

Logistics Supply Support

1. Introduction

Providing needed supplies during a Gwinnett Amateur Radio Emergency Service® (ARES®) operation is critical to the operation's success. If personnel are assigned to remote sites or even at non-remote sites, there will be needs for supplies such as food and water, batteries, fuel for generators, and even writing materials. A structure must be in place to respond to those needs.

2. Responsibilities

The Logistics Coordinator is responsible for maintaining this procedure and for coordinating the execution of these instructions.

The Assistant Emergency Coordinator (AEC) for Business Management is responsible for providing funds necessary to provide materials when they are not available from sources providing the supplies at no cost.

3. Related Publications

- LOG 1-2 Alerting and Activation
- LOG 1-3 Support Assignment Process
- LOG 3-1 Facility Survey

4. Definition of Terms

- AEC** Assistant Emergency Coordinator
- ARES®** Amateur Radio Emergency Service® (ARES® and Amateur Radio Emergency Service® are registered service marks of the American Radio Relay League.)
- EOC** Emergency Operations Center

5. Guideline

5.1. Logistics Team

The Logistics Coordinator should establish a Logistics Team that can staff the Logistics function during the entire operation, establishing shifts as needed.

5.2. Supply Review

Once an operation commences, Response Teams should evaluate the needs of their operation using the Facilities Site Survey in LOG 3-1 and determine what supplies are critical to support the operation. Once identified, the needs should be forwarded to the Logistics Coordinator via the Logistics Net.

5.3. Sustaining Operations

During an extended operation, additional supplies may be required to support the operation. Supplies should be requested from the Logistics Coordinator or designated contact using the Logistics Net.

5.3.1. Sleeping/Hygiene Facilities

Logistics will evaluate the availability of sleeping facilities and hygiene facilities such as toilets and shower/decontamination facilities, and provide a briefing to all personnel regarding availability, particularly those who may be coming into the area to assist in operations.

5.3.2. Mess Facilities

Logistics will determine the food and beverage needs for all operating locations and coordinate delivery of meals, water, ice and other related items to the operating locations.

5.4. Request Processing

The Logistics Coordinator should make every effort to locate the needed supplies within the ARES[®] organization or through Served Agencies if for items such as fuel for generators and similar items. If it's unreasonable for essential supplies, the Logistics Coordinator may request the AEC for Business Management to procure the needed supplies if within the financial means of Gwinnett County ARES[®], Inc. The AEC for Business Management shall maintain accurate records, including receipts, for all expenditures for submission for possible reimbursement under a Disaster Declaration.

5.5. Supply Delivery

The Logistics Coordinator should retain one or more ARES[®] members as part of the Logistics Team, depending on the size of the tasking, suitably equipped to deliver supplies to operating locations. Such members should maintain communications on the Logistics Net to advise the Logistics Coordinator of their status.

5.6. Reporting

Any supply needs that cannot be met should be reported to the Gwinnett County Emergency Operations Center (EOC) Steering Committee ARES[®] representative(s) for resolution.

6. Release Information

Stan Edwards, WA4DYD, Emergency Coordinator, is the author of this document. The date of publication for this document is June 7, 2004, and includes revisions in responsibilities.