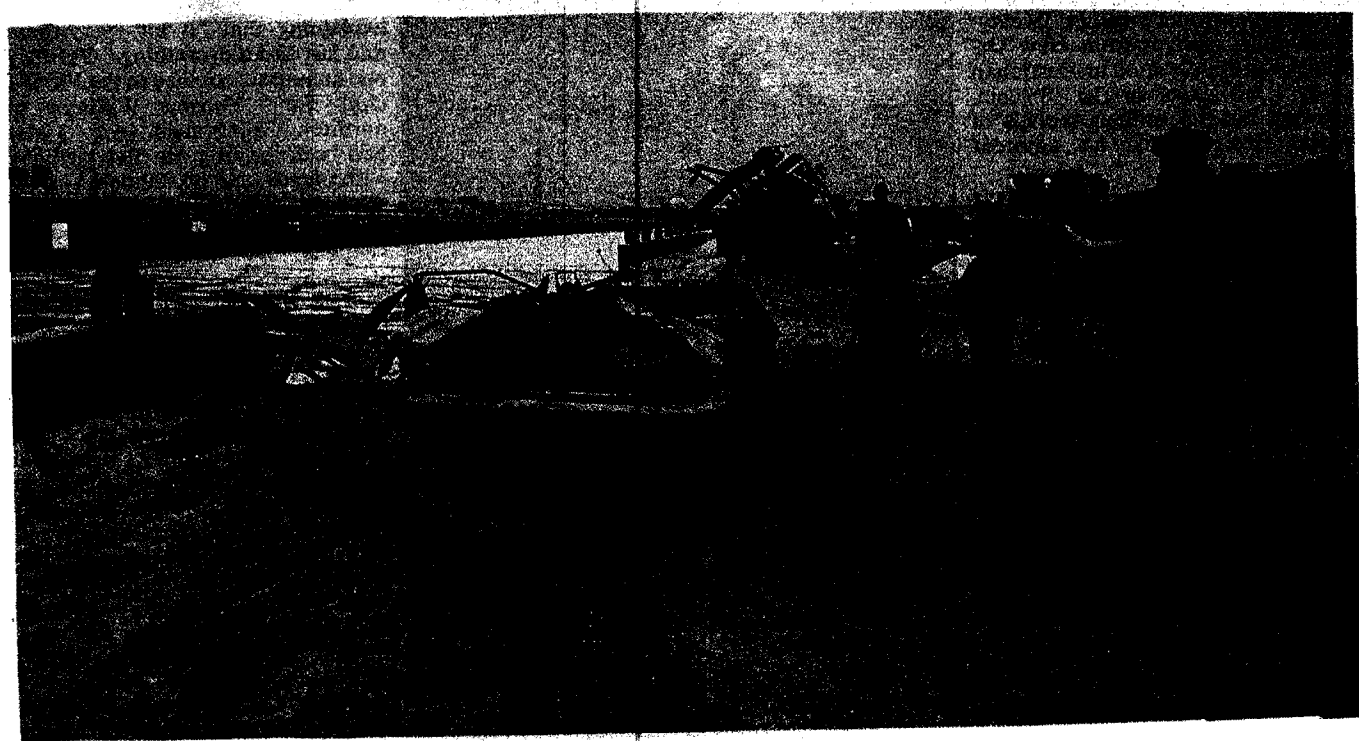
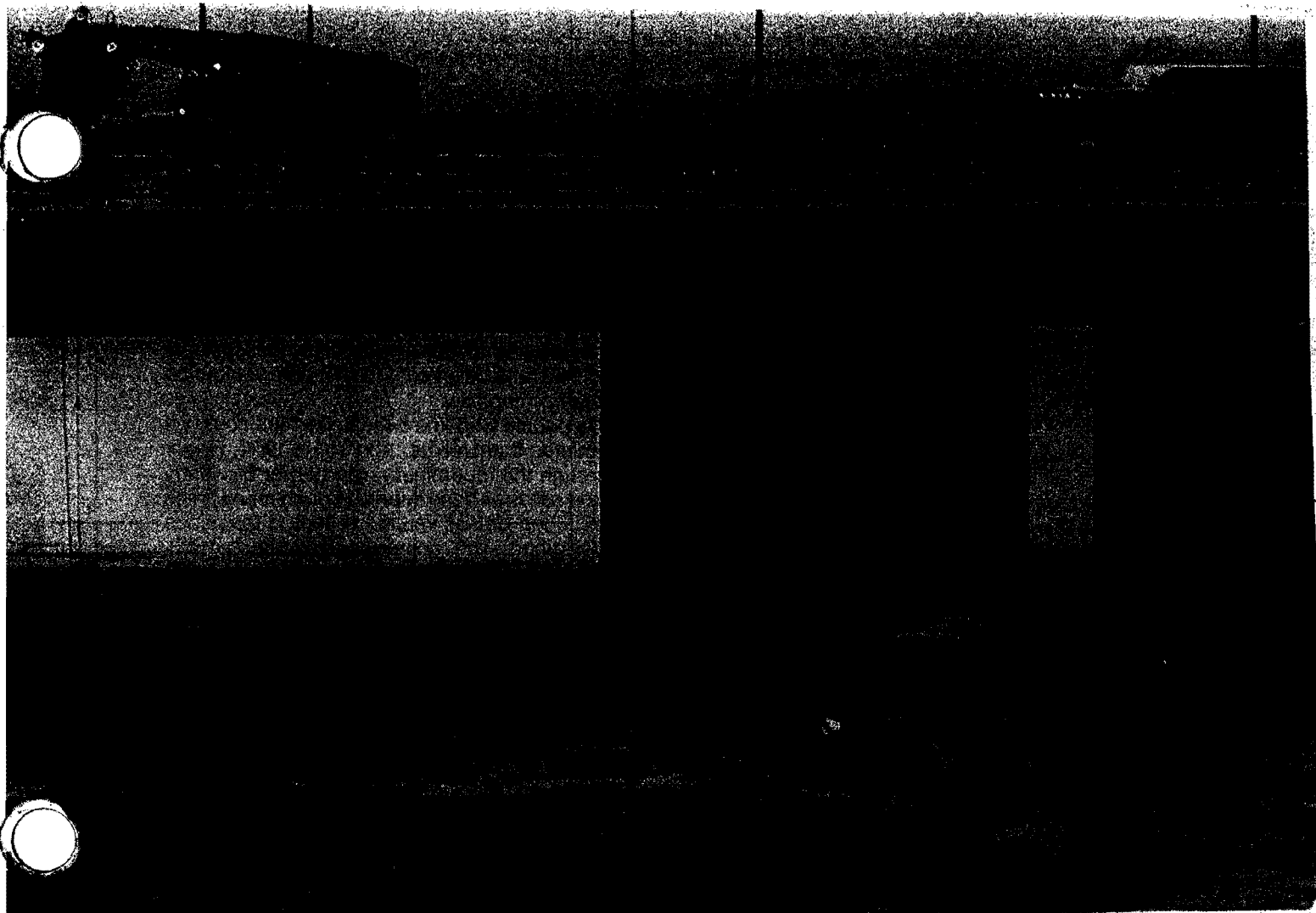


