Logistics

Initial Briefing

1. Introduction

    An initial briefing, particularly for those who are not familiar with Gwinnett County and its infrastructure and operations, will be required during a Gwinnett Amateur Radio Emergency Service® (ARES®) operation. This provides participants with critical information about their care and the overall operation.

2. Responsibilities

    The Assistant Emergency Coordinator (AEC) for Logistics is responsible for maintaining this procedure, determining logistics related material to be briefed, and for coordinating the execution of these instructions.

    The AEC for Response Teams is responsible for preparing a roster of Response Team assignments and assigning incoming support personnel to Response Teams as needed.

    The AEC for Net Management is responsible for verifying operating frequencies and assigning tactical callsigns and packet radio aliases for locations not included in standing Operation Plans.

3. Related Publications

    LOG 1-3   Support Assignment Process

    LOG 2-1   Supply Support

4. Definition of Terms

    AEC   Assistant Emergency Coordinator

    ARES®   Amateur Radio Emergency Service® (ARES® and Amateur Radio Emergency Service®b are registered service marks of the American Radio Relay League.)

    FAX   Facsimile

5. Guideline

    5.1.   Briefing Content

    The Logistics Coordinator should provide information about the following as part of the briefing of incoming personnel:

        5.1.1.   Safety

    All safety concerns unique to the particular event should be briefed, along with a general safety briefing.

5.1.2. Team Assignments

Team assignments should be coordinated with the AEC for Response Teams and provided to participants as they check in. Directions from the assembly area to the assignment location should be provided to each team member who is not familiar with the county.

5.1.3. Tactical Callsign Assignments

The AEC for Net Management will verify that all sites are provided a tactical callsign if not assigned in standing Operation Plans. A list of tactical callsigns should be provided to all site Response Team Leaders for posting at the deployed sites plus one copy for the Response Team Leaders to keep in their possession.

The listing of sites should include available telephone numbers for both voice and facsimile (FAX) for each site. Logistics should obtain this information in advance, if possible. It the information is not available, the Response Team should report the information back to Logistics for compiling a list that includes the information.

5.1.4. Frequencies/Modes of Operation

The AEC for Net Management will verify that all personnel are provided a list of frequencies appropriate for their designated assignment. A list of all frequencies and their associated applications should be provided to all site Response Team Leaders for posting at the deployed sites plus one copy for the Response Team Leaders to keep in their possession.

5.1.5. Sleeping/Hygiene Accommodations

The AEC for Logistics should coordinate sleeping and hygiene accommodations by deployed site and brief the accommodations to incoming personnel.

5.1.6. Messing Accommodations

The AEC for Logistics should coordinate feeding/water/ice for deployed sites and brief the accommodations to incoming personnel. Meal times and sign-in procedure for meals for accounting purposes should be included in the briefing.

5.2. Briefing

Every effort should be make to have the briefing points available in hard copy for distribution to incoming personnel. All information should be verbally presented, emphasizing elements of the briefing as needed. Questions that cannot be answered by those performing the briefing should be referred to the appropriate function and answers provided as quickly as possible.

5.3. Briefing Roster

A roster of all personnel receiving the briefing should be maintained by the AEC of Logistics or their designated representative.

6. Release Information

Stan Edwards, WA4DYD, Emergency Coordinator, is the author of this document. The date of publication for this document is June 18, 2004, and is the initial release.