

Food Unit Leader

S-357



NFES 2290

Instructor Guide
OCTOBER 2008



CERTIFICATION STATEMENT

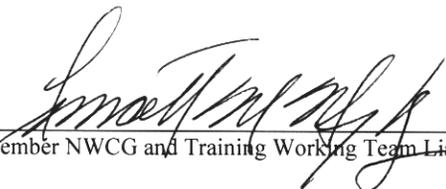
on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

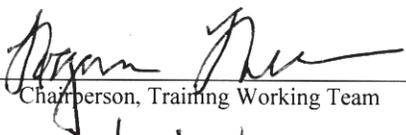
Food Unit Leader, S-357
Certified at Level I

This product is part of an established NWCWG curriculum. It meets the COURSE DEVELOPMENT AND FORMAT STANDARDS – Sixth Edition, 2003 and has received a technical review and a professional edit.



Member NWCWG and Training Working Team Liaison

Date 10/17/08



Chairperson, Training Working Team

Date 10/16/08

Food Unit Leader

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Instructor Guide

OCTOBER 2008

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National Interagency Fire Center, Fire Training, 3833 S. Development Ave., Boise, Idaho 83705.
E-mail: nwgc_standards@nifc.blm.gov.

Additional copies of this publication may be ordered from National Interagency Fire Center,
ATTN: Great Basin Cache Supply Office, 3833 South Development Avenue, Boise, Idaho 83705.
Order NFES 2290.

**NWCG TRAINING WORKING TEAM
POSITION ON COURSE PRESENTATION AND MATERIALS**

The recommended hours listed in the FMCG are developed by Subject Matter Experts based on their estimation of the time required to present all material needed to adequately teach the unit and course objectives. The hours listed may vary slightly due to factors such as number of students, types and complexity of course activities, and the addition of local materials. NWCG is aware that there have been courses presented in an abbreviated form, varying greatly from the recommended course hours. Instructors and students are cautioned that in order to be recognized as an NWCG certified course, certain guidelines must be followed:

- Lead instructors are encouraged to enhance course materials to reflect the conditions, resources and policies of the local unit and area as long as the objectives of the course and each unit are not compromised.
- Exercises can be modified to reflect local fuel types, resources and conditions where the student will be likely to fill incident assignments. The objectives and intent of the exercises must remain intact.
- Test questions may be added that reflect any local information that may have been added to the course. However, test questions in the certified course materials should not be deleted to ensure the accurate testing of course and unit objectives.
- Test grades, to determine successful completion of the course, shall be based only on the questions in the certified course materials.

If lead instructors feel that any course materials are inaccurate, that information should be submitted by e-mail to NWCG Fire Training at nwcg_standards@nifc.blm.gov. Materials submitted will be evaluated and, where and when appropriate, incorporated into the appropriate courses.

COURSE LENGTH FOR NWCG COURSES

If a course is available through PMS, the recommended course hours and the “NWCG Position on Course Presentation and Materials” will be adhered to by the course instructors.

- Unit times represent the allotted time to teach the unit and complete the exercises, simulations, and tests.
- Recommended course hours are given to help the students and the course coordinator with planning travel, room reservations, and facilities usage. This represents the time estimated to present the NWCG provided materials including time for breaks, lunch periods, set-up for field exercises or simulations, etc.
- Actual times for both the unit and the course may vary based on number of students, types and complexity of course activities, and the addition of local instructional materials.

If the course is not available through PMS, e.g., L-380, and has been developed using NWCG course criteria, minimum course hour requirements have been established and must be adhered to by the course developer and course instructors.

Course hours for all NWCG courses can be found in the Field Manager’s Course Guide (<http://www.nwcg.gov/pms/training/fmcg.pdf>). If the hours are a minimum versus recommended they will be stated as such.

PREFACE

Food Unit Leader, S-357, is a required training course in the National Wildfire Coordinating Group (NWCG), wildland and prescribed fire curriculum. This course was developed by an interagency group of experts with direction and guidance from the NWCG Training under authority of the NWCG. The primary participants in this development effort were:

COLORADO STATE FOREST SERVICE

NATIONAL PARK SERVICE
Saguaro National Park

UNITED STATES FOREST SERVICE
R1 Regional Office

Willamette National Forest, Middle Fork Ranger District

San Juan National Forest

The NWCG appreciates the efforts of these personnel, and all those who have contributed to the development of this training product.

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COURSE INSTRUCTIONS

This section contains instructions and information essential to the instructor in making an effective presentation. All instructors must be thoroughly familiar with this section and all other course material prior to presenting the course.

I. COURSE INTRODUCTION

The S-357, Food Unit Leader (FDUL) course will require 27-32 hours for presentation. More time will be required if agency specific material is added. This course is designed to meet the training needs of a Food Unit Leader on an incident as outlined in the Wildland Fire Qualifications System Guide (PMS 310-1) and the Position Task Book developed for the position.

The Wildland Fire Qualifications System Guide provides guidance and a national wildfire standard for establishing minimum training, skills, knowledge, experience, and physical fitness requirements for the participating agencies of the National Wildfire Coordinating Group.

This course provides students with important information concerning general tasks required for the successful operation of all food units on an incident. Topics include information about the assignment, coordination, general information, safe food handling, National Mobile Food Services Contract administration, alternate feeding methods if a contractor is not available, and demobilization.

A significant portion of the course is devoted to the National Mobile Food Services Contract specifications and application, as a means of obtaining quality meals for incident personnel. The current National Mobile Food Services Contract is used as the primary job aid to supplement this course.

The contract provides the requirements for the quality and quantity of foods, food handling procedures, and costs. Knowledge of the contract will aid the trainee in ensuring incident personnel are fed quality, safe foods. The contract can be used directly when administering the contract or as a valuable reference when working with food providers not covered by the contract.

The instructor guide contains all information and references necessary for the course coordinator, instructors, and students. These course instructions contain information concerning course administration. Subject material is presented in units of instruction. Exercises are designed to demonstrate procedures. Reference material is provided to assist students in the classroom and on the job.

II. COURSE OBJECTIVES

Course objectives are stated in broad terms that define what the student will be able to accomplish after completing the course.

At the successful completion of this course students will:

- Arrive at incident properly equipped, gather information to assess the assignment, and begin initial planning activities of a Food Unit Leader.
- Staff and organize the food unit to meet the needs of the incident.
- Coordinate with the logistics units and other sections to assist in accomplishing the overall objectives of the food unit.
- Identify safe food handling practices.
- Utilize the National Mobile Food Services Contract to ensure appetizing, well-balanced meals are provided to the government.

III. INSTRUCTOR PREREQUISITES

Refer to the Field Manager's Course Guide (PMS 901-1) for instructor prerequisites specific to this course. This guide is accessible at <http://www.nwcg.gov/pms/training/training.htm>.

This is a 300 level course. In addition to the course specific instructor prerequisites, all instructors are required to have 32 hours of instructor training such as Facilitative Instructor (M-410), or an equivalent course, as stated in the Field Manager's Course Guide.

IV. INSTRUCTOR PREPARATION/COURSE COORDINATION

A. General Information

The course is designed to be interactive in nature. It contains several exercises designed to facilitate group and class discussion. The cadre must be familiar with the course instructions and exercises.

While lead instructors are encouraged to enhance course materials to reflect conditions, resources, and policies of the local unit, they must ensure that objectives of the course and each unit are not compromised.

If instructors have additional material to hand out during the course, they should bring sufficient copies for the cadre and each student.

Test questions may be added to reflect any local information that may have been added to the course. However, test questions in the certified course materials cannot be deleted to ensure accurate testing of the course and unit objectives.

The Course Coordinator's Guide (PMS 907) contains the general information necessary for presentation of NWCG courses. The course coordinator and instructors should be thoroughly familiar with this guide (online at <http://www.nwcg.gov/pms/training/training.htm>).

B. Unit 5

Unit 5 is divided into four lessons (Lesson A, B, C, and D). Each lesson covers a specific section of the National Mobile Food Services Contract:

- Section B, Unit Summaries
- Section C, Descriptions/Specifications/Work Statement
- Section D, Packaging and Marking
- Section E, Inspection and Acceptance
- Section F, Deliveries and Performance
- Section G, Contract Administration Data

The intent of each lesson is to help students use the contract for managing situations they will encounter as a FDUL. The lessons are built on the premise that a National Mobile Food Services Unit will be used.

For each lesson, review the current contract and use the space provided in the Aids & Cues column to note the specific contract clause number. Due to possible contract changes, check the quiz in each lesson for updates.

It is important that students learn how to use the contract rather than memorize certain specifications and provisions. The contract is a dynamic document and subject to periodic change. Students need to know this and be able to respond with quality analysis each time they use the contract.

Use as many examples as possible when explaining the nuances of the contract and formulating problems. Not all clauses in the contract are covered in the Instructor Guide. Instructors may add or delete depending on their experience and what they choose to emphasize as long as the instructional objectives are met.

Due to the complexity of the National Mobile Food Services Contract, it is recommended that Unit 5 be instructed by a Contracting Officer Technical Representative (COTR).

V. COURSE MATERIALS

See Appendix A for Course Ordering and Support Information.

A. Instructor Guide

The Instructor Guide is designed as a teaching aid to assist instructors in presenting the information. Each instructional unit has a unit overview that outlines the lesson's approximate delivery time, objectives, learning strategy, instructional methods, required materials, and evaluation criteria.

The technical content for each unit is written in outline format and is listed in the “Outline” column. This column also contains notes to the instructor (directions for conducting an exercise, questions to ask students, etc.) which are in **BOLD CAPS**.

The “Aids & Cues” column lists references (slide numbers, publications, handouts) that remind instructors to display or refer to specific materials.

B. Course Materials CD-ROM

The CD-ROM contains complete copies of the Instructor Guide, Appendixes, and Student Workbook in bookmarked files in portable document format (pdf). A bookmark is an electronic index to aid the reader in finding specific portions of the publication. To access the bookmark function, open the file and click on the bookmark tab.

C. Student Workbook

Student Workbooks should be ordered prior to the beginning of the course, one for each student. An electronic version of the Student Workbook is located on the Course Materials CD-ROM.

D. Food Unit Leader Field Guide

The Field Guide contains reference materials that students will refer to throughout the course. These materials will also be useful when the student is on an assignment as a trainee.

E. Sample Agenda

A sample agenda is located at the end of these course instructions. A copy of the agenda can be inserted into the Student Workbook prior to beginning class.

VI. STUDENT TARGET GROUP

This course is required training for all personnel desiring to be qualified as a Food Unit Leader.

VII. STUDENT PREREQUISITES

None

VIII. STUDENT PRE-COURSE WORK

Students are required to complete a pre-course test and bring to class for review. The pre-course test is online at <http://training.nwcg.gov/online.html>.

To complete the pre-course test, students will need to download the National Mobile Food Services Contract. The link for the contract is located with the pre-course test at <http://www.fs.fed.us/fire/contracting/>.

IX. COURSE SELECTION LETTER

An example of the course selection letter is located at the end of this introduction section. This letter should give students specific instructions pertaining to the pre-course work, class time frames, class location, and what to bring to the course. See the Course Coordinator's Guide for more information on selection letters.

X. RECOMMENDED CLASS SIZE

Maximum class size is 30 students. In order to facilitate exercises, it is recommended that instructors maintain a maximum of 6 students to 1 instructor.

XI. SPACE AND CLASSROOM REQUIREMENTS

The classroom should be able to accommodate up to thirty students with enough space to accommodate the exercise sessions. A work area should be provided for instructors and their materials.

XII. STUDENT ASSESSMENT

A. Exercises and Quizzes

The exercises and quizzes in this course are designed to demonstrate the students' ability to meet the unit objectives. They are not graded, but should be discussed upon completion by the entire class.

B. Final Exam

Students must obtain 70% or higher on the final exam to receive a certificate of completion for this course. A copy of the final exam and answer key is located in Appendix C.

XIII. COURSE EVALUATION FORMS

Copies of these forms are in Appendix D.

A. Student Training Course Evaluation Form

This is an opportunity for students to comment on the course and the instructors for the purpose of improving future training sessions.

B. Training Course Evaluation Form

This is an opportunity for the course coordinator and instructors to comment on course design. These comments are used by NWCG Training to identify potential problems with courses and as a resource during the course revision process.

XIV. APPENDIXES

The following appendix is included in this Instructor Guide:

A. Appendix A – Course Ordering and Support Information

A list of materials to be ordered is included in this appendix.

The following appendixes are on the Course Materials CD-ROM:

B. Appendix B – PowerPoints

This appendix contains the PowerPoints for each unit.

C. Appendix C – Student Assessment

This appendix contains the pre-course work answer key, the final exam, and the final exam answer key.

D. Appendix D – Course Evaluation Forms

This appendix contains the course evaluation forms for students and instructors.

Food Unit Leader, S-357
Sample Selection Letter

Congratulations on being selected to attend S-357 Food Unit Leader to be held at *(location)*. The course will begin at *(time, date)*, and end at *(time, date)*.

The primary emphasis of this course focuses on duties of an incident Food Unit Leader (FDUL).

The pre-course test is mandatory and is available at the NWCG Fire Training web site: <http://training.nwcg.gov/pre-courses.htm>. Visit the web site to download instructions and materials.

Bring the following items to class:

- S-357 pre-course test results
<http://training.nwcg.gov/pre-courses.html>
- Current National Mobile Food Services Contract
<http://www.fs.fed.us/fire/contracting/>
- Unit Leader Position Task Book, initiated at the home unit
<http://www.nwcg.gov/pms/pms.htm>
- Fireline Handbook, PMS 410-1, NFES 0065
<http://www.nwcg.gov/pms/pubs/pubs.htm>
- Handheld calculator

If you desire to receive a certificate of completion for the course, please do not make travel arrangements to arrive after the scheduled start time or to depart prior to the scheduled course completion time.

In the event you cannot attend the course, please contact the course coordinator prior to the beginning of the class. This allows time for notifying personnel that may be on the waiting list to be contacted to fill the vacancy.

If you have any questions please contact the course coordinator, *Name, phone number, e-mail*.

Food Unit Leader, S-357
Sample Agenda

DAY ONE

Morning Session

- Unit 0: Introduction (1 hour)
- Unit 1: Information About the Assignment (2.5 hours)

Afternoon Session

- Unit 2: Coordination, Collaboration, and Communication (2.5 hours)
- Unit 3: General Information (1 hour)
- Unit 4: Safe Food Handling (1.5 hours)

DAY TWO

Morning Session

- Unit 5: National Contract Administration (1 hour)
 - Lesson 5A: Descriptions (4 hours)

Afternoon Session

- Lesson 5B: Requirements (5 hours)

DAY THREE

Morning Session

- Lesson 5C: Packaging, Inspecting, Performance (3 hours)

Afternoon Session

- Lesson 5D: Contract Administration (4 hours)

DAY FOUR

Morning Session

- Unit 6: Alternate Feeding Methods (1 hour)
- Unit 7: Demobilization (1 hour)

Afternoon Session

- Final Exam (2 hours)

UNIT OVERVIEW

Course Food Unit Leader, S-357

Unit 0 – Introduction

Time 1 Hour

Objectives

1. Introduce course coordinator and instructors.
2. Review course logistics.
3. Introduce the students.
4. Present course overview.
5. Discuss course expectations.
6. Review course references.

Strategy

This unit introduces the Food Unit Leader course. Students will participate in a group exercise by stating their expectations for the course. The pre-course work will be discussed in Unit 5.