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INTRODUCTION

Emergencies involving one or two "incidents" are routinely handled by the Protection Division of Shenandoah National Park. Major emergencies however, begin to strain our resources, our operational capability and our decision making. Examples of these major incidents include catastrophic wildland or structural fire, multiple-injury accidents, or a major plane wreck with survivors. The Park is currently formulating detailed plans to handle some of these situations, i.e., fire, SAR, etc. However, new types of situations occur annually and not all of the potential types of major emergencies can be foreseen. Therefore, this Emergency Operations Plan has been designed to give some structure to the command, to aid decision-making and to ensure efficient allocations of resources.

Emergency response will be accomplished using the "Incident Command System" developed by the State of California. This system is similar to the overhead structure on a major wildland fire. Some of the system has been revised to correspond with the needs of Shenandoah National Park.

Priorities will be set as follows:

1. The saving of human life
2. Caring for the less seriously injured
3. Controlling structural and wildland fires
4. Safeguarding property

GENERAL INSTRUCTIONS

The following are general instructions applicable to all emergency operations:

1. Receive your reporting location and communication channel. Be appropriately dressed, with proper footgear and personal gear with you.
2. Upon arrival at the area, check in at designated check in location. Check-in locations may be found at:

Co-mmand Center

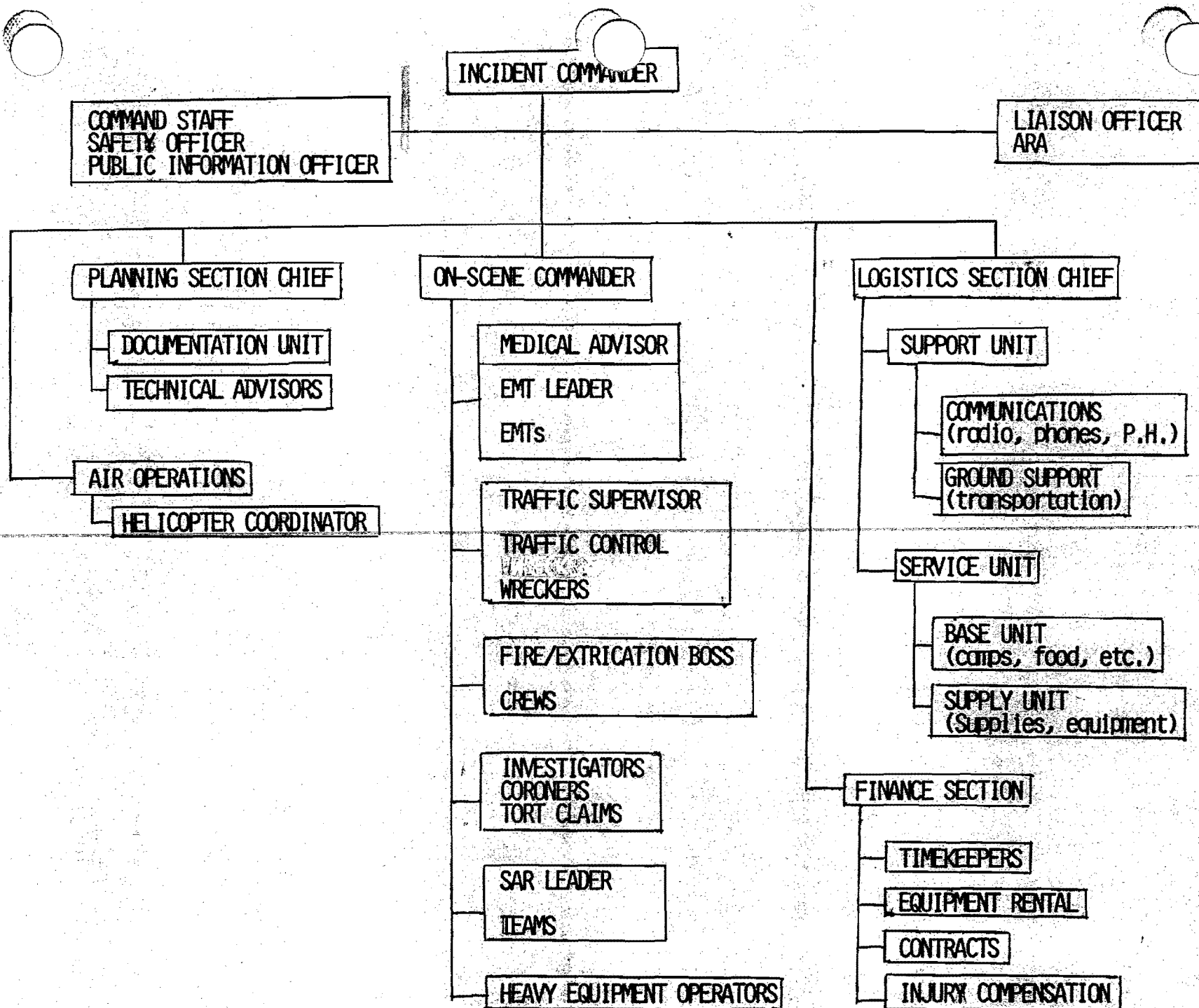
Base or Camps

Staging areas

Heliports

Supervisors

3. Non-NPS personnel should report to the Liaison Officer at the Command Center.
4. All radio communications to ~~Command Center~~ will be addressed "Command Center".
5. Use Clear Text (no codes) and emergency terminology in all radio transmissions.
6. Receive briefing from immediate supervisor.
7. Acquire work materials.
8. Organize and brief subordinates.
9. Complete forms and reports required.
10. Respond to demobilization orders.
11. Brief subordinates regarding demobilization.
