

**Louisiana Urban Search & Rescue Incident Support Team
STANDARD OPERATING GUIDELINES**

SOG Number IST01-003-19	Revision 0	Replaces New	Effective Date 27 Nov 19	Page 1 of 5
Title <p style="text-align: center;">Logistics Program</p>				

Approvals

Ruel Douvillier 
Task Force Leader (Print / Sign)

27 Nov 19
Date

Table of Contents

<u>Section</u>	<u>Page</u>
1.0 Purpose	2
2.0 Scope	2
3.0 Responsibility	2
4.0 Safety	2
5.0 Associated Documentation	2
6.0 Definitions	2
7.0 Procedure.....	3
8.0 Attachments	4

NOTICE

THIS DOCUMENT IS PROPRIETARY AND ITS CONTENTS ARE THE EXCLUSIVE PROPERTY OF LA-IST1. THIS DOCUMENT
MAY NOT BE REPRODUCED IN ANY FORM WITHOUT PRIOR WRITTEN PERMISSION FROM LA-IST1.

SOG Number IST01-003-19	Revision 0	Replaces New	Page 2 of 5
Title Logistics Program			

1.0 PURPOSE

- 1.1 It shall be the policy of the LA US & R IST to have a logistics program to handle control and maintenance of all equipment assigned to the team.
- 1.2 The equipment assigned to the LA US & R IST will be maintained in a state of readiness to be deployed with the team when called upon.

2.0 SCOPE

- 2.1 This SOG applies to all equipment dedicated to the LA US & R IST. Equipment used by LA US & R IST but not dedicated exclusively for its use will be maintained on the schedule designated by the department or agency owning and operating that equipment.

3.0 RESPONSIBILITY

- 3.1 The Louisiana State Urban Search and Rescue Coordinator is responsible for ensuring that this SOG is carried out and that all staff are trained to this standard.
- 3.2 The Planning Manager is responsible for updating and disseminating this SOG as needed.
- 3.3 The logistics program will be administered by the LA US & R IST Logistics Managers with the support of all team members.

4.0 SAFETY

- 4.1 Only personnel familiar with the operation and maintenance of the equipment in the inventory will be allowed to perform maintenance and repairs.
- 4.2 Personnel working with the equipment will use appropriate PPE in performing these tasks.

5.0 ASSOCIATED DOCUMENTATION

- 5.1 LA US & R IST Master Inventory
- 5.2 Instruction manuals for equipment in inventory
 - 5.2.1 LA US & R IST *Policies and Procedures Manual*
 - 5.2.2 IST01-001 *Activation SOG*
 - 5.2.3 IST01-002 *Operations SOG*
 - 5.2.4 IST01-004 *Administration SOG*
 - 5.2.5 IST01-005 *Training SOG*
 - 5.2.6 IST01-006 *Uniform SOG*



SOG Number IST01-003-19	Revision 0	Replaces New	Page 3 of 5
Title Logistics Program			

5.2.7 IST01-007 *Medical SOG*

6.0 DEFINITIONS

- 6.1 Personal Protective Equipment (PPE)- Specialized clothing or equipment worn by employees for protection against health and safety hazards.
- 6.2 Louisiana Urban Search & Rescue Task Force (LA US & R TF)- An Urban Search and Rescue Team comprising personnel from the State of Louisiana.

SOG Number IST01-003-19	Revision 0	Replaces New	Page 4 of 5
Title Logistics Program			

7.0 PROCEDURE

- 7.1 The IST Logistics Managers shall adhere to the following program:
 - 7.1.1 Users' manuals or information from the manufacturers of all IST equipment will be kept on file in a binder accessible to all personnel performing maintenance.
 - 7.1.2 All rechargeable battery-operated equipment will be inspected monthly. They will be turned on and checked for charge status. If needed, they will be charged fully as per manufacturers' specifications. They will be checked for proper working condition. They will be cleaned and stored as per manufacturers' specifications.
 - 7.1.3 All cell battery-operated equipment will be inspected. They will be loaded with the proper size batteries and turned on. They will be checked for proper working condition. They will be cleaned and stored as per manufacturers' specifications.
 - 7.1.4 All hand tools will be inspected. They will be cleaned and stored as per manufacturers' specifications.
 - 7.1.5 The LA US & R IST inventory shall be updated annually and whenever equipment is gained or lost.
- 7.2 Equipment found to be in need of repair or replacement will be pulled from the working inventory. It will be labeled with an 'Out of Service' tag. This equipment shall remain out of service until properly repaired to manufacturers' specifications.
- 7.3 The only time this program shall be interrupted is in the event of a call out or training. In the event of a call out or training, any equipment used for these activities shall be cleaned immediately after use and stored as per manufacturers' specifications.
- 7.4 A full report of this logistics program shall be forwarded to all LA US & R IST leadership on a monthly basis unless otherwise necessary.



SOG Number IST01-003-19	Revision 0	Replaces New	Page 5 of 5
Title Logistics Program			