

GEOGRAPHIC AREA MOBILIZATION CENTER ACTIVATION COMPLEXITY ANALYSIS

The decision to activate a Geographic Area Mobilization Center will generally be a collaborative effort by the Region 8 Assistant Director, Operations, and the Southern Area Coordinator.

A Geographic Area Mobilization Center may be activated when the following impacts are occurring:

| √ | ITEM | Initials | Date |
|---|---|----------|------|
| | It's March 20 and fires are occurring in the mountains (North Carolina, Kentucky, Tennessee, Virginia). Deployment of 2 Teams has occurred. | | |
| | It's October 22 and fires are occurring in the mountains. Deployment of 2 Teams has occurred. | | |
| | A Category IV or V hurricane is projected to hit the mainland within the next 3 days. Projected impact sites may include one or more states. | | |
| | 2 Teams are committed in the Southern Area and potential exists to stage additional Teams for deployment. This may include all-risk incidents. | | |
| | Several days (10-12) of multiple small fires have occurred in several States. Initial attack resources are becoming fatigued. A need to supplement Southern Area ground forces with crews and smoke-chasing squads is identified. Crews will be placed into Mobilization Centers, available for initial attack, as allocated by SACC/MAC. | | |
| | Southern crews are being mobilized outside the Southern Area and there is a need to bring them to a central location for jet transport. | | |

LOCATION CONSIDERATIONS:

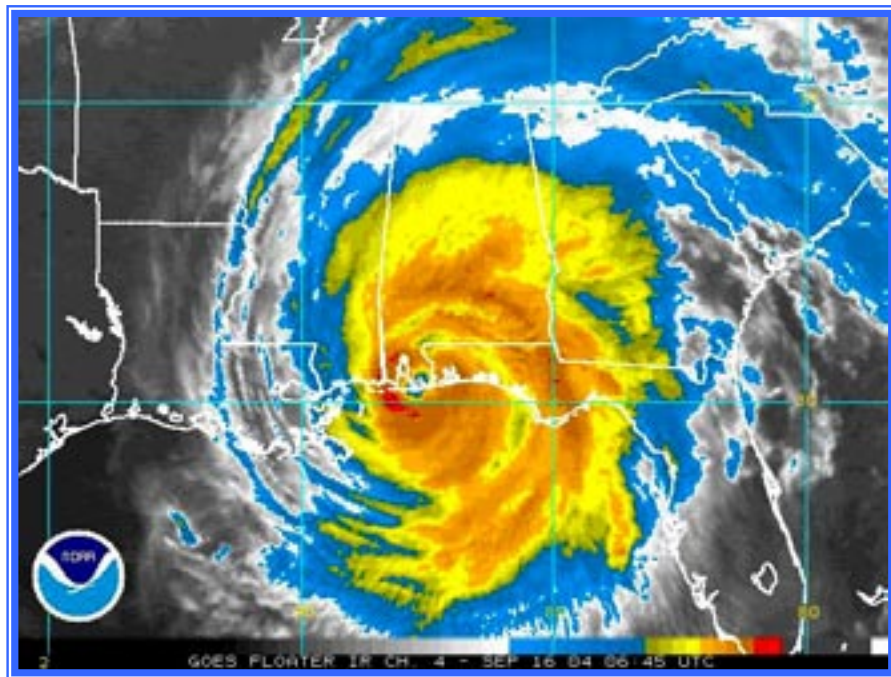
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|--|--|--|--|
| | Incident Management Teams can best be facilitated at a Mobilization Center established in Marietta, Georgia. Rationale includes: <ol style="list-style-type: none"> 1. Centrally located in the in the Southern Area 2. Close proximity to Region 8 Operations, SACC, Incident Business Advisor, and Safety for Team in-briefings and out-briefings 3. Close proximity to SACC for coordination and attendance at daily planning meetings by the Mobilization Center Coordinator or Deputy. 4. Cost effective (\$50/night Dobbins Motel Rate) Proximity to multiple vendors when hurricanes are occurring and the expectation of the Mobilization Center is to build 72-hour hurricane kits. | | |
| | Crews can best be facilitated in Knoxville, Tennessee (Chattanooga in the future) | | |
| | Marietta may be utilized as a R&R Center in the fall, when crews are extending in lieu of returning home and being terminated. This will be at the discretion of the Director of Fire, Region 8. | | |

**SOUTHERN AREA MOBILIZATION CENTER
Activation Checklist**

| √ | ITEM | Initials | Date |
|---|--|----------|------|
| | Southern Area Assistant Director, Operations or Southern Area Coordinator (or Acting) Determines the need to establish a Mobilization Center in the Atlanta Area (see Complexity Analysis). | | |
| | <p>Forest Fire Management Officer on the Chattahoochee-Oconee is contacted to determine if Mobilization Center can be “hosted” and supported. Factors affecting the decision may include:</p> <ol style="list-style-type: none"> 1. Non-incident activities occurring which are impacting the Georgia Interagency Coordination Center (GICC), limiting their ability to “host” a Geographic Area Mobilization Center (i.e., fall “leaf-peepers, law enforcement activities, etc.). 2. Incident activities are affecting GICC (Type 1 or 2 incident or multiple Type 3, 4, and 5’s) which limit ability to “host” a Mob. Center. 3. Availability of GICC personnel. It is not the intent to impact GICC to the point where additional Support Dispatchers have to be ordered in to support the Mobilization Center or operational hours have to be extended. <p>If the Forest Fire Management Officer, in coordination with the Region 8 Operations staff, determines that the Mobilization Center can be supported, the following actions will occur:</p> | | |
| | Date and time Mobilization Center is to be operational is identified and agreed too (generally 24-36 hours from the time the Mob. Center Coordinator arrives and is briefed) | | |
| | Mobilization Center Coordinator is identified and ordered to report to SACC for briefing by Region 8 Operations and receipt of the Delegation of Authority. | | |
| | <p>SACC establishes the Incident/Project order number and provides the management code and transfers the orders to GICC for continued action.</p> <p>The Incident/Project order number for a Geographic Area Mobilization Center should reflect association with the Region’s activities, rather than a “host” unit. The incident/project fiscal management code should accrue costs towards a Regional management code, versus a local unit’s incident management codes.</p> <p>However, continued “control” of request numbers, or management of the Mobilization Center resource orders should be transferred to the “host” unit as soon as the initial resource order, reflecting the date and time the Mobilization Center is functional, is established.</p> <p>The intent of transferring “hosting” of the Mob. Center to a State Interagency Coordination Center is to reduce impacts to SACC who can return to supporting the on-going incidents.</p> | | |

| Core Mobilization Center personnel are ordered. | | | |
|--|---|--|--|
| | Deputy Mob. Center Coordinator (Qualified EDSP with Logistics experience. Additional skills may include Incident Training Specialist or Incident Business Advisor) | | |
| | Safety Officer, Type 2 or trainee | | |
| | Finance Leader (minimum skills either FSC2 or experienced Time Unit Leader. Additional skills may include a Cost Unit Leader who also has Personnel Timerecorder qualifications) | | |
| | Purchasing Agent (Minimum PA25) | | |
| | Ground Support Unit Leader or trainee | | |
| | Support Dispatcher with ROSS experience | | |
| | Resource Unit Leader or trainee | | |
| | Base/Camp Manager (may handle janitorial duties) | | |
| | Warehouse Leader (If Mob. Center is being activated for Hurricane support) | | |
| Upon activation and complete transition from the “host” unit to the Mobilization Center Support Dispatcher: | | | |
| | Resource order management will be transferred to the Mobilization Center Support Dispatcher. Date and time of transfer will be documented. | | |
| | Request numbers will be issued by the Mobilization Center EDSD. Mobilization Centers are not “traditional” incident bases. A fully qualified Support Dispatcher, rather than an incident Ordering Manager, will be completing resource orders and utilizing ROSS. | | |

SOUTHERN AREA MOBILIZATION CENTER GUIDE



Mobilization Center – *An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.*

MOBILIZATION CENTER GUIDE

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IMPORTANT NOTE FOR THE REVIEWER

COMMENTS / SUGGESTIONS NEEDED

Please send comments and suggestions to:

sallenbrick@fs.fed.us

donforester@comcast.net

MISSION

Establish and manage a Mobilization Center in Marietta, Georgia in support of incident activities occurring in the Southern Area.

Receive and house Incident Management Teams, crews and miscellaneous single resources mobilizing and demobilizing from incidents.

Provide logistical support as tasked.

Communicate operational plans and work progress to SACC and Area Command daily.

OBJECTIVES

Provide for maximum efficiency in receiving, processing, staging, mobilizing, and demobilizing emergency resources.

Provide for minimum impact on Georgia Interagency Coordination Center operations.

Provide for minimum impact on the local community private sector (Marietta).

Provide for the safety and welfare of all personnel.

SAMPLE – DELEGATION OF AUTHORITY MOBILIZATION CENTER COORDINATOR

USDA Forest Service
Southern Region Operations
Atlanta, Georgia
404-909-0247
678-320-3036

Date: September 8, 2004

Subject: Delegation of Authority

To: Doug Francis, Mobilization Center Coordinator

You are hereby delegated the authority as the Mobilization Center Coordinator for the Hurricane Frances related support activities at Marietta, Georgia effective at 0700 on September 9, 2004. You have full authority and responsibility to manage operations within the framework of current policy and the broad direction provided in both your oral and written briefing materials. You will report to Dan Olsen at Southern Region Operations, who will facilitate a close-out and formal evaluation of your performance prior to your departure from the assignment.

Your primary responsibility is to organize and direct your ordered resources for efficient and effective support of emergency hurricane relief activities within the framework of the Federal Response Plan and Southern Area Mobilization Center Guide.

You are specifically tasked with the following:

1. Establish and manage a Mobilization Center in Marietta, Georgia to receive and house Incident Management Teams, crews and miscellaneous single resources mobilizing and demobilizing from hurricane relief and support operations.
2. Communicate operational plans and work progress to SACC and Area Command daily.

This tasking may include:

- a. Establishing and operating a receiving and distribution center for assembly of 72-hour hurricane kits with items ordered from the cache by the Mobilization Center staff as well as miscellaneous supplies purchased by procurement personnel.
- b. Providing a demobilization center for resources being brought into Atlanta for out-briefings and travel to their home units.

- c. Providing a R&R center for resources being extended.

General Objectives:

1. To provide for maximum efficiency in receiving, processing, staging, mobilization, and demobilization of emergency resources.
2. To provide for minimum impact on Georgia Interagency Coordination Center operations.
3. To provide for minimum impacts on the local community (Marietta) private sector.
4. To provide for the safety, care and welfare of all personnel.

Safety:

Accountability for safety of Mobilization Center personnel and the public is your first and most vital responsibility. As Mobilization Center Coordinator, please take the appropriate actions to ensure that everyone working on the incident completes their tasks in a safe manner including the following:

1. Develop a Medical Plan and ensure a copy is included in your daily Incident Action Plan.
2. Provide daily safety briefings to all personnel.
3. Assure tracking of all personnel occurs, in the event of the need for emergency notification of resources in transit.
4. Monitor Mobilization Center personnel work/rest guidance and ensure your staff implements appropriate work/rest mitigation processes to avoid cumulative fatigue of all assigned personnel.
5. As numerous drivers will be a part of your staff, ensure Department of Transportation regulations are followed.

Tracking Supplies and Commodities:

You will need to track the distribution of all assets being processed through the mobilization center.

Aviation:

Standard aviation guidelines and procedures will be followed. Dobbins Air Reserve Base will be managed under your direction. Standard Operating Procedures for contacts, use of ramp facilities, etc. are contained in the Marietta Mobilization Guide.

Large (jet) and small aircraft activity will be managed by your staff, coordinating with the Aircraft Coordinator at the Southern Area Coordination Center.

3. Resource orders for single resources will contain the following statement:

Contact Mobilization Center _____ for a pick-up at the Atlanta airport.
(Substitute the appropriate phone number).

Ideally the Support Dispatcher at the Mobilization Center will have ROSS access and will be able to query for travel data. However, to provide for a contingency, add the above statement to all resource orders.

In general, arriving resources will not be authorized for rental cars, due to the uncertainty of their final destination.

B. Briefing Package.

Upon completing check-in, all arriving resources will receive a briefing and Mobilization Center Information package. The Information Package will include:

1. Marietta Mobilization Center phone list
2. Operating procedures for meals
3. Laundry services
4. Safety Message
5. Medical Plan
6. Map of area.

A sample Information Package is included in Appendix B.

C. Cache Equipment.

The Mobilization Center Coordinator, Deputy, or Safety Officer will assess any personnel/crew equipment needs. Once the resources is assigned, the Mobilization Center Support Dispatcher will work with the receiving Expanded Dispatch to get appropriate "E" and "S" numbers to transfer the accountable items to the appropriate incident.

All personnel departing for incidents will be equipped with necessary safety equipment.

Meals

- A. All Federal employees are responsible for their own meals.
- B. Administratively Determined (AD) employees and Job Corps personnel will have meals arranged by Mobilization Center procurement personnel.

Procurement personnel will establish agreements with restaurants for "meal ticket" arrangements to reduce overall work-load when several AD's or Job Corps crews are being hosted or mobilizing through the Mobilization Center.

II STANDARD OPERATING PROCEDURES

Mobilization Center Staffing

- A. The Mobilization Center Coordinator, or their Deputy, will establish the organization to support activities. Additional resources will be ordered with approval by the Coordinator/Deputy.
- B. The level of staffing for the Mobilization Center will be adjusted as the mobilization or demobilization activity in the Southern Area fluctuates. The Coordinator, or their Deputy, will determine the organizational structure.
- C. In order to maintain continuity and resource tracking, it is important to minimize changes in personnel in certain key positions. Key positions include: Mobilization Center Coordinator, Deputy, Ground Support, Support Dispatcher, Finance, Resource Unit Leader, Warehouse Floor Leader (coordinate with Southern Area Cache to get “name suggests”) and drivers.

Hours of Operation

- A. Hours of operation will be determined by the Mobilization Center Coordinator. Shift hours may fluctuate according to daily impacts. Hours of operation shall be documented in the daily Mobilization Center Incident Action Plan.

Tracking of Mobilization Center Resources

- A. Check-in/Check-out sheets will be utilized by all Mobilization Center Staff when leaving or returning to the Mobilization Center (a sample check out form is included in Appendix A).

Ordering Procedures

- A. All orders for overhead, equipment, supplies, and other assets will be submitted by the Mobilization Center staff on General Message Forms (ICS 213). Details on the General Message Form will include:
 - 1. Type of resource requested
 - 2. Date and time needed
 - 3. Quantities, where appropriate
 - 4. Specific brands, where appropriate
- B. All orders documented on General Message Forms will be approved by the Mobilization Center Coordinator, or Deputy, prior to submission to the Support Dispatcher.
- C. The Mobilization Center Support Dispatcher will issue request numbers for all resource orders.

- D. As a minimum, the Mobilization Center Support Dispatcher will coordinate ordering with the (Chattahoochee-Oconee or SACC, whichever unit is “hosting” the Mobilization Center) at least twice a day to assure adequate documentation has been provided and any questions/concerns related to specific orders are discussed.

Overhead

Southern Area resources will be utilized as first priority for staffing at the Mobilization Center. The Mobilization Center provides an excellent environment to facilitate the development of trainees. The Mobilization Center Coordinator, or Deputy, will determine the number of maximum number of trainees whose development can be adequately facilitated and managed without creating inefficiencies in the Mobilization Center operations.

Although FEMA regulations do not authorize the use of trainees, many overhead coming into the Mobilization Center as qualified drivers and in other positions, can be developed as trainees while accomplishing their duties or in order to avoid additional costs of mobilization of qualified personnel into vacant positions.

Priorities for obtaining resources for the Mobilization Center are:

1. Development of trainees from the Georgia Interagency Coordination Center, Eastern Tribe of the Cherokee Bureau of Indian Affairs, and Regional Office personnel (all these units are in close proximity to the Atlanta area. It is the desire of Region 8 Operations to develop these close assets).
2. Other Southern Area Overhead
3. Outside the Southern Area assets (individuals who may be utilized in their Geographic Areas to establish and manage Mobilization Centers and may benefit from experience at a Southern Area Mobilization Center).
4. When the Mobilization Center is being established to support hurricane activity, ordering of Warehouse Floor Leaders will be coordinated with the Southern Area Incident Cache. The Cache will generally have suggestions for National Cache Management personnel who will also serve as a liaison to them, in addition to their duties as the Mobilization Center Warehouse Floor Leader.