12. When released from emergency duties, return to regular duties.



COMMAND STAFF**INCIDENT COMMANDER**

- SAFETY OFFICER
ASSISTANT SAFETY OFFICERS
- LIAISON OFFICER
AGENCY REPRESENTATIVES
- INFORMATION OFFICER
ASSISTANT INFORMATION OFFICERS
- AIR OPERATIONS
HELICOPTER COORDINATORS

PLANNING SECTION CHIEF

- SITUATION STATUS UNIT LEADER
- DOCUMENTATION UNIT LEADER
ASSISTANT
PHOTOGRAPHER
- TECHNICAL ADVISORS
TRAINING

LOGISTICS**LOGISTICS SECTION CHIEF**

- GROUND SUPPORT UNIT LEADER
STAGING AREA MANAGERS
ASSISTANTS
EQUIPMENT MANAGER
EQUIPMENT TIMEKEEPER
MECHANICS
DRIVERS/OPERATORS
- COMMUNICATIONS UNIT LEADER
HEAD DISPATCHER
INCIDENT DISPATCHERS
MESSAGE CENTER OPERATOR
MESSENGER
- BASE UNIT LEADER
COOK (KITCHEN CREW)
ASSISTANT COOK
HELPERS
SECURITY OFFICER
SECURITY PERSONNEL
FACILITY MAINTENANCE OFFICER
HELPER
- SUPPLY UNIT LEADER
TOOL MANAGER
TOOL ATTENDANT
RECORDER
HELPER

ON-SCENE OPERATIONS**ON-SCENE COMMANDER**

- MEDICAL ADVISOR
EMT LEADER
EMTs
- TRAFFIC LEADER
TRAFFIC CONTROL
WRECKERS
- FIRE EXTRICATION
LEADER
CREWS
- INVESTIGATOR
CORONER
TORT CLAIMS
- SAR LEADER
CREWS
- HEAVY EQUIPMENT LEADER
CREWS

FINANCE**FINANCE SECTION**

- TIMEKEEPERS
- EQUIPMENT RENT
- CONTRACTS
- INJURY COMPENSATION

Investigator

ORGANIZATION GUIDE

C O M M A N D	1. Incident Commander - one per incident.
	2. Multi-jurisdiction incidents establish Joint Command with each jurisdiction supplying individual to represent agency in Joint Command Structure (if plane crash).
	3. Incident Commander may have Deputy.
	4. Command Staff Officers - one per function per incident.
	5. Command Staff may have assistants as needed.
	6. Agency Representatives report to Liaison Officer on Command Staff.
	7. Air Operations.

RECOMMENDED MINIMUM PERSONNEL REQUIREMENTS (PER TWELVE (12) HOUR/OPERATIONAL PERIOD)						
UNIT POSITION		SIZE OF INCIDENT (# OF CREWS)				
		2	5	10	15	25

P L A N N I N G	Planning Section Chief	One per Incident				
	Photographer <i>Assign to Investigator</i>			1	1	1
	Training Advisor ?	1	1	1	1	1
	Documentation Unit Leader <i>RECORD KEEPING AT COMMAND</i>	1	1	1	1	1

O N S C E N E	On-Scene Commander	1	1	11	1	1
	EMT Leader	1	1	2	2	2
	Traffic Leader	1	1	1	1	1
	Fire/Extrication Leader	1	2	3	4	6
	Investigators - Coroners	1	1	1	1	1
	SAR Leader	1	2	3	4	6
	Heavy Equipment	1	2	3	4	6