Instructional Methods

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- Flip charts and markers for each group
- Course agenda
- Sign-in sheet (ICS-211, Check-in)

Each student should have a:

- Unit Leader Position Task Book
- Fireline Handbook
- FDUL Field Guide

Exercise

- Expectations (page 0.6)

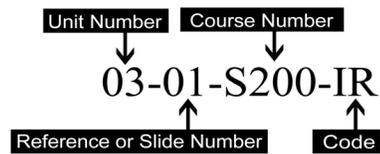
Outline

- I. Instructor Introductions
- II. Course Logistics
- III. Student Introductions
- IV. Course Overview
- V. Course Expectations
- VI. Course References

Aids and Cues

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide	SW – Student Workbook
IR – Instructor Reference	SR – Student Reference
HO – Handout	PPT – Power Point



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 0 – Introduction

OUTLINE	AIDS & CUES
NWCG MISSION SLIDE	0-1-S357-PPT
TITLE SLIDE	0-2-S357-PPT
I. INSTRUCTOR INTRODUCTIONS	0-3-S357-PPT
INTRODUCE COURSE COORDINATOR AND INSTRUCTOR CADRE.	
II. COURSE LOGISTICS	0-4-S357-PPT
DISCUSS AS APPROPRIATE:	
<ul style="list-style-type: none">• Course agenda• Sign-in sheet (ICS-211 Check-in)• Housekeeping<ul style="list-style-type: none">– Breaks– Message and telephone location– Cell phone policy– Facilities• Other concerns	

OUTLINE	AIDS & CUES
<p>III. STUDENT INTRODUCTIONS</p> <p>HAVE EACH STUDENT PRESENT THEIR:</p> <ul style="list-style-type: none"> • Name and organization • Job title and normal duties • Incident Command System (ICS) qualifications and most recent experience on an incident. 	<p>0-5-S357-PPT</p>
<p>IV. COURSE OVERVIEW</p> <p>This course is designed to meet the required training needs of an incident Food Unit Leader (FDUL) as outlined in the Wildland Fire Qualifications System Guide (PMS 310-1) and the position task book developed for the position.</p>	<p>0-6-S357-PPT</p>
<p>A. Course Objectives</p> <ul style="list-style-type: none"> • Arrive at incident properly equipped, gather information to assess the assignment and begin initial planning activities of a food unit leader. • Staff and organize the food unit to meet the needs of the incident. • Coordinate with the logistics units and other sections to assist in accomplishing the overall objectives of the food unit. 	<p>0-7-S357-PPT</p>
<ul style="list-style-type: none"> • Identify food handling practices that could provide food borne pathogens opportunities to contaminate foods and cause food borne illnesses. 	<p>0-8-S357-PPT</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> • Utilize the National Mobile Food Services Contract to ensure appetizing, well-balanced meals are provided to the government. <p>B. Instructional Methods</p> <ul style="list-style-type: none"> • Facilitation/short lectures with PowerPoint • Discussion • Exercises <p>C. Student Assessment</p> <p>To successfully complete the course, students must:</p> <ul style="list-style-type: none"> • Participate in exercises • Complete all quizzes • Achieve 70% or higher on the final exam <p>D. Course Evaluation Form</p> <p>Students are expected to complete a course evaluation form at the end of the course.</p>	<p>0-9-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>V. COURSE EXPECTATIONS</p> <p>A. Student Expectations</p> <p>ADMINISTER EXERCISE: Expectations</p> <p><u>Purpose:</u> Students will develop a list of their expectations for the course.</p> <p><u>Time:</u> 10 minutes</p> <p><u>Format:</u> Students will work in groups of 4 to 5.</p> <p><u>Exercise Instructions:</u></p> <ol style="list-style-type: none"> 1. Instruct groups to write their responses to the following question on a flip chart: <ul style="list-style-type: none"> • What do you expect to gain from this course? 2. When finished, have each group present their expectations to the class. 3. Answer any questions. 4. Post completed expectation lists around the classroom. <p><u>Exercise Ends.</u></p>	<p>0-10-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>B. Instructor Expectations</p> <p>Students will:</p> <ol style="list-style-type: none"> 1. Have an interest in becoming a FDUL. 2. Have completed their pre-course work. 3. Exhibit mutual cooperation with the group. 4. Be open-minded to accomplishments during the course presentation. 5. Actively participate in all training exercises presented in the course. 6. Return to class at stated times. 7. Use what is presented in the course to effectively perform the duties of a FDUL. 	<p>0-11-S357-PPT</p>
<p>VI. COURSE REFERENCES</p> <p>A. Fireline Handbook (FHB)</p> <p>HAVE STUDENTS READ THE FDUL POSITION DESCRIPTION IN THE FHB (LOGISTICS SECTION).</p> <p>B. Unit Leader Position Task Book (PTB)</p> <p>The task book contains common tasks for all unit leaders and additional specific tasks for FDUL.</p> <p>HAVE STUDENTS COMPARE THE FDUL TASKS IN THE FHB WITH THE TASKS IN THE PTB.</p>	<p>0-12-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>In the current performance based system, trainees must complete the tasking in the PTB to become qualified as a FDUL.</p> <p>C. FDUL Field Guide</p> <p>The Field Guide can also be used as a reference when on assignments.</p> <p>BRIEFLY REVIEW FIELD GUIDE WITH STUDENTS.</p> <p>ASK STUDENTS IF THEY HAVE ANY QUESTIONS CONCERNING THE FHB, PTB, OR FIELD GUIDE.</p>	

UNIT OVERVIEW

Course	Food Unit Leader, S-357
Unit	1 – Information About the Assignment
Time	2.5 Hours

Objectives

1. List items of a FDUL kit and describe the purpose of the kit.
2. Explain the importance of the briefing by the logistics section chief and list topics to be covered by this briefing.
3. List items found in the Incident Action Plan (IAP) that affect the food unit.

Strategy

This unit provides information to be gathered upon activation. Topics include materials for the FDUL kit, mobilization, briefing from the logistics section chief, information gathered from the IAP, and general information. Have a kit available to show students. Instructor should add experiential knowledge of areas to focus on when gathering information at the onset of an assignment.

Instructional Methods

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- Flip charts and markers for each group
- FDUL kit
- ICS 213, General Message
- ICS 214, Unit Log

Exercise

Instructors should review the following exercise in advance:

- Incident Action Plan (page 1.11).

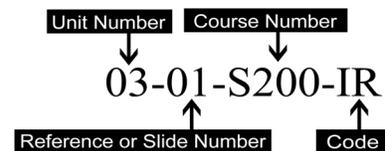
Outline

- I. Food Unit Leader Kit
- II. Mobilization and Arrival at the Incident
- III. Briefing From Logistics Section Chief
- IV. Supplies, Materials, Personnel, and Documentation
- V. Incident Action Plan

Aids and Cues

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide	SW – Student Workbook
IR – Instructor Reference	SR – Student Reference
HO – Handout	PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 1 – Information About the Assignment

OUTLINE	AIDS & CUES
TITLE SLIDE	1-1-S357-PPT
PRESENT UNIT OBJECTIVES	1-2-S357-PPT
I. FOOD UNIT LEADER KIT	1-3-S357-PPT
SHOW STUDENTS KIT CONTENTS. LEAD A DISCUSSION ON ITEMS NEEDED AND WHY.	
<p>Kit should be assembled and prepared prior to receiving an assignment. Kit should contain critical items needed for functioning during the first 48 hours. Kit must be easily transportable and within agency weight limitation.</p> <ul style="list-style-type: none">□ Proof of incident qualifications (Red Card)□ Unit Leader PTB, PMS 311-34□ Fireline Handbook, PMS 410-1, NFES 0065□ National Mobile Food Services Contract, www.fs.fed.us/fire/contracting□ Incident Response Pocket Guide, PMS 461, NFES 1077	

OUTLINE	AIDS & CUES
<p>National Mobile Food Services Contract forms:</p> <ul style="list-style-type: none"> □ 1276 A, Interagency Mobile Food Services Daily Meal Order/Invoice, NFES 2052 □ 1276 B, Interagency Mobile Food Services Daily Meal Order/Invoice Continuation, NFES 2053 □ 1276 E, Interagency Mobile Food Services Performance Evaluation, NFES 0822 □ 1276 H, Interagency Mobile Food Services Performance Evaluation, Continuation, NFES 2852 	<p>1-4-S357-PPT thru 1-7-S357-PPT</p>
<p>Miscellaneous documentation forms:</p> <ul style="list-style-type: none"> □ ICS 213, General Message, NFES 1336 □ ICS 214, Unit Log, NFES 1337 □ ICS 226, Individual Performance Rating, NFES 2074 □ SF 261, Crew Time Report, NFES 0891 or OF 288, Emergency Firefighter Time Report, NFES 0866 (or other agency specific time report forms) □ OF 297, Emergency Equipment Shift Ticket, NFES 0872 □ Food Service Request (National Mobile Food Services Contract, National Mobilization Guide) □ Agency/local area specific forms (requisition forms, Emergency Equipment Rental Agreements [EERA]) 	<p>1-8-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>Miscellaneous Items (optional):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assorted pens <input type="checkbox"/> Pencils <input type="checkbox"/> Markers/highlighters <input type="checkbox"/> Thumbtacks <input type="checkbox"/> String tags <input type="checkbox"/> Pads of paper <input type="checkbox"/> Clipboard <input type="checkbox"/> Masking/strapping tape <input type="checkbox"/> Duct tape <input type="checkbox"/> Envelopes <input type="checkbox"/> Surveyor flagging <input type="checkbox"/> File system supplies <input type="checkbox"/> Hole punch <input type="checkbox"/> Utility knife <input type="checkbox"/> Calculator <input type="checkbox"/> Counter, handheld <input type="checkbox"/> Thermometers (food and freezer temperature) <input type="checkbox"/> Flashlight (extra batteries) 	<p>1-9-S357-PPT</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> □ Alarm clock □ Camera □ Calendar □ Tape measure □ Insect repellent □ Local area maps, road atlas □ Laptop computer □ No Smoking signs, NFES 0177 (or in Incident Base Sign Kit, NFES 1031) 	
<p>II. MOBILIZATION AND ARRIVAL AT THE INCIDENT</p> <p>A. Upon activation gather information to assess the incident assignment:</p> <ol style="list-style-type: none"> 1. Establish situation awareness pertinent to your assignment, i.e., current situation. 2. Reporting location 3. Expected duration of assignment 4. Contact phone number 5. Travel instructions 6. Anything else? 	<p>1-10-S357-PPT</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> B. Upon arrival at the incident and throughout the assignment: <ul style="list-style-type: none"> 1. Arrive at the incident and check in. 2. Establish and maintain a positive interpersonal and interagency working relationship. 3. Provide for safety and welfare of assigned personnel. 	1-11-S357-PPT
<ul style="list-style-type: none"> III. BRIEFING FROM LOGISTICS SECTION CHIEF <ul style="list-style-type: none"> A. Local administrative guidelines B. Expectations and section operating procedures C. Workspace (kitchen, eating area, handwashing area) D. Work schedules (serving times, operational periods) E. Logistical information (eating, sleeping, shower hours) F. Ordering process G. Support services H. Equipment, supplies, transportation I. Safety hazards 	1-12-S357-PPT

OUTLINE	AIDS & CUES
<p>J. Planning meeting information</p> <p>Will you attend the planning meetings or will the information be brought back by the logistics section chief?</p> <p>K. Resources assigned and ordered for the incident and the food unit</p> <p>L. Assigned Contracting Officer's Technical Representative (COTR)</p> <p>M. Assigned Mobile Food Services unit contractor, if applicable</p> <p>N. Any other information (meal counts)?</p>	<p>1-13-S357-PPT</p>
<p>IV. SUPPLIES, MATERIALS, PERSONNEL, AND DOCUMENTATION</p> <p>A. Supplies and Materials</p> <p>Order supplies and materials using established ordering procedures.</p> <ul style="list-style-type: none"> • Maintain quantities of forms, supplies, and materials at a level to prevent shortage of any basic needed items. • Acquire two-way radio if needed (logistic net). • Evaluate food unit resources throughout the incident and order, cancel, and release as appropriate. 	<p>1-14-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>B. Extra Food Unit Personnel</p> <ul style="list-style-type: none"> • Refrigerator manager • Meal counter • Supplemental manager 	1-15-S357-PPT
<p>C. ICS 213, General Message Form</p> <ul style="list-style-type: none"> • Actions taken; for example, the second notice to the contractor on a health and safety issue (such as a loose hand rail). • Agreements made; for example, the numbers of meals ordered. • Acceptance of orders; for example, receipt of lunches ordered. 	1-16-S357-PPT
<p>D. ICS 214, Unit Log</p> <ul style="list-style-type: none"> • Completed and submitted daily • Significant activities or events • Issues 	1-17-S357-PPT
<p>ASK STUDENTS: Why is documentation important?</p>	1-18-S357-PPT
<p>ANSWERS:</p> <ul style="list-style-type: none"> • To verify contractor recordkeeping. • To provide accurate meal counts for invoicing. • Ensure timeframes are met. • Ensure corrective actions are taken. • Record any agreements made. • Keeps logistics section chief informed of significant events. 	

OUTLINE	AIDS & CUES
<p>V. INCIDENT ACTION PLAN</p> <ul style="list-style-type: none"> A. Operational period schedule (time frames) B. Divisions C. Numbers of personnel D. Resource locations (camps, drop points, staging areas, numbers, hot cans) E. Incident map F. Communications Plan (ICS 205) G. Transportation Plan H. Medical Plan (ICS 206) I. Air Operations Summary (ICS 220) J. Safety concerns/hazards K. Weather <p>From the initial call, to reading the IAP, the FDUL is gathering information to formulate a plan for the food unit operation.</p>	<p>1-19-S357-PPT</p>

Twins Fire Incident Action Plan

**July 16, 20xx
0600 - 1800**

INCIDENT OBJECTIVES	1. Incident Name TWINS	2. Date JULY 15, 20XX	3. Time 2300
4. Operational Period JULY 16, 20XX 0600 TO 1800			
5. General Control Objectives for the Incident (include alternatives) Management Objectives : PROVIDE FOR COMPREHENSIVE MEDIA AND COMMUNITY INFORMATION PROGRAMS THROUGHOUT THE INCIDENT. CONDUCT ALL MANAGEMENT ACTIVITIES IN A COST EFFECTIVE MANNER. ENSURE ALL DOCUMENTATION IS ACCURATE AND FILED APPROPRIATELY. Operational Objectives : PROVIDE FOR FIREFIGHTER AND PUBLIC SAFETY AT ALL TIMES. CONTAIN THE INCIDENT NORTH OF TWIN PEAK, EAST OF ROARING RIVER, SOUTH OF TWIN LAKE, AND WEST OF MUD ROAD. ENSURE SUPPRESSION ACTIONS ARE CONSISTENT WITH LOCAL MANAGEMENT PLANS. PROVIDE PROTECTION FOR ENVIRONMENTALLY SENSITIVE AREAS.			
6. Weather Forecast for Period TEMP 85-95 DEGREES RH 15-18% DEW POINT 40-50% WINDS SOUTH TO SOUTHWEST 10-15 WITH GUSTS TO 20 POSSIBILITY OF AFTERNOON THUNDERSTORMS WITH LITTLE RAIN EXPECTED.			
7. General Safety Message BE ALERT AT ALL TIMES AND ENSURE LCES IS FOLLOWED. MAINTAIN PERSONNEL ACCOUNTABILITY AT ALL TIMES. BE ALERT FOR CHANGING WEATHER CONDITIONS AND THE POSSIBILITY OF SUDDEN AND ERATIC FIRE BEHAVIOR. SPOTTING POTENTIAL WILL BE HIGH DURING THE AFTERNOON. ENSURE ALL PERSONNEL STAY WELL HYDRATED THROUGHOUT THE OPERATIONAL PERIOD.			
8. Attachments (mark if attached)			
<input checked="" type="checkbox"/> Organization List - ICS 203 <input checked="" type="checkbox"/> Medical Plan - ICS 206 <input checked="" type="checkbox"/> (Other) WEATHER FORECAS <input checked="" type="checkbox"/> Div. Assignment Lists - ICS 204 <input checked="" type="checkbox"/> Incident Map <input checked="" type="checkbox"/> SAFETY MESSAGE <input checked="" type="checkbox"/> Communications Plan - ICS 205 <input type="checkbox"/> Traffic Plan <input checked="" type="checkbox"/> AIR OPS SUMMARY			
9. Prepared by (Planning Section Chief) B. WATERBURY		10. Approved by (Incident Commander) H. HUGHES	