Arriving Resources

A. Atlanta Hartsfield Airport.

1. Marietta Mobilization Center will provide “greeters” at the airport to assist arriving resources. Greeters will wear orange vests with “Marietta Mobilization Center” emblazoned on the back.
2. When multiple resources are arriving within a span of 2-3 hours, a conference room at Hartsfield may be rented to gather folks up and stage for transport (similar to how Rocky Mountain manages incoming resources at the Denver airport).

3. Resource orders for single resources will contain the following statement:

Contact Mobilization Center _____ for a pick-up at the Atlanta airport.
(Substitute the appropriate phone number).

Ideally the Support Dispatcher at the Mobilization Center will have ROSS access and will be able to query for travel data. However, to provide for a contingency, add the above statement to all resource orders.

In general, arriving resources will not be authorized for rental cars, due to the uncertainty of their final destination.

B. Briefing Package.

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A sample Information Package is included in Appendix B.

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All personnel departing for incidents will be equipped with necessary safety equipment.

Meals

- A. All Federal employees are responsible for their own meals.
- B. Administratively Determined (AD) employees and Job Corps personnel will have meals arranged by Mobilization Center procurement personnel.

Procurement personnel will establish agreements with restaurants for “meal ticket” arrangements to reduce overall work-load when several AD’s or Job Corps crews are being hosted or mobilizing through the Mobilization Center.

There may also be resources passing through the Atlanta area in need of meal or motel arrangements, where the Mobilization Center staff may be able to assist. .

A sample meal ticket form is included in the Appendix A. A meal ticket log, to identify the Chief of Party, responsible for signing the meal ticket, is included.

- C. As the number of resources in the Mobilization Center will fluctuate at a rapid rate, it is recommended that a National Caterer not be utilized.

Medical

Any need for medical services involving more than on-site first aid will be arranged for by the Procurement or Finance staff. Appropriate paperwork authorizing medical services will be completed by the Finance staff.

Lodging

The *Dobbins Rate*, \$50/night, should be negotiated upon activation of the Mobilization Center. Resources coming into the Mobilization Center should stay in motels that will honor that rate. Motel Per diem in Marietta is \$112/night, Fulton County is \$150/night. A considerable cost savings to the government can be attained by utilizing the Dobbins rate.

Encourage demobilizing Teams to stay in the Marietta area, prior to return. Shuttling a Team to the airport and taking care of their rental vehicles with Ground Support personnel is more cost effective than spending, on the average, \$3,100 (\$62/night difference in the motel savings x 50 Team members) if they elect to stay at motels near Harts Field.

Close-out and Final Package

A close-out of the Mobilization Center will be scheduled when Region 8 Operations and SACC determines that the Mob. Center is no longer needed. A final narrative will be presented which includes:

- A. Delegation of Authority which outlines Region 8's expectations for the Mobilization Center.
- B. Procedures and Processes that worked well.
- C. Areas that need improvement and recommendations
- D. Documentation of Decisions, policy established or changed.
- E. Mobilization Center follow-up needed
- F. Names, home office telephone numbers, home office address, and e-mail address of key Mobilization Center personnel.

In general, the close-out narrative will not be longer than 2 pages. A sample template is included in this Guide.

Standards of Conduct.

The following standards of conduct are necessary to insure the Mobilization Center is managed in the safest, most efficient and effective manner possible. Adherence to the Mobilization Center Standards of Conduct is a requirement of all personnel.

These Standards of Conduct apply while employees are in any kind of duty or travel status, on the Mobilization Center premises, and assigned to any portion of the Southern Area as representatives of the Mobilization Center.

- A. Follow your supervisor's directions at all times unless there are clearly illegal, immoral, or constitute imminent danger to your person.
- B. Each individual is expected to be physically and mentally prepared to perform assigned emergency support duties at all times.
- C. Government-owned or leased vehicles, equipment, material, or property will not be utilized for other than official purposes.
- D. Behavior. There is a zero tolerance for inappropriate behavior while assigned to the Mobilization Center, including such conduct as:
 - a) Drug and alcohol misuse
 - b) Any unsafe activity
 - c) Discrimination
 - d) Sexual harassment
 - e) Inappropriate language
- E. All supervisory personnel are responsible for the conduct and performance of all personnel under their direct supervision. A sample *Standards of Conduct* placard is included in Appendix A.

III

DAILY STANDARD OPERATING PROCEDURES

Briefings

Briefings will occur twice a day at the Marietta Mobilization Center for all Mobilization Center Staff.

Topics will include:

Morning Briefing

1. A daily safety message.
2. Review of the daily Incident Action Plan (IAP)
3. Daily tasks to be accomplished and assignment of those tasks
4. Weather briefing
5. Round-robin of Marietta Mobilization Center staff.

Evening Briefing:

1. What has occurred that day on conference calls
2. Status of daily tasks
3. Round-robin of staff.

Region 8 Operations Planning Meetings

The Marietta Mobilization Center Manager, or their Deputy, will attend daily planning meetings conducted by Region 8 Operations which includes the Regional Incident Business Management Advisor, Southern Area Coordinator, and support staff.

Daily Conference Calls

As a standard, there will be numerous conference calls each day. The Mobilization Center Coordinator, Deputy, and Safety Officer will participate in the conference calls.

The Finance Leader will participate in daily Incident Business Management conference calls.

The Safety Officer will participate in daily Safety Officer conference calls, coordinated by the Region 8 Incident Ground Safety Officer.

Incident Action Plan

A daily Incident Action Plan will be produced which will include:

- A. Mission assignment/tasking
- B. Organization chart
- C. Phone numbers
- D. Safety Message
- E. Planned Operations for the day
- F. Medical Plan
- G. Standards of Conduct.

Copies of the daily IAP's will be saved for the final packet.

Mobilization Center Coverage

To assure that management personnel are available at all times, the following staffing will occur:

Either the Mobilization Center Coordinator **or** the Deputy Coordinator,
Ground Support Unit Leader **or** Equipment Manager,
Support Dispatcher **or** Dispatcher Recorder **or** Check-in/Status Recorder,
will be present at the Mobilization Center at all times.

IV

AIR OPERATIONS — DOBBINS ARB

Dobbins Air Reserve Base

After a review of the available air fields in the Atlanta area Dobbins Air Reserve Base (ARB) was determined to be the only jet port which meets the aviation requirements of the Marietta Mobilization Center.

Standard operating procedures were developed with the cooperation and assistance of the Dobbins ARB authorities. The SOPs will guide incident management personnel through the process of setting up and managing the ramp at Dobbins ARB.

Large Transport Aircraft Standard Operating Procedures

- A. SACC Coordinates all aircraft orders and secures initial approval to use runway and ramp at Dobbins Air Reserve Base (ARB).
- B. The Mobilization Center supports ground movement of personnel and cargo to and from Dobbins ARB.
- C. Primary point of contact at Dobbins ARB is Command Post of the 94th Airlift Wing, Phone #: 678-655-5106.
- D. Prior to escorting non-government vehicles on to base, a list of vehicle and tag #'s must be faxed to Command Post, Fax #: 678-655-5105.
- E. The Fixed Wing Base Manager will meet gate guard in person at Dobbins ARB with copy of non-government vehicle list prior to escorting on base.
- F. Each ramp access request must be approved by Base Operations. Ramp access requests are coordinated in person by USFS / DOI Ramp Manager.
- G. Refer to attached "Dobbins ARB, Ramp SOP's" for specific procedures.
- H. If contract aircraft is to rest overnight (R-O-N), the Pilot in Charge (P-I-C) will ensure Transient Alert office has flight crew contact information prior to leaving ramp area.

Ramp Standard Operating Procedures

- A. All Mobilization Center ramp personnel will have orange vests and UHF-AM radios with headsets. The preferred frequency to utilize is 123.975 (National Ramp Freq.)
- B. Dobbins ARB Transient Alert crew is responsible for marshalling, parking, and chocking / un-chocking aircraft.
- C. Dobbins ARB Transient Alert crew responsible for fire extinguisher placement at aircraft.
- D. Crew transport rigs will stop at the entrance gate to the ramp, cargo vans will be held until the last to proceed onto ramp. All passengers will stay in transport rigs until directed to move out.

- E. Crew & cargo manifest will be delivered to aircraft crew prior to arrival of crews and cargo.
- F. No passengers will be allowed on ramp during fueling operations.
- G. Once the airplane is ready to load/offload crews, the Fixed Wing Base Manager will call to the Mobilization Center gate personnel, via radio, and have transport vehicles escorted to the airplane. Designated Mobilization Center vehicles will escort crew transports via a pre-determined route to the parking area.
- H. Once transport rigs are parked, loading and off loading of passenger transports will be directed by the Fixed Wing Base Manager.
- I. Equipment & gear van will proceed, under the supervision of the Fixed Wing Base Manager, to the cargo loading / off loading area.
- J. At no time will the red-line be crossed except in designated areas.
- K. All personnel will be mindful of the close proximity of the red line to the aircraft.
- L. Once passengers and cargo have been loaded/off-loaded, the crew transport vehicles and cargo van will be escorted back out of the ramp area by the Designated Agency Vehicle. A final inspection of each vehicle will be conducted by Ramp personnel before leaving the ramp to ensure no loose articles are left on vehicles.

! REMEMBER !

No Smoking On Ramp

No Wandering Around The Ramp

No Loose Articles

Do Not Cross Red Security Line

Wear Earplugs

Be Professional In Your Conduct

**National Interagency Coordination Center Transport Jets
Dobbins Air Reserve Base**

Arrival Procedures Checklist

- A. We are anticipating the arrival of a chartered jet on the _____ of _____.
- B. We will need transportation for approximately ____ people from Dobbins ARB to _____. All vehicle identifications (license) and make/model will be gathered by Ramp personnel for faxing to Dobbins. A box van will be required to transport luggage to _____.
- C. Arrival and base access will be coordinated prior to _____.
- D. The method of off-loading the passengers will depend on whether or not access to take vehicles on the tarmac has been granted by Dobbins ARB. The final off-loading procedures-decision will be made by the Fixed Wing Base Manager, coordinating with Mobilization Center Ground Support personnel on-site.
- E. After moving onto the tarmac the Fixed Wing Base Manager will make contact with the aircraft pilot to ask permission to access the plane. From that point the Deck Coordinator will provide coordination for all personnel and cargo movement.
- F. The aircraft may RON at Dobbins for an indeterminate time in order to be available for further duty.

Team Members

| Position | Name |
|-------------------------|------|
| Safety | |
| Fixed Wing Base Manager | |
| Deck Coordinator | |
| Ground Support | |

AIRCRAFT ARRIVAL PLAN**◀EXAMPLE▶**

1. Meet Buses at 0830 at Wal-Mart parking lot.
2. Arrive Dobbins Base OPS at 0900 and get passes to the tarmac.
3. Plane will park in designated area on tarmac – Dobbins has a van to haul gear from plane to buses waiting at gate.
4. Bring Team back to Marietta MOB Center for check-in.
5. Will need approximately 6 people to assist with Bus parking, personnel management, coordination with aircraft personnel.

US Forest Service

Example

**PAX Delivery Group for N703S
09/12/2004**Contact/Fixed Wing Base Manager: Steve Little (828) 778-2077GOV Vehicles:

Van Tag#: I-169633
Truck Tag#: A-302907

Drivers:

Doug Ivey
Terry Eller

Rental Vehicles:

U-Haul (Box Truck)

Driver:

Dave Trussell

Contract Buses:

| | |
|-----------------|-------------------------|
| Eagle Shuttle | Tag#: Georgia AGW-50000 |
| Eagle Shuttle | Tag#: Georgia AGW-8601 |
| Roberts Shuttle | Tag#: Georgia AGW-8620 |
| Brown Van | Tag#: Georgia ARH-6721 |
| White Van | Tag#: Georgia AGW-8583 |
| White Van | Tag#: Georgia SEP-1804 |

Aircraft Coordination Group Contact Numbers

Air Coordination Offices at Dobbins ARB:

Conference Room: 678-655-3716
Desk: 678-655-5031
Fax: 678-655-4962

Mobilization Center Numbers:

Fixed Wing Base
Manager _____
Deck Coordinator _____
Ground Support _____
Safety Officer _____

Directions to Dobbins ARB from I-75 at Exit 261:

To access Dobbins ARB contact the Air Coordination Group for instructions on procedures and protocol.

Take Georgia Highway 280 south (Delk Rd, west) to Atlanta Rd. (traffic light at large green bridge, 3.4 miles),

Turn left onto Atlanta Road. Go .5 miles to first traffic light, turn left onto Generals Road, then take an immediate right onto Atlantic Avenue. The Dobbins ARB security checkpoint will be straight ahead, approximately 100 yards.

Stop at the security checkpoint and show your identification.

Proceed .5 miles to a yield sign, bear to the left onto Atlantic Avenue.

Travel 2.1 miles, turn right at the *Base Operations* sign onto Tuskegee Avenue.

Travel to the top of the hill at the yield sign, then proceed straight to the stop sign.

Turn right and go to the Base Operations Office located at the Flight Control Tower.

FAA INFORMATION LOCAL AREA AIRPORTS

Get the latest FAA information on local airports by visiting *AirNav.com*. Internet navigation links to *AirNav.com* are provided below. The blue lettering indicates an active WEB link. If you are looking at this document through a computer screen on a computer connected to the internet you can go directly to the WEB site by double-clicking on the link. If you are reading a hard copy and want to go to the WEB site just type the WEB site address directly into the address bar of your WEB browser, then click the GO button. Your browser should then navigate to the target WEB site.

Dekalb-Peachtree Airport:

[..\Air Operations\AirNav KPDK - Dekalb-Peachtree Airport.htm](http://airnav.com/airport/KPDK)

Internet Address (URL): <http://airnav.com/airport/KPDK>

Gwinnett County Airport-Briscoe Field:

[..\Air Operations\AirNav KLZU - Gwinnett County Airport-Briscoe Field.htm](http://airnav.com/airport/KLZU)

Internet Address (URL): <http://airnav.com/airport/KLZU>

Cartersville Airport:

[..\Air Operations\AirNav KVPC - Cartersville Airport.htm](http://airnav.com/airport/KVPC)

Internet Address (URL): <http://airnav.com/airport/KVPC>

Fulton County Airport-Brown Field

[..\Air Operations\AirNav KFTY - Fulton County Airport-Brown Field.htm](http://airnav.com/airport/KFTY)

