

APRIL 2001

Model SOP Guide

Jurisdiction Name
Standard Operating Procedure
For Mobilization Centers

This SOP is provided as a SEMS consistent model for user jurisdictions and agencies. Agencies and jurisdictions may add and modify specific details to meet their needs as long as such modifications are consistent with SEMS.

INTRODUCTION

The Mobilization Center organizational module is designed to provide logistical support of essential resources where numerous resources are temporarily held prior to assignment or reassignment to an emergency/disaster. These incidents can be caused by a variety of events but local and widespread; swift water and flood emergencies often occur in California and are a good example. Such resources would include, but not limited to, personnel, mobile equipment support, operational, and logistical services and supplies, etc.

Mobilization Center Activation

A Mobilization Center may be activated by decision of the EOC Director to support SEMS Field level response. Factors to consider in activating a Mobilization Center include:

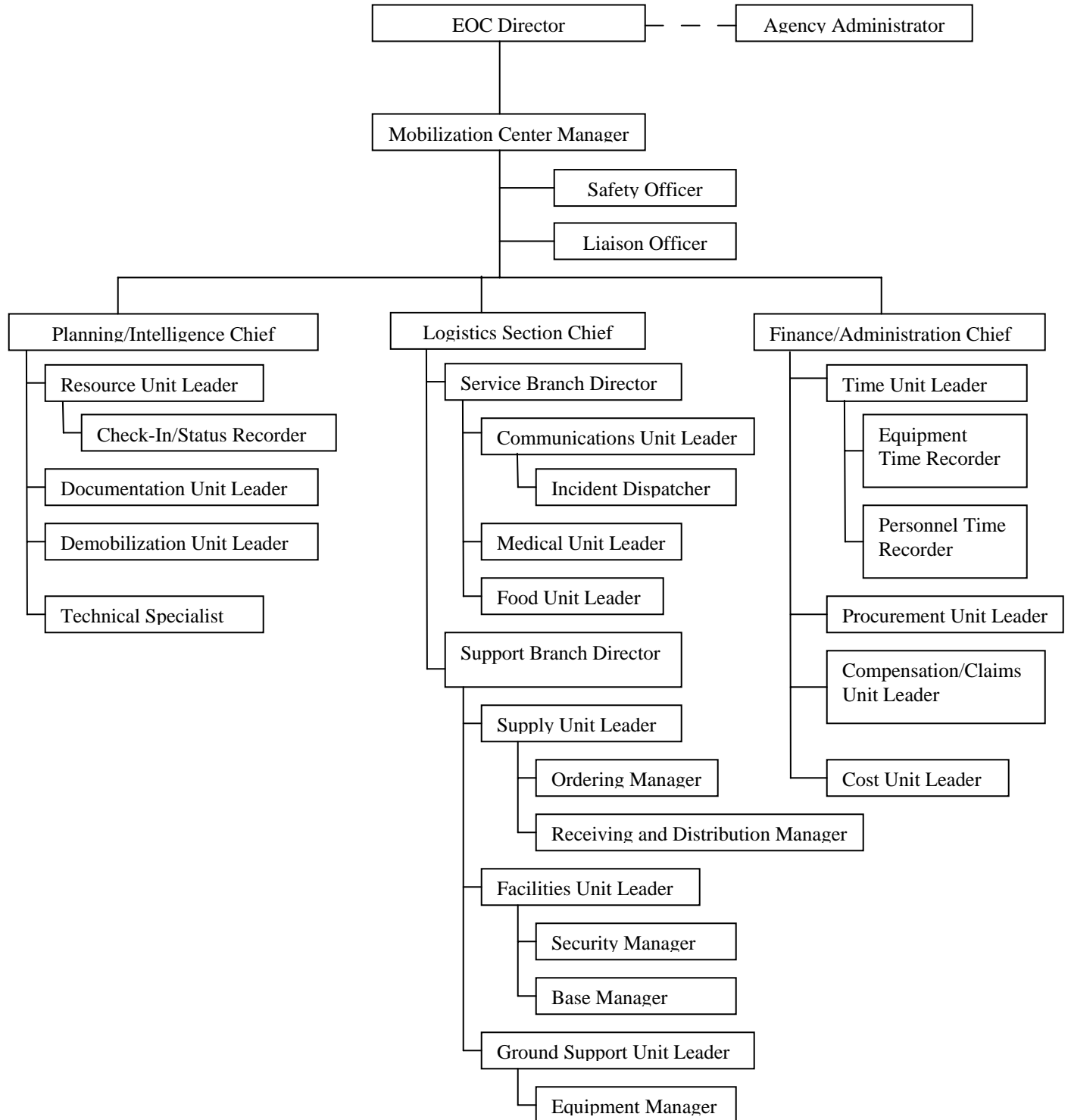
- The nature, dynamics and complexity of the emergency.
- The availability of a suitable location.
- The availability of staff to manage the center.

