



**Maine and New Hampshire Area Contingency Plan**  
**LOGISTICS**

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# Maine and New Hampshire Area Contingency Plan

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### 5000 Logistics

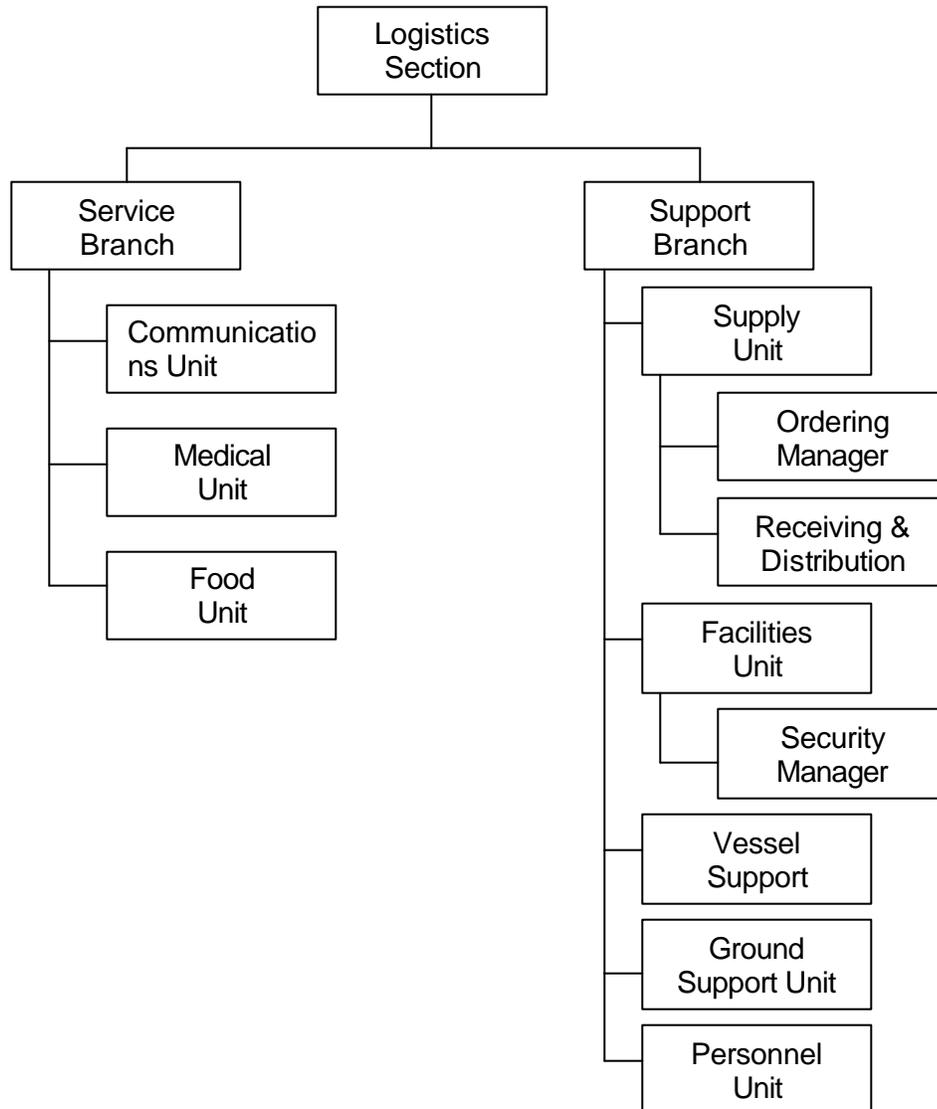
The Logistics Section is responsible for all of the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment and supplies. This is accomplished under the direction of the Logistics Section Chief. Early recognition of the need for a separate logistics function and section can reduce time and money spent on an incident. All functions not assigned by the Logistics Chief remain the responsibility of the Logistics Chief.

#### 5100 Logistics Section Organization

The following is an organizational chart of the Logistics Section and its subordinate units. It serves as an example and is not meant to be all-inclusive. The functions of the Logistics Section must be accomplished during an incident, however, they can be performed by one individual or can be expanded, as needed, into additional organizational units with appropriate delegation of authority.