Internet Address (URL): <http://airnav.com/airport/KFTY>

V ORGANIZATION

Organization and Command Structure

Coordination Chart for Hurricane Francis/Ivan, October 2004

Core Staffing Chart

Full Staffing Level Chart

Staffing Profile for Hurricane Francis/Ivan Response, Sept-Oct 2004

Position Descriptions

Mobilization Center Coordinator

Deputy Mobilization Center Coordinator

Safety Officer

Technical Specialist — Finance Leader

Personnel Time Recorder

Procurement

Plans - Resource Unit Leader

Check-in Status Recorder

Ground Support Unit Leader

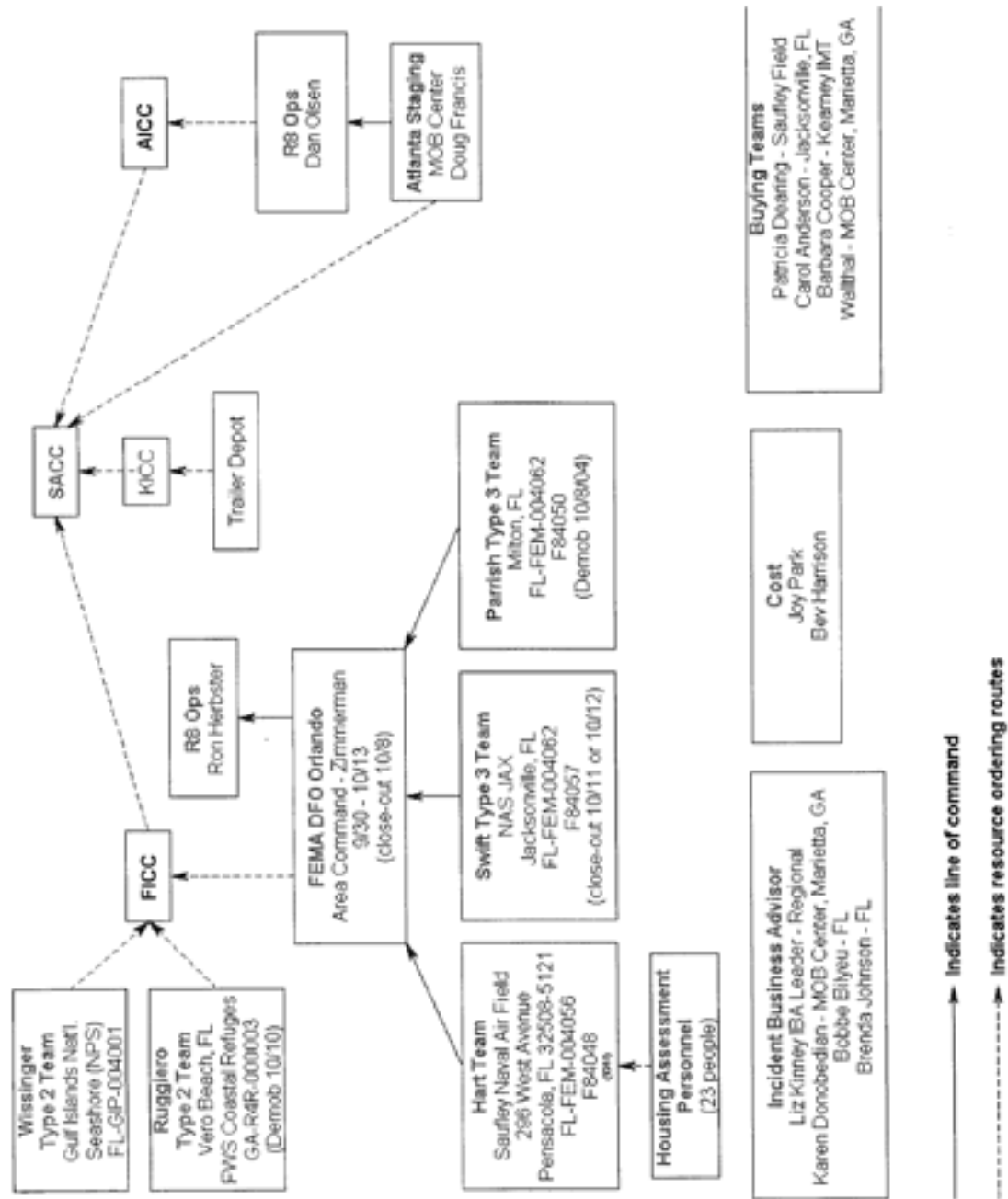
Support Dispatcher with ROSS Expertise

Base Camp Manager

Fixed Wing Base Manager

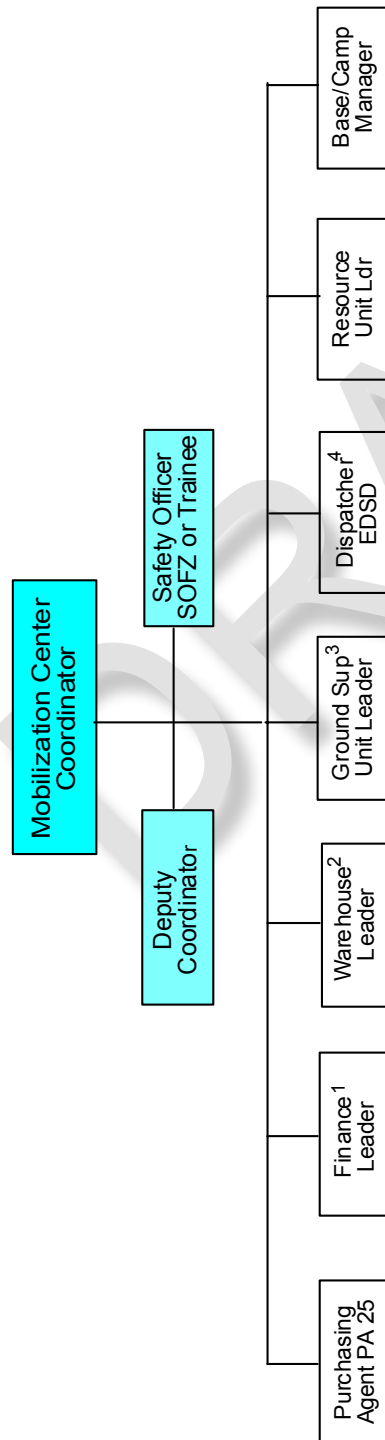
Deck Coordinator

HURRICANE FRANCIS / IVAN RESPONSE COORDINATION CHART — OCTOBER 8, 2004



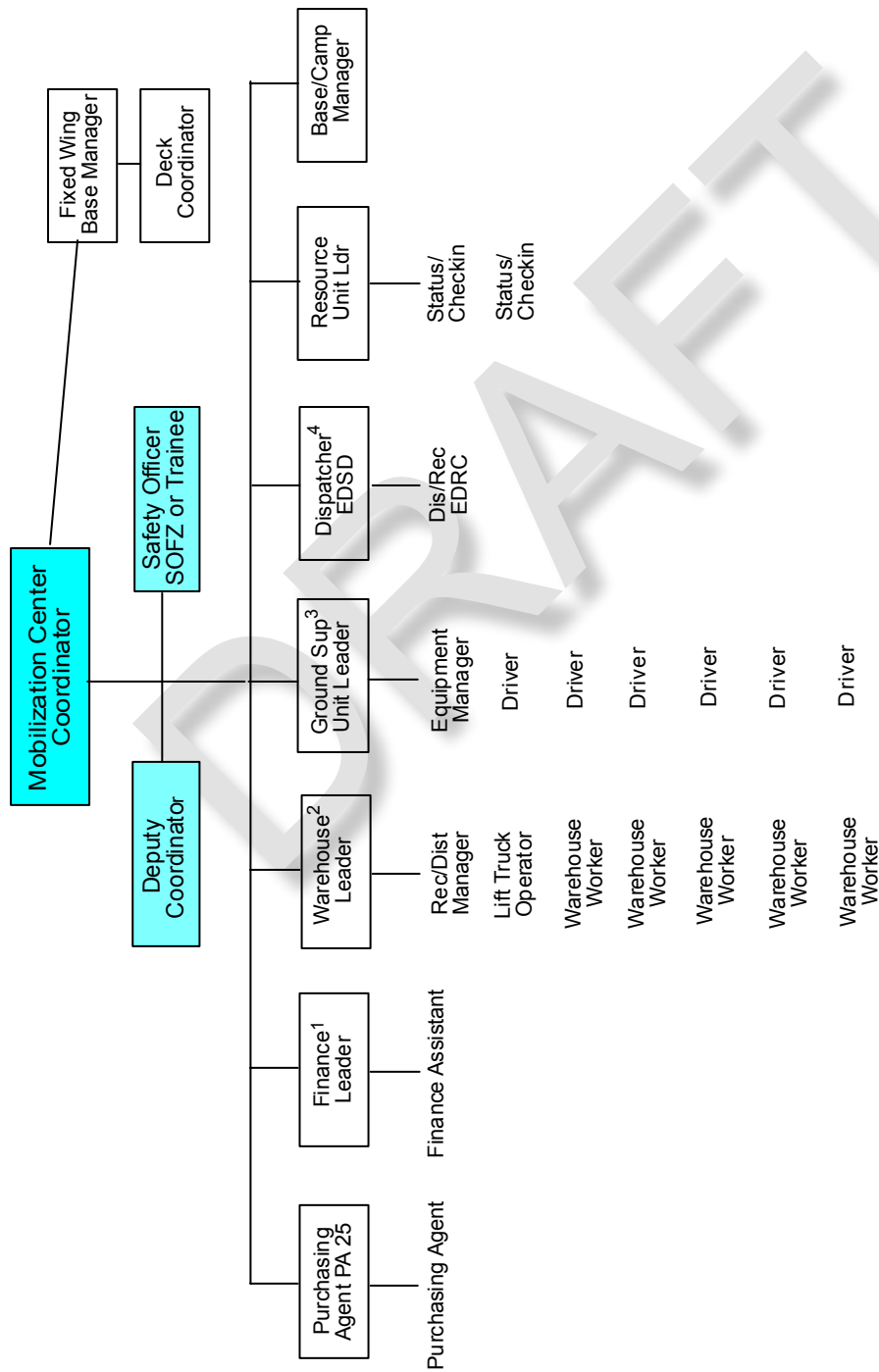
CORE STAFF

SOUTHERN AREA MOBILIZATION CENTER



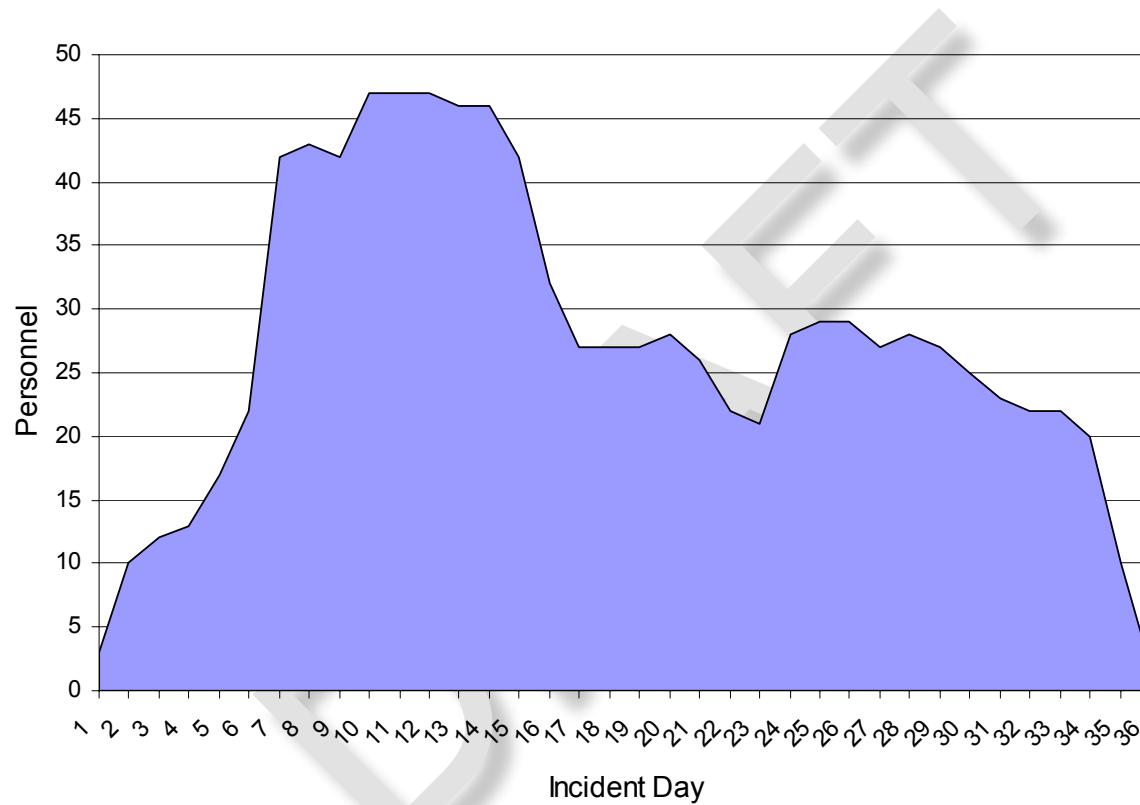
- 1 - Either FSC2 or an experienced Time Unit Leader
- 2 - Fill only if the incident is a hurricane response.
- 3 - May fill with trainee.
- 4 - Support Dispatcher with ROSS experience.
- 5 - May fill with trainee.

FULL STAFFING LEVEL SOUTHERN AREA MOBILIZATION CENTER



- 1 - Either FSC2 or an experienced Time Unit Leader
- 2 - Fill only if the incident is a hurricane response.
- 3 - May fill with trainee.
- 4 - Support Dispatcher with ROSS experience.
- 5 - May fill with trainee.

STAFFING PROFILE
Hurricane Mobilization Effort
September 8 — October 13, 2004



POSITION DESCRIPTION
Mobilization Center Coordinator

A. Demonstrated Ability:

1. Working experience and/or knowledge of the dispatch function.
2. Has working knowledge of total mobility concept and ordering channels.
3. Working knowledge and demonstrated ability to coordinate and facilitate the acquisition of resources and personnel, equipment, and aircraft.

B. Experience.

1. Minimum of two years in management and supervision of a dispatch organization, with responsibility for Mobilization Centers.
2. Satisfactorily performance in a minimum of two complex situations as Coordinator.

C. Training.

Participate in Geographic Area Dispatcher's Workshops or Fire Management Officer meetings to maintain currency in policy, incident business management, and interface with emergency operations managers.

D. Duties:

1. Interact successfully with Agency Administrators, teams, Incident Business Advisor, contractors, and other entities/parties. Interpret contracts, agreements, MOUs, and plans, and conduct operations within policy/legal constraints as outlined in the delegation of authority.
2. Monitor performance of mobilization center personnel. Ensure adequate staffing for present and future needs.
3. Manage impacts from forces external to center operations. Identify sensitive political, social, economic, issues and deal with them in a professional and timely manner.
4. Advise Region 8 Operations and/or the Southern Area Multi-agency Coordinating Group and facilitate implementation of their decisions.
5. Gather and analyze data, develop alternatives, and make recommendations.
6. Recognize situations where an alternative method or course of action is warranted or appropriate. Set priorities and allocate resources as authorized.
7. Prepare performance evaluations for subordinates. Counsel as appropriate. Forward performance ratings to home units.
8. Evaluate and record the demonstrated performance of tasks in the position task book.
9. Coordinate the safe, effective, and orderly demobilization of Mobilization Center resources and the support organization.
10. Schedule/attend close out and/or transition meeting(s).

POSITION DESCRIPTION
Deputy Mobilization Center Coordinator

A. Demonstrated Ability.

1. Working experience and/or knowledge of the dispatch function.
2. Has working knowledge of total mobility concept and ordering channels.
3. Working knowledge and demonstrated ability to coordinate and facilitate the acquisition of resources and personnel, equipment, and aircraft.

B. Experience.

1. Minimum of one two years in management and supervision of a dispatch organization, with responsibility for Mobilization Centers.
2. Satisfactorily performance in a minimum of one complex situation as Coordinator.

C. Training.

Participate in Geographic Area Dispatcher's Workshops or Fire Management Officer meetings to maintain currency in policy, incident business management, and interface with emergency operations managers.

D. Additional Skills.

Individuals who are qualified Incident Training Specialists or Incident Business Advisors, in addition to being qualified EDSPs, may be able to perform those additional duties while serving in the Deputy role.

POSITION DESCRIPTION
Safety Officer

The Mobilization Center Safety Officer 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 they may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

- A. Demonstrated Ability: Knowledge of CDL and other driving regulations.
 - 1. Knowledge of work/rest guidelines.
 - 2. Knowledge of warehouse Job Hazard Analysis.
 - 3. Working knowledge of hazmat.
 - 4. Knowledge of accident investigation and completion of proper forms.
- B. Experience: Experience in working with multi-agency resources. Satisfactory performance in a minimum of one assignment as SOF2 or trainee.
- C. The Safety Officer may also serve in the Regional Ground Safety Officer role when tasked.

POSITION DESCRIPTION
Technical Specialist — Finance Leader

The Technical Specialist - Finance Leader is a member of the Mobilization Center command staff and is responsible for managing the finance functions at the Mobilization center. Finance activities generally include time-keeping for the Mobilization Center staff along with any miscellaneous crews or single resources who may be assigned for the purposes of R&R, cost accounting for the Mobilization Center, and any associated business related functions. The Finance Leader will not supervise the Procurement function at the Mobilization Center.