Mobilization Center Management and Organization

Under the direction of the jurisdiction EOC, a Mobilization Center Manager will employ SEMS functions as needed to ensure effective operation of the center. The Center Manager will operate under the direction of the EOC Director.

The center will be organized under SEMS, but may not deploy all of the functions in the chart below. The Operations Section is omitted in this illustration because the operation is logistics.

MOBILIZATION CENTER ORGANIZATION CHART



MOBILIZATION CENTER POSITION DESCRIPTIONS AND CHECKLIST

MOBILIZATION CENTER MANAGER – The Mobilization Center Manager is responsible for the overall management of the Mobilization Center. The Mobilization Center Manager is selected based on qualifications and experience.

The Mobilization Center Manager may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the Mobilization Center organization. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

The Mobilization Center Manager should incorporate the following when establishing and managing a Mobilization Center:

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Assess the situation and/or obtain a briefing from the appropriate EOC Director.
- c. Determine assignment objectives and strategy.
- d. Establish immediate priorities.
- e. Establish a Mobilization Center location.
- f. Establish an appropriate organization.
- g. Ensure planning meetings are scheduled as required.
- h. Approve and authorize the implementation of a Mobilization Center Action Plan.
- i. Ensure that adequate safety measures are in place.
- j. Assure coordination of all Mobilization Center activities.
- k. Coordinate with appropriate functions at the appropriate EOC.
- l. Approve requests for additional Mobilization Center resources or for the release of resources.
- m. Keep the responsible EOC Director informed of Mobilization Center status.
- n. Ensure Mobilization Center Status Summary (ICS Form 209) is completed and forwarded to appropriate higher authority.
- o. Demobilize the Mobilization Center when directed by the responsible EOC Director.

SAFETY OFFICER – The Safety Officer’s function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each Mobilization Center. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as food service and mobile equipment safety.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Participate in planning meetings.
- c. Identify hazardous situations associated with establishment of the Mobilization Center.
- d. Review the Mobilization Center Action Plan for safety implications.
- e. Exercise emergency authority to stop and prevent unsafe acts.
- f. Investigate accidents that have occurred within the Mobilization Center sphere of influence.
- g. Assign assistance as needed.
- h. Review and approve the medical plan.
- i. Develop Hazardous Materials Site Safety Plan (ICS Form 208) as required.
- j. Maintain Unit/Activity Log (ICS Form 214).

LIAISON OFFICER – Multiple large-scale incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Mobilization Center Manager’s staff.

Only one Liaison Officer will be assigned for each Mobilization Center. The Liaison Officer may have assistants as necessary, and assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is the contact for the personnel assigned to the Mobilization Center by assisting or cooperating agencies for initial assignments, re-mobilization or demobilization.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Be a contact point for Agency Representatives.
- c. Maintain a list of assisting and cooperating agencies and Agency Representatives.
- d. Assist in establishing and coordinating interagency contacts.
- e. Monitor Mobilization Center operations to identify current or potential inter-organizational problems.
- f. Participate in planning meeting, providing current resource status, including limitations and capability of assisting agency resources.
- g. Maintain Unit/Activity Log (ICS Form 214).

PLANNING/INTELLIGENCE SECTION CHIEF – The Planning/Intelligence Section is responsible for the collection, evaluation, dissemination and use of information about the status of resources assigned to the Mobilization Center.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Collect and process situation information relating to the responsible EOC mission.
- c. Supervise preparation of the Mobilization Center Action Plan.
- d. Provide input to the Mobilization Center Manager and Logistics Section in preparing the Action Plan.
- e. Establish information requirements and reporting schedules for Planning/Intelligence Section units.
- f. Determine need for any specialized resources in support of the Mobilization Center.
- g. Oversee preparation and implementation of Mobilization Center Demobilization Plan.
- h. Incorporate plans into the Mobilization Center Action Plan (e.g., Traffic, Medical, Communications, Employee/Site Safety).
- i. Maintain Unit/Activity Log (ICS Form 214).