ICS 202

ORGANIZATION ASSIGNMENT LIST			9. Operations Section		
1. Incident Name			Op's Chief		
TWINS			J. ROBERTSON		
2. Date			Deputy		
JULY 15, 20XX		3. Time	H. WOOD		
		2300	a. Branch I		
4. Operational Period			Branch Director		
JULY 16, 20XX 0600-1800			Deputy		
Position		Name		Division/Group	
5. Incident Commander and Command Staff			Division/Group		
Incident Commander		H. HUGHES		Division/Group	
Deputy		L. BROWN		Division/Group	
Safety Officer		C. WHITLOCK		Division/Group	
Information Officer		B. KENNEDY		Division/Group	
Liaison Officer		H. CROFT		Division/Group	
6. Agency Representative			Staging Area		
Agency		Name		Staging Area	
STATE		J. CARSON		Staging Area	
COUNTY SHERIFF		J. WEBB		Staging Area	
				Staging Area	
				Staging Area	
				Staging Area	
				Staging Area	
				Staging Area	
				Staging Area	
7. Planning/Intelligence Section			b. Branch II		
Plans/Intel Chief		B. LATAPIE		Branch Director	
Deputy		R. HUSTON		Deputy	
Resources Unit		R. WHITE		Division/Group	
Situation Unit		D. SMITH		Division/Group	
Documentation Unit		R. DEVLIN		Division/Group	
Demobilization Unit		L. DEVON		Division/Group	
Technical Specialists		D. LOUDER		Division/Group	
Human Resources		H. STERN		Division/Group	
Training		B. TERRY		Division/Group	
GIS		J. HALL		Division/Group	
Fire Behavior		B. WALKER		Staging Area	
WX		J. STEELE		Staging Area	
				Staging Area	
8. Logistics Section			c. Branch III		
Logistics Chief		E. RYAN		Branch Director	
Deputy		S. LUNDGREN		Deputy	
Supply Unit		G. COOKE		Division/Group	
Facilities Unit		L. ABERNATHY		Division/Group	
Ground Support Unit		W. THOMPSON		Division/Group	
Communications Unit		D. CLARK		Division/Group	
Medical Unit		P. RHINEHART		Division/Group	
Food Unit		P. HADDAD		Division/Group	
				Staging Area	
				Staging Area	
9. Operations Section			d. Air Operations Branch		
Op's Chief		J. ROBERTSON		Air Operations Branch Director	
Deputy		H. WOOD		Air Tactical Supervisor	
				Air Support Supervisor	
				Helicopter Coordinator	
				Air Tanker Coordinator	
10. Finance/Administration Section			Air Operations Branch Director		
Finance/Admin. Chief		E. IBISON		Air Tactical Supervisor	
Deputy		L. HOLDER		Air Support Supervisor	
Time Unit		B. LINDQUIST		Helicopter Coordinator	
Procurement Unit		N. DUDDY		Air Tanker Coordinator	
Compensation/Claims Unit		B. RIGGS		Air Tanker Coordinator	
Cost Unit		K. SLATER		Air Tanker Coordinator	
Prepared by (Resource Unit Leader)					

DIVISION ASSIGNMENT LIST				1. Branch -		2. Division/Group A	
3. Incident Name TWINS				4. Operational Period Date: JULY 16 Time: 0600-1800			
5. Operations Personnel							
Operations Chief		J.ROBERTSON		Division/Group Supervisor		A. JACKSON	
Branch Director		NA		Air Attack Supervisor No.		W. MONROE	
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator		Leader		Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time
REDMOND HOTSHOTS		A.JONES		20	N	DP1/0600	DP1/1800
SAN CARLOS 2		P.GOMEZ		18	Y	DP2/0600	DP2/1800
SAN CARLOS 3		S.SUAREZ		18	Y	DP2/0600	DP2/1800
ASOF		G.RHINEHART		1	N	DP2/0600	DP2/1800
7. Control Operations REDMOND HOTSHOTS TO CONSTRUCT 3 FT HANDLINE FROM DP1 TO DP2 AND BEGIN MOPPING UP TO 50 FT INSIDE THE LINE. SAN CARLOS 2 AND 3 TO CONSTRUCT 3 FT HANDLINE FROM DP2 TO THE ROARING RIVER AND ANCHOR LINE. BEGIN MOPPING UP 50 FT INSIDE THE BURN.							
8. Special Instructions BE ALERT FOR SPOT FIRES AND ENSURE ESCAPE ROUTES ARE CLEARLY MARKED AND KNOWN. ENSURE THAT ALL PERSONNEL STAY WELL HYDRATED. BE ALERT FOR SIGNS OF HEAT STRESS. FOLLOW PROCEDURES IDENTIFIED IN THE MEDICAL PLAN IN THE EVENT OF A MEDICAL EMERGENCY. ALL CREWS SHOULD PICK UP LUNCHES AND WATER PRIOR TO DEPARTING BASE. HANDTOOLS WILL BE AVAILABLE FOR THE SAN CARLOS CREWS AT DP2.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.000	King NIFC	6	Air to Ground	170.125	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE			Date 7/15/20XX		Time 2300

ICS 204

NFES 1328

DIVISION ASSIGNMENT LIST		1. Branch -		2. Division/Group B			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J. ROBERTSON	Division/Group Supervisor		I. TYSON			
Branch Director	NA	Air Attack Supervisor No.		W. MONROE			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
WARM SPRINGS HS	G. COOKE	20	N	HELIBASE/0600	TWIN SPIKE CAMP		
REDDING HS	T. HATCHER	20	N	HELIBASE/0600	TWIN SPIKE CAMP		
LAGUNA HS	D. BALDRIDGE	20	N	HELIBASE/0600	TWIN SPIKE CAMP		
ASOF	H. LEWIS	1	N	HELIBASE/0600	TWIN SPIKE CAMP		
7. Control Operations CREWS TO CONSTRUCT 3 FT HANDLINE FROM HELISPOT 1 TO TWIN SPIKE CAMP. CREWS TO SPIKE OUT FOR TWO DAYS AND CONTINUE LINE CONSTRUCTION AND MOP-UP FROM SPIKE CAMP ALONG THE TWINS PEAK RIDGE TOWARDS ROARING RIVER.							
8. Special Instructions BE AWARE OF THE POSSIBILITY OF AFTERNOON THUNDERSTORMS. CREWS TO BRING DAY PACKS AND PLAN TO SPIKE OUT FOR 2 DAYS. PERSONAL GEAR WILL BE DROPPED OFF AT HELIBASE AND WILL BE DELIVERED TO SPIKE CAMP IN THE AFTERNOON. LUNCHES AND MEALS WILL BE DELIVERED TO SPIKE CAMP. CREWS SHOULD FLY-IN MRE'S IN CASE AIR OPS ARE SUSPENDED DURING THUNDERSTORMS.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.150	King NIFC	7	Air to Ground	170.125	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15		Time 2300	

ICS 204

NFES 1328

DIVISION ASSIGNMENT LIST		1. Branch -		2. Division/Group C			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J. ROBERTSON	Division/Group Supervisor	A. HERSHEY				
Branch Director	NA	Air Attack Supervisor No.	W. MONROE				
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
ENGINE STRIKE TEAM 4	G.TAFT	16	N	DP7/0600	DP7/1800		
WATERTENDER 6	G.FORD	1	N	DP7/0600	DP7/1800		
SAN CARLOS 4	P.SMITH	18	Y	DP7/0600	DP7/1800		
SAN CARLOS 5	P.HERNANDEZ	18	Y	DP7/0600	DP7/1800		
ASOF	C.HURT	1	N	DP7/0600	DP7/1800		
7. Control Operations ENGINE STRIKE TEAM TO PREP MUD ROAD SOUTH OF TWIN LAKE FOR BURN-OUT OPERATION. WATERTENDER TO SUPPORT ENGINES. CREWS TO PREP AREA FOR BURN-OUT AND CONDUCT BURNOUT OPERATIONS AS DIRECTED BY DIVS.							
8. Special Instructions ENGINE STRIKE TEAM 4 = MHF-101, MHF-102, MHF-103, MHF-104, MHF-105							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.175	King NIFC	8	Air to Ground	170.125	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15		Time 2300	

DIVISION ASSIGNMENT LIST		1. Branch -		2. Division/Group D			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J. ROBERTSON	Division/Group Supervisor		T. UNDERWOOD			
Branch Director	NA	Air Attack Supervisor No.		W. MONROE			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
WWF ENGINE 250	R.HAWKINS	4	N	DP8/0600	DP8/1800		
WWF ENGINE 251	B.LUND	4	N	DP8/0600	DP8/1800		
WATERTENDER 8	C.GRIPP	1	N	DP8/0600	DP8/1800		
PATRICK CREW 5	D.JACKSON	18	N	DP8/0600	DP8/1800		
PATRICK CREW 6	S.SCHMIDT	18	N	DP8/0600	DP8/1800		
7. Control Operations ENGINES AND CREWS TO PREP AND BURNOUT MUD ROAD FROM THE D/C JUNCTIONS TOWARDS THE D/E JUNCTION. COORDINATE BURN-OUT OPERATIONS WITH DIV C. REQUEST AIR SUPPORT AS NEEDED TO KEEP FIRE ON EAST SIDE OF MUD ROAD.							
8. Special Instructions ALL CREWS TO PICK UP WATER AND LUNCHES PRIOR TO LEAVING CAMP. BE AWARE OF THE AFTERNOON THUNDERSTORM THREAT. FOLLOW EMERGENCY MEDICAL PROCEDURES AS OUTLINED ON MEDICAL PLAN.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.200	King NIFC	9	Air to Ground	170.225	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15		Time 2300	

ICS 204

NFES 1328

DIVISION ASSIGNMENT LIST		1. Branch -		2. Division/Group E			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J. ROBERTSON	Division/Group Supervisor	R. ALLEN				
Branch Director	NA	Air Attack Supervisor No.	W. MONROE				
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
WWF ENGINE 255	R.BARNETT	4	N	DP9/0600	DP9/1800		
WWF ENGINE 257	B.HOGG	4	N	DP9/0600	DP9/1800		
WATERTENDER 10	C.DANIELS	1	N	DP9/0600	DP9/1800		
PATRICK CREW 7	A.HYDE	18	N	DP9/0600	DP9/1800		
PATRICK CREW 8	H.ALLUM	18	N	DP9/0600	DP9/1800		
7. Control Operations ENGINES AND CREWS TO PREP AND BURNOUT MUD ROAD FROM THE D/E JUNCTIONS TOWARDS THE E/A JUNCTION. COORDINATE BURN-OUT OPERATIONS WITH DIV D. REQUEST AIR SUPPORT AS NEEDED TO KEEP FIRE ON EAST SIDE OF MUD ROAD.							
8. Special Instructions ALL CREWS TO PICK UP WATER AND LUNCHES PRIOR TO LEAVING CAMP. BE AWARE OF THE AFTERNOON THUNDERSTORM THREAT. FOLLOW EMERGENCY MEDICAL PROCEDURES AS OUTLINED ON MEDICAL PLAN.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.225	King NIFC	10	Air to Ground	170.225	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15		Time 2300	

ICS 204

NFES 1328

DIVISION ASSIGNMENT LIST		1. Branch -		2. Division/Group PEAK STAGING			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J. ROBERTSON	Division/Group Supervisor		R. STEWART			
Branch Director	NA	Air Attack Supervisor No.		W. MONROE			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
WWF ENGINE 260	R.ANDRNG	4	N	PEAK STAGING	PEAK STAGING		
WWF ENGINE 261	J.SWANKE	4	N	PEAK STAGING	PEAK STAGING		
WATERTENDER 12	E.DANIELS	1	N	PEAK STAGING	PEAK STAGING		
NORTH TREE CREW 6	M.TWAIN	18	N	PEAK STAGING	PEAK STAGING		
NORTH TREE CREW 7	H.FINN	18	N	PEAK STAGING	PEAK STAGING		
7. Control Operations ENGINES AND CREWS TO MAINTAIN 2 MINUTE GET-AWAY STATUS AND BE PREPARED TO ASSIST WITH PREP AND BURNOUT ALONG MUD ROAD. COORDINATE RESPONSE WITH DIVS D AND E.							
8. Special Instructions ALL CREWS TO PICK UP WATER AND LUNCHES PRIOR TO LEAVING CAMP. BE AWARE OF THE AFTERNOON THUNDERSTORM THREAT. FOLLOW MEDICAL PROCEDURES AS OUTLINED IN MEDICAL PLAN.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	BY DIVS	King NIFC		Air to Ground	170.225	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15		Time 2300	

ICS 204

NFES 1328

INCIDENT RADIO COMMUNICATIONS PLAN		Incident Name TWIN			Date/Time Prepared 7/15 2300		Operational Period Date/Time 7/16 0600-1800				
Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1	COMMAND	1	COM REPEAT	158.150		110	158.175		110	A	TWIN PEAK REPEATER
2	AIR/AIR	2	AIR	116.150		-	116.150		-	A	DIRECT
3	AIR/GROUND	3	AIR	170.125		-	170.125		-	A	DIRECT
4	LOGISTICS	4	LOGISTICS	158.225		-	158.225		-	A	DIRECT
5	OPERATIONS	5	OPS REPEAT	158.250		105	158.275		105	A	TWIN PEAK REPEATER
6	DIVS A	6	TACTICAL	172.000		-	172.000		-	A	DIRECT
7	DIVS B	7	TACTICAL	172.150		-	172.150		-	A	DIRECT
8	DIVS C	8	TACTICAL	172.175		-	172.175		-	A	DIRECT
9	DIVS D	9	TACTICAL	172.200		-	172.200		-	A	DIRECT
10	DIVS E	10	TACTICAL	172.225		-	172.225		-	A	DIRECT
11											
12											
13											
14											
15											
16											
Prepared by (Communications Unit) D.CLARK						Incident Location DNF County DESCHUTES		State OR		Latitude -- N Longitude -- W	

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile, or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

MEDICAL PLAN	1. INCIDENT NAME TWINS	2. DATE PREPARED 7/15	3. TIME PREPARED 2300	4. OPERATIONAL PERIOD 7/16 0600-1800		
5. INCIDENT MEDICAL AID STATION						
MEDICAL AID STATIONS	LOCATION					PARA MEDICS? YES
TWINS BASE	MEDICAL UNIT, TWIN BASE					<input checked="" type="checkbox"/>
PEAK STAGING	PEAK STAGING AREA					<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
6. TRANSPORTATION						
A. AMBULANCE SERVICES						
NAME	ADDRESS	PHONE	PARA MEDICS? YES			
AMR	125 S. REDMOND ROAD, BEND, OR	541-555-1234	<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
B. INCIDENT AMBULANCES						
NAME	LOCATION					PARA MEDICS? YES
AMR	MEDICAL UNIT, TWIN BASE					<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
7. HOSPITALS						
NAME	ADDRESS	PHONE	TRAVEL TIME	TRAUMA CENTER? YES	HELIPAD ? YES	BURN CENTER? YES
BEND GENERAL	225 S. REDMOND	541-555-5215	30 MIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
REDMOND MEMORIAL	180 N. DESCHUTES	541-555-5300	45 MIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. MEDICAL EMERGENCY PROCEDURES						
<p>IN THE EVENT OF A MEDICAL EMERGENCY, CONTACT NEAREST AID STATIONS FOR ASSISTANCE. NOTIFY DIRECT SUPERVISOR. SUPERVISOR TO NOTIFY ICP AND MEDICAL UNIT. MEDICAL UNIT WILL REPEND NEAREST ALS UNIT AND CONTACT AIR OPS. ICP WILL NOTIFY OPERATIONS, SAFETY, AND FINANCE.</p>						
9. PREPARED BY (MEDICAL UNIT LEADER) P. RHINEHART				10. REVIEWED BY (SAFETY OFFICER) C. WHITLOCK		

WEATHER FORECAST

Discussion: Strong possibility exists for afternoon thunderstorms in the area of Twin Peak Ridge. Possibility of dry lightning later in the afternoon with limited precipitation. Expect strong downdrafts in the area of the thunderstorm. Humidities will be low with little recovery during the evening.

Today:

Temperature: 85-95
Relative Humidity: 15-18%
Winds: South to Southwest
Wind Speed: 10-15 mph with gusts to 25

Tonight:

Temperature: 75-80
Relative Humidity: 20-25%
Winds: South to Southwest
Wind Speed: Light and variable, except in the area of thunderstorms

Tomorrow: Little change expected for the next 3 days. Decreasing possibility of afternoon thunderstorms. Winds will remain from the south-southwest and will be light and variable.