Figure 5000-1

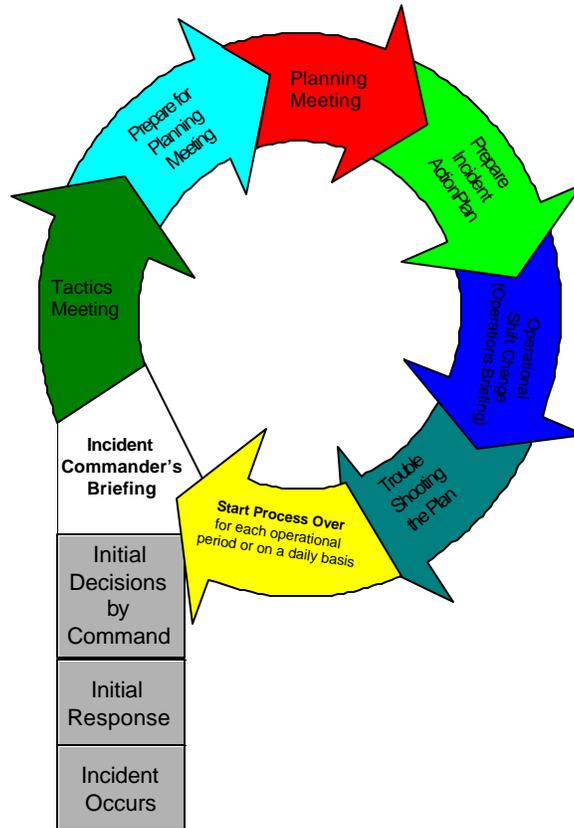
**Logistics Section Organization**





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## 5110 Logistics Section Planning Cycle Guide



## 5120 Roles and Responsibilities

Additional descriptions of each section can be found in the Oil Spill Field Operation Guide (FOG) ICS-OS-420-1 dated June 1996.

### 5121 Logistics Section Chief

The Logistic Section Chief is responsible for providing facilities, services and material in support of the incident.

- Implement and manage the Logistics Section branches and units needed to proactively accomplish Logistics Section actions.
- Ensure the prompt delivery of resources to support response operations. Early emphasis on the delivery of heavy equipment and personnel, providing communications resources, and the continuous need for support services are the highest priorities of the Logistics Section.
- Manage, document, support and anticipate the need for response resources, equipment, personnel and services.
- Develop logistics alternatives to support Planning and Operations Sections missions.
- Report on Logistics Section operations.



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#### **5200 Support Branch**

The Support Branch Director, when activated, is under the supervision of the Logistic Section Chief, and is responsible for the development and implementation of logistics plans in support of the Incident Action Plan, including providing personnel, equipment, facilities, and supplies to support incident operations. The Support Branch Director supervises the operation of the Supply, Facilities, Ground Support, and Vessel Support Units.

#### **5210 Supply Unit**

The Supply Unit is responsible for ordering personnel, equipment and supplies; receiving and storing supplies; maintaining inventories and distributing of supplies as requested.

- Deliver and coordinate the delivery of response equipment, material and supplies.
- Maintain stocks of expendable supplies ready to be issued.
- Plan, document and account for response supplies and materials.
- Issue personal protective equipment, ready gear bags and expendable personal supplies to response personnel.
- Coordinate the ordering and delivery of spare parts, supplies, materials and other resources to meet response needs.
- Report on response equipment delivery time tables, inventories of available supplies, and the status of supply unit services.

#### **5220 Facilities Unit**

The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities (e.g., Base, Camp(s), and Incident Command Post). The Facilities Unit provides sleeping and sanitation facilities for incident personnel and manages base and camp operations. Each facility (base or camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Manager are to provide security service and general maintenance. The Facility Unit Leader reports to the Support Branch Director.

#### **5230 Security Unit**

The Security Unit is responsible for providing safeguards to protect personnel and property from loss or damage. This includes developing a Security Plans and coordinating security with the appropriate Agency representatives.

#### **5240 Vessel Support Unit**

The Vessel Support Unit is responsible coordinating transportation on the water and between shore resources. This unit also arranges for support of out of service vessels and arranges for fueling maintenance and repair of vessel resources.

#### **5250 Ground Support Unit**

The Ground Support Unit Leader is primarily Responsible for 1) support out of service resources; 2) coordination of transportation of personnel, supplies, food, and equipment; 3)



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fueling, service, maintenance, and repair of vehicles and other ground support equipment; and 4) implementing the Traffic Plan for the incident.

#### **5260 Personnel Unit**

The Personnel Unit is responsible for coordinating and documenting the assignment of response personnel (responders and volunteers) to meet response organization needs.

- Coordinate and document the assignment of Incident Command System personnel to meet response organization needs.
- Coordinate requests for additional response personnel.
- Manage and coordinate the processing of private individuals and public groups volunteering to perform response operations.
- Coordinate the processing of arriving response and volunteer personnel.
- Plan, document and account for response assignments made to individuals, agencies, groups and commercial personnel.
- Manage the personnel locator system to track the assignment and location of individual responders and volunteers.
- Manage the training, qualification and certification process needed to convert private volunteers into qualified emergency response workers.
- Identify additional resources and logistics support needed to support response personnel and volunteer processing and tracking.