	UNIT POSITION	SIZE OF INCIDENT (# OF CREWS)				
		2	5	10	15	25
L O G I S T I C S	Logistics Section Chief	One Per Incident				
	Support Unit Director	As Needed				
	Ground Support Unit Leader	1	1	1	1	1
	Staging Area Manager	One Per Staging Area				
	Assistant Staging Area Mgr.	As Needed				
	Equipment Manager	1	1	1	1	1
	Assistants	As Needed				
	Equipment Timekeeper		1	1	1	1
	Mechanics	1	1	3	5	7
	Drivers	As Needed				
	Operators	As Needed				
	Communications Unit Leader	1	1	1	1	1
	Head Dispatcher	1	1	1	1	1
	Incident Dispatcher	1	2	3	3	4
	Message Center Operator		1	1	2	2
	Communications Technician		1	2	4	4
	Service Unit Director	As Needed				
	Base Unit Leader	1	1	1	1	1
	Base/Camp Manager (Ea. Camp)		1	1	1	1
	Food Manager	As Needed				
	Cook		1	1	2	3
	Assistant Cook		2	2	4	6
	Helper		8	8	16	24
	Security Officer		1	1	1	1
	Facility Maint. Officer		1	1	1	1
	Helper (Each Camp)		6	6	12	12
	Supply Unit Leader (Each Camp)	1	1	1	1	1
	Base Supply Unit Asst. (")				1	1
	Camp Supply Unit Asst. (")				1	1
	Tool Manager		1	2	2	3
	Recorder		1	1	2	2
	Helper		2	2	2	2
M E D I C A L	Medical Advisor(s)					
	Doctors	1	1	2	2	2
	Nurses	1	2	3	4	6

Radio Frequency #'s & types for use with outside agencies

	Unit Position	Size of Incident (# of Crews)				
		2	5	10	15	25
F I N A N C E	Finance Section Chief	One Per Incident				
	Timekeeper	1	3	3	5	5
	Commissary Manager	As Needed				
	Compensation Unit Leader			1	1	1
	Contracting Unit Leader			1	1	1
	Claims Unit Leader			1	1	1
	Obligations Unit Leader			1	1	1

CHECK LISTS

Incident Commander

The Incident Commander of an emergency effort in Shenandoah National Park will be responsible for the entire effort. The District Ranger will be the Incident Commander for an emergency confined within District limits. The Chief Ranger will become Incident Commander for intra-district emergencies. The Incident Commander will direct his efforts toward the saving of lives, the reduction of suffering and minimizing of property loss. The Commander will accumulate line commanders, set up a Command Center, communications, planning and logistics, and organizations to manage the entire incident.

If problems of cooperation or support are encountered, the Chief Ranger, and then the Superintendent, will provide the necessary backing.

- () Designate On-scene Commander
- () Brief On-scene Commander
- () Command Center Set-up
- () Designate Command Staff and Section Chiefs
- () Post Staff on Wall
- () Conduct briefings of Staff
- () Conduct Planning Meetings
- () Approve and Authorize Implementation of Incident Plans
- () Coordinate Staff Activity
- () Manage Incident Operations
- () Approve Requests for Additional Resources and Requests
For Release of Resources
- () Approve Use of Trainees on the Emergency
- () Authorize Release of Information to News Media

On-Scene Commander

The On-Scene Commander, who reports to the Incident Commander, coordinates and is in control of all units in the field and disposition of support when it arrives, is responsible for the management of all operations directly applicable to the primary mission—the saving of lives and property. The On-Scene Commander activates and either performs the functions or supervises all organization elements at the scene, including EMT Leader, Technical SAR Leader, Traffic Supervisor, Fire and Extrication Leader, Investigator/Coroner/Tort Claim, Heavy Equipment Supervisor, On-Scene Safety Officer, as well as the activities of anyone else who appears at the scene. Makes expedient changes of plans as necessary and reports such to the Incident Commander. Will be the final authority on safety matters in lieu of the Safety Officer.

- () Coordinate and supervise all on-scene efforts: don't get too involved
- () Is it safe to enter area? If not, seal perimeter.
- () Get to the scene as quickly as possible
- () Roll ambulance, helo, etc. while enroute
- () Put additional units on standby
- () Consider resources available vs. resource needs while enroute
- () Consider road or trail closures while enroute
- () Get adequate size-up of entire situation
- () Assign needed unit supervisors immediately:
 - () Traffic Supervisor
 - () Fire/Extrication Leader
 - () SAR Leader
 - () EMT Leader
 - () Investigator/Coroner/Tort Claim

Investigator/Coroner

The Investigator and/or coroner, when activated, reports to the On-Scene Commander and is responsible for all investigative and coroner functions, including the Tort Claim Investigation.

- () Follow normal techniques for criminal and Tort investigations
- () Establish positive identification of fatally injured
- () Advise On-Scene Commander of identification for relay to Incident Commander
- () Follow-up leads on missing persons
- () Interview witnesses
- () Compile lists of missing, injured, etc.

Fire/Extrication Leader

The Fire/Extrication Leader, when activated, will follow the normal line of command through the fire station for all suppression duties. Extrication matters will be supervised by the On-Scene Commander and coordinated with the EMS Leader.

Heavy Equipment Supervisor

The Heavy Equipment Supervisor, when activated, will be supervised by the On-Scene Commander, will be responsible for any physical facilities needs such as road plowing, electrical line work, plumbing, trail work, etc.

- () Determine equipment needs, including heavy equipment
- () Get approval for actions from On-Scene Commander
- () Care for facilities and maintenance priorities as needed

Air Operations

Air Operations, which reports to the Incident Commander, is primarily responsible for air operations planning. The planning will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g. night flying hours per pilot). After the plan is approved Air Operations is responsible for implementing its strategic aspects --- those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific LZ selection, flight locations, etc.). Additionally, Air Operations is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities (LZ selection, suggested modifications to specific tactical actions in the plans) are normally performed by the Helicopter Coordinator working with the On-Scene Commander and helicopter resources.

