

VIII. SUPPORT REQUIREMENTS AND PROCEDURES

A. LOGISTICS

The Logistics Section of the ERT is responsible for providing most of the equipment necessary to conduct Information and Planning Section operations at a DFO. However, it is up to the Information and Planning Section Chief to ensure section requirements are quickly communicated to Logistics. A situational matrix of standard Information and Planning Section logistical requirements is provided at Figure VII-9. The following is a list of equipment that will be obtained through other sources.

- Section Kit. A small cache of computer and equipment items permitting minimal Information and Planning Section operations at an interim operating location, or before the DFO is established. This equipment package is obtained through a Regionally maintained cache or the Disaster Information Systems Clearinghouse (DISC).
- GIS Suite. A suite of computers, software and oversize printers used for the production of GIS maps, charts, and other displays. This equipment package is obtained through the DISC per the procedures outlined in *Federal Coordinating Officer Procedures for Obtaining Geographic Information System (GIS) Support at the Disaster Field Office* and Chapter VI.

B. COMMUNICATIONS

Reliable communications capability is essential to sectional efficacy; section staff must be able to contact external sources to obtain, verify, validate, and disseminate information. Therefore, the Section should have ready access to landline, cellular, and (at catastrophic disaster locations) satellite telecommunications.

C. INFORMATION SYSTEMS

Information system requirements -- in terms of *types* of support equipment -- remain relatively stable regardless of the magnitude of the response. It is only the *number* of system components that is likely to change. A general requirements planning guide is detailed at Figure VII-9, Information and Planning Section Logistics Requirements. Specific, unique computer hardware/software requirements are detailed below:

1. At least one computer in the Situation Status Branch will be loaded with the ADD Reports Utility.
2. Ideally, GIS production computers in the Technical Services Branch will possess (at a minimum) 700MHz Pentium III Processors, 256+ MB SDRAM, 10GB main drives, 20GB data drives, IOMEGA 250MG Zip Drives, CD-ROM and a CD Writer.

D. TRANSPORTATION

1. Deploying Information and Planning Section personnel will normally coordinate their own travel arrangements into a disaster area. A notable exception is the ERT-N, which typically travels to a mobilization or staging area via chartered commercial or military aircraft. If available, the National Airborne Operations Center (NAOC) can be used to provide both transportation and a temporary advanced communications platform.

2. Rental vehicles may be obtained through the Logistics Section to support field activities, such as field observation.

E. PROPERTY MANAGEMENT

Property management at the DFO will normally remain the responsibility of an Accountable Property Officer (APO) designated by the Logistics Section. GIS equipment independently ordered from the DISC, or that is separately purchased, must, upon delivery, be brought to the immediate attention of the APO. In addition, because the GIS Suite is considered a high-value, high-risk theft target, the DFO Security office must certify the location where the equipment will be set up. Refer to the procedures outlined in *Federal Coordinating Officer Procedures for Obtaining Geographic Information System (GIS) Support at the Disaster Field Office* and Chapter VI.

F. PERSONNEL MANAGEMENT

Personnel management concerns, to include staffing procedures and management practices, are addressed in Chapter VII (Section Management), paragraph VII-D.

G. FINANCIAL MANAGEMENT

Financial management at a DFO is led by a Comptroller. The Comptroller is the liaison between the ERT and the Office of Financial Management (OFM), and is accountable to the CFO for financial management and reporting. The Comptroller maintains financial oversight of FEMA response and recovery activities and serves as the senior financial advisor to the FCO. In addition to this oversight function, the Comptroller is responsible for funds control, document control, travel voucher preparation, acquisitions, monitoring and reporting on all financial activities at the DFO, and the financial aspects of mission assignments.

If the Information and Planning Section is responsible for the issuance of a mission assignment or FEMA Form 40-1, *Requisition and Commitment for Services and Supplies*, refer to and comply with the financial management procedures outlined in *Processing Mission Assignments*, Job Aid 9344.1-JA, and *Processing Procurements in the Operations Section During Disasters*, Job Aid 9380.2-JA.