

# **Annex 7**

## **LOGISTICS Equipment Maintenance**

### **Operations Guidance**

## TABLE OF CONTENTS

I.	Introduction .....	3
II.	Mission/Scope .....	3
III.	Assumptions .....	3
IV.	Roles and Responsibilities .....	4
V.	Concept of Operations.....	4

## **I. Introduction**

The Logistics Section has overall management control of millions of dollars of equipment purchased by the Florida Division of Emergency Management that play a key role in the State's overall capabilities to respond to, and recover from an emergency event occurring in the State. Ensuring all of the equipment is maintained, and ready for immediate use and deployment is a serious, and major undertaking. Also ensuring key staff are trained in the maintenance of this equipment is as critical. Equipment failure in the middle of a crisis not only can endanger the lives of the first responders sent to help, but also negatively impact the lives of those who have already been impacted by a disaster.

## **II. Mission / Scope**

The mission of the Logistics Section is to ensure all equipment under its management is kept in operational order, and is on a schedule of maintenance that will ensure its operational capacity when needed. This encompasses simple, yet important functions that are outlined in this guidance line.

## **III. Assumptions**

1. Disasters can strike at any time, and in any location throughout the State of Florida on a regular basis.
2. Many of these events can be managed by local resources, but some will require the assistance of the State Emergency Response Team.
3. That assistance can take many forms, but in situations where local capabilities are burdened, or do not exist, the State Emergency Response Team will send resources to the impacted area until such time as they are no longer needed.
4. Interoperable communications will continue to be a significant problem for first responders when arriving in an impacted community.
5. Equipment will fail. Redundant resources must be planned for, and maintained.
6. Unattended or neglected equipment will often fail, and not perform properly when needed.
7. Equipment warranties, maintenance agreements, recurring fees and charges must be maintained and documented to ensure all equipment is covered, to the fullest extent possible.

8. Equipment that exists, yet no operator is available to operate it is a useless commodity and hampers any relief operations.
9. The State will use the Incident Management System forms and processes to maintain compliance and conformity with the System.
10. A detailed inventory of equipment is essential for documentation of available assets, and a determinate of future purchases of replacement equipment.

#### **IV. Roles and Responsibilities**

The equipment under the management of the Logistics Section includes a wide variety of response and recovery assets. Response vehicles; a large array of communications equipment; satellite telephones, deployable laptop computers, small generators, and a host of other key assets are maintained. As such, it is the responsibility of the Logistics Section to ensure this equipment is managed in a proper fashion. The Section has an equipment manager who is responsible for maintaining this equipment. In addition, the Communications Director, also within the Logistics Section, has the responsibility of maintaining the readiness of the State Warning Point, and the host of communications modes it host.

#### **V. Concept of Operations**

##### **Inventory**

All resources are tagged and bar coded for inventory purposes. A detailed inventory is performed once a year on all equipment to cross check its existence, and current location. A process of discarding unwanted equipment is in place, and in synch with the inventory process. The Logistics Section maintains a detailed list of all assets available under its management. This is updated on a regular basis.

##### **Maintenance Schedules**

The maintenance schedule of all equipment is identified. Most equipment does not need regular maintenance checks, while others do. A schedule of maintenance is maintained by the Logistics Section, and available for warranty purposes, or any other reason. All equipment will be periodically checked to ensure its operational readiness. If equipment is found in need of repair, a purchase order is prepared though the Administrative Section of the Division of Emergency Management.

## **Warranty Tracking**

Many of the assets under the control of the Logistics Section have current warranties active. Warranties must be tracked, and stipulations of the warranties must be adhered to. The warranties of all such equipment are tracked and maintained by the Logistics Section. When a piece of equipment still under warranty fails, arrangements are made for its repair by the vendor or company who provided the asset. They may include onsite visits, or sending the equipment to its origination.

## **Recurring Costs**

Much of the equipment within the Division of Emergency Management have various forms of recurring costs. This includes service fees for the use of the equipment, maintenance agreements and fees, and the like. The Administrative Section helps track these fee schedules, but it is the responsibility of the Logistics Section to keep track of all such costs and recurring fees. Each year, such costs must be budgeted for in the annual budget submission, so accurate estimates of future costs can be made, and met with appropriated funds. If equipment is rented for any length of time, the same policies will hold true.

## **Equipment Inspection**

The equipment maintained under the auspices of the Logistics Section is constantly inspected and tested. This is especially true for the mobile communication assets currently maintained by the Division of Emergency Management. When said equipment is found to be in need of repair or adjustment, a purchase order is prepared for the Administrative Section for processing. Given the critical nature of the equipment for saving lives, such purchase orders should be expedited.

## **Training on Equipment Use**

The Logistics Chief, or designee, ensures there are multiple levels of trained employees who can operate key equipment. This is critical, as having a piece of vital equipment that cannot be operated for lack of understanding, if not a viable asset.