RESOURCE UNIT LEADER – The Resource Unit Leader is responsible for the status of all assigned resources (primary and support) at the Mobilization Center. This is achieved by overseeing the check-in of all resources, maintaining a status keeping system indicating current location and status of all resources, and maintenance of a master list of all resources (e.g., key supervisory personnel, primary and support resources).

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operation Guide (ICS 420-1).
- c. Establish and maintain check-in function at Mobilization Center.
- d. Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- e. Prepare and maintain the Mobilization Center Command Post display (to include organization chart and resource allocation and assignment).
- f. Maintain and post the current status and location of all Mobilization Center resources.
- g. Maintain master roster of all resources checked in at the Mobilization Center.
- h. A Check-in/Status Recorder reports to the Resources Unit Leader and assists with the accounting of all assigned resources.

CHECK-IN/STATUS RECORDER – Check-in/Status Recorders are needed at each check-in location to ensure that all resources assigned to a Mobilization Center are accounted for. The Check-In/Status Recorder reports to the Resource Unit Leader.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Obtain required work materials, including Check-in Lists (ICS Form 211), Resource Status Cards (ICS 219), and status display boards.
- c. Establish communications with the Communications Center and Ground Support Unit.
- d. Post signs so that arriving resources can easily find check-in locations.
- e. Record check-in information on Check-in Lists (ICS Form 211).
- f. Transmit check-in information to Resources Unit on regular pre-arranged schedule or as needed.
- g. Forward completed Check-in Lists (ICS 211) and Status Change Cards (ICS 210) to the Resources Unit.
- h. Receive, record, and maintain resource status information on Resource Status Cards (ICS 219) for all assigned resources and personnel.
- i. Maintain files of Check-in Lists (ICS 211).

DOCUMENTATION UNIT LEADER – The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date Mobilization Center files. The Documentation Unit will also provide duplication services. Mobilization Center files will be stored for legal, analytical, and historical purposes.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operation Guide (ICS 420-1).
- c. Set up work area; begin organization of files.
- d. Establish duplication service; respond to requests.
- e. File all official forms and reports.
- f. Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- g. Provide documentation as requested.
- h. Store files for future access. If not retained by a responsible department, files may be routed to the appropriate Emergency Operations Center, Planning Section, Documentation Unit, for After Action Report reference, review, and required documentation retention.

DEMOBILIZATION UNIT LEADER – The Demobilization Unit Leader is responsible for developing the Mobilization Center Demobilization Plan. At large Mobilization Centers, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operation Guide (ICS 420-1).
- c. Review center resource records to determine the likely size and extent of demobilization effort.
- d. Based on above analysis, add additional personnel, workspace and supplies as needed.
- e. Coordinate demobilization with Agency Representatives.
- f. Monitor ongoing EOC resource requests.
- g. Identify surplus resources and probable release time.
- h. Develop checkout function for all units.
- i. Evaluate logistics and transportation capabilities to support demobilization.
- j. Develop a Mobilization Center Demobilization Plan detailing specific responsibilities and release priorities and procedures.
- k. Prepare appropriate directories for inclusion in the demobilization plan (e.g., maps, instructions).
- l. Distribute demobilization plan (on and of-site).
- m. Ensure that all Section/Units understand their specific demobilization responsibilities.
- n. Supervise execution of the Demobilization Plan.
- o. Brief Planning/Intelligence Section of demobilization progress.

TECHNICAL SPECIALIST – Specific and unique situations may require the use of Technical Specialists who have specialized knowledge or expertise. Technical Specialists are assigned to the Planning Section, but may be directed serve wherever their skills are required. This document will not identify or list specialist positions but leave it to the discretion of the responsible EOC Director or Mobilization Center manager. Refer to Pages 7-12 to 7-16 of the Field Operations Guide (420-1).

