

FACILITIES UNIT LEADER JOB AID

Position: Facilities Unit Leader

Section: Logistics Section

Mission:

To establish and maintain incident facilities (e.g., base, camp(s) and incident command post), to provide rest and sanitation facilities for incident personnel, and to manage base and camp operations.

Duties:

- Obtain a briefing from the Support Branch Director or Logistics Section Chief.
 - Review Incident Action Plan.
 - Participate in Logistics Section/Support Branch planning activities.
 - Determine requirements for each facility to be established, including the command post.
 - Prepare layouts of incident facilities.
 - Notify unit leaders of facility layout.
 - Activate incident facilities.
 - Provide base and camp managers.
 - Obtain personnel to operate facilities.
 - Provide rest facilities.
 - Provide security services.
 - Provide facility maintenance services -- sanitation, lighting, and cleanup.
 - Demobilize base and camp facilities.
 - Maintain facilities unit records and unit/activity log (ICS form 214).
-