The Technical Specialist - Finance Leader position may be filled by utilizing:

- A. A qualified or trainee Finance Section Chief, Type 2;
- B. An experienced Time Unit Leader;
- C. A Cost Unit Leader, with Personnel Timerecorder qualifications, who aspires to become a Finance Section Chief.
- D. Duties:
 - 1. Obtain briefing from the Mobilization Center Coordinator or Deputy.
 - 2. Determine Mobilization Center Finance functional area staffing needs (i.e., Personnel Timerecorder, Cost Unit Leader, etc.).
 - 3. Establish contact with appropriate Agency personnel/representatives (home unit timekeepers).
 - 4. Organize and establish the time unit, including daily data entry into I-Suite.
 - 5. Organize and establish the Cost Unit, including daily data entry into ITS and I-CARS.
 - 6. Establish Time Unit objectives, make assignments and evaluate performance.
 - 7. Establish Cost Unit objectives, make assignments and evaluate performance.
 - 8. Provide for records security.
 - 9. Provide training in I-Suite, ITS, I-CARS and development of additional finance personnel.
 - 10. Brief Mobilization Center Coordinator, or Deputy, on current problems and recommendations and outstanding issues and follow-up requirements.
 - 11. Establish daily communications with Incident Business Advisors, where appropriate.
 - 12. Establish communications with Region 8 Incident Business Management Specialist.
 - 13. Maintain Unit Log (ICS 214).
 - 14. Provide finance input for the Final Narrative.

- E. In addition the Technical Specialist - Finance Leader will be expected to:
1. Assist with estimating demobilization dates, considering standards for 14-day assignments and extension requirements.
 2. Provide advice to the Mobilization Center Coordinator, or Deputy, related to incident business management practices at the Mobilization Center.

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POSITION DESCRIPTION
Personnel Time Recorder

A. Demonstrated Ability.

1. Knowledge of I-Suite and Incident Time System (ITS).
2. Knowledge of Incident Business Management practices.
3. Knowledge of pay regulations and how they relate to incident assignments.
4. Knowledge of work-rest guidelines.

B. Experience.

Trainees, who have completed the courses listed under *Training* will be accepted in this position.

C. Training:

1. S-261, Applied Interagency Incident Business Management.
2. S-260, Interagency Incident Business Management.

POSITION DESCRIPTION

Procurement Unit Leader

Generally, activities at the Mobilization Center will not require a full Buying Team. The Procurement Unit at the Mobilization Center will work as an independent functional unit. They will report directly to the Mobilization Center Coordinator or Deputy.

A. The position may be filled by utilizing:

1. A qualified Procurement Unit Leader;
2. A National Forest Contracting Officer with experience in leasing facilities, renting transport vehicles (box vans, forklifts, trucks, etc.), and agreements (motels, meals, etc.). In this instance the CO may desire to order Purchasing Agents with \$25,000 authority to complete the buying responsibilities.
3. A Purchasing Agent with \$25,000 authority, with experience in leasing facilities, renting transport vehicles (box vans, forklifts, trucks, etc.) and agreements (meals, motels, etc.).

B. Duties:

1. Obtain briefing from the Mobilization Center Coordinator or Deputy.
2. Determine Mobilization Center Procurement functional area staffing needs (i.e., Purchasing Agents, Drivers/runners to pick up items that have been purchased, etc.)
3. Establish contact with appropriate Agency personnel/representatives (local units that have existing Emergency Equipment Rental Agreements which may be utilized).
4. Organize and establish the Procurement Unit.
5. Establish meal agreements with local vendors, including use of meal "chits" for validation of payment.
6. Establish logs for meal accountability.
7. Provide for records security.
8. Brief Mobilization Center Coordinator, or Deputy, on current problems and recommendations and outstanding issues and follow-up requirements.
9. Establish daily communications with Incident Business Advisors, where appropriate.
10. Establish communications with Region 8 Incident Business Management Specialist.
11. Develop cost containment procedures.
12. Develop a Service/Supply Plan of vendors for future use (see Mobilization Center Guide Service/Supply Plan for example)
13. Maintain Unit Log (ICS 214).
14. Provide final records to appropriate procurement personnel.

15. Document any follow-up items associated with unpaid bills, leasing arrangements or any other items that will require additional action by the “host” unit.
 16. Provide procurement input for the Final Narrative.
- C. In addition, the Procurement Leader will be expected to:
1. Return unused items for credit to the government, where vendors are willing to accept those items.
 2. Provide advice to the Mobilization Center Coordinator, or Deputy, related to procurement practices at the Mobilization Center.
 3. Assure that all procurement personnel are aware of the exclusion from payment of taxes for items purchased.

POSITION DESCRIPTION

Resource Unit Leader

Mobilization Centers do not usually require a fully qualified Planning Section Chief to perform the daily planning duties. A qualified Resource Unit Leader, or trainee, can successfully perform all of the duties, associated with the Mobilization Center. The Resource Unit Leader is supervised by the Mobilization Center Coordinator or their Deputy.

Duties:

1. Obtain briefing from the Mobilization Center Coordinator or Deputy.
2. Determine Mobilization Center planning functional area staffing needs (Documentation Unit Leader, Check-in/Status Recorders, Demobilization Unit Leader)
3. Develop daily Incident Action Plan, coordinating with Safety, Ground, Fixed Wing Base Manager, Finance, and Mobilization Center Coordinator.
4. Establish Check-in/Status Recorder area and provide briefing and guidance to assigned personnel. Assure that cellular phone numbers are obtained for all personnel.
5. Develop Mobilization Center Information Package for incoming resources.
6. Provide briefings associated with tracking expectations for resources on R&R.
7. Develop Mobilization Center Demobilization Plan.
8. Provide standard for maintenance of Mobilization Center files.

In addition, the Resource Unit Leader will be expected to:

1. Assist the Fixed Wing Base Manager or Deck Coordinator, as needed, in loading and unloading of aircraft.
2. Assist with Team inb-rifings and out-briefings.
3. Assure that all resources follow Check-in procedures or determine alternative methods for check-in (may include establishing a Check-in station in the conference rooms for the Team in-briefing).

POSITION DESCRIPTION

Check-in/Status Recorder

The Mobilization Center Check-in/Status Recorder is a critical position. The Check-in/Status Recorder will provide documentation of all resources who have transitioned through the Mobilization Center. The Check-in/Status Recorder will be supervised by the Resource Unit Leader.

Duties:

1. Obtain briefing from the Resource Unit Leader.
2. Establish Check-in/Status Recorder area.
3. Check-in all Teams, crews, single resources transitioning through the Mobilization Center. Do not accept Team rosters. Each individual will check-in.
4. Assure that cellular phone numbers are obtained for all personnel.
5. Daily, check-in and out all Mobilization Center personnel. Tracking of personnel who are departing on missions, lunch, driving assignments is the responsibility of the Check-in/Status Recorder. Utilize Mobilization Center check-in log (see form in Appendix).
6. Develop a list of all Mobilization Center Staff motel locations and room numbers. In the event of an emergency, including reopening of the Mobilization Center facility with short notice, this information is necessary. The Mobilization Center Coordinator, Deputy, and Safety Officer will be provided with the list.

In addition, the Check-in/Status Recorder will be expected to:

1. Assist the Fixed Wing Base Manager or Deck Coordinator, as needed, in loading and unloading of aircraft.
2. Assist with Team in-briefings and out-briefings.
3. Determine alternative methods for check-in when necessary (may include establishing a Check-in station in the conference rooms for the Team in-briefing).

POSITION DESCRIPTION**Base/Camp Manager**

Mobilization Centers are usually established at rented facilities or Agency structures. As a result, there is generally no need for a fully qualified Logistics Section Chief. There may not be a need for a qualified Facilities Unit Leader. Utilization of a Base/Camp Manager to assist with the service support to a Mobilization Center will provide developmental opportunities for individuals pursuing logistics qualifications and assist in containing costs at the Mobilization Center by not staffing a full logistics section.

The Base/Camp Manager at a Mobilization Center is responsible to insure that appropriate sanitation, security, and facility management services are conducted at the Center. The individual may also serve in a janitorial capacity (emptying trash, stocking lavatory supplies) to reduce overall costs at rented facilities.

The Base/Camp Manager is supervised by the Mobilization Center Coordinator or their Deputy.

Duties:

1. Obtain briefing from the Mobilization Center Coordinator or Deputy.
2. Determine Mobilization Center facilities functional area staffing needs (1-2 trainees or camp crew personnel to assist Base/Camp Manager in daily duties)
3. Obtain necessary equipment and supplies (may include janitorial cleaning supplies).
4. Insure that all facilities and equipment are set up and properly functioning. Supervise the establishment of:
 - a. Garbage facilities for the Mobilization Center.
 - b. Sanitation facilities (may include porta-potties for incoming Team members or crews where adequate lavatory facilities are not available).
5. Insure that strict compliance is made with all applicable safety regulations.
6. Insure that all facility maintenance services are provided.
7. Demobilize facilities in accordance with the Mobilization Center Demobilization Plan.

In addition, the Base/Camp Manager will be expected to:

1. Assist the Fixed Wing Base Manager or Deck Coordinator, as needed, in loading and unloading of aircraft.
2. Assure that crews are equipped with lunches, where applicable.
3. Providing support when conference rooms are rented by the Procurement Leader to provide Team in-briefings and out-briefings. This may include assuring flip charts, speaker phones, power point projectors are available from Agency sources, versus adding a rented equipment cost.

POSITION DESCRIPTION
Support Dispatcher — With ROSS Expertise

The Support Dispatcher at the Mobilization Center will be expected to process multiple types of resource orders. Where, in an Expanded Dispatch organization, several Support Dispatchers process orders for overhead, crews, equipment, and aircraft; the Mobilization Center Support Dispatcher will be expected to process all resource requests.

It is critical that the Support Dispatcher come with ROSS access and expertise. There will be an expectation that the individual track travel for incoming resources to assure pick-up arrangements at Harts Field Airport are taken care of and resources are met in a timely fashion.

Duties:

1. Obtain briefing from the Mobilization Center Coordinator or Deputy.
2. Determine Mobilization Center Dispatch functional area staffing needs (i.e., 1-2 additional Support Dispatchers depending on expected daily hours of operation, 3. Dispatch Recorders, etc.)
3. Establish contact with the Southern Area Coordination Center Floor Leaders, or the Georgia Interagency Coordination Center Lead Dispatcher, depending on who the Mobilization Center is assigned too.
4. Organize and establish the dispatch area.
5. Organize and establish all resource orders.
6. Obtain copies of orders from incoming Teams, crews, and miscellaneous overhead and maintain files with those copies.
7. Maintain file of all General Message Forms with resource requests from Mobilization Center personnel.
8. Issue request numbers on all resource orders.
9. Establish contact, at a minimum, twice daily with SACC or GICC and coordinate on all dispatch actions.
10. Provide input for the Final Narrative.

In addition, the Support Dispatcher will be expected to:

1. SACC may request that the Mobilization Center generate new orders for Incident Management Teams being mobilized into the Southern Area, awaiting assignments to incidents. In those instances, the Support Dispatcher will need assistance in establishing the orders and processing. The Deputy Coordinator or Dispatch Recorder will assist in processing those orders.
2. Once the Teams are assigned in the Southern Area, the Support Dispatcher will work with the receiving unit on transferring the Team orders onto the appropriate resource orders.

Since the nature of the Mobilization Center is to support the Mobilization of those assets, rather than supporting an on-going incident, those activities will normally be short in duration and a full Expanded Dispatch organization with multiple Support Dispatchers, a Supervisory Dispatcher, etc. will not be required.

3. Coordinate with the Check-in/Status Recorder on incoming resources, assuring that all resources are accounted for and files are maintained for tracking purposes.

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POSITION DESCRIPTION**Fixed Wing Base Manager**

Fixed Wing Base Managers are required at each airport used as an operating base. The Manager is generally responsible for all ground service operations assigned to the base. In this instance, the Fixed Wing Base Manager is supervised by the Mobilization Center Coordinator or their Deputy.

Duties:

1. Obtain briefing from the Mobilization Center Coordinator or Deputy.
2. Determine Mobilization Center Air Coordination Unit staffing needs (i.e., Deck Coordinators, Aircraft Base Radio Operators, Assistant Fixed Wing Base Manager, etc) and request personnel on General Message Forms, securing approval from the Mobilization Center Coordinator or their Deputy.
3. Establish contact with appropriate Agency personnel/representatives (Southern Area Coordination Center Aircraft Coordinator).
4. Organize and establish the Aircraft Coordination Unit.
5. Liaison with the Mobilization Center Ground Support Unit Leader to assure vehicles and box vans are available.
6. Obtain the following information on each aircraft assigned (incoming or outgoing) to the operating base:
 - a. Type of aircraft
 - b. Tail number
 - c. Owner and pilot
 - d. Estimated time of arrival
 - e. Any limitation on normal use
7. Secure a priority list of air missions and schedule all flights from assigned operating base, when requested.
8. Conduct briefings in ramp procedures with all assigned personnel.
9. Regulate movement of assigned aircraft, equipment, and personnel assigned to the operating base.
10. Maintain necessary time records on aircraft, equipment, and personnel assigned to the operating base.
11. Serve as liaison with airport management.
12. Receive overhead, crews and supplies arriving by air at the airfield and verify arrangements for transportation to assigned destinations.
13. Be thoroughly familiar with and enforce all safety requirements of the operation.

In addition, the Mobilization Center Fixed Wing Base Manager will be responsible for:

1. Directing incoming Teams and crews to proper waiting areas and informing Team members or Crew Bosses to check in with Mobilization Center Status/Check-in Recorder or Support Dispatcher.
2. Insuring that the ramps are properly lighted at night during aircraft operations.

DRAFT

POSITION DESCRIPTION
Deck Coordinator

The Deck Coordinator is responsible for providing coordination at an aircraft landing area for personnel and cargo movement. The Deck Coordinator reports to the Fixed Wing Base Manager.

Duties:

1. Obtain briefing from the Fixed Wing Base Manager.
2. Establish emergency landing areas.
3. Ensure crash/rescue procedures are understood by all ramp personnel.
4. Establish and mark landing pads, where necessary.
5. Ensure sufficient personnel are available to load and off-load personnel.
6. Ensure ramp area is properly posted.
7. Provide for vehicle control, coordinating with Ground Support personnel.
8. Supervise ramp management personnel (fixed wing loadmasters, fixed wing parking tenders, aircraft base radio operators).
9. Ensure dust abatement measures are met, where necessary.
10. Ensure proper manifesting is completed.
11. Maintain records of ramp activities.

VI SAFETY

Incident Operations Driving

The mission continues to expand and we are now engaged in long distance driving in support of the Teams that are deployed throughout the Southeastern States. Most driving missions will be multi-day. Drivers must understand the current regulations and restrictions. The regulations are in place to ensure driver fatigue does not become a safety issue. Drivers need to be extra alert for hazardous road and driving conditions in storm ridden areas where road damage and missing or malfunctioning traffic control lights create extraordinarily hazardous driving conditions.

- No driver will **drive** more than **10 hours** within any duty day, **no exceptions**.
- Multiple drivers can drive **up to 16 hours**, but **no one driver more than 10 hours**.
- A driver shall drive only if they have had **at least 8 hours off** before shift begins, any exceptions to this must be approved in advance by the Mob Center Director.

Special Reminder

When driving in areas affected by storms, approach each intersection with caution as the traffic control lights may not be functioning due to power outages, or the lights could be missing entirely.

Parking Lot Issues

Park only in the spaces in front of our office (805-D) and in front of 805-E. We have placed flagging on trees to delineate the authorized area. Additional parking is available across the street at building 810 facing the street. We need to keep the businesses adjacent to us happy. For those of the Mob Team that are not assigned to the warehouse loading operations, here is a reminder:

Entering the Warehouse

If you have not participated in the warehouse safety briefing and do not have the required PPE, you are not authorized in the warehouse "Loading Zone" while loading operations are taking place. The loading zone is the entire warehouse except for the area around the work tables and coffee pot. Please help the loading personnel by reducing the distractions caused by unessential personnel. Watch the RED LINE!!!!

Do You Practice Safety?

Safety is an attitude. If you keep a positive attitude about the work you are doing and think of things that could go wrong, then you have a head start if things do go wrong.

Safety is a series of good decisions and paying attention to your surroundings. Always try to make decisions that increase your options or keep your options open. Once you make a decision that eliminates your options, you're locked in and you may be in a high risk situation.

You are urged to think as you go through your daily tasks and ask yourself what decision options you have each time.

Safety Messages for Mobilization Center Personnel

Prepared by Mobilization Center Safety Officers — 2004

URBAN OPERATIONS AND SAFETY

You aren't out in the woods, you're in the largest urban area in the South. Your safety concerns need to be modified. Here are some points to consider.

Driving – extreme congestion and confusing road layout. Plan ahead, slow down and use a navigator.

Cell phones while driving – Let your passenger handle phone calls, use voicemail until you are off the road, or find a secure location to exit traffic.