LOGISTICS SECTION CHIEF – The Logistics Section is responsible for providing facilities, services, and material in support of the Mobilization Center. The Logistics Section Manager participates in development and implementation of the Mobilization Center Action Plan and activates and supervises the Branches and Units within the Logistics Section.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Plan Organization of Logistics Section.
- c. Assign work locations and preliminary work tasks to Section personnel.
- d. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- e. Assemble and brief Branch Directors and Unit Leaders.
- f. Participate in preparation of Mobilization Center Action Plan.
- g. Identify service and support requirements for planned functions.
- h. Provide input to and review Communications Plan.
- i. Coordinate and process requests for additional resources.
- j. Review Mobilization Center Action Plan and estimate Section needs for next operational period.
- k. Advise on current service and support capabilities.
- l. Prepare service and support elements of the Mobilization Center Action Plan.
- m. Estimate future service and support requirements.
- n. Receive Demobilization Plan from Planning Section.
- o. Recommend release of unit resources in conformity with Demobilization Plan.
- p. Ensure general welfare and safety of Logistics Section personnel.
- q. Maintain Unit/Activity Log (ICS Form 214).

SERVICE BRANCH DIRECTOR – The Service Branch Director, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the management of all service activities at the Mobilization Center. The Branch Director supervises the operations of the Communications, Medical and Food Units.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Obtain working materials.
- c. Determine level of service required to support operations.
- d. Confirm dispatch of Branch personnel.
- e. Participate in planning meetings of Logistics Section personnel.
- f. Review Mobilization Center Action Plan.
- g. Organize and prepare assignments of Service Branch personnel.
- h. Coordinate activities of Branch Units.
- i. Inform Logistics Chief of Branch activities.
- j. Resolve Service Branch problems.
- k. Maintain Unit/Activity Log (ICS Form 214).

COMMUNICATIONS UNIT LEADER – The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of Mobilization Center communications equipment and facilities; installing and testing of communications equipment; supervision of the Mobilization Center Communications Center; distribution of communications equipment to personnel; and the maintenance and repair of communications equipment.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operation Guide (ICS 420-1).
- c. Determine unit personnel needs.
- d. Prepare and implement the Mobilization Center Radio Communications Plan (ICS Form 205).
- e. Ensure the Mobilization Center Communications Center and Message Center are established.
- f. Establish appropriate communications distribution/maintenance locations within the Mobilization Center.
- g. Ensure communications systems are installed and tested.
- h. Ensure an equipment accountability system is established.
- i. Ensure personal portable radio equipment from cache is distributed per Mobilization Center Radio Communications Plan.
- j. Provide technical information as required on:
 - Adequacy of communications systems currently in operation
 - Geographic limitation on communications systems
 - Equipment capabilities/limitations
 - Amount and types of equipment available
 - Anticipated problems in the use of communications equipment.
- k. Supervise Communications Unit activities.
- l. Maintain records on all communications equipment as appropriate.
- m. Ensure equipment is tested and repaired.
- n. Recover equipment from relieved or released units.

INCIDENT DISPATCHER – The Mobilization Center Dispatcher is responsible to receive and transmit radio and telephone messages between personnel and to provide dispatch services at the Mobilization Center. The Incident Dispatcher reports to the Communications Unit Leader.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Ensure adequate staffing.
- c. Obtain and review Mobilization Center Action Plan to determine Mobilization Center Radio Communications Plan needs.
- d. Set up Mobilization Center Radio Communications – check out equipment.
- e. Request service on any inoperable or marginal equipment.
- f. Set up Message Center location as required.
- g. Receive and transmit messages within and external to the Mobilization Center.
- h. Maintain files of Status Change Cards (ICS Form 210) and General Messages (ICS Form 213).
- i. Maintain a record of unusual Mobilization Center occurrences.
- j. Provide briefing to relief on:
 - Current activities
 - Equipment status
 - Any unusual communications situations.
- k. Turn in appropriate documents to Mobilization Center Communications Manager or Communications Unit Leader.
- l. Demobilize Communications Center in accordance with Mobilization Center Demobilization Plan.