GENERAL SAFETY MESSAGE

WITH THE WARM AND DRY CONDITIONS, PERSONNEL MAY QUICKLY EXPERIENCE HEAT STRESS AND/OR STROKE. ALL PERSONNEL MUST BE ALERT TO THE SIGNS AND ENSURE THAT THEY STAY WELL HYDRATED THROUGHOUT THE OPERATIONAL PERIOD. RECOMMEND THAT ELECTROLITE REPLACEMENTS BE USED AT A 50/50 RATIO WITH WATER.

DURING THE AFTERNOONS, THERE IS A POSSIBILITY OF THUNDERSTORMS WITH THE POTENTIAL FOR DRY LIGHTNING. ALL PERSONNEL MUST STAY VIGILANT FOR THIS AND SEEK THE APPROPRIATE SHELTER IF THE STORMS APPROACH. ANTICIPATE STRONG DOWNDRAFTS FOR THE THUNDERHEADS AND ERRATIC FIRE BEHAVIOR. ENSURE THAT ALL ESCAPE ROUTES AND SAFETY ZONES ARE PROPERLY MARKED AND KNOWN.

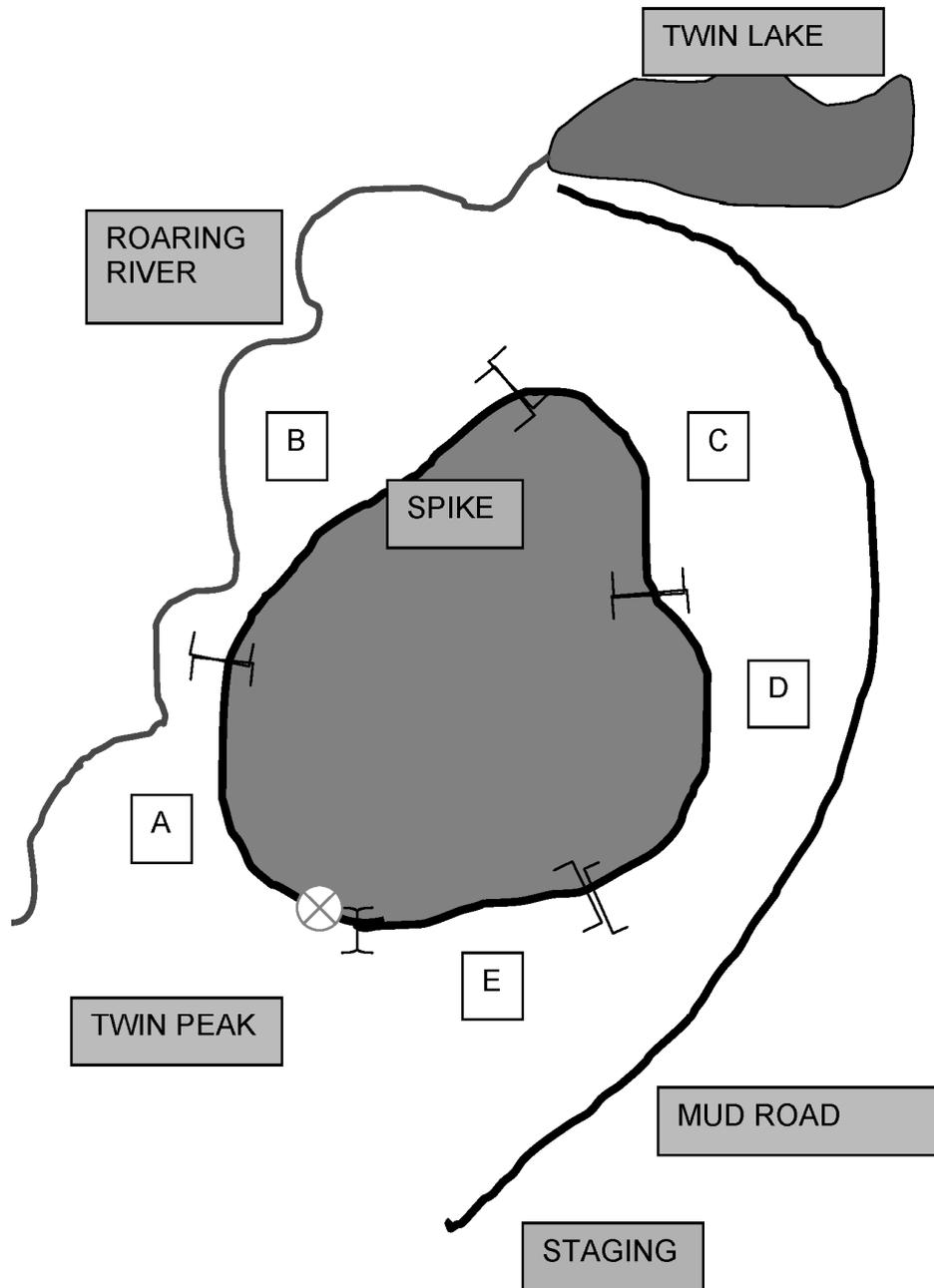
WE CAN ANTICIPATE THAT THIS INCIDENT WILL GO ON FOR SOME TIME, SO SUPERVISORS SHOULD CONTINUALLY INSPECT THEIR PERSONNEL FOR FATIGUE AND ENSURE THAT THEY REST AND EAT PROPERLY.

MEDICAL UNIT HAS BEEN ESTABLISHED AND VITAMINS ARE AVAILABLE FOR ALL RESPONDERS. ENSURE THAT MINOR MEDICAL ISSUES ARE DEALT WITH IMMEDIATELY.

ALL DRIVERS WILL DRIVE WITH THEIR HEADLIGHTS ON AT ALL TIMES AND ENSURE THAT SEATBELTS ARE WORN BY ALL OCCUPANTS. KEEP WINDSHIELDS CLEAN AND INSPECT VEHICLES BEFORE DRIVING.

TWINS FIRE

7/16 0600-1800



UNIT OVERVIEW

Course Food Unit Leader, S-357

Unit 2 – Coordination, Collaboration, and Communication

Time 2.5 Hours

Objectives

1. Describe how to organize and supervise the Food Unit.
2. Identify the appropriate ICS unit or section to coordinate with.
3. Describe the process used for determining critical resource information.

Strategy

This unit begins instruction with the interaction between the FDUL and the other functional areas on the incident. Topics include coordination with other functional areas, critical resource information regarding meal counts and distribution.

Instructional Method

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- Flip charts and markers for each group
- FDUL Field Guide

Exercises

Instructors should review the following exercises in advance:

- Close Kitchen Before 2230 (page 2.9)
- Coordination, Collaboration, Communication (page 2.12)

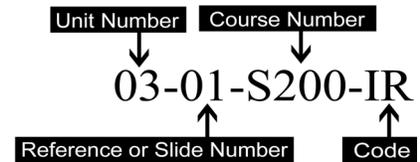
Outline

- I. Organize/Supervise the Food Unit
- II. Coordination With Other Functional Areas
- III. Critical Resource Information Regarding Meal Counts and Distribution

Aids and Cues Codes

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide	IR – Instructor Reference
SW – Student Workbook	SR – Student Reference
HO – Handout	PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 2 – Coordination, Collaboration, and Communication

OUTLINE	AIDS & CUES
TITLE SLIDE	2-1-S357-PPT
PRESENT UNIT OBJECTIVES	2-2-S357-PPT
I. ORGANIZE/SUPERVISE FOOD UNIT	2-3-S357-PPT
<p>A. Brief and keep staff informed and updated. Ensure expectations are communicated and understood.</p> <ul style="list-style-type: none"> • Refrigeration manager • Camp crew personnel <p>Unit staff could include personnel to manage the refrigeration unit and dispense supplementals.</p>	
<p>B. Ensure safety standards and procedures are met for personnel working in the food unit.</p> <ul style="list-style-type: none"> • Mitigate potentially hazardous situations. • Conduct safety briefings with assigned personnel. • Ensure work/rest guidelines are met. 	
<p>C. Coordinate unit schedules and feeding timeframes.</p>	
OVERLAP DURING OPERATIONAL PERIOD CHANGES AND AT PEAK SERVING TIMES.	

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> D. Assign and monitor work assignments. E. Review and approve time reports. F. Develop teamwork to maintain positive interpersonal relationships. 	<p>2-4-S357-PPT</p>
<p>REVIEW THE WILDLAND FIRE LEADERSHIP VALUES AND PRINCIPLES WITH STUDENTS.</p>	<p>FDUL Field Guide, page 6</p>
<ul style="list-style-type: none"> G. Evaluate performance of food unit personnel and complete personnel performance rating per agency policy. H. Brief relief personnel (personnel timing out or transfer of command). I. Food unit staff roles and responsibilities 	
<p>II. COORDINATION WITH OTHER FUNCTIONAL AREAS</p>	<p>2-5-S357-PPT</p>
<p>DISCUSS HOW THE FDUL FITS INTO THE ICS ORGANIZATION USING THE CHART ON SLIDE 6.</p>	<p>2-6-S357-PPT</p>
<ul style="list-style-type: none"> A. Logistics Section Chief <ul style="list-style-type: none"> 1. Discuss schedules and changes. 2. Discuss transporting food to isolated camps or meeting timeframes. 3. Discuss information during the planning process that could affect the food unit. 	<p>2-7-S357-PPT</p>

OUTLINE	AIDS & CUES
<ol style="list-style-type: none"> 4. Discuss specific agency restrictions that could affect food procurement or ordering (when working with state, county, or municipal organizations). 5. Participate in logistics section planning activities, such as the planning meetings (if deemed necessary by the logistics section chief). 	2-8-S357-PPT
<p>B. Facilities Unit Leader</p> <ol style="list-style-type: none"> 1. Determine space and facilities needed for kitchen and feeding area setup (make sure to plan for expansion). 2. Coordinate handwashing facilities locations and placement of portable toilets so they are not too close to the kitchen or eating area. 3. Develop and coordinate a schedule for removal of garbage, gray water, recycling, equipment maintenance and servicing. 4. Develop schedule for potable water. 	2-9-S357-PPT
<ol style="list-style-type: none"> 5. Plan for disposal of HazMat (grease). 6. Develop a schedule for dust abatement around the food unit. 7. Make adjustments to eliminate bottlenecks in foot traffic flow. 8. Initiate and establish security for food unit. 	2-10-S357-PPT

OUTLINE	AIDS & CUES
<p>9. Control areas of congregation in the food area (information board and condiments being located in the same area).</p>	
<p>C. Ground Support Unit Leader</p> <ol style="list-style-type: none"> 1. Anticipate transportation (ground) for food service. Give as much lead time as possible. 2. If equipment is going to be used that is not on contract, request assistance for inspection. 3. Schedule for fueling and servicing of equipment in the food unit where the government is responsible. 4. Ensure contractor is properly charged for services received (fuel, maintenance). 	2-11-S357-PPT
<p>D. Supply Unit Leader</p> <p>Establish initial and standing orders as determined by agency protocol:</p> <ol style="list-style-type: none"> 1. Obtain required agency forms used for placing orders and proper documentation. 2. Obtain time schedules for placing orders. 3. Determine turnaround time (could be critical to your operation). 4. Coordinate with receiving and distribution and ordering manager. 	2-12-S357-PPT

OUTLINE	AIDS & CUES
<p>5. Designate who is to receive and inventory orders. When making supplemental orders for the food unit through the supply unit, discuss with the receiving and distribution manager who will be responsible to sign and inventory the receipt of supplies.</p>	
<p>E. Communications Unit Leader</p> <ol style="list-style-type: none"> 1. How are messages delivered? 2. Who receives messages? 3. How does camp communication work? 4. Know restrictions on communication systems which could cause delays in ordering supplies from sources. 	2-13-S357-PPT
<p>F. Medical Unit Leader</p> <p>It is critical for the FDUL and the medical unit leader to communicate.</p> <p>Food handlers cannot continue to work in the food unit with a communicable disease.</p> <ol style="list-style-type: none"> 1. Be informed of any sickness that could be the result of the food. 2. Be informed of any sickness of personnel involved in handling or serving food. 3. Use the medical unit staff expertise in sanitation. 	2-14-S357-PPT

OUTLINE	AIDS & CUES
<p>G. Operations Section</p> <ol style="list-style-type: none"> 1. Keep informed of changes in crew schedules regarding returning or leaving camp. 2. Obtain feedback on performance of food services. <p>ASK STUDENTS WHY FEEDBACK IS IMPORTANT. REMEMBER WHO THE PRIMARY CUSTOMERS ARE (OPERATIONS, FIELD PERSONNEL).</p>	<p>2-15-S357-PPT</p>
<p>H. Air Operations</p> <ol style="list-style-type: none"> 1. Timeframes for helicopter use in transporting food to outlying areas. This should be done prior to the start of the operational period. 2. Packing requirements for transport to remote locations. 	<p>2-16-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>ADMINISTER EXERCISE: Close Kitchen Before 2230</p> <p><u>Purpose:</u> To provide solutions on how to manage the kitchen for feeding outside normal kitchen operating hours.</p> <p><u>Time:</u> 10 minutes</p> <p><u>Format:</u> Students will work in groups of 4 to 5.</p> <p><u>Exercise Instructions:</u></p> <ol style="list-style-type: none"> 1. Tell groups they have 10 minutes to answer the question: What if crews will be coming in after 2230 due to a burnout operation and you want to close the kitchen at 2200? What might be your options? 2. When finished, have groups present their solutions. 3. Answer any questions. <p><u>Exercise Ends.</u></p>	<p>2-17-S357-PPT</p>
<ol style="list-style-type: none"> I. Planning Section <ol style="list-style-type: none"> 1. Keep informed of changes in personnel locations/numbers; adjust number of meals ordered as necessary. 2. Make adjustments to feeding schedules as necessary. 3. Keep informed of demobilization schedules. 	<p>2-18-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>J. Finance/Administration Section</p> <ol style="list-style-type: none"> 1. Submit all required reports for rental equipment or contract problems (personnel time, shift tickets). <p>ASK STUDENTS: What if fuel tickets are not available before closing out with contractor?</p> <ol style="list-style-type: none"> 2. Submit invoices for operating the kitchen unit (1276A/B, fuel tickets). 3. Keep finance informed of any issues that could affect payments to the vendor. 	<p>2-19-S357-PPT</p>
<p>K. Safety Officer</p> <ol style="list-style-type: none"> 1. Solicit assistance for identifying safety hazards in the kitchen/serving/eating area. 2. Identify HazMat concerns (grease). 	<p>2-20-S357-PPT</p>
<p>III. CRITICAL RESOURCE INFORMATION REGARDING MEAL COUNTS AND DISTRIBUTION</p> <p>One of the most difficult tasks for the FDUL is to obtain correct numbers to feed. The importance of this is emphasized in Unit 5, National Contract Administration.</p> <p>A. Contacts for Numbers of Personnel on Incident</p> <p>The following is not an all inclusive list, but a guideline of contacts regarding meal count numbers.</p>	<p>2-21-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>DISCUSS THE TYPE OF INFORMATION RECEIVED FROM EACH OF THE FOLLOWING SOURCES.</p>	
<ol style="list-style-type: none"> 1. Logistics Section Chief <ul style="list-style-type: none"> • Ordering manager 2. Operations Section Chief <ul style="list-style-type: none"> • Air operations branch director 3. Planning Section <ul style="list-style-type: none"> • Resources unit leader • I-Suite report • ICS 209, Incident Status Summary • Locator card file (T-Card) 	<p>2-22-S357-PPT</p>
<p>B. Contacts Prior to Closing Kitchen</p> <p>Final check to ensure that all crews are off the line and in camp prior to shutting the kitchen down after the morning/evening meal.</p>	<p>2-23-S357-PPT</p>
<p>Use the IAP as a tool and validate all information.</p> <ol style="list-style-type: none"> 1. Operations section 2. Logistics section 3. Planning section 4. Air operations section 	<p>2-24-S357-PPT</p>

Exercise: Coordination, Collaboration, Communication

Scenario:

Homer Hanky Fire has been burning for 3 days; it has gone from 100 acres to 1,000 acres. A Type 2 Team from Oregon came in at 1600 July 17. The mobile food services contractor showed up to serve the first meal at 1800 on July 17.

The camp population for breakfast on July 18 was 500 people. At the planning meeting at 0800 July 18, the operations section chief talked about setting up two remote camps for July 19. An additional 10 crews have been ordered for 1800 on July 18.