#### **5300 Service Branch**

The Service Branch Director, when activated, is under the supervision of the Logistic Section Chief, and is responsible for the management of all service activities at the incident. The Branch Director supervises the operation of the Communication, Medical, and Food Units.

#### **5310 Communication Unit<sup>1</sup>**

The Communications Unit is responsible for developing the incident communications plan, distributing communications equipment, supervising the communications network, and maintaining/repairing communications equipment.

<sup>1</sup>Incident Command has the discretion of creating a separate Communications Section within the General Staff. If the stand up of a separate Communications Section is deemed necessary the Communications Unit within the Logistics Section will be moved and built up into a separate section as appropriate.

- Develop, implement and coordinate the Incident Communications Plan.
- Deliver, issue, track, maintain, support and recover communications.
- Resources, telephones, radios, base stations, repeaters and other communications facilities.
- Identify additional communications resources or logistics needs.
- Report on the status of communications capabilities and operations.

#### **5320 Medical Unit**



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The Medical Unit is responsible for developing a Medical Emergency Plan and renders medical aid for injured and ill personnel assigned to the incident.

- Provide and coordinate emergency and routine medical services to response personnel.
- Manage dedicated medical unit resources and coordinate additional medical services.
- Identify resources and logistics support needs.
- Report the status of medical unit sections.

#### **5330 Food Unit**

The Food Unit is responsible for determining and providing feeding requirements at all incident locations and facilities; provides drinking water and contractor oversight.

- Provide and coordinate meals and subsistence support to response personnel.
- Plan, document, and account for the number and type of meals required.
- Establish kitchens, galleys, canteens and other food services support locations.
- Establish and manage sources of supply to support meal and subsistence requirements.
- Provide potable drinking water, coolers, and other beverages required to support response operations.
- Identify additional resources and logistics support services.
- Report on the status of food and subsistence services.

#### **5400 Communications**

For an effective response, a continuous and effective communications plan must be in use. The primary method of communication at the Unified Command Post (if possible) is telephone, cellular telephone, VHF-FM radio, facsimile, and computer telecommunications.

General communication capabilities and resources available to both the Federal and State On-Scene Coordinators are:

Coast Guard MSO Portland's communications resources include:

- 06 MX 300 programmable hand-held VHF-FM radios.
- 01 Upper Side band radio base station.
- 01 Portable Facsimile machine
- ~12 Cellular telephones.
- 01 VHF-FM radio base station

The U.S. Coast Guard Atlantic Strike team has a self-contained command post trailer equipped with VHF-FM radios, UHF-FM radios, cellular phones, and computers with telecommunication capabilities. Once requested by the FOSC, it can be in Portland, Maine in approximately 06 hours.

MSO Portland can request communications assistance from both USCG Group Portland and Group Southwest Harbor, ME. Both Group's communications assets include;

- VHF-FM radio,
- UHF-FM radio,
- cellular phone,
- facsimile, and
- computer telecommunications.



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The First Coast Guard District /dt/ can assist the FOSC with installing phones, phone systems, arranging national and/or international access at the command post.

Resources available to the FOSC from other sources: The Federal Emergency Management Agencies (FEMA) Mobile Emergency Response Support (MERS) equipment can be called in from Maynard, MA (3 hours from Portland). A state of emergency does not need to be declared to use the MERS. There are only six MERS in the Country. Should the need for MERS occur, the FOSC can contact the following personnel to receive this support:

FEMA Region One (Boston):  
Phone: (617) 223-9540  
Fax: (617) 223-9638

Maynard, MA Field Office:  
Phone: (508) 461-5501

#### **5410 State On-Scene Coordinators**

MAINE: As the On-Scene Coordinator (OSC) for the State of Maine, the Department of Environmental Protection (MEDEP) has response vehicles equipped with VHF-FM radios, local State responder/law enforcement frequencies, cellular phones.

Responders are also equipped with handheld radios with VHF-FM, and local frequencies. In the event of a marine spill, the MEDEP will coordinate all land-based State activities.

The Maine Emergency Management Agency (MEMA) will provide logistical support to ME DEP. MEMA's communications resources include portable communications equipment, cellular phones, radios, a listing of all local response frequencies, State command center communications capabilities, and ham radio network. MEMA can also activate local county command centers that have available communications equipment and meeting spaces.

NEW HAMPSHIRE: As the On-Scene Coordinator (OSC) for the State of New Hampshire, The Department of Environmental Services (NHDES) has response vehicles equipped with VHF-FM radios, local State responder/law enforcement frequencies, cellular phones. Responders are equipped with handheld radios with VHF-FM, and local frequencies.