MEDICAL UNIT LEADER – The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill personnel, and preparation of reports and records.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operation Guide (ICS 420-1).
- c. Participate in Logistics Section/Service Branch planning activities.
- d. Establish Medical Unit.
- e. Prepare the Medical Plan (ICS Form 206).
- f. Respond to requests for medical aid, medical transportation, and medical supplies.
- g. Prepare and submit necessary documentation.

FOOD UNIT LEADER – The Food Unit Leader is responsible for supplying the food needs for the entire Mobilization Center, including remote locations (e.g., Camps, Staging Areas).

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operation Guide (ICS 420-1).
- c. Determine food and water requirements.
- d. Determine method of feeding to best fit the situation.
- e. Obtain necessary equipment and supplies and establish cooking facilities.
- f. Ensure that well-balanced menus are provided.
- g. Order sufficient food and potable water from the Supply Unit.
- h. Maintain an inventory of food and water.
- i. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- j. Supervise caterers, cooks, and other Food Unit personnel as appropriate.

SUPPORT BRANCH DIRECTOR – The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the Mobilization Center Action Plan. The Support Branch Director supervises the operations of the Supply, Facilities and Ground Support Units.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Obtain work materials.
- c. Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.
- d. Prepare initial organization and assignments for support operations.
- e. Assemble and brief Support Branch personnel.
- f. Determine if assigned Branch resources are sufficient.
- g. Maintain surveillance of assigned units work progress and inform Section Chief of activities.
- h. Resolve problems associated with requests from Operations Section.
- i. Maintain Unit/Activity Log (ICS Form 214).

SUPPLY UNIT LEADER – The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving, and storing all supplies for the Mobilization Center; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operation Guide (ICS 420-1).
- c. Participate in Logistics Section/Support Branch planning activities.
- d. Determine the type and amount of supplies enroute.
- e. Review the Mobilization Center Action Plan for information on operations of the Supply Unit.
- f. Develop and implement safety and security requirements.
- g. Order, receive, distribute, and store supplies and equipment.
- h. Receive and respond to requests for personnel, supplies and equipment.
- i. Maintain inventory of supplies and equipment.
- j. Service reusable equipment.
- k. Submit reports to the Support Branch Director.

ORDERING MANAGER – The Ordering Manager is responsible for placing all orders for supplies and equipment for the Mobilization Center. The Ordering Manager reports to the Supply Unit Leader.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Obtain necessary agency(s) order forms.
- c. Establish ordering procedures.
- d. Establish name and telephone numbers of agency(s) personnel receiving orders.
- e. Set up filing system.
- f. Get names of Mobilization Center personnel who have ordering authority.
- g. Check on what has already been ordered.
- h. Ensure order forms are filled out correctly.
- i. Place orders in a timely manner.
- j. Consolidate orders when possible.
- k. Identify times and locations for delivery of supplies and equipment.
- l. Keep Receiving and Distribution Manager informed of orders placed.
- m. Submit all ordering documents to Documentation Control Unit through Supply Unit Leader before demobilization.

RECEIVING AND DISTRIBUTION MANAGER – The Receiving and Distribution Manager is responsible for receiving and distribution of all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. The Receiving and Distribution Manager reports to the Supply Unit Leader.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Order required personnel to operate supply area.
- c. Organize physical layout of supply area.
- d. Establish procedures for operating supply area.
- e. Set up filing system for receiving and distribution of supplies and equipment.
- f. Maintain inventory of supplies and equipment.
- g. Develop security requirements for supply area.
- h. Establish procedures for receiving supplies and equipment.
- i. Submit necessary reports to Supply Unit Leader.
- j. Notify Ordering Manager of equipment and supplies received.
- k. Provide necessary supply records to Supply Unit Leader.

FACILITIES UNIT LEADER – The Facilities Unit Leader is primarily responsible for the layout and activation of the Mobilization Center facilities. The Unit provides sleeping and sanitation facilities for Mobilization Center personnel and manages Center operations. The Facility Unit Leader reports to the Support Branch Director.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operations Guide (ICS 420-1).
- c. Receive a copy of the Mobilization Center Action Plan.
- d. Participate in Logistics Section/Support Branch planning activities.
- e. Determine requirements for each facility.
- f. Prepare layouts of Mobilization Center facilities.
- g. Notify unit leaders of facility layout.
- h. Activate Mobilization Center facilities.
- i. Provide sleeping facilities.
- j. Provide security services.
- k. Provide facility maintenance services (e.g., sanitation, lighting and clean up).