The logistics section chief advises the FDUL to start planning for the two isolated fly-in remote camps for the 19, which will facilitate the 10 additional crews equaling to approximately 200 people for the 2 camps. Security noted that black bear sightings were reported.

Question:

Who will the FDUL coordinate and communicate with regarding meal counts and managing food services? List the units/sections the FDUL would interact with and the items to be discussed.

Possible solutions:

- Check with supply unit leader/receiving and distribution manager to:
 - See if hot cans are in camp. If not, will they be here in time to send out hot food for July 19?
 - Discuss if enough potable water is available in camp and the turnaround time for getting it in camp.
 - Determine how many Meals Ready to Eat (MRE) are in camp. A three day supply for MREs and water is always a good idea for delivery by air operations.

- Make sure hot can openers are ordered.
- Determine if ice chests are needed.
- Discuss with the facilities unit leader about the possible scenarios at the camps (hot food, hot cans, no hot food, cold can breakfast, sending up supplemental items or not, enough trash bags in camp, bear-proof containers).
- Check with the ground support unit leader on how to transfer food from camp to drop points. Coordinate drop point delivery time with ground support to ensure operations is able to deliver food to the line personnel before dark.
- Check with operations/air operations/planning section to:
 - Determine how they want supplies (food) delivered to each remote camp.
 - Determine timelines for delivery to helibase for transportation of food to the remote camps. How many flights will there be, such as morning flights for breakfast and lunches or just evening flights for hot food and sending cold breakfast/lunches up at the same time?
 - Determine if the remote camps are stationary or moving. What support would a stationary camp need versus a moving camp?
- Check with the resources unit leader to determine if the 10 crews that were ordered are in base camp or what time they are supposed to be in base camp (this will help determine meal count). Obtain the names of crews not just the numbers of folks going to the remote camps.
- Inform the mobile food services contractor that operations may start hot canning to the remote camps. How many meals will be needed in base camp?

UNIT OVERVIEW

Course Food Unit Leader, S-357

Unit 3 – General Information

Time 1 Hour

Objectives

1. Describe actions necessary by the FDUL for a successful hot can operation.
2. Discuss procedures for staffing and operating a refrigeration unit.
3. Discuss the location of handwashing stations and portable toilets to improve the sanitation of the food unit.
4. Discuss the considerations for recycling and HazMat.

Strategy

This unit describes additional issues concerning the National Mobile Food Services Contract. Topics include hot can utilization, extra refrigeration units, sanitation issues concerning placement of portable toilets and handwashing units, recycling, and hazardous material issues. Instructor has the option of demonstrating the use of a hot can and opener.

Instructional Methods

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- FDUL Field Guide
- Optional: Hot can and opener

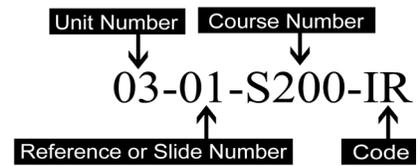
Outline

- I. Hot Cans
- II. Refrigeration Unit
- III. Sanitation
- IV. Recycling and Hazmat

Aids and Cues Codes

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide	IR – Instructor Reference
SW – Student Workbook	SR – Student Reference
HO – Handout	PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 3 – General Information

OUTLINE	AIDS & CUES
TITLE SLIDE	3-1-S357-PPT
PRESENT UNIT OBJECTIVES	3-2-S357-PPT 3-3-S357-PPT
I. HOT CANS	
Used when there is a need for meals to be served in remote locations. These containers are one-time use only and cannot be reused for delivering food.	
A. Ordering	3-4-S357-PPT
1. Coordinate with the supply unit to ensure proper amount of hot cans are available or ordered. Rule of thumb: 20 containers per meal per 100 persons.	
2. Coordinate with the supply unit to determine turnaround times (total time of order to the time of delivery).	
3. Order hot can openers (or paint can openers) from cache.	
4. Strapping tape, markers, labels, flagging.	
5. Order ice chest for cold beverage transport.	
OPTIONAL: DEMONSTRATE A HOT CAN AND OPENER.	

OUTLINE	AIDS & CUES
<p>B. Organizing</p> <ol style="list-style-type: none"> 1. Disbursement procedures <ol style="list-style-type: none"> a. Color coding b. Signs c. Hot can manager (large hot can operations) d. One driver per drop point e. Label each box f. Pallets per drop point g. Check lists per drop point h. Scales <p>ASK STUDENTS: What kind of information should be included on the hot can and why?</p> <p>ANSWER: The seal, stamp, or label should include:</p> <ul style="list-style-type: none"> • Contents • Date and time prepared. • Must be served within ___ hours of time prepared. • Portion size; for example, corn – two scoops per person; chicken – two pieces per person. 	<p>3-5-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>2. Required components to follow up on:</p> <ul style="list-style-type: none"> a. Serving utensils b. Condiments c. Paper plates d. Flatware e. Coffee (number of gallons needed) f. Cups 	<p>3-6-S357-PPT</p>
<p>3. Transportation</p> <p>Coordinate with ground support:</p> <ul style="list-style-type: none"> a. Who (assign driver) b. What (appropriate vehicle such as box van, 4x4, etc.) c. When (pick up and delivery timeframes) d. Where <ul style="list-style-type: none"> • Drop point • Staging area • Helibase • Remote camp 	<p>3-7-S357-PPT</p>
<p>4. Timeframes for caterer</p> <ul style="list-style-type: none"> a. Multiple meal per drop point (hot can dinners and cold can breakfast or hot can breakfast and sack lunches). b. Date and time needed for pick up. 	

OUTLINE	AIDS & CUES
<p>5. Other considerations that you may coordinate with your logistic section:</p> <ul style="list-style-type: none"> a. Drinking water (cubitainers, bottled water) b. Supplementals c. Strapping tape d. Garbage bags e. Food handling gloves <p>EMPHASIZE – COORDINATE WITH LOGISTICS SECTION CHIEF AND AIR OPERATIONS.</p>	
<p>6. Helibase/para-cargo</p> <ul style="list-style-type: none"> a. Special packaging requirements <p>These requirements will come from the helibase personnel.</p> <p>Communicate! Communicate!</p> <ul style="list-style-type: none"> b. Timeframes 	<p>3-8-S357-PPT</p>

OUTLINE	AIDS & CUES
<p data-bbox="191 281 686 317">II. REFRIGERATION UNIT</p> <p data-bbox="289 367 997 449">The facilities unit leader manages the servicing schedule of the refrigeration storage unit.</p> <p data-bbox="289 495 1115 577">Management of storage and distribution of lunches and supplementals:</p> <p data-bbox="289 623 779 659">A. Order/Schedule Personnel</p> <p data-bbox="289 705 1105 745">B. Order a Thermometer for the Refrigeration Unit</p> <ol data-bbox="386 791 1065 1003" style="list-style-type: none"> 1. Document/monitor temperature on log. 2. 41° or less. 3. Three times a day. <p data-bbox="289 1050 1078 1085">C. Establish Distribution Procedures for Lunches</p> <ol data-bbox="386 1131 1118 1472" style="list-style-type: none"> 1. Separate vegetarian from meat lunches. 2. Monitor “consume by” date. 3. Monitor and manage inventory. 4. Dispose of perishable foods from outdated lunches; keep non-perishable items. <p data-bbox="191 1518 1115 1642">BE PREPARED TO TRAIN AND MANAGE YOUR PERSONNEL (CAMP CREW WILL BE ASSIGNED TO THE REFRIGERATION UNIT).</p>	<p data-bbox="1154 281 1373 317">3-9-S357-PPT</p> <p data-bbox="1154 1050 1390 1085">3-10-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>D. Supplementals</p> <ol style="list-style-type: none"> 1. Ice <p>Rule of thumb: 2 pounds per person per day.</p> 2. Water <ol style="list-style-type: none"> a. 3 to 5 gallons per person, per day. b. Cubitainers hold 5 gallons. <p>Water without chlorine can last 30 days, but most water has chlorine, so cubitainer can last 60 days if unopened.</p> 3. Sport drinks <p>DISCUSS CONTAINERS FOR DISTRIBUTING JUICES AND BOTTLED WATER (12/16 OZ. VS. 64 OZ.).</p> <p>REFER STUDENTS TO THE NWCG SUPPLEMENTAL FOOD POLICY IN UNIT 5A (SW pgs. 5A.11 – 5A.12; IG pgs. 5A.15 – 5A.16). BRIEFLY REVIEW.</p>	<p>3-11-S357-PPT</p>
<p>E. Re-supply Procedures</p> <ol style="list-style-type: none"> 1. Sanitation procedures (bleach use). 2. Ordering, rotating inventory, monitoring and distributing. 3. No glass containers. 4. Plan for recycling. 	<p>3-12-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>F. Pallets for Storage</p> <p>Store lunches and supplementals on pallets.</p>	3-13-S357-PPT
<p>G. Stairs for the Refrigeration Unit</p> <p>Work with facilities to provide stairs if not provided with the unit.</p>	3-14-S357-PPT
<p>III. SANITATION</p>	3-15-S357-PPT
<p>A. Location of Portable Toilets</p> <p>Coordinate with facilities unit leader to:</p> <ol style="list-style-type: none"> 1. Ensure portable toilets are dedicated exclusively for the mobile food services unit. 2. Ensure location of camp portable toilet is away from the eating area; close enough for easy access, but avoid placing upwind of eating area. 3. Schedule servicing during non-serving times. 	
<p>B. Location of Handwashing Stations</p> <p>Coordinate with facilities unit leader.</p>	3-16-S357-PPT

OUTLINE	AIDS & CUES
<p>IV. RECYCLING AND HAZMAT</p> <ul style="list-style-type: none"> • Consider used hot cans for grease disposal. • All recyclable materials on an incident are property of the host agency. • Coordinate recycling effort with facilities unit and host agency. 	<p>3-17-S357-PPT</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>3-18-S357-PPT 3-19-S357-PPT</p>

UNIT OVERVIEW

Course Food Unit Leader, S-357

Unit 4 – Safe Food Handling

Time 1.5 Hours

Objective

- Describe safe food handling procedures.

Strategy

This unit provides instruction on food safety; receiving and storage; preparing, cooking, and serving; proper hygiene; and cleaning and sanitizing.

Instructional Methods

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- FDUL Field Guide
- Optional: One copy of the FDA Food Code as a reference for the instructor (online at <http://www.cfsan.fda.gov/>)
- Optional: Thermometer

Outline

- I. Food Safety
- II. Proper Personal Hygiene
- III. Receiving and Storage
- IV. Preparing, Cooking, and Serving
- V. Cleaning and Sanitizing
- VI. Conclusion

Aids and Cues

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide

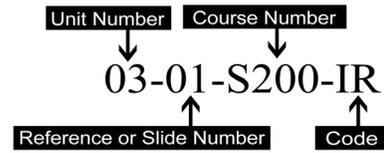
IR – Instructor Reference

HO – Handout

SW – Student Workbook

SR – Student Reference

PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 4 – Safe Food Handling

OUTLINE	AIDS & CUES
TITLE SLIDE	4-1-S357-PPT
PRESENT UNIT OBJECTIVE	4-2-S357-PPT
I. FOOD SAFETY	4-3-S357-PPT
A. Food-borne illness	
A food-borne illness often shows itself as flu-like symptoms such as nausea, vomiting, diarrhea, or fever. The illness is caused by bacteria or other pathogens on food.	FDUL Field Guide, page 10
B. Hazardous foods include:	4-4-S357-PPT
• Milk and milk products	
• Shellfish and crustacean	
• Fish	
• Eggs and egg products	
• Beef, pork, lamb, and poultry	
• Salad dressings	
• Garlic-in-oil mixtures	
• Sprouts and raw seeds	
• Sliced melons	
• Baked or boiled potatoes	
• Butter and margarine	
• Tofu	
• Soy-protein products	
• Cooked rice	
• Cooked beans or other heat-treated plant foods	FDUL Field Guide, page 12

OUTLINE	AIDS & CUES
<p>C. Foods can become unsafe:</p>	<p>4-5-S357-PPT</p>
<p>1. Time-temperature abuse</p> <ul style="list-style-type: none"> • Bacteria multiplies rapidly over time doubling in number in as little as 20 minutes, most rapidly between the temperatures of 41°F and 140°F. This range of temperatures is often called the “Danger Zone.” • The USDA Meat and Poultry Hotline advise consumers to never leave food out of refrigeration over two hours. If the temperature is above 90°F, food should not be left out more than one hour. <p>2. Cross-contamination</p> <p>Cross-contamination is the transfer of harmful bacteria to food from other foods, cutting boards, utensils, etc., if they are not handled properly. This is especially true when handling raw meat, poultry, and seafood.</p>	<p>4-6-S357-PPT thru 4-8-S357-PPT</p> <p>4-9-S357-PPT</p>
<p>D. Prevention of food-borne illness:</p> <ol style="list-style-type: none"> 1. Limit contamination by handling food wisely. 2. Inhibit growth by storing foods at the proper temperatures. 3. Kill bacteria by thoroughly cooking foods. 	<p>4-10-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>II. PROPER PERSONAL HYGIENE</p> <ul style="list-style-type: none"> • Hand washing • Gloves • Other hygiene concerns 	4-11-S357-PPT
<p>III. RECEIVING AND STORAGE</p> <p>A. Reject a Delivery</p> <ol style="list-style-type: none"> 1. Broken boxes, leaky packages, or swollen or dented cans. 2. Large ice crystals on the food or box. 3. Signs of pests. 4. Dry foods that are wet or damp. 5. Food that has passed its expiration date. <p>B. Thermometer Calibration and Use</p> <p>Testing food temperature is the responsibility of the kitchen manager; however, the FDUL needs to know proper procedures.</p> <p>Temperatures need to be checked at the beginning of each meal period and periodically throughout the meal (check temperature logs).</p>	4-12-S357-PPT

OUTLINE	AIDS & CUES
<ol style="list-style-type: none"> 1. Thermometers should be calibrated regularly to make sure that the readings are correct. <ol style="list-style-type: none"> a. Wash, rinse, sanitize, and air dry thermometers before and after each use to prevent cross contamination. b. Wait at least fifteen seconds from the time the thermometer needle stops moving before reading the temperature. 2. How to use the thermometer for: <ol style="list-style-type: none"> a. Meat <p>Insert thermometer directly into thickest part of the product.</p> b. Packaged food <p>Insert stem or probe between two packages being careful not to puncture them.</p> c. Milk/liquids <p>Insert probe until at least 2” (5cm) is submerged. Don’t let thermometer touch the side or bottom of the container.</p> d. Bulk milk/liquids <p>Fold the bag over the stem of thermometer or probe.</p> 	<p>4-13-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>e. Steam tables and salad bars</p> <ul style="list-style-type: none"> • Check prior to and during serving times. • Check the food in the center of pan; do not touch bottom or side of pan. • Clean thermometer before checking the food in the next pan. <p>C. Proper Food Storage</p> <ol style="list-style-type: none"> 1. Store raw foods (uncooked beef, poultry, pork) below cooked and ready-to-eat foods. 2. Practice “First In-First Out” method of stock rotation. Store food so that the oldest product gets used first. 3. Label and date all stored food. Stored food should be kept in clean containers. 4. Store food six inches off the floor and away from walls. 5. Keep storage areas dry and clean. 6. Never store chemicals near food. 7. Consult with your manager regarding the proper storage temperature for various foods. 8. Regularly check the temperature of food stored in refrigerators and freezers. 	<p>4-14-S357-PPT</p>

OUTLINE	AIDS & CUES
IV. PREPARING, COOKING, AND SERVING	
<p>A. Thawing Foods</p> <ol style="list-style-type: none"> 1. Store in the refrigerator at 41°F or below. 2. Completely submerge food under running water (70°F or below). 3. Cooking as part of the process. 4. Microwave, then cook immediately. 	4-15-S357-PPT
<p>B. Cooking Temperature</p> <p>Foods shall be cooked to heat all parts of the food to a temperature and time as follows:</p> <ol style="list-style-type: none"> 1. Poultry (whole and ground) at 165°F for 15 seconds. 2. Ground beef at 155°F for 15 seconds. 3. Pork at 145°F for 15 seconds. 4. Fish at 145°F for 15 seconds. 	4-16-S357-PPT
<p>C. Hot and Cold Food Holding</p> <p>If food is not held at the proper temperature, microorganisms present in the food can grow and make someone ill.</p> <ol style="list-style-type: none"> 1. Keep food out of the temperature danger zone while being held for service. <ul style="list-style-type: none"> • Hold cold food at 41°F or lower • Hold hot food at 140°F or higher 	4-17-S357-PPT

