

## LOGISTICS STAGING UNIT

<b>DESCRIPTION</b>	The Logistics Staging Unit supports response and recovery operations by receiving, warehousing, and distributing emergency supplies and equipment, and by providing a staging area for response and recovery personnel.
<b>RESOURCE CATEGORY</b>	Logistics and Transportation
<b>RESOURCE KIND</b>	Unit
<b>OVERALL FUNCTION</b>	<p>The Logistics Staging Unit:</p> <ol style="list-style-type: none"> <li>1. Supplements equipment and supply inventories for counties, municipalities, and response agencies experiencing shortages as they respond to and recover from an emergency event</li> <li>2. Coordinates with the established Logistics Section to determine equipment and supply needs and responsibilities</li> <li>3. Warehouses commodities, equipment, and supplies necessary to support emergency responders and the community infrastructure</li> <li>4. Operates in a location that can accommodate various response teams, including search and rescue, fire, law enforcement, medical, utility restoration, and debris management</li> <li>5. Executes cross-docking operations, as the Logistics Section directs</li> <li>6. Provides command and control of site and operations: <ol style="list-style-type: none"> <li>a. Plans for and executes all support activities for both ground and air transportation</li> <li>b. Conducts resupply operations and hands out necessary resources</li> <li>c. Coordinates traffic flow at site</li> <li>d. Oversees site safety and security</li> <li>e. Provides site layout and traffic control</li> <li>f. Coordinates inventory acquisition</li> <li>g. Coordinates mission status reports</li> <li>h. Provides in-transit visibility of all inbound assets</li> </ol> </li> </ol>
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Discuss logistics for deploying this team, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> <li>2. This team typically operates 24 hours a day, in two shifts</li> <li>3. Discuss Personal Protective Equipment (PPE) for personnel working in the LSA</li> <li>4. Discuss security arrangements, such as stationing personnel at all gates and assigning roaming patrols, in coordination with the security manager</li> <li>5. Discuss Information Technology (IT) needs, such as internet and printing capabilities, in coordination with the Communications Unit Leader (COML)</li> <li>6. Requestor orders a Medical Countermeasure Point of Dispensing Management Team for pharmaceutical support, storage, and dispensing, if necessary</li> <li>7. Requestor and provider discuss square footage of facility to ensure adequate operational capacity</li> <li>8. Requestor supplements this team with additional staff to fulfill basic functions, such as certified forklift operators for off-loading functions</li> <li>9. Requestor and provider coordinate to ensure that the location provides satisfactory load capacity and footing for large vehicles such as tractor trailers and fire apparatus</li> <li>10. Ensure Americans with Disabilities Act-compliant restrooms, sinks, and dining facilities for all personnel</li> <li>11. Ensure transportation for personnel to off-site rest and recuperation facilities, if necessary</li> <li>12. Discuss support for rotary or fixed-wing aircraft, if necessary, including appropriate personnel, such as an Air Operations Branch Director or an Air Boss</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
<b>MINIMUM PERSONNEL PER TEAM</b>	48	24	16	Not Specified

Resource Typing Definition for Logistics and Supply Chain Management  
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COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
<b>MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM</b>	Same as Type 2, PLUS: 2 - NIMS Type 3 Logistics Section Chief	Same as Type 3	2 - NIMS Type 3 Logistics Section Chief	1. Logistics Section Chief serves as Logistics Staging Unit Leader. 2. Second Logistics Section Chief serves as Assistant Unit Leader.
<b>SUPPORT PERSONNEL PER TEAM</b>	Same as Type 2, PLUS: 1 - NIMS Type 1 Support Branch Director  1 - NIMS Type 1 Service Branch Director 1 - NIMS Type 1 Supply Unit Leader 1 - NIMS Type 1 Facilities Unit Leader 1 - NIMS Type 1 Ground Support Unit Leader 2 - NIMS Type 1 Resources Unit Leader 1 - NIMS Type 1 COML 2 - IT Specialist 2 - NIMS Ordering Team Leader 8 - Logistics Specialists 1 - Assistant Safety Officer 1 - NIMS Type 3 Planning Section Chief	Same as Type 3, PLUS: 1 - NIMS Type 1 Support Branch Director  1 - NIMS Type 1 Service Branch Director 1 - NIMS Type 1 Facilities Unit Leader 1 - IT Specialist 4 - Logistics Specialists	1 - NIMS Type 1 Supply Unit Leader 1 - NIMS Type 1 Ground Support Unit Leader 2 - NIMS Type 1 Resources Unit Leader 1 - NIMS Type 1 COML 1 - IT Specialist 2 - NIMS Ordering Team Leader 4 - Logistics Specialists 1 - Assistant Safety Officer 1 - NIMS Type 3 Planning Section Chief	1. The NIMS Type 3 Planning Section Chief functions as a Planning Unit Leader. 2. Additional Section Chiefs, Branch Directors, and Unit Leaders function as deputies. 3. Deputy Resources Unit Leaders lead inventory or receiving and distributing functions. 4. The Assistant Safety Officer is an experienced NIMS Type 3 Safety Officer that serves as the Assistant Safety Officer for the LSA and reports to the incident Safety Officer. 5. Requestor orders Air Operations personnel if rotary or fixed-wing aircraft are in use. 6. Requestor orders a weapons support specialist if incident requires weapons staging. 7. Logistics Staging Unit Leader can add team leaders to maintain span of control based on incident needs. 8. The IT Specialist and Logistics Specialist are not NIMS-typed positions. 9. Logistics Specialists are generalist laborer types that can work anywhere in the structure; they are generally within the receiving and distribution team or the ground support unit.
<b>OFF-LOADING CAPABILITIES PER TEAM</b>	Capable of off-loading 150 tractor trailers per day	Capable of off-loading 75 tractor trailers per day	Capable of off-loading 30 tractor trailers per day	Not Specified