SECURITY MANAGER – The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage. The Security Manager reports to the Facilities Unit Leader.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Establish contacts with local law enforcement agencies as needed.
- c. Contact the Resource Use Specialist for crews or Agency Representatives to discuss any special custodial requirements that may affect Mobilization Center operations.
- d. Request required personnel support to accomplish work assignments.
- e. Ensure that support personnel are qualified to manage security problems.
- f. Develop Security Plan for Mobilization Center facilities.
- g. Adjust Security Plan for personnel and equipment changes and releases.
- h. Coordinate security activities with appropriate Mobilization Center personnel.
- i. Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives.
- j. Prevent theft of all government and personal property.
- k. Document all complaints and suspicious occurrences.

BASE MANAGER – The Base Manager is responsible to ensure that appropriate sanitation, security, and facility management services are conducted at the Mobilization Center. The Base Manager reports to the Facilities Unit Leader. The Base Manager duties include:

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Determine personnel support requirements.
- c. Obtain necessary equipment and supplies.
- d. Ensure that all facilities and equipment are set up and properly functioning. Supervise the establishment of:
 - Sanitation facilities (including showers)
 - Sleeping facilities.
- e. Make sleeping area assignments.
- f. Ensure that strict compliance is made with all applicable safety regulations.
- g. Ensure that all facility maintenance is provided.

GROUND SUPPORT UNIT LEADER – The Ground Support Unit Leader is primarily responsible for 1) support out of service resources 2) transportation of personnel, supplies, food, and equipment 3) fueling, service, maintenance, and repair of vehicles and other ground support equipment and 4) implementing Traffic Plan for the Mobilization Center.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operations Guide (ICS 420-1).
- c. Participate in Support Branch/Logistics Section planning activities.
- d. Develop and implement Traffic Plan.
- e. Support out-of-service resources.
- f. Notify Resources Unit of all status changes on support and transportation vehicles.
- g. Arrange for and activate fueling, maintenance, and repair of ground resources.
- h. Maintain inventory of support and transportation vehicles (ICS For 218).
- i. Provide transportation services.
- j. Collect use information on rented equipment.
- k. Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- l. Submit reports to Support Branch Director as directed.

EQUIPMENT MANAGER – The Equipment Manager provides service, repair and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided. The Equipment Manager reports to the Ground Support Unit Leader.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Obtain Mobilization Center Action Plan to determine locations for assigned resources, and fueling service requirements for all resources assigned to the Mobilization Center.
- c. Obtain necessary equipment and supplies.
- d. Provide maintenance and fueling according to schedule.
- e. Prepare schedules to maximize use of available transportation.
- f. Provide transportation and support vehicles for Mobilization Center use.
- g. Coordinate with Agency Representatives on service and repair policies as required.
- h. Inspect equipment condition and ensure coverage by equipment agreement.
- i. Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in efficient operating condition), and place orders with Supply Unit.
- j. Maintain Support Vehicle Inventory (ICS Form 218).
- k. Maintain equipment rental records.
- l. Maintain equipment service and use records.
- m. Check all service repair areas to ensure that all appropriate safety measures are being taken.

FINANCE/ADMINISTRATION SECTION CHIEF – The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects for all financial, administrative, and cost analysis aspects of the Mobilization Center and for supervising members of the Finance/Administration Section.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Manage all financial aspects of the Mobilization Center.
- c. Provide financial and cost analysis information as requested.
- d. Gather pertinent information from briefings with responsible agencies.
- e. Develop an operating plan for the Finance/Administration Section.
- f. Meet with Assisting and Cooperating Agency Representatives as needed.
- g. Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- h. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- i. Provide financial input to demobilization planning.
- j. Ensure that all obligation documents initiated at the Mobilization Center are properly prepared and completed.
- k. Brief agency administrative personnel on all Mobilization Center related financial issues needing attention or follow-up prior to leaving the site.
- l. Maintain Unit/Activity Log (ICS Form 214).