- () Organize preliminary helicopter operations
- () Put aircraft on standby for possible use
- () Request declaration (or cancellation) of restricted air space area
(Federal Air Regulation 91.91)
- () Participate in preparation of the Incident plans
- () Perform operational planning for air operations
- () Prepare and provide Air Operations Summary Worksheet to Helicopter Support Unit
- () Determine coordination procedures for use by air organization with ground branches or divisions
- () Coordinate with appropriate On-Scene personnel
- () Supervise all Air Operations activities associated with the Incident
- () Establish procedures for emergency reassignment of aircraft
- () Schedule approved flights of non-Incident aircraft in the restricted air operations activities

Leader will supervise all EMT's, nurses, etc. that are at the scene. The Leader will resolve any conflicts with non-UVA physicians that appear at the scene. The Leader will not get involved in detail, but will insure that proper life and death decisions are made.

- () Get enough EMT's/Park Medics dispatched to scene
- () Look at overall picture. Do not get too involved in detail.
- () ABC's first
- () Triage
- () Get more than enough transportation and supplies dispatched to scene.
- () Insure UVA-MC is advised of severity and number of injuries
- () Follow standing orders or UVA-MC instructions
- () Set transportation priorities
- () Order field hospital if needed
- () Advise non-UVA-MC physicians that appear at scene that you welcome their help, but in conflicting cases follow your training or UVA-MC suggestions

Search and Rescue Leader

The SAR Leader, when activated, is supervised by the On-Scene Commander, is responsible for the Park Master Resource List, all technical rescue work, whether cliff, water, helicopter, or over-snow. The Leader supervises all rescue crews and technical helicopter efforts.

- () Get Park Master Resource List and take to Command Post
- () Get adequate personnel and supplies
- () Assign SAR cache manager
- () Assign tasks to subordinates
- () Coordinate with other functions
- () Do SAR report

- () Heavy Equipment Supervisor
- () Safety Officer at Scene
- () Accident Investigator
- () Determine staging areas for equipment and personnel
- () Establish triage areas
- () Assign field PIO if necessary
- () Report plan changes to Incident Commander
- () Set up evacuation procedures
- () Determine an escape route for rescuers on scene

Traffic Supervisor

The Traffic Supervisor, when activated, is under the supervision of the On-Scene Commander and is responsible for the implementation of all traffic objectives. This includes the control of traffic and congestion, the closure of roads and the clearing of traffic lanes.

- () Develop traffic needs with On-Scene Commander
- () Consult with Park Roads and Trail foreman
- () If trees down, consult with Roads and Trail foreman
- () ~~Check Master Resource List~~ for any heavy equipment needed, i.e., large tow truck, cranes, heavy duty helicopters

Emergency Medical Services Leader

The EMS Leader, when activated, is under the supervision of the On-Scene Commander for operational matters and under the supervision of The University of Virginia Medical Center (UVAMC) staff for medical matters. The EMS Leader is responsible for supervising and coordinating all emergency medical tasks, triage, communications with clinic, and ordering of transportation. The EMS

- () Supervise or perform loading at helispot
- () Perform manifesting and loading of personnel and cargo
- () Maintain records, reports of helicopter activities and Unit Log

Information Officer

The Information Officer, a member of the Command Staff, is responsible for all contact with the media regarding Park staff activities and situation status during disaster/emergency. Accurate, timely, and sufficient information that is made readily available by the I.O. to the media, aside from the public service aspect, is for the purpose of preventing interference of the staff activities by media representatives. Such interference is highly detrimental and should be avoided and/or prevented if at all possible by the IO until the situation eases and permits contact.

- () Inform MARO Information Officer and Inform WASO on advice by MARO
- () Inform Dispatch/telephone operator, Visitor Center front desk and the UVA-MC of IO's location in preparation for media phone inquiries
- () If sufficient information is available, begin with an initial statement to AP and UPI. Give this statement to Dispatch, Visitor Center front desk, and UVA-MC.
- () The IO will enlist the number of other personnel necessary to assist in answering incoming calls.
- () Set up "Press Center" if needed. This area should be readily accessible to press representatives, close to public phones, have two extensions for answering incoming calls and be removed from the Command Center. The training room at HQ works well for this. This center should be manned as long as necessary.
- () Install direct phone lines around NPS switchboard if necessary
- () Keep press away from Command Center, except at scheduled periods approved by Incident Commander.
- () The IO should request/make special arrangements for the press (as is appropriate to the situation) such things as descriptive photos of site, maps, guided visits to site, interviews with involved staff, etc.

- () Coordinate with Command Center through normal channels on incident air operations activities
- () Consider requests for non-tactical use of incident aircraft
- () Resolve conflicts concerning non-incident aircraft
- () Coordinate with Federal Aviation Agency (FAA) & NTSB
- () Update air operations plans
- () Report to the Incident Commander on air operations activities
- () Report special incidents/accidents
- () Arrange for an accident investigation team when warranted
- () Maintain Unit Log

Helicopter Coordinator

The Helicopter Coordinator is primarily responsible for coordinating tactical or logistical helicopter mission(s) at the incident. The Helicopter Coordinator can be airborne or on the ground. The Coordinator reports to Air Operations. Activation of this position is contingent upon the complexity of the incident and the number of helicopters assigned. There may be more than one Helicopter Coordinator assigned to an incident.

