

### **5.1 Initial Logistics Assignments**

Upon alert or activation of the logistics section for possible deployment the Logistics Manager shall consider the following assignments for logistics personnel reporting to the NE-TF1 Warehouse:

Logistics Manager: \_\_\_\_\_

Equipment Cache Coordinator: \_\_\_\_\_

Pharmacy Cache Transport Assistant: \_\_\_\_\_

POA Coordinator: \_\_\_\_\_

POD Coordinator: \_\_\_\_\_

☐

The Logistics Manager has assigned logistics personnel

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

### **5.2 Equipment Cache Coordinator**

#### **Conducts the final packaging of staged equipment**

- For ground transport, request 1-3 non-deploying members to assist

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- Add batteries and chargers from charging room to equipment kits
- Add containers to pallets or trucks as required for transport
- Coordinates final loading and netting of equipment pallets
- Load Search/Recon kits into light task force vehicles
  - Kit 1 into NE- 3
  - Kit 2 into NE- 4

☐

Equipment Cache Coordinator has completed packaging of staged equipment

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

**5.3 Pharmacy Cache Transport Assistant**

The Pharmacy Cache Transport Assistant conducts the pick-up of pharmacy supplies from Bryan Health West Pharmacy. Only authorized personnel will be able to obtain the pharmacy cache. The task force and pharmacy maintain a list of the authorized personnel which includes logistics and medical personnel. Check that an authorized person is sent to pick up cache.

- Verify with medical that Bryan Health West Pharmacy has been contacted and carts inventoried
  - 24 hour contact phone (Bryan Health West Operator) #: (402) 475-1011
- Report to Bryan Health West Pharmacy to complete inventory. Pharmacy is in basement North center
- Check that pharmacy has added last minute items as listed on laminated sheet stored with med carts.
- Obtain the following items for deployment:
  - Carts #500 and 501 for Type I, Type 2 and Type 3 deployments
  - IV solutions, approx. 8 – 12 boxes
  - Styrofoam Cooler with refrigerated meds
- Sign two (2) receipts for pharmacy cache. One stays with the Pharmacy, return one copy to the Lead Logistics Team Manager.
- Upon completion of the inventory the Medical Specialist will contact the Logistics Team Manager to arrange to transport the pharmacy carts to the NE-TF1 Warehouse.
- Use the freight elevator to move supplies to dock level. Pharmacy personnel will assist, if needed.
- Pharmacy cache will need to be transferred to the assigned Medical Team Manager.

Assigned Medical Team Manager \_\_\_\_\_

- Verify that the NE-TF1 Medical Deployment Checklist has been completed

☐ Pharmacy Cache Transport Assistant has obtained the pharmacy cache.

☐ MSP has verified that the NE-TF1 Medical Deployment Checklist has been completed.

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

**5.4 Point of Assembly Coordinator**

Coordinate the set-up of the In-Processing Area. The following areas shall be set-up:

**Sign-In Table (Break Room)**

- One (1) table at Entrance Door (West end of room)
  - Time Record Forms
  - Personal Item Declaration Forms
  - Social Media Policy Acknowledgement
  - Provide Emergency Information Contact Information for Update
  - POV Key Check
  - Mobilization Station Check List
  - Medical Certification Sheet
  - Envelopes to Address for letter to family
- Any other deployment specific forms/information/items to be distributed

**Medical Screening**

- 3 tables for blood pressure screening (Break Room) (East end of room with divider)
- LifePak Defibrillator with Automatic Blood Pressure
- 3 tables set up in exam areas with dividers (Clothing Room)
- Mobilization Kit from Warehouse Office

**Personal Equipment/Supplies Issue**

- One (1) table for item issue (HM Rae Equip, PTM, TFL, MTM, TIS, LTM bags)
  - Issue position tote (Personnel sign form as accountable receipt of property & supplies)

**Personnel Gear Assembly Area**

- Lay out "Blue Tarp"
- Assist personnel with questions about packing issued items into gear bags

**Water Rescue Equipment Check out**

- Table To the South of Gear Assembly

**HazMat Monitor Check out**

- Table To the South of Gear Assembly

**Weigh-in Area** (Airlift or when gear will go onto Transport Trailers)

- Set-up Weigh Scales
- Record all weights on log provided
- Weigh personnel with carry-on items, canines, gear packs
- Total weight of black and red gear bag and blue web gear not to exceed 65 lbs.
- Canine handler allowed up to 110 lbs total weight of all gear bags
- Forward completed weight log to the Logistics Manager

**Communications/GPS Equipment Issue** – NOTE: May Not Issued on Every Deployment

- One (1) table - to issue pre-deployment radios to key figures
  - Issue deployment radios and GPS units
- Maintain Accountability of issued equipment
- Communications Specialists to assign RAD Watches to each TF member
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☐ POA coordinator completed the setup of the mobilization center and coordinated all phases of the deployment In-Processing.

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

### **5.5 Point of Departure Coordinator**

Assists with coordination of point of departure, if other than NE-TF1 Warehouse:

Possible locations:

- Contact the Lincoln Airport Authority to request permission to use Station #11 as POD. LAA Dispatch phone number is: (402) 458-2480, request Bob Zierner, or contact Bob McNally's office (402) 458-2423.
- National Guard Air Terminal OPS – (402) 309-1065  
POC TSgt Douglas Gerdes  
DSN (402) 279-1065  
Cell: (402) 305-0052

Coordinate Station 11 preparation for TF staging for personnel and palletized equipment and liaison with the National Guard Logistics personnel to prepare to load palletized equipment into cargo aircraft.

☐ POD coordinator has completed the departure coordination.

Name of Point-of-Departure (POD) Coordinator: \_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_