Foot travel – When walking in the congested areas and crossing the multiple lane roads, utilize official crosswalks and be aware of traffic flows in all lanes. You're not too old to "Look both ways before crossing."

Personal safety – You more than likely are in unfamiliar surroundings filled with numerous publics, fast moving vehicles, commercial interests and many visual distractions. PLEASE BE AWARE OF YOUR SURROUNDINGS and always let someone know where you're going.

LCES FOR WAREHOUSE OPERATIONS

On a wildfire, **LCES** is a safety reminder that addresses:

Lookouts Communications Escape Routes Safety Zones

For warehouse operations, **LCES** could remind you of the following:

Lifting Caps (steel toe protection) Eliminate Distractions

Slow down or Lifting Correctly Eliminates Strains

What new ones can you come up with?

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INCIDENT OPERATIONS DRIVING STANDARDS

These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well.

- A. Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- B. No driver will drive more than 10 hours (behind the wheel) within any duty-day.
- C. Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation only of 10 hours.
- D. A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception to the minimum off-duty hour requirement is allowed when essential to:

- 1. Accomplish immediate and critical suppression objectives, or
- 2. Address immediate and critical firefighter or public safety issues.

E. As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver was still compliant with the 10-hour individual (behind the wheel) driving time limitations.

VII

SERVICE AND SUPPLY PLAN

All vendors listed below are agreeable to honor the Government's sales tax-exempt status. A Georgia state sales tax exemption form is included in Appendix A. Circuit City would not honor the government tax-exempt status; therefore, no purchases were made at that retail establishment.

Maps of locations of vendors are included in Appendix C.

Mobilization Center

The primary contact in 2004 for office/warehouse facilities in the Marietta area was:

Duke Realty
Akiva Freeman, Leasing Agent
3950 Shackleford Road, Suite 300
Duluth, Georgia 30096-8268
(770) 717-3228

The Duke Realty office is located at the Steve Reynolds Blvd exit off I-85 north.
The Property Management Officer for the 2004 Mobilization Center was Luke Gilbert:

Office: (770) 806-7603
Cell: (770) 318-1933

A second source in the Marietta, Georgia area for short-term office/warehouse rental is:

Jessica Thurman
American Business Center
Office: (770) 913-3900
Cell: (404) 408-1264
Fax: (770) 913-3965

Motels

Motels that honored the "Dobbins rate" in 2004 for in-coming incident management resources included:

1. Comfort Inn
2100 NW Parkway, SE
Marietta, Georgia
(770) 952-3000
2. Wingate Inn, 1250 Franklin Road, SE, Marietta, Georgia
(770) 989-0071)

3. Holiday Inn
2265 Kingston Court, SE
Marietta, Georgia
(770) 952-7581
4. Wyndham
1775 Parkway Place, NW
Marietta, Georgia
(770) 428-4400
5. Bradbury Suites
4501 Circle 75 Parkway
Marietta, Georgia
(770) 956-9511
6. Radisson
2055 South Park Place
Marietta, Georgia
(770) 272-9441

Although the Radisson would not honor the Dobbins Rate, they did offer a \$60/night rate and they have the capability to accommodate a large number of overnight guests.

Restaurants

Restaurants that agreed to the use of meal tickets for AD and Job Corp crews in the Marietta area were:

1. Cracker Barrel
2150 Delk Road, SE
2. Ryans
680 South Marietta Parkway, SE

Restaurants that agreed to make box lunches for out-going crews:

Atlanta Bread Company
Marietta, Georgia

Grocery Stores

Harry's
Powers Ferry Road

Publix and Kroger
Delk Road east of I-75

Medical

1. Urgent Care
Located on Delk Road east of I-75 in the same shopping center as Publix Grocery Store.
2. Well-Star Kennestone Hospital
677 Church Street
Marietta, Georgia
(770) 793-5000
3. Emory-Adventist Hospital
3949 South Cobb Drive
Marietta, Georgia
(770) 434-0710
4. WellStar-Cobb Hospital
3950 Austell Road
Marietta, Georgia
(770) 732-4000

Computer Rentals

Platypus Computers is a computer rental company contracted by Region 5. They rent computers on a month rental. 1 day into the next month and you pay for the entire month.

| | | |
|--------------------|-------------|----------------------------------|
| Platypus Computing | Tom Carlton | (888) 756-5188 (530) 756-5181 |
|--------------------|-------------|----------------------------------|

Cable and Internet Service

| | | |
|---------------|-------------|----------------------------------|
| Comcast Cable | Mark Wright | (770) 559-2614 (404) 867-3772 |
|---------------|-------------|----------------------------------|

Ice and Ice Cooler

Crystal Ice
426 South Hamilton Street
Dalton, Georgia
(770) 974-7271

Tables, Chairs, and Large Warehouse Fans rental

Rent-All
2647 North Cobb Parkway
Marietta, Georgia
(770) 427-7012

Rent-All does charge a \$50 delivery and pick-up fee for delivery and return of the table and chairs. Costs can be reduced by having Mobilization Center staff pick-up and return the rentals.

Copier Rental

Atlanta Office Machines
552 Cobb Parkway
Marietta, Georgia
(770) 218-3066

Fork-Lift and Pallet Jack Rental

Sunbelt Rentals
2750 McCollum Parkway
Kennesaw, Georgia 30144
(770) 426-9370

Porta-pottie Rental

Sanitemp
3245 Heritage Drive, NW
Kennesaw, Georgia 30144
(770) 425-4227

Pallet

Heritage Pallet
358 Old Tennessee Highway
White, Georgia 30184
(770) 607-0867

Safety Equipment

Sure Supply
P.O. Box 2471
Lilburn, Georgia
30048
(678) 231-3599

Sure Supply delivered supplies to the Mobilization Center in 2004. Sure Supply is a woman-owned business, therefore further vendors do not need to be competitively solicited.

Haz-Mat

Safety-Kleen Systems. Safety-Kleen offered hazmat disposal-barrels.

Office: (770) 662-5151

Cell: (678) 758-3697

Telephones

Cell Phones – As many as 15 cellular phones with chargers and unused prepaid minutes may be available from the Southern Area Coordination Center (SACC).

Wired Line Phones – There may be hard line phones available at SACC as well. Attempt to get phones with speaker/conference call capability.

| | | |
|-------------------------------------|-----|---------------------------|
| <i>Bell-South Telephone Service</i> | and | <i>Verizon Cell Phone</i> |
| P.O. Box 105262 | | 2407 Cobb Parkway |
| Atlanta, Georgia | | Smyrna, Georgia |
| (866) 664-9673 | | (770) 618-4999 |

Vehicle Rental*Box Vans*

1. Penske (locations in Duluth and Kennesaw)
P.O. Box 532658
Atlanta, Georgia
(770) 739-4655
2. Budget
975 Cobb Parkway
Marietta, Georgia 30000
(770) 218-3896
3. U-Haul
543-B South Cobb Parkway
Marietta, Georgia
(770) 428-3727

Coaches

1. Transportation Atlanta
P.O. Box 4420
Atlanta, Georgia 30302

2. Budget Motor Coach
4854 Old National Highway, Suite 140
College Park, Georgia 30337
(404) 766-3030

Laundry Services

1. Glad Rags Laundromat
1018 Springs Road
Smyrna, Georgia
(678) 468-4040
2. Joys Wash Board
609 Powder Springs Street, Southeast
Marietta, Georgia Phone: (770) 424-7936
3. The Coin Laundry
855 South Cobb Drive, Southeast
Marietta, Georgia
(770) 427-2741
4. Lee's One Coin Laundry
404 Powder Springs Street, Southeast
Marietta, Georgia
(678) 355-9520
5. Marietta Coin Laundry
617 South Marietta Parkway, Southeast
Marietta, Georgia
(770) 427-2344

Commercial Purchases

1. Wal-Mart
1785 Cobb Parkway
Note: Wal-Mart requires a tax-exempt status card. If a procurement resource does not have a card, they will need to obtain one from the Wal-Mart customer service desk to assure tax-exempt purchases are made.
2. Office Depot
119 Cobb Parkway
3. Radio Shack
270 Cobb Parkway

4. Comp USA
2201 Cobb Parkway
5. UPS
Delk Road
6. Home Depot
4101 Roswell Road, Northeast
7. Target
2201 Cobb Parkway
8. Grainger
2255 Northwest Parkway
9. FedEx
Franklin Place off of Franklin Road
10. Staples
6650 Roswell Road
Sandy Springs (on the way to SACC)
11. Lowes
Marietta, Georgia
(770) 794-4778
12. Sam's Club
Marietta, Georgia
(770) 423-7018
13. Walgreens
2670 Cobb Parkway
Smyrna, Georgia
14. Handy Ace
4354 High Howell Road
Tucker, Georgia 30084
(770) 939-6842
15. Bass Pro
5900 Sugar Loaf Parkway
Lawrenceville, Georgia 30043
(678) 847-5500
16. Galyans, 691 Earnest Barrett Parkway, Kennesaw, Georgia 30144
(770) 281-0200).

APPENDIX A

Checklists For Vital Functions Administrative Forms Start-up Kits

Checklists

Center Coordinator Checklist (Not included this draft)

Safety Officer Checklist

Finance Checklist

Procurement Checklist

Plans Checklist

Ground Support Unit Checklist

Fixed Wing Base Manager Checklist

Safety Officer Checklist

| √ | Item | Initials | Date |
|---|--|----------|------|
| | Obtain briefing from Mobilization Center Coordinator | | |
| | Prepare daily Safety Message | | |
| | Establish and maintain daily contact with FS Region 8 Safety Officer | | |
| | Establish and maintain contact with FS Region 8 Ground Safety Specialist | | |
| | Address extreme congestion with traffic; restrict cell phone use while driving | | |
| | Address personal safety, be aware of surroundings | | |
| | Review Medical Plan | | |
| | Address defensive driving or other training needs | | |
| | Conduct facilities safety inspections | | |
| | Revisit and clarify driving regulations | | |
| | Provide warehouse use JHA, and conduct safety briefings in this regard | | |
| | Address parking restrictions as assigned to MOB Center | | |
| | Review Hazmat concerns as applied to warehouse storage and transportation | | |
| | Insure work/rest guidelines are met | | |
| | Brief subordinates and keep informed | | |

Safety Checklist Form 10/10/2004

Finance Checklist

| √ | Item | Initials | Date |
|---|---|----------|------|
| | Obtain briefing from Mobilization Center Coordinator. | | |
| | Determine staffing needs and order personnel to meet center objectives. | | |
| | Coordinate with Plans/CTSP to order computer system to support ISUITE. | | |
| | Establish ISUITE protocol for entering resources into ISUITE with Plans. | | |
| | Establish and maintain contact with Regional IBA. | | |
| | Establish and maintain contact with Regional Cost/Obligation Specialist if necessary. | | |
| | Order supplies as needed. | | |
| | Set up workstations for personnel. | | |
| | Brief subordinates and keep informed | | |
| | Set work schedules and hours of operation | | |
| | Determine process for entering personnel into ITS and ICARS. | | |
| | Determine reporting requirements for cost/obligation reports. | | |
| | Establish time reporting requirements for center. | | |
| | Establish demob process for closing out time slips. | | |
| | Brief subordinates and keep informed. | | |

Checklist Form 10/10/2004

Plans Checklist

| √ | Item | Initials | Date |
|---|---|----------|------|
| | Obtain briefing from Mobilization Center Coordinator | | |
| | Prepare handouts and displays for morning briefing | | |
| | Check demob schedule. Arrange demob travel. Display. | | |
| | Obtain input for ICS-209; costs personnel. | | |
| | Obtain input for Incident Action Plan; safety, weather. | | |
| | Update organization chart. | | |
| | Develop ICS-209. | | |
| | Develop Incident Action Plan. | | |
| | Oversee update of all displays. | | |
| | Attend daily planning meeting. | | |
| | Develop daily action plan, incorporate into IAP. | | |
| | Brief subordinates and keep them informed. | | |
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Checklist Form 10/10/2004

Ground Support Unit Checklist

| √ | Item | Initials | Date |
|---|--|----------|------|
| | Receive briefing from Center Coordinator | | |
| | <p>Work with Procurement Unit to establish procedure for renting Box Vans for delivery of kits:</p> <p>a) Box Vans should be on smaller than 25 feet in length</p> <p>b) Trucks should be heavy enough to be able to drive forklift inside for loading</p> <p>c) 2 Vans per kit.</p> | | |
| | Order both CDL and non-CDL drivers and equipment managers. | | |
| | Check on availability of rental vehicles and return location policy. | | |
| | Establish procedure for numbering vehicles rented through the Mobilization Center. | | |
| | <p>Assemble packet to be carried in vehicles which are transferred to Incident Management Teams including:</p> <p>a) contract original</p> <p>b) resourceorder</p> <p>c) inspection form</p> <p>d) pre-addressed envelope of purchasing agent who rented vehicle for return of invoice when vehicle is demobbed or transferred to another purchasings agents credit card.</p> <p>e) letter stating who all needs contacted when vehicle is demobbed or trqansferred to another purchasing agent.</p> | | |

Continuation of GSUL Checklist

| √ | Item | Initials | Date |
|---|---|----------|------|
| | Assemble packet of vehicles rented to be kept at Ground Support Unit containing the following: a) copy of contract b) resource order c) inspection form. | | |
| | Coordinate with Hartsfield International Airport to use a room in the baggage claim area for staging of incoming personnel who are awaiting transportation to the Mobilization Center. Assign a greeter to meet incoming personnel. | | |
| | Brief subordinates and keep them informed. | | |
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Checklist Form 10/10/2004

Fixed Wing Base Manager Checklist

| √ | Item | Initials | Date |
|---|--|----------|------|
| | Obtain briefing from Mobilization Center Coordinator | | |
| | | | |
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| | INCOMPLETE | | |
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| | Brief subordinates and keep them informed | | |

Safety Checklist Form 10/10/2004

APPENDIX A

ADMINISTRATIVE FORMS

Check-out Log for Mobilization Center Personnel

Georgian Sales Tax Exemption Form

Meal Authorization Form

Release Request & Demobe Travel Itinerary

Vehicle Accountability - Instructions

Vehicle Return Form

Standards of Conduct for Incident Personnel

Contact List - MOB Center 2004 Personnel

Template for Mobilization Center Narrative

Check Out Log for Mobilization Center

[illegible]



**STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES AND USE TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER OR DEALER
EFFECTIVE JULY 1, 2000**

To: _____ (SUPPLIER) _____ (MM/DD/YY) _____ (DATE)

(ADDRESS)

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased or leased after this date will be for the purpose indicated below, unless otherwise specified on a particular order, and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than indicated on this certificate. (Check proper box.)

- ☐ 1. Resale, rental or leased only, including but not limited to the purchase for resale of gasoline and other motor fuels.
- ☐ 2. Materials for further processing, manufacture or conversion into articles of tangible personal property for resale which will become a component part of the property for sale, or be coated upon or impregnated into the product at any stage of its processing, manufacture or conversion and nonreturnable materials used for packaging tangible personal property for shipment or sale. Containers or other packaging materials purchased for reuse are not exempt.
- ☐ 3. Machinery used directly in the manufacture of tangible personal property for sale purchased as additional, replacement or upgrade machinery to be placed into an existing plant in this State.
- ☐ 4. Direct Pay Permit authorized under Regulation 560-12-1-.16. The holder of a Direct Pay Permit must pay the 3% Second Motor Fuel Tax to suppliers on purchases of gasoline.
- ☐ 5. For use by Federal Government, State Government, any county, municipality or public school system of this State, when supported by official purchase orders or for use by Hospital Authorities created by Article 4, Chapter 7, of Title 7, and County or City Housing Authorities created by Article 1, Chapter 3 of Title 8. The State of Georgia, counties, municipalities, public schools, Hospital and Housing Authorities of Georgia must pay the 3% Second Motor Fuel Tax to suppliers.
A Georgia Sales and Use Tax Certificate of Registration Number is not required for this exemption.
- ☐ 6. Aircraft, watercraft, motor vehicles and other transportation equipment manufactured or assembled, sold and delivered by the manufacturer or assembler for use exclusively outside this State, or delivery of the crafts is for the sole purpose of removing same under its own power when it does not lend itself more reasonably to removal by other means.
A Georgia Sales and Use Tax Certificate of Registration Number is not required for this exemption.
- ☐ 7. Aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles and major components of each, which will be used principally to cross the borders of this State in the service of transporting passengers or cargo by common carriers and by carriers who hold common carrier and contract carrier authority in interstate or foreign commerce under authority granted by the United States government. Replacement parts installed by carriers in such craft or vehicles which become an integral part of the craft or vehicle are likewise exempt. Private and contract carriers are not exempt.