TIME UNIT LEADER – The Time Unit Leader is responsible for equipment and personnel time recording.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operations Guide (ICS 420-1).
- c. Determine Mobilization Center requirements for time recording.
- d. Contact appropriate agency personnel/representatives.
- e. Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
- f. Maintain separate logs for overtime hours.
- g. Submit cost estimate date forms to Cost Unit as required.
- h. Maintain records security.
- i. Ensure that all records are current and complete prior to demobilization.
- j. Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
- k. Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

EQUIPMENT TIME RECORDERS – Under supervision of the Time Unit Leader, Equipment Time Recorder is responsible for overseeing the recording of time for all equipment assigned to a Mobilization Center.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Set up Equipment Time Recorder function in location designated by Time Unit Leader.
- c. Advise Ground Support Unit, Facilities Unit, and Air Support Group of the requirement to establish and maintain a file for maintaining a daily record of equipment time.
- d. Assist units in establishing a system for collecting equipment time reports.
- e. Post all equipment time tickets within four hours after the end of each operational period.
- f. Prepare a use and summary invoice for equipment (as required) within 12 hours after equipment arrival at a Mobilization Center.
- g. Submit data to Time Unit Leader for cost effectiveness analysis.
- h. Maintain current posting on all charges or credits for fuel, parts, and services.
- i. Verify all time date and deductions with owner/operator of equipment.
- j. Complete all forms according to agency specifications.
- k. Close out forms prior to demobilization.
- l. Distribute copies per agency policy.

PERSONNEL TIME RECORDER – Under supervision of the Time Unit Leader, Personnel Time Recorder is responsible for overseeing the recording of time for all personnel assigned to a Mobilization Center.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Establish and maintain a file for employee time reports within the first operational period.
- c. Initiate, gather, or update a time report from all applicable personnel assigned to the Mobilization Center for each operational period.
- d. Ensure that all employee identification information is verified to be correct on the time report.
- e. Post personnel travel and work hours, transfers, promotions, specific pay provisions and terminations to personnel time documents.
- f. Ensure that time reports are signed.
- g. Close out time documents prior to personnel demobilizing from Mobilization Center.
- h. Distribute all time documents according to agency policy.
- i. Maintain a log of excessive hours worked and give to Time Unit Leader daily.

PROCUREMENT UNIT LEADER – The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operations Guide (ICS 420-1).
- c. Review Mobilization Center needs and any special procedures with Unit Leader, as needed.
- d. Coordinate with local jurisdiction on plans and supply sources.
- e. Obtain Mobilization Center Procurement Plan.
- f. Prepare and authorize contracts and land use agreements.
- g. Draft memoranda of understanding.
- h. Establish contracts and agreements with supply vendors.
- i. Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the Mobilization Center.
- j. Ensure that a system is in place, which meets agency property management requirements. Ensure proper accounting for all new property.
- k. Interpret contracts and agreements; resolve disputes within delegated authority.
- l. Coordinate with Compensation/Claims Unit for processing claims.
- m. Coordinate use of impress funds as required.
- n. Complete final processing of contracts and send documents for payment.
- o. Coordinate cost data in contracts with Cost Unit Leader.
- p. Brief Finance/Administration Section Chief on Current problems and recommendations, outstanding issues, and follow-up requirements.

COMPENSATION/CLAIMS UNIT LEADER – The Compensation/Claims Unit Leader is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims related activities (other than injury) for a Mobilization Center.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operations Guide (ICS 420-1).
- c. Establish contact with Mobilization Center Safety Officer and Liaison Officer (or Agency Representatives if no Liaison Officer is assigned).
- d. Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed.
- e. Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
- f. Review the Mobilization Center Medical Plan.
- g. Review procedures for handling claims with Procurement Unit.
- h. Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
- i. Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for processing prior to demobilization.

COST UNIT LEADER – The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analysis and providing cost estimates and cost savings recommendations for the Mobilization Center.

- a. Review Common Responsibilities on page 1-2 of the Field Operations Guide (ICS 420-1).
- b. Review Unit Leader Responsibilities on page 1-3 of the Field Operations Guide (ICS 420-1).
- c. Coordinate with agency headquarters on cost reporting procedures.
- d. Collect and record all cost data.
- e. Develop Mobilization Center cost summaries.
- f. Prepare resources-use cost estimates for the Planning/Intelligence Section.
- g. Make cost-savings recommendations to the Finance/Administration Section Chief.
- h. Complete all records prior to demobilization.