- () Obtain briefing from Air Operations
- () Determine what aircraft are operating within incident area of assignment
- () Survey assigned incident area to determine aircraft hazards and other potential problems
- () Coordinate with other Helicopter Coordinators in establishing locations and takeoff and landing patterns for helibases(s) and helispot(s)
- () Coordinate the use of assigned ground to air and air to air communications frequencies with Air Operations, Communications Unit, and Dispatch center.

- () Ensure that all assigned helicopters have adequate radio communications and know appropriate operating frequencies.
- () Coordinate geographical areas for helicopter operations with Air Operations and make assignments
- () Ensure that approved night flying procedures are in operation
- () Determine and implement air safety requirements and procedures
- () Receive assignments and supervise assigned helicopters while airborne.
- () Coordinate activities with Air Operations and ground On-Scene personnel
- () Inform Air Operations when mission is completed and reassign helicopter as directed
- () Request assistance or equipment as required
- () Report incidents or accidents to Air Operations immediately
- () Maintain records of activities

Helispot Supervisor's Checklist

- () Receive briefing from Supervisor
- () Obtain Incident plans, including Air Operations plans
- () Report to assigned helispot
- () Participate in Helicopter Support planning
- () Coordinate activities with others
- () Inform supervisor of helispot activities
- () Manage resources/supplies dispatched to helispot
- () Request special air support items from supervisor
- () Ensure air traffic control operations are in effect
- () Ensure crash-rescue services are provided
- () Ensure dust abatement techniques are used

- () As time permits and the situation requires it, aid in informing the concessioner, of latest basic information so that they may, if appropriate, accurately answer inquiries from visitors and employees.
- () Assemble an accurate list of victims, dead or injured, to be used by Dispatch to answer incoming inquiry calls after hours from relatives and friends of those in the Park. THE NAMES ARE NOT TO BE RELEASED UNTIL PERMISSION IS GIVEN BY THE CHIEF RANGER, but the list is helpful to verify, when a name is given, that a person is not involved. "No, he is not involved" is a quick and effective tool for dealing with a flood of such inquiries.
- () Determine whether to prepare statement for use by the Dispatcher and Visitor Center for after-hours media inquiries or elect to receive calls at home. Advise Dispatch, Visitor Center, UVA-MC

Liaison Officer

The Liaison Officer, a member of the Command Staff, is responsible for being the point of contact for assisting and cooperating agency representatives.

This includes representatives from ARA Skyline Company, volunteer organizations, outside agencies that respond on mutual aid, military units.

- () Obtain briefing from Incident Commander
- () Immediately advise local organizations of the situation, i.e., ARA Skyline Company
- () Provide a point of contact for assisting/cooperating agency representatives away from the Command Post
- () Identify agency representatives and location
- () Respond to requests from incident personnel for inter-organizational contacts
- () Monitor incident operations to identify current or potential inter-organizational problems
- () Consider needs: lodging, food, transportation, relief, etc.

Safety Officer

The Safety Officer, a member of the Command Staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority, to stop or prevent unsafe acts when immediate action is required. The Officer maintains awareness of active and developing situations, and includes safety messages in briefings and any documented plans.

- () Obtain briefing from Incident Commander
- () Identify hazardous situations associated with the incident
- () Participate in planning meetings
- () Review briefing statements and documented plans
- () Identify potentially unsafe situations
- () Exercise emergency authority to stop and prevent unsafe acts
- () Investigate accidents that have occurred within incident areas
- () Maintain Unit Log
- () Insure that no alcoholic beverages of any sort are in, on, or around the Command Center or scene of operations during the incident or formal critique operations

Planning Section Chief

The Planning Section Chief, a member of the Incident Commander's General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and tactical operations for the incident.

- () Obtain briefing from Incident Commander
- () Activate Planning Section units
- () Supervise preparation of incident plans and alternatives
- () Assemble information on alternative strategies
- () Assemble and disassemble teams not assigned to On-Scene Commander
- () Identify need for use of any specialized resource(s)
- () Supervise the Planning Section and subordinate units
- () Compile and display incident status summary information
- () Advise General Staff of any significant changes in incident status
- () Provide incident traffic planning
- () Prepare and distribute Incident Commander's orders
- () Instruct planning section units in distribution of incident information
- () Prepare recommendations for demobilization of resources to be submitted to Incident Commander
- () Be mentally prepared for an additional incident

PLANNING PROCESS

The checklist below provides basic steps appropriate for use in almost any incident situation. NOT ALL INCIDENTS REQUIRE WRITTEN PLANS. The need for written plans and attachments is based on Incident requirements and decision of the Incident Commander.

- () Check Park Master Resource List
- () Brief on situation and resources available
- () Specify tactics for operation
- () Specify resources needed by location and function
- () Specify on-scene facilities and reporting locations and plot on map
- () Place resource and personnel orders with Logistics Section Chief
- () Consider communications, medical and traffic requirements
- () Finalize and implement incident plans

Documentation Unit

The Documentation Unit, a member of the Planning Section, is responsible for:
1) maintaining accurate and complete incident files; 2) providing duplication services to incident personnel; and 3) pack and store incident files for legal, analytical and historical purposes.

- () Establish work area
- () Organize files
- () Set up duplication service requests
- () Establish incident files
- () Retain and file duplicate copies of official forms and reports
- () Accept and file reports and forms submitted to unit by incident organizations

- () Check on accuracy and completeness of records submitted for files
- () Correct errors or omissions by contacting appropriate organizations
- () Provide duplicates of forms and reports to authorized requestors
- () Prepare incident documentation for Planning Section Chief when requested
- () Maintain, retain and store incident files for after-incident use
- () Maintain Unit Log

Logistics Section Chief

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and equipment in support of the Incident. The Section Chief participates in development and implementation of the incident plans and activates and supervises the Units and Branches within the Logistics Section.