(TYPE OF BUSINESS ENGAGED IN BY THE PURCHASER)

(COMMODITY CODE)

I declare, under penalties of false swearing, that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

(PURCHASER'S FIRM NAME)

(CERTIFICATE OF REGISTRATION NO.)

(ADDRESS)

By _____ Title _____
(SIGNATURE) (OWNER, PARTNER, OFFICIAL)

A supplier is required to have only one certificate of exemption form on file from each purchaser buying tax exempt. The supplier must exercise ordinary care to determine that the tangible personal property obtained under this certificate is for the purpose indicated. Suppliers failing to exercise such care will be held liable for the sales tax due on such purchases. For example, a supplier cannot accept a Certificate of Registration number bearing a "214" prefix since these are issued to a Contractor which has been deemed to be the consumer and is required to pay the tax at the time of purchase.

MEAL AUTHORIZATION
FOR OFFICIAL USE ONLY
(For use with Emergency Meal Agreement)

Vendor _____ Dates Meals Needed _____

Incident Name _____ Incident # _____

Request # S- _____ Job Code _____

Number of in-house meal(s): _____ Breakfast _____ Lunch _____ Dinner

Note: Hot Meals to Go are not a part of this agreement

Number of Sack Lunches: _____ (Number Regular: _____ Number Vegetarian _____
(Sack lunch prices as per agreement)

The following MAXIMUM PRICES will apply when ordering from the menu. Meal prices DOES NOT INCLUDE GRATUITY.

| | <u>MAXIMUM MEAL PRICES</u> (Conus) | <u>MAXIMUM COBB COUNTY MEAL PRICES</u> 2005 MI&E Rate \$43 | |
|-----------|---|---|--------|
| Breakfast | \$ | (Fill in current amounts) | \$ |
| Lunch | \$ | | \$ |
| | \$ | | \$ |
| | | | Dinner |

Vendor *will prepare* a guest check for EACH IN-HOUSE DINER'S signature.

Any charges exceeding the above amounts will be the responsibility of the individual.
NO ALCOHOLIC BEVERAGES, TOBACCO, OR MISCELLANEOUS PRODUCTS MAY BE
PURCHASED WITH THIS MEAL AUTHORIZATION.

- ☐ Recipient has been briefed on the limitations of this agreement and will inform crew if applicable.

Authorized Government Officer_____
Receipting Signature (Name & Title)_____
Title_____
Home Unit_____
Telephone

Vendor will submit original Meal Authorization, guest check (signed by the DINER, CREWLEADER, CHIEF OF PARTY or DRIVER), and statement to the Payment Office. Bill Agency circled below:

Southern Area Coordination Center
1200 Ashwood Parkway
Atlanta, GA 30338

Meal Authorization Log

| Date | Chief of Party or Individual Recipient | Vendor | Meal Authorized | Paid |
|-------------|---|---------------|----------------------------|-------------|
| | | | | |
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RELEASE REQUEST & DEMOBE TRAVEL ITINERARY

Today's date/time: _____ Person Making Request: _____.

Resource Name: _____.

(E.g., Flathead Hotshots, Jane Doe, Yellowstone Engine)

Current Order/Req. # _____.

(E.g., NC-NCF-01003, C-2)

Original Order/Req. #: _____.

Assignment on Fire: _____ Home Unit-Agency: _____.

(E.g., MT-GNF for Gallatin NF in MT)

Date/Time Available: _____ / _____ (to start demobe).

From where _____ Available for reassignment? Yes/No

(E.g., jetport, ICP if driving)

Current Location: _____.

If Reassignable—New Order/Req. #: _____.

If Not- Reason for Leaving: _____.

(E.g., days up, supervisor, personal)

Date Arrived on fire: _____ Date Left Home unit: _____.

Final Destination: _____ (Jetport) _____.

Transportation Type: Air, AOV (Agency Owned Vehicle), POV (Privately Owned Vehicle),

Rental Car? From where: _____.

Need a ride from Airport to Home Unit? Yes / No

| | CITY OR JETPORT | DATE | TIME | CARRIER or AIRCRAFT TYPE | FLIGHT NUMBER |
|-----|--------------------|------|------|-----------------------------|------------------|
| ETD | | | | | |
| ETA | | | | | |
| ETD | | | | | |
| ETA | | | | | |
| ETD | | | | | |
| ETA | | | | | |

NOTIFICATIONS: Travel made by: _____ Date & Time: _____.

DOT.Mobe Done: _____ by: _____.

Fire Camp Notified: _____ by: _____.

Res. Order Documented: _____ by: _____.

Others Notified: _____ @ _____ by: _____.

(I.e., FAXed to Staging @AVL & to whom)

VEHICLE ACCOUNTABILITY

The purchasing agent is to place a pre-addressed, large kraft envelope containing the vehicle's close-out documentation in the glove box of each rented vehicle.

The envelope is to be mailed to the purchasing agent if/when the vehicle is turned in, or is transferred to another purchasing agent's credit card.

An instructional placard (see following page) is to be placed in the vehicle with the envelope (described above). The Ground Support Unit Leader is responsible for insuring that the instructions are carried out.

VEHICLE RETURN INSTRUCTIONS

This vehicle is being dispatched from _____

The Ground Support Unit Leader at this location is ____

Please notify the Ground Support Unit Leader by phone if this vehicle is de-mobed. The phone number is:

Area Code _____

If this vehicle is transferred to another credit card holder or demobed, forward final bill to the card holder in the enclosed or attached pre-addressed envelope.

STANDARDS OF CONDUCT FOR INCIDENT PERSONNEL

Each individual on this incident is responsible for

- » ***Being ready and able to perform their assigned duties effectively.***
- » ***Conducting themselves appropriately at all times.***

There is ZERO tolerance for inappropriate behavior while assigned to this incident, including such conduct as:

- » ***Drug and alcohol misuse***
- » ***Any unsafe activity***
- » ***Discrimination***
- » ***Sexual harassment***

Each individual is expected to be physically and mentally prepared to perform assigned emergency support duties at all times.

Anything less than strict adherence to these guidelines will be dealt with and could result in immediate dismissal from the incident.

**The public expects our best efforts.....they see us as professionals.
In what we say and do, let's continue to show them we are!**

Contact List: Marietta MOB Center 2004

| Section/U | Title | Last Name | First | Address | City | State | Email | Work Phone | Agency/ |
|------------|-------------|-------------|----------|--------------------|--------------|---------------|-------------|--------------|----------|
| Aviation | Aircraft | Benfatti | Jon | 1035 North Park | Eugene | OR 97404 | Jon_benfa | 970-625-2872 | Unknown |
| Aviation | Aviation | Orr | Wayne | Unknown | Unknown | Unknown | Unknown | Unknown | Unknown |
| Command | Center | Francis | Doug | 202 Laurel Street | Burnsville | NC 28714 | Unknown | Unknown | FS |
| Command | Deputy | Allen-Brick | Sharon | 1685 Highway 20 | Bend | OR 97701 | sallenbrick | 971-219-8623 | FS |
| Command | Safety | Cutshaw | Laney | 1133 Massey Branch | Robbinsville | NC 28771 | lcutshaw@ | 828-479-6431 | FS |
| Command | Safety | Hill | David | Unknown | Unknown | Unknown | Unknown | Unknown | Unknown |
| Dispatch | Dispatcher | Bellamy | Dot | 151 Brollklyn Road | Asheville | NC 28803 | dotbellam | Unknown | FS |
| Facilities | Facilities | Marston | Joel | 601 Nevada Highway | Boulder City | NV 89005 | joel_marst | Unknown | NPS |
| Facilities | Security | Tramontano | Linda | PO Box 354 | Bluff | UT 84512-0354 | Ranger45b | Unknown | UT |
| Facilities | Warehouse | Bowman | Harold | PO Box 1214 | Cherokee | NC 28719 | Unknown | Unknown | BIA |
| Facilities | Warehouse | Parker | Tracy | PW Box 751 | Cherokee | NC 28719 | Unknown | 828-736-2226 | BIA |
| Facilities | Warehouse | Swayney | Raymon | PO Box 1093 | Cherokee | NC 28719 | Unknown | Unknown | BIA |
| Finance | Finance | Breeden | Charlene | 1755 Cleveland | Gainesville | GA 30501 | cbreeden | 770-297-3096 | FS |
| Finance | Finance | Hughes | Carolyn | 426 Travis Jordon | Lufkin | TX 75904 | carohuh@ | N/A | FS Texas |
| Finance | Finance | Donobedian | Karen | Unknown | Unknown | Oregon | Unknown | Unknown | FS |
| Finance | Procurement | Manning | Roger | 811 Constitution | Bedford | IN 47421 | Unknown | Unknown | NPS |
| Finance | Purchasing | Walthal | Jan | PO Box 2750 | Asheville | NC 28802 | jwalthal@ | Unknown | FS |

| Section/U | Title | Last Name | First | Address | City | State | Email | Work Phone | Agency/ |
|-----------|------------|-----------|---------|-----------------------|-------------|----------|--------------|--------------|---------|
| Finance | Timekeeper | Huskey | Cherise | PO Box 978 | Cherokee | NC 28719 | Unknown | Unknown | BIA |
| Ground | Driver | Bryant | Curtis | 31315 DPW Forestry | DOD - Fort | GA | Unknown | 912-767-2598 | DOD GA |
| Ground | Driver | DeFrieze | Jerry | Unknown | Chattsworth | GA | jdefrieze@ | 706-397-2265 | FS GA |
| Ground | Driver | Flowers | Robert | 31314 DPW Forestry | DOD - Fort | GA | Unknown | 912-767-2598 | DOD GA |
| Ground | Driver | Goodwin | Kevin | 1609 Cynthia Road | Mountain | AR 72560 | Unknown | Unknown | FS |
| Ground | Driver | Iser | Robert | 40 Garden Ridge | Mchenry | MS 39561 | Biser@fs.fe | Unknown | FS |
| Ground | Driver | Kelton | Norris | 3473 Highway 35 | Forest | MS 39074 | Unknown | 601-469-3811 | FS |
| Ground | Driver | McGrath | Dan | 3473 Highway 35 | Forest | MS 39074 | Unknown | 601-469-3811 | FS |
| Ground | Driver | Michael | Spencer | 31314 DPW Forestry | DOD-Fort | GA | Unknown | 912-767-2598 | DOD Ft |
| Ground | Driver | Myers | Jeff | 3473 Highway 35 | Forest | MS 39561 | Unknown | 601-469-3811 | FS |
| Ground | Driver | Trull | James | 92 Miller Road | Oriental | NC 28571 | jtrull@fs.fe | Unknown | FS |
| Ground | Equipment | Vaughters | Don | Unknown | Blue Ridge | GA | dvaughters | 706-632-3031 | FS |
| Ground | Equipment | Clifton | Sam | Unknown | Unknown | Unknown | Unknown | Unknown | Unknown |
| Ground | Equipment | Lincoln | John | 2070 Cayuga St. | Romulus | NY 14541 | ghostwriter | N/A | NPS |
| Ground | Ground | Hartz | Randy | 7133 National | Berlin | MD 21811 | hartzdolfa | Unknown | NPS |
| Ground | Ground | Sharp | Larry | 1645 Highway 20 | Bend | OR 97702 | lsharp@fs.f | Unknown | FS |
| Plans | Resources | Sandy | Henning | 1755 Cleveland | Gainesville | GA 30501 | shenning | 770-297-3064 | FS |
| Plans | THSP | Forester | Don | 1086 West Outer Drive | Oak Ridge | TN 37830 | zebra_100 | Unknown | FS TN |
| Unknown | Unknown | Amaral | Bonnie | 160-A Zillico | Asheville | NC 28804 | bamaral@f | 828-257-4265 | FS |
| Unknown | Unknown | Bernard | Mike | PO Box 426 | Apple | TX 75926 | Unknown | 936-655-2299 | Unknown |

| Section/U | Title | Last Name | First | Address | City | State | Email | Work Phone | Agency/ |
|-----------|-----------|-----------|--------|----------------------|-------------|-------|------------|--------------|---------|
| Unknown | Unknown | Chesley | Tim | 160A Zillicoa | Asheville | NC | tchesley@f | 828-257-4223 | FS |
| Unknown | Unknown | Hedgecock | Ed | Unknown | Columbia | SC | ehedgecoc | 803-561-4039 | FS |
| Unknown | Unknown | Lashoto | Pete | 1755 Cleveland | Gainesville | GA | plashoto@ | 770-297-3083 | FS |
| Warehous | Forklift | Ernest | Chris | 3941 Highway 76 | Chatsworth | GA | cearnest@f | 706-695-3134 | FS GA |
| Warehous | Forklift | Solesbee | Tim | 2291 Long Branch | Topton | NC | Unknown | Unknown | FS |
| Warehous | Rec/Dist | Gwynn | Bill | 2524 Cherry Street | Burnswick | GA | Unknown | 912-264-8414 | FS GA |
| Warehous | Rec/Dist | Leonard | Betty | 110 South Park Drive | Blacksburg | VA | Unknown | 540-552-4641 | FS |
| Warehous | Rec/Dist | Schlechty | Karen | 2625 Park Rd. | Blacksburg | SC | Karen_schl | Unknown | NPS |
| Warehous | Warehouse | Blanco | James | 0150 County Road | Rifle | CO | James_bla | 970-625-2872 | BLM |
| Warehous | Warehouse | Clark | Dottie | PO Box 197 | Mimbres | NM | Dclark03@ | 505-534-5257 | FS NM |
| Warehous | Warehouse | Blythe | Larry | PO Box 1898 | Cherokee | NC | Unknown | Unknown | BIA |

Template of Mobilization Center Narrative

| | |
|--|--------------|
| Incident Name: | |
| Incident Number: | |
| MOB Center Location: | |
| Incident Agency(s): | |
| Dates Assigned: | |
| Region 8 Expectations, Assigned Roles and Responsibilities: | |
| Procedures and Processes that Worked Well: | |
| Areas that Need Improvement and Recommendations: | |
| Documentation of Decisions, Policy Established or Changed: | |
| Mobilization Center Follow-up Needed: | |
| Signature: | Date: |
| Home Office Telephone Number: | |
| Home Office Address: | |
| Email Address: | |

APPENDIX B

Equipment and Supplies 72-hour Kits

72-Hour Kit - Hurricane Incident Supplies Needed

72-Hour Kit Inventory by Section (Existing Kits located at SACC)

