	OFFICE OF STATE FIRE MARSHAL *INCIDENT MANAGEMENT TEAMS* **STANDARD OPERATING GUIDELINES**	**Number: IMT-I-3002** **Adoption Date:** Mar. 2021 **Author:** Logistics Section **Review/Revision Date:**

OSFM Approved: _Mariana Ruiztple_ Date 3/31/21 _____ Date 4/5/21
Mariana Ruiz-Temple, State Fire Marshal   Travis Medema, Chief Deputy

SUBJECT:	Readiness roles and responsibilities
OBJECTIVE:	Outline procedures for OSFM's Logistics Section and OSFM staff regarding ensuring OSFM rolling stock and cache items arrive at incidents and back at OSFM in a state of readiness

I.   SCOPE

This SOG serves to provide guidance to OSFM staff and Logistics Section personnel regarding OSFM rolling stock and deployable items.

This SOG does not define an inventory of deployable items or prescribe roles within the Logistics Section.

II.   DEFINITIONS

Cache: A supply of tools and equipment assembled in planned quantities or standard units.

Comms Unit: Term used to describe OSFM's rolling stock of communications supplies, commonly referred to as Things 1 & 2 and Trailer 3.

Prep Tools: Operations Kombi tools which are generally mobilized in sets of 10, with each set including a motor, various attachments, and pre-mix fuel.

III.   GENERAL EXPECTATIONS

Outside of a mobilization, OSFM personnel are responsible for ensuring all caches, comms units, and prep tools are in good repair and deployable status.

When equipment or rolling stock returns from an incident, it is the expectation of OSFM that it will be in deployable status outside of any documented needs.

IV.   INVENTORY

The inventory spreadsheet is stored in the IMT Communications DropBox. The inventory spreadsheet includes all inventory mobilized in Thing 1, Thing 2, and

Trailer 3. This inventory will be kept up-to-date by OSFM personnel and should be updated by the mobilized IMT as necessary. It is the responsibility of anyone who adds or removes items from the rolling stock to update the spreadsheet.

Each BK radio box has its own tab in the inventory spreadsheet to track the radios associated with each box. It is imperative that these tabs be kept up to date by either OSFM or the IMT; whoever removes or adds radios to each box. Similarly, all kits and cases found on the rolling stock have their own inventory tabs within the master spreadsheet.

The inventory spreadsheet lists minimums for all expendable items, such as batteries, pens, electrical tape, T-cards, etc. Rolling stock is likely to arrive at an incident with more batteries than listed on the inventory spreadsheet. As long as the equipment is demobilized with at least as many as are listed, no changes need to be made to the spreadsheet or communicated to OSFM.

The prep tools are not included in the inventory spreadsheet, as they are not standard on any comms unit. Any bag missing any pieces or parts should be clearly communicated via the means described in Section V.

V.   **DOCUMENTATION OF NEEDS**

The Logistics Section will do everything within its power to return all items back to their original state. That includes:

- Replacing expendables such as batteries, pens, etc.
- Replacing lost or damaged items through the incident.

Anything that is not able to be replaced, replenished, or otherwise put back into its original location will be communicated to OSFM via the following means:

1. Update the inventory spreadsheet(s) as appropriate.
2. Send email including information found in inventory spreadsheet and other needs to osfm.aoc@state.or.us; michael.heffner@osp.oregon.gov; mariah.rawlins@osp.oregon.gov.
3. If email is not available, create written document and ensure OSFM staff are aware of its location.

Any technical needs that must be communicated in the email referenced above must be clear and concise. Create communications with the assumption that OSFM staff restocking rolling stock do not have technical knowledge.

SOG-I-1007