OUTLINE	AIDS & CUES
<p>EMPHASIZE:</p> <p>2. Four hours is the total time food can be out of a temperature controlled environment (including transport, preparation time, etc.).</p> <p>D. Serving, Cooling, and Reheating</p> <p>1. Serving</p> <p>a. Use proper methods of handling utensils and serving food.</p> <p>b. Hands should not be used to serve food.</p> <p>2. Cooling</p> <p>Cooling shall be accomplished in accordance with the FDA Food Code time and temperature criteria.</p> <p>Use one or more of the following methods based on the type of food being cooled:</p> <p>a. Placing the food in shallow pans.</p> <p>b. Separating the food into smaller or thinner portions.</p> <p>c. Using rapid cooling equipment.</p> <p>d. Stirring the food in a container placed in an ice water bath.</p> <p>e. Adding ice as an ingredient or for cooling food shall be made from drinking water.</p>	<p>4-18-S357-PPT</p> <p>4-19-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>3. Reheating</p> <p>Food that will be hot-held shall be reheated so all parts of the food reach a temperature of at least 165° F for 15 seconds.</p> <p>If the food has not reached that temperature within two hours you should discard it.</p> <p>Never use hot-holding equipment to reheat food. Only use equipment that has been designed for reheating.</p>	4-20-S357-PPT
<p>V. CLEANING AND SANITIZING</p>	
<p>A. The Difference Between Cleaning and Sanitizing</p> <ol style="list-style-type: none"> 1. Cleaning removes food and other types of soil from a surface such as a countertop or plate. 2. Sanitizing reduces the number of microorganisms on the surface to safe levels. 3. Cleaning and sanitizing must be a two-step process. Surfaces must first be cleaned and rinsed before being sanitized. 	4-21-S357-PPT
<p>B. Ensure Sanitizers are Effective</p> <ol style="list-style-type: none"> 1. Proper water temperature. 2. Correct amount (concentration) of sanitizer. 3. Item stays in contact with the sanitizer for the proper amount of time. 	4-22-S357-PPT

OUTLINE	AIDS & CUES
<p>C. Cleaning and Sanitizing in a Three-Compartment Sink</p> <ol style="list-style-type: none"> 1. Clean and sanitize each sink and drainboard. 2. To clean and sanitize in a three-compartment sink: <ol style="list-style-type: none"> a. Rinse, scrape, or soak all items. b. Wash items in the first sink with hot water and detergent. Replace the water when the suds are gone or the water is dirty. c. Rinse items in the second sink. Replace the water when it becomes cloudy or dirty. d. Immerse items in the third sink. Check the time and temperature requirements for the sanitizer you are using and use a test strip to check concentration. e. Air-dry all items. <p>IF AVAILABLE, SHOW STUDENTS A VARIETY OF TEST STRIPS AND HOW THEY ARE USED.</p>	<p>4-23-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>D. Storage of Cleaning Supplies</p> <ol style="list-style-type: none"> 1. Cleaning supplies and tools can contaminate food and equipment if not stored properly. 2. Store cleaning supplies away from food and utensils. 3. Cleaning supply containers should be properly labeled. 	<p>4-24-S357-PPT</p>
<p>REFER STUDENTS TO THE SANITATION INSPECTION CHECKLIST AND DISCUSS.</p>	<p>4-25-S357-PPT FDUL Field Guide, page 25</p>
<p>VI. CONCLUSION</p> <p>FDULs are not required to know the FDA Food Code inside and out, but it is important to know some of the basics in this reference and realize that food handlers must conform to these rules.</p> <p>The National Mobile Food Services Contract specifies that the contractor must have a current copy of the FDA Food Code issued by the U.S. Department of Health and Human Services.</p>	
<p>REVIEW UNIT OBJECTIVE.</p>	<p>4-26-S357-PPT</p>

UNIT OVERVIEW

Course Food Unit Leader, S-357

Unit 5 – National Contract Administration

Time 1 Hour

Objectives

1. Differentiate between government and contractor furnished equipment, supplies, personnel and services.
2. Describe the contract serving, temperature, and equipment requirements.
3. Given a scenario, correctly fill out 1276A/B, Daily Meal Order/Invoice.

Strategy

During this unit, the instructor will:

- Explain that Unit 5 is divided into four lessons (Lesson A, B, C, and D). Each lesson covers a specific section of the National Mobile Food Services Contract. The intent of each lesson is to help students use the contract for managing situations they will encounter as a FDUL.
- Review and discuss the pre-course work.

Instructional Methods

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- Pre-course work answer key, 1 copy per instructor (located in Appendix D)

Outline

- I. Introduction
- II. Review Pre-Course Work

Aids and Cues Codes

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide

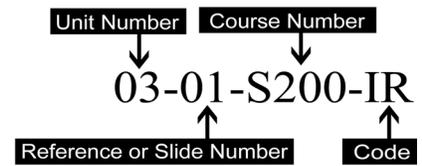
SW – Student Workbook

HO – Handout

IR – Instructor Reference

SR – Student Reference

PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 5 – National Contract Administration

OUTLINE	AIDS & CUES
TITLE SLIDE	5-1-S357-PPT
PRESENT UNIT OBJECTIVES	5-2-S357-PPT
I. INTRODUCTION	5-3-S357-PPT
<p>Unit 5 is divided into four lessons that illustrate the effective use of the National Mobile Food Services Contract.</p> <p>A contract is a written legal instrument that the government uses to acquire products and services.</p> <p>Only individuals delegated by the contracting officer have the authority to administer contracts for the government.</p> <p>As a FDUL, you will be designated specific authority to administer the contract. It is important to review and understand your delegation of authority.</p>	
II. REVIEW PRE-COURSE WORK	5-4-S357-PPT

UNIT OVERVIEW

Course	Food Unit Leader, S-357
Unit	5 – National Contract Administration
Lesson	A – Descriptions
Time	4 Hours

Objectives

1. Identify specific information in the unit summaries.
2. Identify the descriptions/specifications of the contract.
3. Differentiate between government and contractor furnished supplies and services.
4. Identify the procedures for ordering, relocating, reducing, releasing, reassigning, and canceling.

Strategy

This lesson covers section B and the first half of section C in the National Mobile Food Services Contract. **Review the current contract and use the space provided in the Aids & Cues column to note the specific contract clause number. Due to possible contract changes, check the quiz for updates.**

The lesson is designed to be interactive and encourage student response to questions concerning this portion of the National Mobile Food Services Contract. Encourage students to look up references within the contract that pertain to the points of instruction.

The lesson describes description and specific information in the contract identified in the unit summary. The overview of government furnished equipment, supplies, personnel, and services compared to the services and supplies provided by the contractor are also discussed.

Instructional Methods

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- Flip charts and markers for each group
- National Mobile Food Services Contract (www.fs.fed.us/fire/contracting)
- FDUL Field Guide
- Tape flags for students to bookmark their contracts

Exercise

Instructors should review the following exercise in advance:

- Twins Fire Exercise (page 5A.13 – 5A.14)

Evaluation Method

- Lesson 5A Quiz

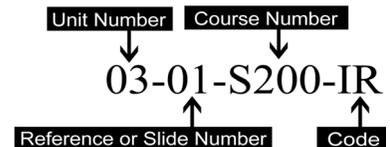
Outline

- I. Identification of Specific Information in the Unit Summary
- II. Descriptions/Specifications/Work Statement
- III. Ordering, Relocating, Reducing, Releasing, Reassigning and Canceling Procedures

Aids and Cues

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide	SW – Student Workbook
IR – Instructor Reference	SR – Student Reference
HO – Handout	PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 5 – National Contract Administration

LESSON: A – Descriptions

OUTLINE	AIDS & CUES
TITLE SLIDE	5A-1-S357-PPT
PRESENT LESSON OBJECTIVES	5A-2-S357-PPT
I. IDENTIFICATION OF SPECIFIC INFORMATION IN THE UNIT SUMMARY	5A-3-S357-PPT
DISCUSS ELEMENTS OF THE UNIT SUMMARY, SECTION B OF THE NATIONAL MOBILE FOOD SERVICES CONTRACT.	
A. Contractor’s contact information	
B. Contract number	
C. Designated Dispatch Point (DDP)	
D. Mandatory availability dates	
E. Kitchen unit – equipment type and identification numbers, such as Vehicle Identification Number (VIN)	5A-4-S357-PPT
F. Other equipment types and identification numbers	
G. Maximum dispatch acceptance meals/period	5A-5-S357-PPT
H. Meal type	

OUTLINE	AIDS & CUES
<p>I. Rates per meal</p> <p>J. Key personnel/alternates</p> <p>K. Handwashing unit rates</p> <p>L. Mileage rate</p> <p>M. The government may order supplemental foods and beverages, additional refrigeration storage space, and additional tents/seating.</p>	<p>5A-6-S357-PPT</p>
<p>ASK STUDENTS: May the FDUL negotiate prices not specifically listed and priced?</p> <p>ANSWER: Refer to the sections in the National Mobile Food Services Contract that explains negotiated rates and the implications for the FDUL.</p>	
<p>DISCUSS THE MAP OF DESIGNATED DISPATCH POINTS.</p> <p>ASK STUDENTS: Why are different dates listed for each location?</p>	<p>5A-7-S357-PPT NMFSC Ref.</p> <hr/>
<p>II. DESCRIPTION/SPECIFICATIONS/WORK STATEMENT, SECTION C</p> <p>A. General Requirements</p> <p>The intent of this contract is to provide appetizing, well-balanced hot meals and sack lunches.</p>	<p>5A-8-S357-PPT NMFSC Ref.</p> <hr/> <p>NMFSC Ref.</p> <hr/>

OUTLINE	AIDS & CUES
<p>B. National Mobile Food Services contractors are used when:</p> <ol style="list-style-type: none"> 1. Ordering requirement <p>When the use of a National Mobile Food Services Unit is needed, the government is obligated to purchase such quantities as may be needed from the National Mobile Food Services contractor(s) any time minimum contract requirements are met.</p> 2. Government furnished combination hot food/drink containers. <p>The government, at its option, may order hot meals and cold breakfast to be prepared and placed in government furnished cans.</p> 3. Supplementals <p>The government, at its option, and by mutual consent of the contractor, may also order supplemental foods and beverages, additional refrigeration storage space, and additional tents/seating.</p> 	<p>5A-9-S357-PPT NMFSC Ref.</p> <hr/>
<p>REFER STUDENTS TO THE SUPPLEMENTAL FOOD POLICY (SW pgs. 5A11 – 5A.12; IG pgs. 5A15 – 5A.16).</p> <p>The NWCG Supplemental Food Policy is online at: www.fs.fed.us/logistics/logistics/food/documents/nwcg-supplemental-food.doc</p> <ol style="list-style-type: none"> 4. Demobilization <p>DEMOBILIZATION IS COVERED IN UNIT 7.</p>	<p>5A-01-S357-IR</p>

OUTLINE	AIDS & CUES
<p>C. Government-Furnished Property</p> <ol style="list-style-type: none"> 1. Hot cans 2. Containers for grease disposal 3. Additional furnished property 	<p>5A-10-S357-PPT NMFSC Ref.</p> <hr/>
<p>D. Government-Furnished Services</p> <ol style="list-style-type: none"> 1. Coordinate waste products disposal with facilities unit leader. 2. Dust abatement methods <ol style="list-style-type: none"> a. Wood chips (in some areas it is required to remove all wood chips when they are no longer needed) b. Water tenders c. Bladder bags d. Flooring 3. Potable water <ol style="list-style-type: none"> a. The government shall deliver potable water to the National Mobile Food Services Unit, as needed, after the first 200 gallons required to be furnished by the contractor is used. b. Government options for supplying potable water to the kitchen. <ul style="list-style-type: none"> • Contract potable water truck • Municipal water source • Shower unit potable water 	<p>5A-11-S357-PPT NMFSC Ref.</p> <hr/> <p>NMFSC Ref.</p> <hr/>

OUTLINE	AIDS & CUES
<p>4. Refrigeration</p> <p>Order through supply and coordinate with facilities.</p> <p>5. Meal count</p> <p>a. Meal counter</p> <p>b. Number of meals shall be recorded on the 1276 A/B</p>	
<p>ASK STUDENTS: What constitutes a meal? Additional helpings? Additional entrée? Breakfast/salad bar?</p>	<p>5A-12-S357-PPT NMFSC Ref.</p> <hr/>
<p>6. Health authority notification</p> <p>A government representative may notify local health authorities.</p>	<p>5A-13-S357-PPT NMFSC Ref.</p> <hr/>
<p>7. Fuel tender</p> <p>The government shall allow the contractor to use a government fuel tender when available.</p> <p>The cost of government supplied fuel must be shown and deducted on the Daily Meal Order/Invoice form (1276 A/B).</p>	

OUTLINE	AIDS & CUES
<p>8. Government escort</p> <p>When it is difficult for a contractor to locate an incident, the government will give the contractor directions from the nearest town, to a designated site that can be easily found such as a ranger station, district office, fork in the road, etc.</p> <p>From that site, the government will provide an escort to the incident. It is the contractor's responsibility to determine which route to take to get to the nearest town.</p>	
<p>E. Contractor Furnished Equipment, Supplies, and Personnel</p> <p>The contractor shall furnish the following:</p> <ol style="list-style-type: none"> 1. All labor, equipment, supplies, and food to perform the full realm of mobile kitchen services. 2. Eating utensils <ol style="list-style-type: none"> a. Incident camp, remote camp serving utensils. b. If the utensils provided are not disposable, do not let them charge you for them. 3. Hot/cold food thermometers 4. Test strips (for checking dishwashing sanitizing solution) 	<p>5A-14-S357-PPT</p>

OUTLINE	AIDS & CUES
<p>5. Tents</p> <p>6. Tables and seating</p> <p>7. Refrigeration unit</p> <p>8. Potable water</p> <p style="padding-left: 40px;">a. Minimum of 200 gallons.</p> <p style="padding-left: 40px;">b. Potable water storage needs to be clearly marked.</p> <p>9. Living accommodations for contractor's personnel.</p> <p style="padding-left: 40px;">As a FDUL, you need to know where the kitchen manager will be staying.</p> <p>10. Recycling</p> <p style="padding-left: 40px;">Be sure and coordinate this with the facilities unit leader as soon as possible.</p> <p style="padding-left: 40px;">All recyclable materials on an incident are property of the host agency.</p> <p>11. Current copy of the FDA Food Code.</p>	<p>5A-15-S357-PPT NMFSC Ref.</p> <hr/>
<p>ASK STUDENTS: What happens when the contractor cannot furnish required items?</p> <p>ANSWER: Document on 1276 A/B, Daily Meal Order/Invoice (continuation sheet) and Unit Log, ICS 214 by the FDUL or COR.</p>	<p>5A-16-S357-PPT NMFSC Ref.</p> <hr/>

OUTLINE	AIDS & CUES
<p>F. Contractor Responsibilities</p> <p>1. Containment of grease products</p> <p>FDUL needs to coordinate disposal with facilities unit leader. This is HazMat.</p> <p>2. Operational equipment</p> <p>If equipment is broken while en route to the fire it is the contractor's responsibility to repair it.</p> <p>3. Refrigeration unit temperatures</p> <p>a. Maintain a log book of minimum and maximum temperatures inside all refrigerator units.</p> <p>b. The log book shall be made accessible to the government and health authorities at all times.</p> <p>4. Contractors employees:</p> <p>a. Appropriate appearance</p> <p>b. Free of communicable diseases</p> <p>5. The Food Service Unit Manager shall be responsible for training all employees in food preparation, handling, packaging, food serving, and cleanup requirements.</p> <p>Designated managers are listed in the unit summary as key personnel and should always be on site.</p>	<p>5A-17-S357-PPT NMFSC Ref.</p> <hr/> <p>NMFSC Ref.</p> <hr/>