Administrative Supplies - General

Buying Team Start-up Kit

Finance Start-up Kit

Plans Start-up Kit

Aircraft Coordinator Start-up Kit

Ground Support Unit Start-up Kit

Warehouse Start-up Kit

72-HOUR KIT
Needed Hurricane Supplies (5 pages)

| Needed Hurricane Supplies | | | 72 Hour Kit | | |
|----------------------------------|--|---------------------|--------------------|-------------|---------------------|
| Cache ID | Description | Size | Quantity | Unit | Order |
| * | REQUIRE MSDS SHEETS ON ALL APPLICABLE MATERIALS | | | | |
| 0606 | 5 Gallon Gas Safety Cans | | 6 | Each | 18 |
| 0027 | Basin, 4Qt, wash, polyethylene | 24/box | 0.5 | Boxes | 0.5 |
| 0030 | Batteries - AA | 144/box | 15 | Boxes | 45 |
| 0033 | Batteries - D cell | 72/box | 10 | Boxes | 10 |
| 0692 | Berm, containment, 55 gallon | | 1 | Each | 1 |
| 1869 | Chain Saw Bar Oil | 12 per box | 2 | Boxes | 6 |
| 0340 | Chain Saw Kit | | 10 | Each | 30 |
| 0557 | Chest, ice | | 12 | Each | 4 |
| 0533 | Cord, nylon shroud 700 yds per spool | 4 spools/pkg | 1 | Packages | 2 |
| 1038 | Disposable Body Towels for Bathing | 300 per box | 6 | Boxes | 18 |
| 0071 | Duck Tape | 2" x 60' roll | 50 | Each | 100 |
| 3161 | Easel (flip chart) | 27"x36" | 2 | Each | SAK has 4 |
| 0307 | Extinguisher, fire, dry 120BC, 20lbs | | 2 | Each | 3 |
| 1059 | File, mill, 12" bastard | | 24 | Each | 72 |
| 0390 | Finance Section Kit | | 1 | Each | 3 |
| 1760 | First Aid Kit (100 person) | | 1 | Each | 3 |
| 1297 | Gloves (100 per box) | XLarge | 4 | Each | 12 |
| 0321 | Hammer, Claw | | 3 | Each | 9 |
| 1858 | Hammer, Sledge | 8 lb | 5 | Each | 15 |
| 0208 | Hand Soap | | 2 | Cases | 2 |
| 0063 | Handle, File | | 36 | Each | 108 |
| 0713 | Headlamps uses AA batteries | (48 per box) | 1 | Boxes | 1 |
| 0109 | Helmet,safety, plastic, w/chin strap | 20/box | 12 | Each | 36 |
| 0320 | Incident Base Maintenance Kit | | 1 | Each | 3 |
| 6066 | Killer Tree Flagging | | 12 | Rolls | 36 |
| 6051 | Kit, Lighting, Multi-light Cord | | 2 | Each | SAK has 3 |
| 0910 | Logistics Section Kit | | 1 | Each | 3 |
| 1842 | MREs 12 meals per box | 48 boxes/pallet | 1 | Pallet | 3 pallets + 6 boxes |
| 3444 | Oil for Chain Saw Gas Mix (2cycle) | 8 oz - 48 per box | 3 | Boxes | 9 |
| 0744 | Packsac, waterproof, w/straps | 20 per box | 12 | Each | 36 |
| 0240 | Paper Towels 25 rolls per box | | 4 | Boxes | 12 |
| 0250 | Paper, Easel | 27"x36" | 6 | Each | 18 |
| 0800 | Planning Section Kit | | 1 | Each | 3 |
| 0021 | Plastic Garbage Bags (100+) | 125 per box | 2 | Boxes | 2 |
| 0291 | Pliers, slip joint | 6" long | 3 | Each | 9 |
| 0146 | Pulaski | | 5 | Each | 15 |
| 1807 | Rake (fire (council tool) w/sheath | | 5 | Each | 15 |
| 2398 | Ribbon, Flagging, flourescent orange | 12 per box | 2 | Boxes | 4 |
| 0089 | Ridge Poles | | 10 | Each | 15 |
| 0290 | Screw Drivers,flat tip, | 6" long | 3 | Each | 9 |
| 0171 | Shovel | | 5 | Each | 15 |
| 0022 | Sleeping Bag | | 1 | Each | 3 |
| 1566 | Sleeping Pad | | 1 | Each | 1 |
| 2490 | Stapler, heavy duty | | 3 | Each | 6 |
| 2491 | Staples, heavy duty | | 10 | Boxes | 20 |
| 0619 | Tape, Electrical | 2" | 10 | Rolls | 20 |
| 0077 | Tent | | 1 | Each | SAK has 100 |
| 0142 | Toilet Paper | 96 per box | 4 | Boxes | 4 |
| 1343 | Trash Cans | 32 gallon or larger | 10 | Each | 6 |
| 0083 | Uprights | | 30 | Each | 67 |
| 0144 | Visquine | 20'x100' | 10 | Rolls | 26 |
| 0070 | Yellow Tent Flys | | 10 | Each | 30 |

Page 1 of 1

72-HOUR KIT
Needed Hurricane Supplies
 (Page 2 of 5)

| Needed Hurricane Supplies | | | 72 Hour Kit | | |
|---------------------------|--|---------------------|-------------|----------|---------------------|
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| 0290 | Screw Drivers,flat tip, | 6" long | 3 | Each | 9 |
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72-HOUR KIT Needed Hurricane Supplies

Needed Hurricane Supplies-Buying Team

| ID | Description | Size | Quantity | Unit | TOTAL Inventory |
|-------------------------------------|--|-------------------|----------|------------------|-----------------|
| BULK ITEMS | | | | | |
| | 2x4s | | 1 | Pallet (297) | |
| | Skid Plywood | 1/2" Exterior | 1 | Skid (58 sheets) | |
| | Water | Gallons | 400 | Gallons | |
| | Gatorade | | 2 | Cases | |
| | Batteries - 9 volt 100 per Response Unit | | 600 | Each | |
| | Batteries - AA | 144/box | 15 | Boxes | |
| | Batteries - D cell | 72/box | 30 | Boxes | |
| FOOD | | | | | |
| | Breakfast Bars, Fig Newtons | | | | |
| | Coffee | | 20 | Pounds | |
| | Dried Fruits Apricots, raisons, apples, prunes | | | | |
| | Dried soups | | | | |
| | Granola | | | | |
| | Hot Chocolate | | | | |
| | Jars of Creamer | | 10 | Each | |
| | Meat Products | | | | |
| | Pretzels | | | | |
| | Sugar, | | 10 | Pounds | |
| | Sweet and Low | | 5 | Boxes | |
| | Tang | | | | |
| | Tea | | 5 | Boxes | |
| | Trail Mix | | | | |
| HOUSEHOLD | | | | | |
| | 100 Watt Light bulbs for lighting kit | 120/box | 0.5 | Boxes | |
| | Basin, 4Qt, wash, polyethylene | 24/box | 0.5 | Boxes | |
| | Brooms Kitchen | | 3 | Each | |
| | Brooms Push | | 1 | Each | |
| | Clorox Bleach | Gallons | 12 | Gallons | |
| | Hand Soap | | 2 | Cases | |
| | Paper Towels 25 rolls per box | | 4 | Boxes | |
| | Plastic Containers | 30"x16"x12" | 8 | Each | |
| | Plastic Garbage Bags (100+) | 125 per box | 2 | Boxes | |
| | Sponges | | 10 | Each | |
| | Toilet Paper | 96 per box | 4 | Boxes | |
| | Trash Cans | 32 gallon or less | 10 | Each | |
| FOOD PREPARATION AND STORAGE | | | | | |
| | 24 to 32 qt. pots/pans with lids (boiling water) | | 4 | Each | |
| | Antibacterial hand soap | | 12 | Bottles | |
| | Chest, ice | | 12 | Each | |
| | Coffee percolators for coleman stoves | | 5 | Each | |
| | Coleman stoves with dual fuel capacity | | 4 | Each | |
| | Large Ladels | | 2 | Each | |
| | Manual Can Openers | | 2 | Each | |
| | Sterno | | 5 | Cases | |
| FACILITY MAINTENANCE | | | | | |
| | Bungee cords of various lengths | | 50 | Each | |

72-HOUR KIT Needed Hurricane Supplies

| | | | | | |
|------------------|--|-----------------|------|------------|--|
| | Fuel, lantern, white gas | 1 gallon | 12 | Gallons | |
| | Plastic tarps of various sizes | | 10 | Each | |
| | Quick Lime | | 25 | Pounds | |
| | Ribbon, Flagging, fluorescent orange | 12 per box | 2 | Boxes | |
| | Rubbermade containers | 8 gallon or lar | 15 | Each | |
| | Stapler, heavy duty | | 3 | Each | |
| | Staples, heavy duty | | 10 | Boxes | |
| | Wire, included in NFES0320 | 16 gage 50' | 1 | roll | |
| OFFICE SUPPLIES | | | | | |
| | Colored pens (sharpies) | | 10 | Each | |
| | Copier/Printer paper | 8 1/2" x 11" | 6 | Reams | |
| | Easel (flip chart) | 27"x36" | 2 | Each | |
| | Fax machine | | 1 | Each | |
| | Paper, Easel | 27"x36" | 6 | Each | |
| | Small copier | | 1 | Each | |
| | Steno Pads | | 24 | Each | |
| PERSONAL COMFORT | | | | | |
| | Flashlights, uses D or AA size batteries | | 24 | Each | |
| | Helmet,safety, plastic, w/chin strap | 20/box | 12 | Each | |
| | Tent | | 50 | Each | |
| SAFETY | | | | | |
| | Coleman Lanterns (propane tanks) | | 12 | Each | |
| | Extinguisher, fire, dry 120BC, 20lbs | | 2 | Each | |
| | Funnels, 1 quart w/ strainer | 30 / box | 12 | Each | |
| | Mantles | 6 per Contain | 12 | Containers | |
| COMMUNICATIONS | | | | | |
| TOOLS | | | | | |
| | 3/8 " rope (comes in coils-unknown length) | | 2000 | Feet | |
| | Chain Saw Bar Oil | 12 per box | 2 | Boxes | |
| | Chains (towing) | 3/8 inch x 20' | 4 | Each | |
| | Duck Tape | 2" x 60 ' roll | 50 | Each | |
| | File, mill, 12" bastard | | 36 | Each | |
| | Hammer, Claw | | 3 | Each | |
| | Hammer, Sledge | 8 lb | 5 | Each | |
| | Hand Winch (Come-a-long) | | 2 | Each | |
| | Handle, File | | 36 | Each | |
| | Nails (25lbs per package) | 10D, 3" | 1 | Packages | |
| | Oil for Chain Saw Gas Mix (2cycle) | 8 oz - 48 per | 3 | Boxes | |
| | Pliers, slip joint | 6" long | 3 | Each | |
| | Saws, hand, carpenter | | 3 | Each | |
| | Screw Drivers, Phillips #2 | | 3 | Each | |
| | Screw Drivers,flat tip, | 6" long | 3 | Each | |
| | Tape, Electrical | 2" | 10 | Rolls | |
| | Tape, masking (36 rolls per box) | 1" | 10 | Rolls | |
| FIRST AID | | | | | |
| | Alcohol | | 6 | Bottles | |
| | Allergy Medicine (Benydryl and others) | | 12 | Boxes | |
| | Antibacterial Ointment | | 12 | tubes | |
| | Antibacterial Soap | | 2 | Bottles | |

72-HOUR KIT
Needed Hurricane Supplies
 (Page 5 of 5)

| | | | | | |
|----------------------------|----------------------------------|---------|-----|----------|--|
| | Aspirin | | 4 | Bottles | |
| | Baby wipes | | 10 | Boxes | |
| | Band-aids-Varity | Regular | 4 | Boxes | |
| | Band-aids | Large | 2 | Boxes | |
| | Boxes Cotton Balls | | 2 | Boxes | |
| | Chapstick Sunblock | | 50 | Each | |
| | Cortisone Cream | | 12 | Tubes | |
| | Cough Drops | | 10 | Bags | |
| | Cough Medicine | | 6 | Bottles | |
| | Eye drops | | 12 | Bottles | |
| | First aid tape | | 4 | Rolls | |
| | Foot powder | Small | 36 | Bottles | |
| | Gauze | | 12 | Boxes | |
| | Gauze Pads | | 12 | Boxes | |
| | Hand Lotion | Small | 36 | Bottles | |
| | Hand Sanitizer | Small | 50 | Bottles | |
| | Hydrogen Peroxide | | 6 | Bottles | |
| | Insect Repellant | | 50 | Cans | |
| | Ibuprofen | | 4 | Bottles | |
| | Imodium A/D | | 5 | Bottles | |
| | Jock itch spray | | 12 | Cans | |
| | Kaopectate | | 5 | Bottles | |
| | Kotex | | 1 | Boxes | |
| | Medicated powder | | 12 | Boxes | |
| | Mole Skin | | 24 | Packages | |
| | Pepto Bismol | | 10 | Bottles | |
| | Q-tips | | 3 | Boxes | |
| | Rubber Gloves, disposable | | 150 | Each | |
| | Saline solution | | 1 | Boxes | |
| | Sharpies Pens | | 4 | Boxes | |
| | Sunscreen | | 50 | Each | |
| | Tampax | | 2 | Boxes | |
| | Tecnu (poison ivy wash) | | 12 | Bottles | |
| | Triangular Bandages | | 6 | Each | |
| | Tums | Large | 3 | Bottles | |
| | Tylenol | | 4 | Bottles | |
| | Vitamin "C" Chewable | | 10 | Bottles | |
| | Vitamin "Multi" | | 10 | Bottles | |
| | Ziploc Sandwich Bags | | 4 | Boxes | |
| ITEMS NOT ON ORIGINAL LIST | | | | | |
| | Propane fuel cylinders for lamps | | 10 | Each | |
| | Caution Tape 3" | | 20 | Rolls | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Tent Stakes | | 100 | Each | |
| | Chain Saw Files-7/32"x8" | | 20 | Each | |
| | Foam Drinking cups (500 per box) | | 1 | Box | |

72-HOUR START-UP KIT INVENTORY BY SECTION

General Administrative Supplies

Network Router, 4 port
Universal Power Supply (surge protector)
File Folders
Staples
Power Outlets
Pens
Pencils
Markers
Binders
Maps (showing vendors, restaurants, and more)
Incident check-in forms
IRSS check-in forms
Incident check-out forms (local area business, lunch break)
Flip chart pads
Sign: "MOB CENTER" yard sign

Buying Team Startup Kit

| | |
|---------------------------------------|-----|
| Unit Signs-all sections | 7 |
| Message Forms, packs | 2 |
| Magic markers, assorted | 24 |
| Steno Pads | 12 |
| Pencils | 4 |
| Tape, scotch, clear, with dispenser | 1 |
| Envelopes, 9x12 | 25 |
| Hanging file folders | 120 |
| Accordion file | 2 |
| Copy Paper-5 colors, 500 sheets-1pack | 1 |

Finance Startup Kit

| | |
|---|----|
| Time Unit information binder | 1 |
| Fire Business Management Handbook, binder | 1 |
| Stapler, big one | 1 |
| Kleenex, box | 1 |
| CD cases | 70 |
| Hole punch, sinle hole | 1 |
| Hole punch, two hole | 1 |
| Paper clips, box | 2 |
| Floppy sisks | 35 |
| Staple puller | 2 |
| Magic markers, 2 black, 1 blue | 3 |
| Pen, ink, red | 1 |
| Red Dogs, time sheets, pack | 1 |
| Folder, file, manilla, 812/12 | 25 |
| Tab dividers, colored, pack | 10 |
| OF286, Equip Use forms | 9 |
| Message forms, bunch | 30 |
| Purchase Card Log | 25 |
| GA Tax Exempt form | 20 |
| SF261, Crew Time book, 1/2 used each book | 2 |
| Way Bills, OF316 | 30 |
| Claim for Injury, SF-95 | 20 |
| ICP Sign | 1 |

Plans Startup Kit

| | |
|---|-----|
| CD with MOB IAPs, ORG Charts, forms for all units | 2 |
| 3 hole punchy | 1 |
| Binders, 3" | 2 |
| Binder, 1" | 1 |
| Performance Rating fomrs | 4 |
| CBA travel log | 4 |
| Release Request form | 9 |
| Crew Time Report 2/3 pad | 1 |
| Floppy disks | 2 |
| CD cases | 6 |
| CD-R | 50 |
| Sacc Shift Log pad | 1 |
| Scissors | 1 |
| Note pads, sticky | 1 |
| Map, Marietta, State of FL, AL (1 each) | 5 |
| Paper clips, box of | 100 |
| Highlighter | 3 |
| Pens, pencils, markers-bunch | |
| Staplers | 4 |
| Staple puller | 2 |
| Tape, clear, 12", roll | 3 |
| Tape, masking, 2 1/2", roll | 2 |
| Phone message form, pad | 1 |

APPENDIX B**Aircraft Coordinator Startup Kit**

| | |
|---|-----|
| Scale | 2 |
| Standard Operating Procedures, 1 file folder full of procedures | All |
| Job Haz Analysis, Dobbins operations | 1 |
| Job Haz Analysis, Forklift, chainsaw use, hurricane conditions | 1 |
| Safety Messages, several, from 2004 | |
| General incident risk analysis- hurricane | 1 |
| Light sticks, bag of several | 1 |
| Headlamps | 6 |
| Batteries, AAA | 24 |
| Batteries, AA | 23 |
| Ear plugs, 130 pair in 8 packs | 8 |
| Ponchos, plastic | 18 |
| Safety vests, orange | 13 |
| Extension cord, 6 socket | 1 |
| Tape, masking, roll | 4 |