- () Receive briefing from Incident Commander
- () Check Park Master Resource List
- () Plan organization of Logistics Section
- () Assign work locations and preliminary work tasks to Section personnel
- () Assemble and brief Unit Leaders
- () Participate in preparation of incident plans
- () Identify service and support requirements for planned and expected operations
- () Provide input and review of communications planning and traffic planning
- () Coordinate and process requests for additional resources
- () Review incident plans and estimate Section needs for next operational period
- () Ensure that a Communications Plan is prepared

- () Advise on current service and support capabilities
- () Prepare service and support elements of the Incident Plans
- () Estimate future service and support requirements
- () Receive demobilization plan from Planning Section
- () Recommend release of unit resources in conformity with demobilization plan
- () Ensure general welfare and safety of Logistics Section personnel

Ground Support Unit

The Ground Support Unit, under the direction of the Logistics Section Chief, is primarily responsible for: 1) administration and support of staging area operations, 2) transportation of personnel, supplies, food, and equipment, 3) fueling, service, maintenance, and repair of vehicles and other ground support equipment, and 4) implementing traffic plan for the incident.

- () Participate in Support Branch/Logistics Section planning activities
- () Implement traffic plan development by Planning Section
- () Manage staging area operations
- () Arrange for and activate fueling, maintenance, and repair of ground resources
- () Maintain inventory of support and transportation vehicles
- () Provide transportation services
- () Collect use information on rented equipment
- () Requisition maintenance and repair supplies (e.g. fuel, spare parts)
- () Maintain Incident roads. Submit reports to Support Branch Director as directed
- () Maintain Unit Log

Communications Unit

The Communications Unit, under the direction of the Support 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 and preparation of back-up systems.

- () Obtain briefing from Support Branch Director or Logistics Section Chief
- () Determine unit personnel needs
- () Advise on communications capabilities/limitations during preparation of the incident plans
- () Prepare and implement an Incident Radio Communications Plan
- () Ensure that a Communications Center and Message Center are established
- () Set up telephone and public address systems
- () Establish appropriate communications distribution/maintenance locations within base/camp(s)
- () Ensure Communications systems are installed and tested
- () Ensure an equipment accountability system is established
- () Ensure personal portable radio equipment is distributed per radio plan
- () Provide technical information as required on:
 - *Adequacy of communications systems currently in operation
 - *Geographic limitation on communications systems
 - *Equipment capabilities
 - *Amount and types of equipment available
 - *Anticipated problems in the use of communications equipment
- () Supervise Communications Unit activities

- () Maintain records on all communications equipment as appropriate
- () Ensure equipment is tested and repaired
- () Recover equipment from relieved or leased units
- () Maintain Unit Log

Service Branch Director

The Service Branch Director, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the management of all service activities at the incident.

- () Obtain working materials
- () Determine level of service required to support operations
- ~~() Confirm dispatch of Branch personnel~~
- () Participate in planning meetings of Logistics Section personnel
- () Review Incident Plans
- () Organize and prepare assignments for Service Branch personnel
- () Coordinate activities of Branch Units
- () Inform Logistics Chief of Branch activities
- () Maintain Unit Log

Base Unit

The Base Unit is primarily responsible for the physical activation of incident facilities, i.e., base, camp(s), and incident command post. The Unit provides feeding, sleeping and sanitation facilities for incident personnel and manages base and camp(s) operations. Each facility (base, camp) is assigned a manager who reports to the Base Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the base and camp

manager are to provide food services, security service, and facility maintenance. The Base Unit Leader reports to the Service Branch Director. Close liaison must be maintained with the Ground Support Unit Leader, who is responsible for the management of staging areas.

- () Receive a copy of any incident plans
- () Participate in Logistics Section/Service Branch planning activities
- () Determine requirements for each facility to be established
- () Prepare layouts of incident facilities
- () Notify unit leaders of facility layout
- () Activate incident facilities
- () Obtain personnel to operate facilities
- () Operate food services
- () Provide sleeping facilities
- () Requisition and maintain inventory of food supplies
- () Provide security services
- () Provide facility maintenance services - sanitation, lighting, clean-up
- () Demobilize base and camp facilities
- () Maintain Base Unit Records
- () Maintain Unit Log

Supply Unit

The Supply Unit is primarily responsible for ordering, receiving, and storing all supplies for the incident, maintaining an inventory of supplies, and servicing non-expendable supplies and equipment. The major function of the Unit is grouped into tool operations, support operations, and recording operations. The Supply Unit Leader reports to the Service Branch Director.

- () Participate in Logistics Section/Service Branch planning activities
- () Provide Planning, Logistics and Finance Section supplies to appropriate units
- () Determine the type of amount of supplies enroute
- () Arrange for receiving ordered supplies
- () Review Incident plans for information on operations of the Supply Unit
- () Develop and implement safety and security requirements
- () Order, receive, distribute, and store supplies and equipment
- () Receive and respond to requests for supplies and equipment
- () Maintain inventory of supplies and equipment
- () Service reusable equipment
- () Demobilize Supply Unit
- () Submit reports to the Service Branch Director
- () Maintain Unit Log

Medical Advisor

The Medical Advisor is primarily responsible for developing and implementing plans associated with caring for, sheltering and transporting the injured and the ill. The advisor may be a physician from UVA-MC. The Advisor coordinates with UVA-MC, outside transportation, and Park Medics on the scene. The advisor requests field medical facilities including field hospital as needed.