In the event of a marine spill, the New Hampshire Office of Emergency Management (NH OEM) will provide assistance to NHDES, and will coordinate all land-based State activities.

NH OEM 's communications resources include portable communications equipment, cellular phones, radios, a listing of all local response frequencies, State command center communications capabilities, NH OEM can also activate local county command centers that have available communications equipment and meeting spaces.

Responsible Party: Has communications gear available through their own response plan, OSRO, Co-operatives, and local industry.

#### **5420 Command Post Communications Configuration**



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To avoid confusion in the Unified Command System, a basic communications plan should be in place from the beginning. To maintain continuity and keep inter-department communications effective, placement of sections is important. If possible, the Planning and Operations sections should be situated near each other, while the Logistics and Finance Sections should be also closely set up. This would allow these sections to also share facsimile machines, copiers, and other equipment that may in short supply at the onset of a response. Each department/section should have one unpublished phone line, (and at least one unpublished facsimile number for the entire Unified Command Post) in addition to published phone line(s). This will allow personnel in the department/section to maintain outgoing phone communications during periods of heavy phone use.

### 5430 Response Communications

An effective response requires a clearly stated communications plan. The plan provides, in one location, information on all radio frequency assignments, cellular phone use and other communication methods for each operational period.

The communications unit leader within the logistics section of the Incident Command System will develop this plan. The ICS Form 205 ("Radio Communications Plan") will be used to communicate the communications plan for the specific incident. The communications unit leader provides the information to the Planning Section Chief.

The plan is provided to all recipients of the Incident Action Plan as well as the Incident Communications Center. Information from the plan is normally placed on the appropriate Assignment List(s) (ICS Form 204).

### 5431 Common Frequencies

#### OSROs

The Federal Communications Commission has allocated several frequencies to the Petroleum Radio Service. These frequencies are primarily for use during oil spill response operations and are commonly used by most oil spill removal organizations (OSROs). These frequencies and their use in the Maine/New Hampshire area include:

Frequency	Use in Maine/New Hampshire Area
154.5850/150.9800	Repeater pair (Clean Casco Bay, Inc.)
158.4450/159.4800	Repeater pair (Marine Spill Response Corp.)
158.4450/154.585	Repeater pair (National Response Corp.)
158.4450	field operations (line of sight use)
159.4800	field operations (line of sight use)

Other frequencies commonly used in the Maine/ New Hampshire area for oil spill response operations include:

#### Federal and State Governments



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The Maine Department of Environmental Protection has the capability of using the same Petroleum Radio Service frequencies (listed above) as OSROs. Other governmental communications frequencies include:

Marine Channel	Frequency	Use
21A	157.050 MHZ	MSO Portland Working
22A	157.100 MHZ	U.S. Coast Guard Operations
23	157.150 MHZ	USCG Group Portland Working
83	157.175 MHZ	USCG Group Southwest Harbor Working

**Other Response Frequencies**

18A	156.900 MHZ	Working channel for some marine terminals as well as Fleet Environmental
81A	157.075 MHZ	Pollution Response [working channel for Maine Responder] [working channel for Piscataqua River Cooperative]

**General Port Operational Frequencies (Informational only; do not use for oil spill response)**

7A	156.350 MHZ	Intership & Coast to Ship [working channel for Casco Bay tugboats]
9	156.450 MHZ	Commercial & non-commercial [common working channel for marinas]
13	156.650 MHZ	Navigational – Bridge to Bridge [limited to navigational communications and meeting/passing situations]
16	156.800 MHZ	Hailing & Distress

**5432 Other Communications**

Cellular telephone use is common in the ports of Maine and New Hampshire, however there are isolated areas where reception is weak or unavailable. Clean Harbors Environmental Services, Inc. uses NEXTEL for Portland Harbor and the Piscataqua River. The company uses cellular telephone communications otherwise.

**5433 Inventories**

All oil spill removal organizations, marine terminals and government agencies maintain inventories of handheld radios programmed to VHF frequencies. Section 5400 “Area Resources” within the Logistics Section of the Maine & New Hampshire Area Contingency Plan provides names and addresses of response organizations that maintain large inventories



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(handheld radios, repeaters, base stations, satellite capability etc.) useful to managing medium to large oil spill emergencies.

**5434 Updating the Communications Plan**

Because of the impact of rapidly changing technology on communications, the Area Committee shall review this Communications Plan annually and update accordingly.

**5500 Reserved**

**5600 Reserved**

**5700 Reserved**

**5800 Reserved**

**5900 Reserved for Area/District**

**Enclosure: Area Resources Database**