Ground Support Unit Startup Kit

2 Pages

| | |
|--|---|
| Safety, driver training kit | 1 |
| Clipboard | 1 |
| Message forms, pad | 1 |
| Vehicle demob form | 1 |
| Envelops, pack | 1 |
| Tasks chart | 1 |
| Maps-GA<FL<AL<KY<TN-1each | 5 |
| Sample of an emergency rental use envelope | 1 |
| Paper, writing, ruled, pad, 8 1/2x11 | 2 |
| Paper, writing, ruled, pad, 4x7 | 3 |
| Stick-On note pads, 3x3? | 4 |
| Tape with dispenser, 1/2" clear | 1 |
| Marker, red | 1 |
| Staples, box | 2 |
| Tape, fiber, roll | 2 |
| Tape, blue duct, roll | 1 |
| Tape, masking, 2 1/2", roll | 1 |
| File folder, accordion, | 3 |
| Stapler | 2 |
| Resource tracking display, cloth | 1 |

Ground Support Kit, continued.

| | |
|--|----|
| ID tags, with string | 2 |
| Road Atlas | 1 |
| Tacks, box | 1 |
| Binder Rings, bog | 1 |
| Header cards, resource tracking | 12 |
| File folder, verticle storage, 8 1/2x11" | 9 |
| Emergency equipment use, rental, forms | 5 |
| Performance Rating forms | 5 |
| GS driver checkout sheets | 5 |
| Work/rest Guidelines | 5 |
| NWCG Driving standards | 5 |
| Form, documentation of length of assignment extension | 5 |
| Equipment check-in sheet | 5 |
| Demob vehicle safety inspection sheet | 5 |
| File folder, 8 1/2x11, horizontal | 10 |
| Vehicle/heavy equipment safety inspection checklist, OF296 | 5 |
| Envelopes | 12 |
| Clipboard | 2 |
| Pens, pencils, bunch, markers, several | |
| Paper clips, pack | 1 |
| Staple remover | 1 |

Warehouse Startup Kit
2 Pages for 3 Separate Boxes

| | |
|--|---|
| Display board for markers | 1 |
| Board eraser | 1 |
| 3 hole punch | 2 |
| In/out box | 1 |
| Bowls, stainless, 1 quart | 5 |
| Coffee Pot, Delonght | 1 |
| Coffee Pot, Black-Decker | 1 |
| Coffee Pot, Sunbeam | 1 |
| Coffe and coffe supplies | |
| Can Opener | 3 |
| Water pitcher | 2 |
| Flashlight (D cell) | 1 |
| Construction paper, pack | 1 |
| Accordian file folder, legal | 1 |
| Copy paper, 2 pks, 1000 sheets | 2 |
| Tape, wrapping, clear | 1 |
| Pencils, pens, magic markers, bunch of 'em | |
| CD-R, writable, blank | 2 |
| Gloves, leather, firefighter, pair | 3 |
| Tape, 1/2" clear, boxed | 1 |
| Tape, 1", masking, roll | 1 |
| Paper clips, box | 3 |
| Staples, 3/8", box | 5 |

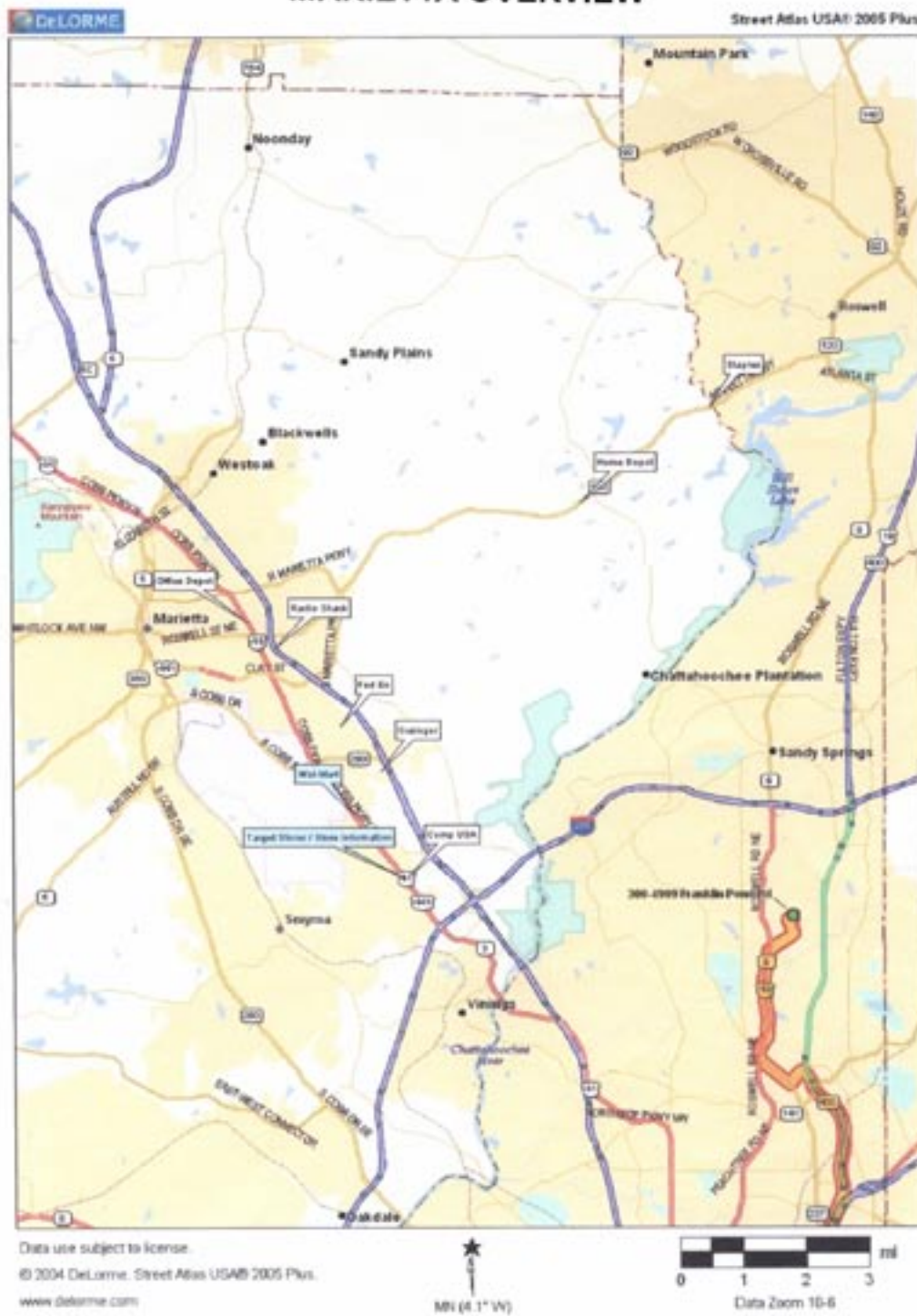
Warehouse Kit, continued.

| | |
|---------------------------------------|----|
| Staples, standard, box | 7 |
| Steno Pad | 2 |
| Safety data sheets w/binder, 1 binder | 1 |
| Locks, combination | 7 |
| Locks, key | 4 |
| Floppy disks, blank, box | 1 |
| Message forms | 25 |
| Performance Rating forms | 10 |
| Kleanex, box | 1 |
| Tape, fiber, roll | 1 |
| Tape, packing, roll | 1 |
| Hanging file folders | 50 |
| Clip board | 1 |
| Writing pads, 8 1/2x11", | 2 |
| Knee Protectors, pair | 20 |
| Back Supports | 11 |

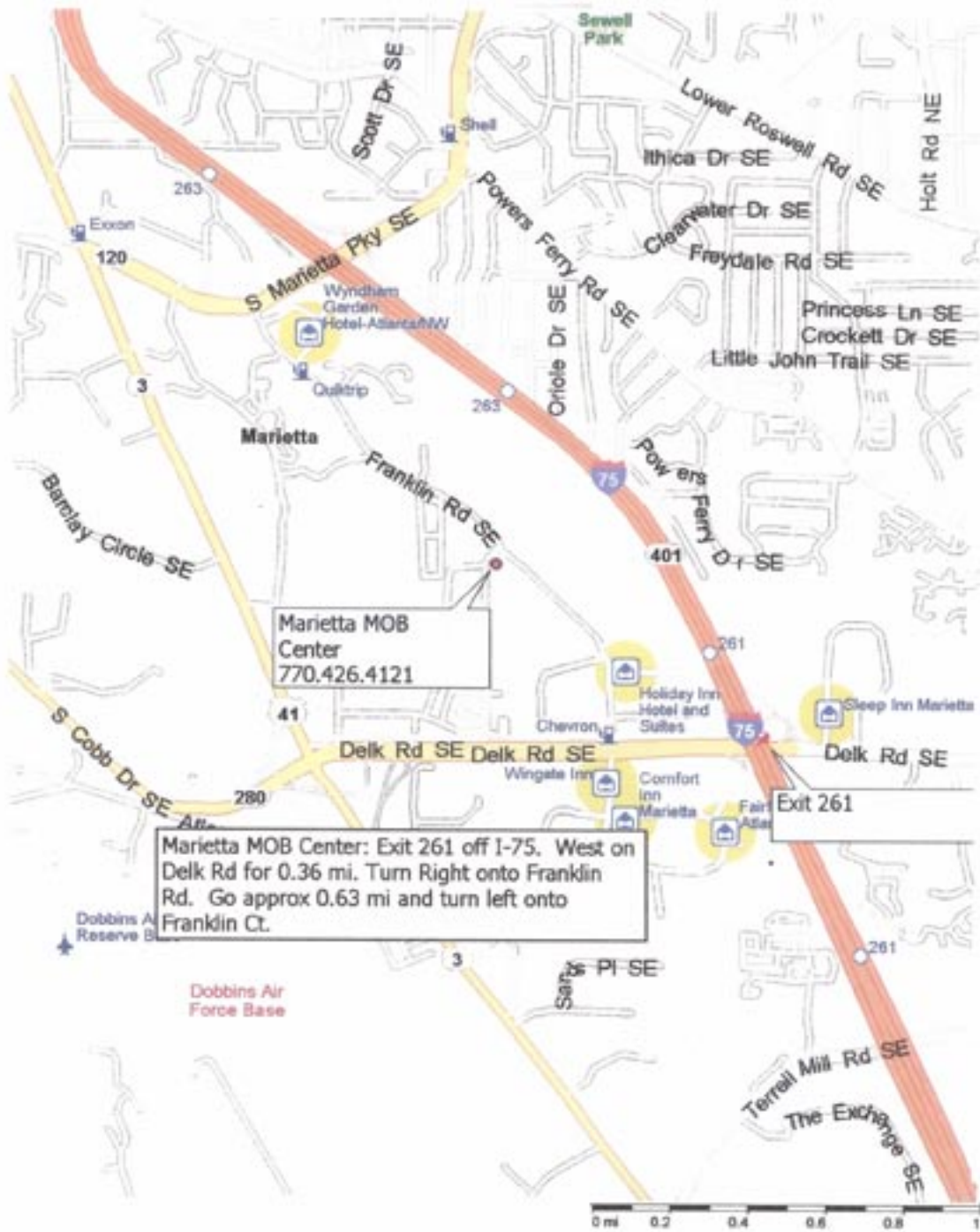
APPENDIX C MARIETTA AREA MAPS

ILLUSTRATING THE LOCATION OF COMMONLY USED VENDORS

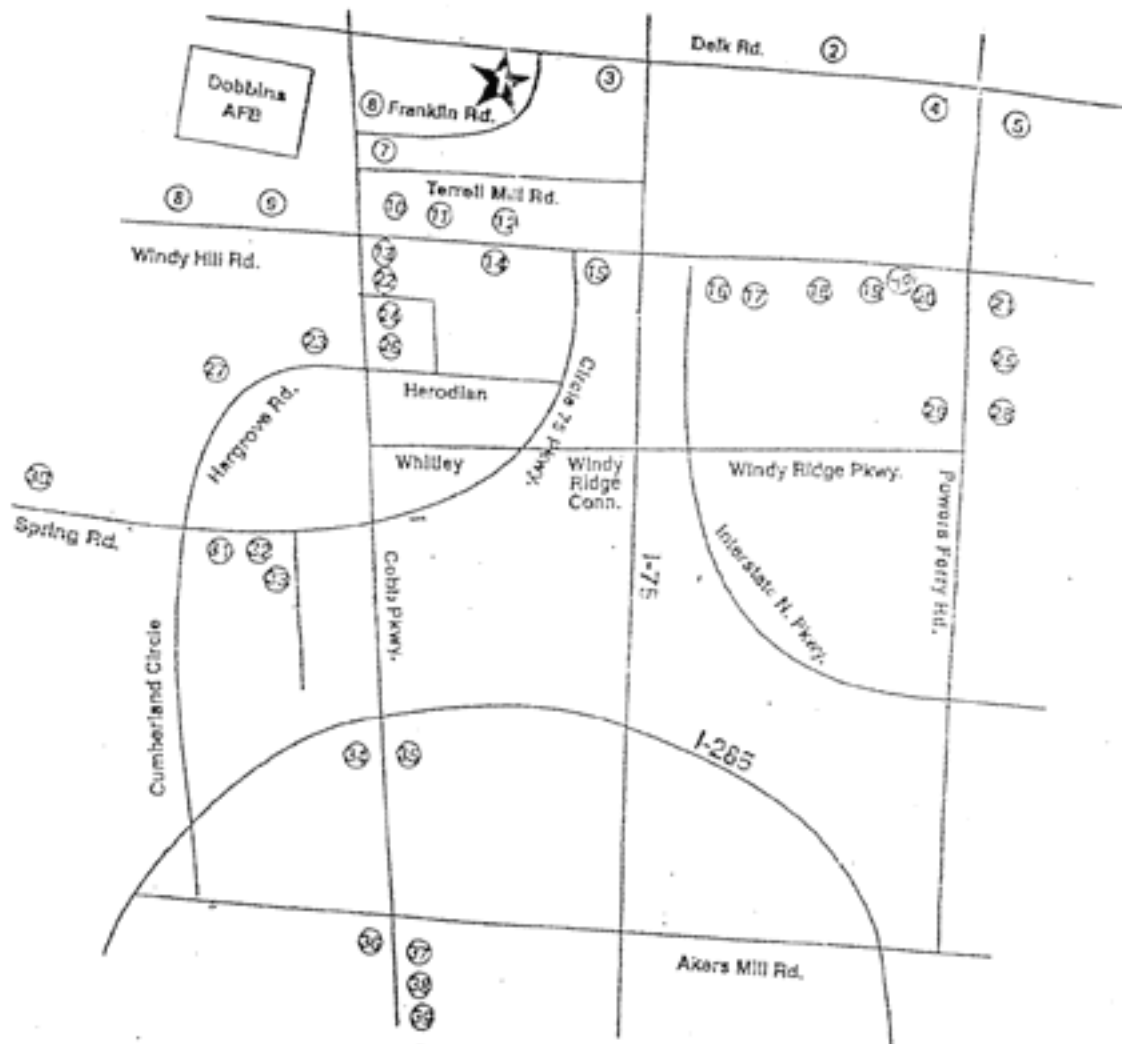
| | |
|--------------|-----------------------------------|
| MAP 1 | MARIETTA, GEORGIA OVERVIEW |
| MAP 2 | MARIETTA HOTELS |
| MAP 3 | VENDORS |

MARIETTA OVERVIEW

MARIETTA HOTELS



MARIETTA, GA VENDOR LOCATIONS



- | | | |
|-----------------------|------------------------|-------------------------|
| 1 Wingate Inn | 16 Pappadeaux | 31 Cumberland Phys |
| 2 Spaghetti Warehouse | 17 Pappasitas | 32 A[plebees |
| 3 Dave & Busters | 18 U.S. Post Office | 33 Steak & Ale |
| 4 Theatres At Delk | 19 Great Wall | 34 Cumberland Mall |
| 5 Outback Steakhouse | 20 Fuddruckers | 35 Cobb Galleria Center |
| 6 Pep Boys | 21 Houstons Rest. | 36 Barnes & Noble |
| 7 Walmart | 22 Bally Total Fitness | 37 Longhorn Steakhouse |
| 8 Fox Creek Golf Club | 23 Scalinis | 38 El Torro |
| 9 Legacy Gold Links | 24 Olive Garden | 39 Hooters |
| 10 Kinkos | 25 Cooker | 40 Cafe Mic |
| 11 Package Store | 26 House of Chan | |
| 12 Wachovia Bank/ATM | 27 A&P Grocery | |
| 13 Joe's Crab House | 28 TGI Fridays | |
| 14 Three Dollar Cafe | 29 CVS Pharmacy | |
| 15 McDonalds | 30 Eckerd Drugs | |