- () Participates in Incident planning activities
- () Determines status of medical resources, supplies and personnel
- () Determines status of casualties
- () Accumulates staff as needed
- () Orders outside medical air and ground transportation
- () Coordinates between Incident Commander, UVA-MC, Park Medics at the scene and outside transportation
- () Prepares for activation of identified field hospital if needed
- () Responds to requests for medical aid
- () Responds to requests for medical supplies
- () Prepares medical reports

Finance Section Chief

The Finance Section Chief, a member of the General Staff, is responsible for organizing and directing the activities of the Finance Section. He sees that proper obligation documents are prepared for the purchase of supplies, materials, services and transportation.

- () Receives briefing from Incident Commander
- () Plans organization of Finance Section
- () Assigns work locations and preliminary work tasks to Section personnel
- () Assemble and brief unit leaders
- () Participate in preparation of Incident plans
- () Keeps Incident Commander informed of incident costs and pertinent matters involving Finance Section
- () Works closely with Logistics Chief and others in matters pertaining to financial controls and business management

Timekeepers

The Timekeepers work under the supervision of the Finance Chief. They are responsible for time recording, including all personnel, aircraft, and other equipment and commissary.

- () Time of all personnel and equipment is accurately and promptly recorded
- () Time reports and equipment use records are safeguarded
- () Private equipment is covered by rental agreement
- () Problems regarding employee and equipment time are handled tactfully and promptly

MASTER RESOURCE LIST

To be updated annually by SAR Officer. Includes:

EQUIPMENT

VEHICLES

MEDICAL GEAR

HELICOPTERS

ASSISTING AGENCIES

SAR DIRECTORY

HOMES AVAILABLE FOR LODGING

POSSIBLE SOURCES OF MAN-POWER ASSISTANCE

1. Check SAR Resource list
2. ARA Skyline Company
3. Park staff
4. Park neighbors
5. Trained Park visitors
6. NPS Women's Organization
7. NPS Set Teams
8. Virginia State Police
9. Virginia Office of Emergency Services
10. Cooperating agency agreements
11. U. S. Forest Service - George Washington National Forest
12. Blue Ridge Rescue Group
13. NPS Hot Shot Crews

POSSIBLE OUTSIDE SOURCES OF FINANCIAL, SHELTER
AND MEAL ASSISTANCE

American National Red Cross
State and County Civil Defense
Salvation Army
National Guard
Page One

SOURCES OF EMERGENCY RADIO AND TELEPHONE COMMUNICATIONS

Radio Nets:

- () BIFC
- () U. S. Park Police
- () National Guard

()
Telephone:

- () C & P Telephone
- () Direct Telephone lines

SPECIFIC INCIDENTS

- A. Plane crash
- B. Bus over the side
- C. Rock slide
- D. Explosion
- E. Explosion
- F. Bomb threat
- G. Mass illnesses
- H. Civil disorders
- I. Catastrophic fire

PLANE CRASH CHECK LIST

- () Notify FAA and National Transportation Safety Board
- () Rescue, emergency medical care, and evacuation of survivors
- () Close area
- () Prevent looting and vandalism
- () Fire trucks with charged lines
- () If not located - major search effort - ELT's etc.

BUS OVER SIDE CHECK LIST

- () Traffic control
- () Close road, if necessary
- () Staging areas
- () Adequate ambulances
- () Air ambulances
- () EMS Leader
- () Triage areas
- () Investigator/coroners/Tort Claim
- () Heavy duty wrecker, crane, or skycrane
- () Extrication and fire
- () Ground transportation for uninjured
- () Logistics for stranded persons
- () Field hospital
- () Emergency morgue
- () Bus impound for mechanical examination (secure area)
- () Crisis service

ROCK SLIDE CHECK LIST

- () Is it safe to enter area?
- () Check roads and close if necessary
- () Fly if in backcountry, close trails, if necessary
- () Rescue, emergency medical care, and evacuation of injured
- () Heavy equipment needed for removal of rock
- () Ground transportation for uninjured
- () Route traffic to alternate routes
- () Establish contact point for information to local residents

EXPLOSION CHECK LIST

- () Obtain demolitions expert - Fort Belvoir and/or ATF
- () Is air breathable
- () Rescue
- () EMT's and Park Medics
- () Sufficient ambulances
- () Transportation of uninjured
- () Physical security of maximum debris impact area for investigative purposes
- () Heavy equipment for removal of debris
- () Field hospital
- () Emergency morgue

BOMB THREAT CHECK LIST

- () Call fire trucks
- () Evacuate threatened areas
- () Patrol perimeter
- () Obtain demolitions expert - Fort Belvoir and/or ATF
- () Investigators check suspects, interview, take statements
- () Watch other areas - might be a set-up or diversion
- () Ambulances stand by
- () Try not to over-react

MASS ILLNESS CHECK LIST

- () Notify UVA Medical Center
- () Assist UVA Medical Center with logistics
- () Protective clothing for workers, i.e., masks, oxygen, rubber gloves, etc.
- () Obtain extra supplies
- () Transportation of serious cases
- () Adequate ambulances
- () Helicopter evacuation of life and death cases
- () Assist with field hospital
- () Warn residents and visitors if illness is local, i.e., water, supply, animals, etc.
- () Contact Maintenance Division if water supply suspected
- () Seal off dangerous areas

CATASTROPHIC FIRE CHECK LIST

- () Seal off area
- () Assist Fire Brigade
- () Rescue trapped persons
- () Emergency medical care
- () Evacuation to safe area
- () Heavy equipment, if needed
- () Crowd control