OUTLINE	AIDS & CUES
<p>6. NO alcohol beverages or controlled substances are taken to the incident. No tobacco products in the immediate area of National Mobile Food Services Units or inside the serving/eating areas.</p> <p>7. Insect control in all areas within the Mobile Food Services area where food is stored, prepared, served or eaten.</p> <p>8. Current copies of the contract including all modifications, all previously completed performance evaluations and all payment forms required with each mobile food services unit at all times.</p>	<p>5A-18-S357-PPT NMFSC Ref.</p> <hr/>
<p>DISCUSS WHY PAST PERFORMANCE EVALUATIONS ARE IMPORTANT.</p>	
<p>9. All food shall be prepared and cooked inside enclosed systems.</p>	
<p>DISCUSS THE DEFINITION OF AN ENCLOSED SYSTEM.</p>	

OUTLINE	AIDS & CUES
<p>III. ORDERING, RELOCATING, REDUCING, RELEASING, REASSIGNING AND CANCELING PROCEDURES, SECTION C</p> <p>A. Actions Regarding Placing Orders for National Mobile Food Services Unit</p> <p>The FDUL will probably not be involved in ordering a National Mobile Food Services Unit.</p> <p>1. Contact the ordering manager for information concerning the actual time the National Mobile Food Services Unit was ordered, estimated time of arrival, and the number of meals ordered.</p>	<p>5A-19-S357-PPT</p> <p>NMFSC Ref.</p> <hr/>
<p>REFER STUDENTS TO THE FOOD SERVICE REQUEST FORM AND DISCUSS.</p> <p>2. Release and/or reassignment</p> <p>All reassignments of the National Mobile Food Services Unit will be done by the appropriate coordination center.</p>	<p>5A-20-S357-PPT FDUL Field Guide, page 36</p> <p>NMFSC Ref.</p> <hr/>
<p>B. Procedure and Times for Ordering Meals and Lunches</p> <p>Only the FDUL or the Contract Officer Representative (COR) is authorized to place an order for meals and sack lunches.</p> <p>1. Documented on 1276 A/B.</p> <p>2. Six hours lead time for orders.</p>	<p>5A-21-S357-PPT NMFSC Ref.</p> <hr/>

OUTLINE	AIDS & CUES
<p>C. Ordering/Canceling Supplemental Foods Beverages, Ice, Refrigeration Space, Tents, and Seating.</p> <p>The contractor may not have the supplemental items listed in the unit summary on site.</p>	<p>NMFSC Ref.</p> <hr/>
<p>D. Canceling and Reducing a Hot Meal Order</p> <p>Cancellation or reduction in hot meal orders must be submitted four hours in advance of serving time.</p>	<p>5A-22-S357-PPT NMFSC Ref.</p> <hr/>
<p>E. Sack Lunch Cancellation/Reduction</p> <p>Must be made as soon as practical after an order has been placed.</p>	
<p>F. Relocating a National Mobile Food Services Unit at an Incident.</p> <p>Relocating fees are paid for moving within the incident/complex.</p>	
<p>ADMINISTER EXERCISE: Twins Fire</p> <p><u>Purpose:</u> To practice referencing section C of the National Mobile Food Services Contract to solve issues when working with the contractor.</p> <p><u>Time:</u> 20 minutes</p> <p><u>Format:</u> Students will work in groups of 4 to 5.</p> <p><u>Materials Needed:</u></p> <ul style="list-style-type: none"> National Mobile Food Services Contract 	<p>5A-23-S357-PPT</p>

OUTLINE	AIDS & CUES
<p><u>Exercise Instructions:</u></p> <ol style="list-style-type: none"> 1. Refer students to the exercise on pages 5A.13 – 5A.14 in their Student Workbooks. 2. Tell students they have 20 minutes to read the scenario and answer the questions. Instruct students to cite the National Mobile Food Services Contract reference as part of their solutions. 3. When finished, use the answer key on pages 5A.17 – 5A.18 to discuss answers. 4. Answer any questions. 	<p>5A-2-S357-IR</p>
<p><u>Exercise Ends.</u></p> <p>ADMINISTER LESSON 5A QUIZ:</p> <ol style="list-style-type: none"> 1. Refer students to the quiz on pages 5A.15 – 5A.21 in their Student Workbook. 2. Tell students to work individually and that they have 20 minutes to complete the quiz. 3. When finished, use the answer key on pages 5A.19 – 5A.25 to discuss answers. 	<p>5A-24-S357-PPT</p> <p>5A-3-S357-IR</p>
<p>REVIEW LESSON OBJECTIVES.</p>	<p>5A-25-S357-PPT</p>

**NATIONAL WILDFIRE
COORDINATING GROUP
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705**

March 25, 2003

Memorandum

To: NWCG Members
GACC Chairs

From: NWCG Chair /s/ J L Stires

Subject: Supplemental Food Policy

In response to many concerns regarding the escalating cost of large fires, the NWCG tasked the Incident Business Practices and Safety and Health Working Teams with reviewing and making recommendations on supplemental food policy. Their findings and recommendations were discussed at the 86th NWCG Meeting held in Boise, Idaho during the week of January 27, 2003. NWCG approved the supplemental food policy as specified in the attached supplemental food policy dated March 10, 2003.

Absent a more restrictive agency or geographic area policy, the following supplemental foods may be provided:

- 1) Fruit **OR** dried fruit **OR** fruit juice and vegetables. Fruits and vegetables should be in-season, available locally and reasonably priced to avoid excessive costs and difficulty in procurement.
- 2) Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in *Feeding the Wildland Firefighter**. Bottled water may be provided.

In addition to the fruit and liquid supplements, candy bars and energy bars may be provided to supplement those included in sack lunches. The objective is to provide for an average of 1000 kilocalories of solid supplements per firefighter per day.

- Any supplemental foods provided will require IC justification AND concurrence from the Agency Administrator. The only acceptable justification for providing supplemental foods is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work. Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. “Incident Base and Camp meals” provide adequate dietary needs for most work situations.*
- No other supplemental food or drinks shall be authorized. Purchasing jerky products, chips, gum, soda-pop, “designer drinks” and so-called “energy” drinks (containing caffeine, guarana, ephedra, and other stimulants), etc., are not allowed under this policy. Special or cultural dietary needs will be met through the National Mobile Food Contract or catered meals and not through this policy.

*From: Sharkey, Brian, et al., *Feeding the Wildland Firefighter*, Fire Tech Tips, July 2002. (<http://www.fs.fed.us/t-d/pubs/>)

Twins Fire Exercise

The Twins Fire currently has 1500 personnel. The fire jumped the line on July 14 and went from 12,000 acres to 14,000 acres. Operations ordered an additional 20 crews to help suppress the fire. An additional 100 overhead have been ordered. The crews and overhead will be in camp at 0600 on July 15. Yum-Yum Catering is the National Mobile Food Services Unit assigned. The logistics section chief came by during dinner hour on July 15 and noticed the long lines. The logistics section chief is concerned about the long dinner lines. What are some thoughts and options that are going through your mind?

Solution:

Is the caterer serving as fast as possible or is everyone requesting special orders, such as “I want one pork chop not two, or no veggies.” Is there a need for an additional caterer? Can the caterer keep up by utilizing two serving lines? Is the caterer able to serve 350 people per hour?

C.3.1

If an additional Mobile Food Services Unit is ordered for this incident, where in the contract does it state the options available to the contractor?

Solution:

C2.1.3.2

With all of the extra people in camp, you find that the Forest Service’s rented refrigerated van is maxed out and there is no room for any more lunches. What are two options you can consider? Where in the contract is this located for one of the options?

Solution:

Additional refrigeration storage space within the contractor’s Mobile Food Services unit may be ordered, not all contractors have this option.

Order another refrigeration unit?

C2.5.1

You notice it is really dark in the eating area, so you ask the contractor to put up more lighting and he tells you it is the government's responsibility. Where in the contract does it state who is responsible for lighting in the eating area?

Solution:

The contractor is to furnish adequate lighting for the serving and eating areas.
C1.4.12

July 20, the fire no longer needs both kitchens, one will need to be released. Which one will be released first and how did you determine that? Does it make any difference if they are both National Mobile Food Services Units or if one is a Call-When-Needed (CWN) Unit?

Solution:

When there is more than one National Mobile Food Unit at the same incident or complex of incidents, the logistics section chief will determine which National Mobile Food Unit(s) will be the first to be released based on design, capability, size, need, performance, price, and/or set-up location at the incident.

National Mobile Food Service contractors shall be released from the assigned incident after all additional Non-National Contractors (CWN) have been released, unless the National Contractor requests, in writing, to be released first.

C2.2.2

Lesson 5A Quiz - Answer Key

1. The mobile food services unit is able to obtain appetizing, well balanced:

- A. Breakfasts
- B. Sack Lunches
- C. Dinners
- D. Hot Can Meals
- E. All of the Above**
- F. A and C only

Contract Ref. _____

2. The government is obligated to order a national caterer for wildland fire when the number of people to be fed is at or above ____ persons per meal and the headcount is estimated to remain at those numbers, or greater, for at least 72 hours.

- A. 300
- B. 600
- C. 450
- D. 150**

Contract Ref. _____

3. The government, at its option and by mutual consent of the contractor, may also order supplemental foods and beverages.

- A. True**
- B. False

Contract Ref. _____

4. It is the government's responsibility to furnish all potable water to the kitchen.

- A. True
- B. False**

Contract Ref. _____

5. Whose responsibility is the storage of sack lunches after the government has taken delivery?

- A. Contractor
- B. Government**

Contract Ref. _____

6. The government is responsible for:

- A. Waste pickup and disposal
- B. Removal of gray water for kitchen
- C. Potable water for the first meal
- D. Dust control in dining tent
- E. Lights for the eating area
- F. Government escort when needed
- G. Meal count
- H. Thermometer for monitoring food temperatures
- I. Tents for the eating area
- J. All of the above
- K. A, B, F, and G only**

Contract Ref. _____

7. Once the FDUL has accepted sack lunches from the contractor, if the government has no refrigeration unit, the FDUL can require the contractor to store the lunches.
- A. True
 - B. False**

Contract Ref. _____

8. Whose responsibility is it to provide a tent for the eating area to accommodate a minimum of 200 persons? Tables and seating for a minimum of 200?
- A. Contractor, Contractor**
 - B. Government, Government
 - C. Contractor, Government
 - D. Government, Contractor

Contract Ref. _____

9. Who is responsible for lighting for the serving area? Lighting for the eating area?
- A. Contractor, Contractor**
 - B. Government, Government
 - C. Contractor, Government
 - D. Government, Contractor

Contract Ref. _____

10. The contractor is responsible for _____ gallons potable water storage and _____ gallons gray water storage.

- A. 100, 200
- B. 200, 500**
- C. 300, 500
- D. 400, 400
- E. 500, 800

Contract Ref. _____

11. Alcoholic beverages and controlled substances are prohibited; however, smoking is allowed by contractor's employees at anytime.

- A. True
- B. False**

Contract Ref. _____

12. Each mobile food service manager is required to have a food service manager's certificate.

- A. True**
- B. False

Contract Ref. _____

13. Who is responsible for providing a small weighting scale for spot-checking minimum weight requirements?

- A. Contractor**
- B. Government

Contract Ref. _____

14. Once an incident begins demobilization, the contractor is obligated to stay as long as needed.

- A. True
- B. False**

Contract Ref. _____

15. Who is responsible for furnishing a current copy of the FDA Food Code?

- A. Contractor**
- B. Government

Contract Ref. _____

16. All National Mobile Food Services are dispatched through National Interagency Coordination Center throughout the contiguous Western United States.

- A. True**
- B. False

Contract Ref. _____

17. If the government moves a mobile food service unit to another incident, is the contractor entitled to a relocation fee?

- A. Yes
- B. No**

Contract Ref. _____

18. Is a contractor allowed to voluntarily bring an additional refrigerated vehicle to an incident?

- A. **Yes**
- B. No

Contract Ref. _____

19. Cancellations for mobile food service units may be made any time prior to any meals being served or released at any time after serving has begun.

- A. **True**
- B. False

Contract Ref. _____

20. The government can legally use additional handwashing units or refrigerated vehicles not previously under contract if offered by the contractor when:

- A. The facilities unit leader approves the use.
- B. The vehicle is inspected and approved by the ground support unit leader.
- C. The Food Unit Leader approves the use.
- D. **None of the above**

Contract Ref. _____

21. After a unit has been released, it may remain on site or in the nearest town up to _____ hours in availability status.

- A. 10
- B. 12
- C. 24**
- D. 36
- E. 48

Contract Ref. _____

22. Any cancellation or reduction in hot meals shall be made _____ hours in advance of serving time.

- A. 8
- B. 6
- C. 4**
- D. 24

Contract Ref. _____

UNIT OVERVIEW

Course	Food Unit Leader, S-357
Unit	5 – National Contract Administration
Lesson	B – Requirements
Time	5 Hours

Objectives

1. Describe the minimum National Mobile Food Services Unit equipment requirements.
2. Describe the meal requirements.

Strategy

This lesson covers the second half of section C in the National Mobile Food Services Contract. **Review the current contract and use the space provided in the Aids & Cues column to note the specific contract clause number. Due to possible contract changes, check the quiz for updates.**

The lesson is designed to be interactive and encourage student response to questions concerning this portion of the National Mobile Food Services Contract. Encourage students to look up references within the contract that pertain to the points of instruction.

The lesson describes the requirements defined in the contract concerning the National Mobile Food Services Unit equipment and meals provided by the contractor.

Instructional Methods

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- Flip charts and markers for each group
- National Mobile Food Services Contract (www.fs.fed.us/fire/contracting)
- Tape flags for students to bookmark their contracts
- FDUL Field Guide

Exercise

Instructors should review the following exercise in advance:

- Twins Fire Exercise, continued (page 5B.7 – 5B.8)

Evaluation Method

- Lesson 5B Quiz

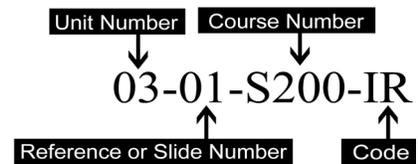
Outline

- I. Minimum National Mobile Food Service Unit Equipment Requirements
- II. Meal Requirements

Aids and Cues Codes

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide	IR – Instructor Reference
SW – Student Workbook	SR – Student Reference
HO – Handout	PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 5 – National Contract Administration

LESSON: B – Requirements

OUTLINE	AIDS & CUES
TITLE SLIDE	5B-1-S357-PPT
PRESENT LESSON OBJECTIVES	5B-2-S357-PPT
<p>I. MINIMUM NATIONAL MOBILE FOOD SERVICE UNIT EQUIPMENT REQUIREMENTS</p> <p>Each National Mobile Food Services Unit has been evaluated prior to bringing it on contract. However, due to wear and tear and upgrade of equipment, you need to be familiar with this section and look for any discrepancies that may occur.</p> <p>A. Serving Capabilities</p> <p style="padding-left: 40px;">Each National Mobile Food Services Unit must be capable of feeding 1,200 people at a rate of 350 per hour.</p> <p>ASK STUDENTS: How long would it take to feed 1,400?</p> <p>ANSWER: About four hours.</p>	5B-3-S357-PPT NMFSC Ref.
<p>B. General</p> <p style="padding-left: 40px;">Includes kitchen unit, equipment, pallets, etc.</p>	5B-4-S357-PPT NMFSC Ref.
SHOW SLIDES 5 – 8 (PHOTOS OF A KITCHEN UNIT).	5B-5-S357-PPT thru 5B-8-S357-PPT

OUTLINE	AIDS & CUES
C. Steam Tables	5B-9-S357-PPT
Food thermometers are inserted into the foods to check for correct temperature, not the water under pans.	5B-10-S357-PPT NMFSC Ref. _____
D. One, 3-Compartment Metal Sink	5B-11-S357-PPT NMFSC Ref. _____
E. Handwashing Facilities	5B-12-S357-PPT NMFSC Ref. _____
DISCUSS HANDWASHING FACILITIES FOR THE CONTRACTOR’S EMPLOYEES VS. HANDWASHING FACILITIES FOR INCIDENT PERSONNEL.	
F. Ventilation Equipment	5B-13-S357-PPT NMFSC Ref. _____
1. Grease filters or screens must be readily available for cleaning; inspect to ensure the cleaning is being done.	
2. Shall provide a reasonable condition of comfort to the employees.	
G. Storage	5B-14-S357-PPT NMFSC Ref. _____
Do not store cleaning supplies and insecticides with food supplies!	
H. Sneeze Guards	5B-15-S357-PPT NMFSC Ref. _____
DISCUSS THE PURPOSE OF SNEEZE GUARDS.	
I. Gray Water Storage	5B-16-S357-PPT NMFSC Ref. _____
500 gallon container stenciled as to what it contains.	