Superseded

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COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
<b>MATERIAL HANDLING EQUIPMENT PER TEAM</b>	Same as Type 2, PLUS: Refrigerated trailer	Same as Type 3, PLUS: 1. Portable loading dock ramps (if a loading dock exists at the facility) 2. Portable loading ramps (if facility has no loading docks)	Material handling equipment and supplies, including: 1. Forklifts 2. Pallet jacks 3. Pallet grabber and chain sets 4. Pallets 5. Dumpster	1. Ensure that Logistics Staging Unit sites comply with Occupational Safety and Health Administration (OSHA) requirements for warehouse facilities. 2. Forklifts can range in capacity from 2,000 to 15,000 pounds based on incident needs. 3. Forklifts may have extended reach capability. 4. Pallet jacks may be motorized or hand operated.
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) PER TEAM MEMBER</b>	Same as Type 2	Same as Type 3	PPE is mission specific and may include:  1. Hard hat 2. Reflective vest 3. Gloves 4. Protective clothing 5. Protective footwear 6. Protective shield	The following regulation addresses PPE: OSHA 29 Code of Federal Regulations (CFR) Part 1910.132: Personal Protective Equipment.
<b>COMMUNICATIONS EQUIPMENT PER TEAM</b>	Same as Type 2	Same as Type 3	1. Megaphone or public-address system (25 watt, with wireless microphone) 2. Two-way portable radio (per team member) 3. Cell phone (per team member)	1. Coordinate with the COML to ensure appropriate communications equipment. 2. Consider alternate forms of communication, such as satellite phones, based on the mission assignment and unit needs.
<b>OFFICE EQUIPMENT AND SUPPLIES PER TEAM</b>	Same as Type 2	Same as Type 3	Any of the following, as necessary: 1. Tables 2. Folding chairs 3. Copy machine 4. Facsimile machine 5. Computers and associated equipment 6. Printer 7. Portable filing cabinet or equivalent filing boxes 8. Battery-operated clock 9. Basic office supplies 10. Power boxes - ground fault interrupter, switched, 4-outlet, watertight 11. Power strips 12. 500' extension cords -12/3 gauge 13. Command tent - 15' x 25' 14. Warehouse fans - 60"	Not Specified

Superseded

## NOTES

Nationally typed resources represent the minimum criteria for the associated component and capability.

## REFERENCES

1. FEMA, NIMS 508: Medical Countermeasure Point of Dispensing Management Team
2. FEMA, NIMS 509: Air Operations Branch Director
3. FEMA, NIMS 509: Communications Unit Leader
4. FEMA, NIMS 509: Facilities Unit Leader
5. FEMA, NIMS 509: Ground Supply Unit Leader
6. FEMA, NIMS 509: Information Technology Specialist
7. FEMA, NIMS 509: Logistics Section Chief
8. FEMA, NIMS 509: Ordering Team Leader
9. FEMA, NIMS 509: Planning Section Chief
10. FEMA, NIMS 509: Resources Unit Leader
11. FEMA, NIMS 509: Safety Officer
12. FEMA, NIMS 509: Services Branch Director
13. FEMA, NIMS 509: Supply Unit Leader
14. FEMA, NIMS 509: Support Branch Director
15. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.132: Personal Protective Equipment, latest edition adopted

Superseded