


**Louisiana Urban Search & Rescue Joint Task Force
STANDARD OPERATING GUIDELINES**

SOG Number JTF01-003-19	Revision 02	Replaces 01	Effective Date 15 Jan 19	Page 1 of 7
Title <p style="text-align: center;">Logistics Program</p>				

Approvals

Ruel Douvillier 
Task Force Leader (Print / Sign)

7 Aug 20
Date

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1.0 PURPOSE

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

2.0 SCOPE

- 2.1 This SOG applies to all equipment dedicated to the LA US & R JTF. Equipment used by LA US & R JTF 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 Task Force Leader 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 two LA US & R JTF Logistics Managers with the support of all members.
- 3.4 The two assigned Logistics Managers will report for a minimum of twice monthly for eight hours each day to conduct equipment and supply sustainment procedures. When needed, additional members will report in support of the logistics program. The following duties will be performed at a minimum;
 - Inspection of designated tools, supplies, and equipment
 - Activation and operation of powered tools
 - Vehicle, tool, and equipment maintenance
 - Disposal and replacement of out of date equipment
 - Documentation of all activities

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.

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5.0 ASSOCIATED DOCUMENTATION

- 5.1 LA US & R JTF Master Inventory
- 5.2 Instruction manuals for equipment in inventory
 - 5.2.1 LA US & R JTF *Policies and Procedures Manual*
 - 5.2.2 TF01-001 *Activation SOG*
 - 5.2.3 TF01-002 *Operations SOG*
 - 5.2.4 TF01-004 *Administration SOG*
 - 5.2.5 TF01-005 *Training SOG*
 - 5.2.6 TF01-006 *Uniform SOG*
 - 5.2.7 TF01-007 *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 Joint Task Force (LA US & R JTF)- An Urban Search and Rescue Team comprising personnel from the State of Louisiana.

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7.0 PROCEDURE

- 7.1 On the first reporting day of each month:
 - 7.1.1 All hydraulic power tools will be inspected. They will be started and checked for proper working condition. They will be cleaned and stored as per the manufacturers' specifications.
 - 7.1.2 All electric power tools will be inspected. They will be started and checked for proper working condition. They will be cleaned and stored as per manufacturers' specifications.
 - 7.1.3 All generators will be inspected. They will be started and checked for proper working condition. They will be cleaned and stored as per manufacturers' specifications.
 - 7.1.4 Users' manuals or information from the manufacturers of this equipment will be kept on file in a binder accessible to all personnel performing maintenance.
 - 7.1.5 A log of the maintenance performed, both preventative and repairs, will be kept for each piece of equipment in the inventory.
- 7.2 On the second reporting day of each month:
 - 7.2.1 All rechargeable battery-operated equipment will be inspected. 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.
 - 7.2.2 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.
 - 7.2.3 All hand tools will be inspected. They will be cleaned and stored as per manufacturers' specifications.
 - 7.2.4 The LA US & R JTF inventory shall be updated annually and whenever equipment is gained or lost.
- 7.3 Any needed equipment shall be reported to the proper LA US & R JTF leadership.
- 7.4 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.
- 7.5 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.
- 7.6 A full report of this logistics program shall be forwarded to all LA US & R JTF leadership on a monthly basis unless otherwise necessary.

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8.0 ATTACHMENTS

8.1 Maintenance Log Sheet

8.2 Out of Service tag

8.1 MAINTENANCE LOGISTIC SHEET

LA US & R JTF LOGISTICS MAINTENANCE FORM

DESCRIPTION OF EQUIPMENT; _____

DESCRIPTION OF PROBLEM; _____

DATE PROBLEM FOUND; _____

DATE ITEM TURNED IN; _____

ITEM TURNED IN BY; _____

ITEM TURNED IN TO; _____

CORRECTIVE ACTION TAKEN; _____

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DATE ITEM RETURNED; _____

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Attachment 8.2 Out of Service Tag

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OUT OF SERVICE

Date Removed From Service:

Removed By:

Describe Problem:

Equipment Disposition:
 Service In-House Send for Repair Replace