OUTLINE	AIDS & CUES
<p>J. Refrigeration/Freezer Storage Units</p>	<p>5B-17-S357-PPT NMFSC Ref.</p> <hr/>
<p>1. Food Storage</p>	
<p>a. FDA Food code</p>	<p>5B-18-S357-PPT</p>
<p>b. Pallets</p>	
<p>c. Containers</p>	
<p>d. Shelving</p>	
<p>2. Refrigerator temperature (41° or lower)</p>	<p>5B-19-S357-PPT NMFSC Ref.</p> <hr/>
<p>REMINDE STUDENTS ABOUT THE “DANGER ZONE.”</p>	
<p>3. Freezer temperature (0° or lower)</p>	<p>5B-20-S357-PPT</p>
<p>K. Potable Water Storage</p>	<p>5B-21-S357-PPT NMFSC Ref.</p> <hr/>
<p>1. Equipment necessary to store a minimum of 200 gallons of potable water (for kitchen use only) is required.</p>	
<p>2. Stenciled as to what it contains.</p>	
<p>L. Additional Safety Requirements</p>	<p>5B-22-S357-PPT NMFSC Ref.</p> <hr/>
<p>1. Petroleum spill pads.</p>	
<p>2. Handrails and steps.</p>	
<p>3. Contractor is responsible to meet current federal, state, local laws, and regulations safety code.</p>	

OUTLINE	AIDS & CUES
<p>II. MEAL REQUIREMENTS</p> <p>A. General</p> <p>HAVE STUDENTS READ ENTIRE MEAL REQUIREMENTS SECTION. THIS SECTION CAPTURES THE INTENT OF THE CONTRACT. ALLOW 20 MINUTES READING TIME.</p> <p>The contractor provides (meals):</p> <ol style="list-style-type: none"> 1. The intent is to provide meals on an “as requested” basis, but does not require the kitchen to be open continuously 24 hours per day. 2. Minimum quantities 3. Special menu meals 4. Second helpings <p>B. Standard Menu Requirements</p> <ol style="list-style-type: none"> 1. Breakfast (hot, hot can, cold can) 2. Sack lunch 3. Dinner (hot, hot can) <p>C. 24-Hour Service Bar</p>	<p>5B-23-S357-PPT NMFSC Ref.</p> <hr/> <p>5B-24-S357-PPT NMFSC Ref.</p> <hr/> <p>5B-25-S357-PPT NMFSC Ref.</p> <hr/>

OUTLINE	AIDS & CUES
<p>D. Menu Variety</p> <p>Contractor weekly menus shall be approved by the COR or FDUL in advance.</p> <p>DISCUSS ACCEPTABLE ALTERNATIVES (STEW, LASAGNA, CASSEROLES) AND BRIEFLY REVIEW AVAILABLE MENU ITEMS.</p> <p>DISCUSS PRE-PREPARED TRAY LINES. IS IT FRESH, FROZEN, OR CANNED?</p> <p>E. Cooking Requirements</p> <p>F. Serving Container Requirements</p> <p>G. Quality Standards</p> <p>The FDUL is not expected to be an expert on the grading of meats. It is the contractor's responsibility to provide documentation.</p> <p>ADMINISTER EXERCISE: Twins Fire (continued)</p> <p><u>Purpose:</u> To practice referencing section C of the National Mobile Food Services Contract to solve issues when working with the contractor.</p> <p><u>Time:</u> 30 minutes</p> <p><u>Format:</u> Students will work in groups of 4 to 5.</p> <p><u>Materials Needed:</u></p> <ul style="list-style-type: none"> National Mobile Food Services Contract 	<p>5B-26-S357-PPT</p>

OUTLINE	AIDS & CUES
<p><u>Exercise Instructions:</u></p> <ol style="list-style-type: none"> 1. Refer students to the exercise on pages 5B.7 – 5B.11 in their Student Workbook. 2. Tell students they have 20 minutes to read the scenario and answer the questions. Instruct students to cite the National Mobile Food Services Contract reference as part of their solutions. 3. When finished, use the answer key on pages 5B.9 – 5B.13 to discuss answers. 4. Answer any questions. 	<p>5B-1-S357-IR</p>
<p><u>Exercise Ends.</u></p> <p>ADMINISTER LESSON 5B QUIZ:</p> <ol style="list-style-type: none"> 1. Refer students to the quiz on pages 5B.13 – 5B.18 in their Student Workbook. 2. Tell students to work individually and that they have 20 minutes to complete the quiz. 3. When finished, use the answer key on pages 5B.15 – 5B.20 to discuss answers. 	<p>5B-27-S357-PPT</p> <p>5B-2-S357-IR</p>
<p>REVIEW LESSON OBJECTIVES.</p>	<p>5B-28-S357-PPT</p>

Twins Fire Exercise, continued

It is July 20 on the Twins Fire and the personnel number has dropped to 350. One of the two kitchens has been released from the incident. Yum-Yum Catering will remain on the fire as the kitchen.

You meet with Noel Reyes the manager of Yum-Yum to discuss the dinner menu. While you are listening to him describe the dinner menu, you notice a Sysco trailer in the kitchen area. It is open and you see dry goods on wooden pallets inside. Is this acceptable?

Solution:
C3.1.1.1 – c

Noel is going to serve an outdoor BBQ. Is this allowed?

Solution:
C3.1.1.1 - i

Prior to serving the dinner meal you walk through the eating area. You see that the handwashing facilities are set up. You wash your hands prior to eating and notice there are no mirrors and the water is cold. Are mirrors required?

Solution:
C3.1.1.5 – 6

What is the required minimum temperature for the handwashing facility?

Solution:
C3.1.1.5 – 3

You are about to get salad at the salad bar and notice no barrier between you and the salad selections. What do you do?

Solution:

Refer to C3.1.1.9 when bringing it to the manager's attention.

During a routine inspection of the kitchen area you see oil leaking from a piece of stationary equipment onto the ground. Who is responsible and what measures should be taken?

Solution:

Contractor, C3.2

During the dinner period you notice people taking plates out of the dining area. Is this allowed?

Solution:

Not allowed unless approved by the FDUL, C4.1.1

The resources unit leader tells you he has special dietary needs and will need special meals. What do you do?

Solution:

C4.1.2

The next morning you and Noel are going over the weekly menu that he has typed up. Is this form acceptable?

Solution:

C4.1.3

Since there are only 350 in camp, Noel has decided to cook eggs to order for breakfast. How many eggs are required when fried or scrambled?

Solution:
C4.2.1.1

What are the minimum quality standards for fresh eggs?

Solution:
C4.7.4

Doing an inspection of a sack lunch you see that there is only one sandwich. What is the weight requirement if any?

Solution:
C4.2.5.2
NOTE: Sandwich could be a super-sized hoagie or submarine.

Are processed cheese snacks allowed in sack lunches?

Solution:
C4.2.5.6

When the caterer serves lasagna for dinner, does it meet the minimum meat quantity?

Solution:
No. Refer to C4.2.6.1

Where can you find the minimum requirements for the self-service salad bar?

Solution: C4.2.6.1 – h

When sending hot can meals to a spike camp is salad included? How is it prepared? If so, what is included and what are the serving sizes?

Solution:
C4.2.6.2

Are cereal and milk available in the service bar 24 hours per day?

Solution:
C4.3

Can the caterer serve chop suey for dinner?

Solution:
C4.4

Where do you find acceptable hot cereal items?

Solution:
C4.4.5

Where do you find container requirement for salad dressings?

Solution:
C4.6.4

You need to check on quality standards for ground beef. Where are they located? Does it need to be choice?

Solution:
C4.7.1.1.2

During an inspection of the dry goods trailer you see cases of canned tuna.
What are the requirements for tuna?

Solution:
C.4.7.18

You also notice the date on the carton for jams and jellies has expired. What do you do?

Solution:
Discussion

Lesson 5B Quiz – Answer Key

1. Steam tables must hold a minimum of _____ full-size hotel pans and maintain a minimum of _____.

A. 2;132 °F
B. 4;140 °F
C. 6;154 °F

Contract Ref. _____

2. Handwashing facilities for contractor’s personnel are required within and in proximity to all food preparation areas.

A. True
B. False

Contract Ref. _____

3. Each National Mobile Food Services Unit shall have _____ 3-compartment metal sink(s).

A. 1
B. 2
C. 3

Contract Ref. _____

4. Are sneeze guards required on the salad bar?

A. Yes
B. No

Contract Ref. _____

5. The contractor is required to have a minimum of _____ gallons gray/potable water storage for the incident personnel handwashing facilities.

- A. **400**
- B. 1000
- C. 300
- D. 200

Contract Ref. _____

6. All refrigeration/freezer storage units will be equipped with a thermometer placed no farther than _____ feet from the entrance being used.

- A. 6
- B. **8**
- C. 10
- D. 12

Contract Ref. _____

7. Refrigeration and freezer storage units shall be _____ and _____ cubic feet of storage respectively.

- A. 800 and 800
- B. 824 and 1000
- C. 1000 and 1000
- D. **1200 and 512**

Contract Ref. _____

8. Each Mobile Food Services unit shall be capable of feeding _____ persons at the rate of _____ persons per hour.
- A. 800, 200
 - B. 1000, 300
 - C. 1200, 350**
 - D. 1400, 400

Contract Ref. _____

9. Wooden pallets or shelves are permitted in the required refrigeration or freezer areas.
- A. True
 - B. False**

Contract Ref. _____

10. Which is considered an additional meal?
- A. Second Helping with meat at breakfast
 - B. Second Helping with meat at dinner**
 - C. Second Helping without meat at breakfast
 - D. Second Helping without meat at dinner
 - E. Second Helping at buffet lunch

Contract Ref. _____

11. Buffet lunches may be substituted for sack lunches at the incident site.
- A. True
 - B. False**

Contract Ref. _____

12. Is the contractor required to serve the minimum amounts of food shown or just have the minimum amounts of food available?

- A. Served
- B. Available**

Contract Ref. _____

13. If approved by the FDUL can the contractor serve one submarine sandwich in place of entree one and two if the meat and cheese weigh 7oz?

- A. Yes**
- B. No

Contract Ref. _____

14. The second entree in a sack lunch shall contain starch and protein in a quantity equal to entree one.

- A. True**
- B. False

Contract Ref. _____

15. Is the weight requirement for the different types of meat the same for lunch and dinner?

- A. Yes
- B. No**

Contract Ref. _____

16. Are shell eggs allowed in hot can breakfast?

- A. Yes
- B. No**

Contract Ref. _____

17. Apples and oranges are allowed in cold can breakfast.

- A. True
- B. False**

Contract Ref. _____

18. Beans can be served instead of potatoes for breakfast.

- A. True**
- B. False

Contract Ref. _____

19. Which of the following items are required 24 hours a day?

- A. Hot regular coffee
- B. Tea bags
- C. Hot water
- D. Hot chocolate
- E. Milk
- F. Iced tea
- G. All of the above
- H. A, B, C, D, and F**
- I. A, B, C, and D

Contract Ref. _____

20. Contractor weekly menus shall be approved by the:

- A. COR
- B. COTR
- C. FDUL
- D. A or C**
- E. B or C
- F. All of the above

Contract Ref. _____

21. All breakfast/dinner meat portion measurements are weighed as:

- A. Raw weight**
- B. Cooked weight

Contract Ref. _____

22. Weekly menus shall be submitted at the contractor's convenience.

- A. True
- B. False**

Contract Ref. _____

23. Are there minimum quality standards for the food used in preparing the meals?

- A. Yes**
- B. No

Contract Ref. _____

UNIT OVERVIEW

Course	Food Unit Leader, S357
Unit	5 – National Contract Administration
Lesson	C – Packaging, Inspecting, Performance
Time	3 Hours

Objectives

1. Describe the requirements stated in the contract for proper packaging and marking.
2. Define the inspection and acceptance procedures for contractor provided services and equipment.
3. Describe the availability required of the contractor.
4. Describe what is required by the government to the contractor concerning performance evaluations.

Strategy

This lesson covers sections D – F in the National Mobile Food Services Contract. **Review the current contract and use the space provided in the Aids & Cues column to note the specific contract clause number. Due to possible contract changes, check the quiz for updates.**

The lesson is designed to be interactive and encourage student response to questions concerning this portion of the National Mobile Food Services Contract. Encourage students to look up references within the contract that pertain to the points of instruction.

The lesson describes the contract clauses covering packaging and marking, inspecting, and deliveries or performance.

Instructional Methods

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- Flip charts and markers for each group
- National Mobile Food Services Contract (www.fs.fed.us/fire/contracting)
- FDUL Field Guide
- Non-Compliance Form, FS 6300-12
- Tape flags for students to bookmark their contracts

Exercise

Instructors should review the following exercise in advance:

- Twins Fire Exercise, continuation (page 5C.6)

Evaluation Method

- Lesson 5C Quiz

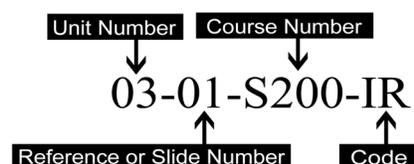
Outline

- I. Packaging and Marking
- II. Inspection and Acceptance
- III. Deliveries or Performance

Aids and Cues Codes

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide	IR – Instructor Reference
SW – Student Workbook	SR – Student Reference
HO – Handout	PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S357

UNIT: 5 – National Contract Administration

LESSON: C – Packaging, Inspecting, Performance

OUTLINE	AIDS & CUES
TITLE SLIDE	5C-1-S357-PPT
PRESENT LESSON OBJECTIVES	5C-2-S357-PPT
I. PACKAGING AND MARKING	
<p>A. Sack Lunches - General</p> <p style="padding-left: 40px;">The government must be able to distinguish between vegetarian and regular sack lunches by the use of different colored bags.</p>	<p>5C-3-S357-PPT NMFSC Ref.</p> <hr/>
<p>B. Equipment Marking</p>	<p>5C-4-S357-PPT NMFSC Ref.</p> <hr/>
<p>C. Combination Hot/Food/Drink Containers (hot cans)</p> <p style="padding-left: 40px;">The hot can does not come with an opener; it has to be ordered separately.</p>	<p>5C-5-S357-PPT NMFSC Ref.</p> <hr/>
<p>D. Food Labels</p> <ul style="list-style-type: none"> • Prime Grade • Choice Grade • Select Grade • Yield Grade 	<p>5C-6-S357-PPT NMFSC Ref.</p> <hr/>

OUTLINE	AIDS & CUES
<p data-bbox="188 285 1052 321">II. INSPECTION AND ACCEPTANCE, SECTION E</p> <p data-bbox="285 371 1081 449">Just because an item is inspected once on an incident, does not mean it can not be inspected again.</p> <p data-bbox="285 499 1094 577">When problems come up, discuss alternatives with the Contracting Officer (CO), such as ordering a COTR.</p> <p data-bbox="285 627 919 663">A. Inspection of Services – Fixed Price</p> <ol style="list-style-type: none"> <li data-bbox="383 714 943 749">1. Contractor’s inspection system. <li data-bbox="383 800 1105 877">2. The government’s right to inspect and test all services. <li data-bbox="383 928 1094 1047">3. Reduction to contract price: reduce the contract price to reflect the reduced value of the services performed. <p data-bbox="285 1098 980 1134">B. Inspection During Use and Performance</p> <ol style="list-style-type: none"> <li data-bbox="383 1184 1130 1346">1. The CO or designee may at any time during use, perform inspections on contractor equipment, supplies, and personnel. Deficiencies shall be documented. <li data-bbox="383 1396 813 1432">2. Non-Compliance form 	<p data-bbox="1159 627 1398 705">5C-7-S357-PPT NMFSC Ref.</p> <hr data-bbox="1159 743 1398 747"/> <p data-bbox="1159 1098 1398 1176">5C-8-S357-PPT NMFSC Ref.</p> <hr data-bbox="1159 1213 1398 1218"/>

OUTLINE	AIDS & CUES
<p>III. DELIVERIES OR PERFORMANCE, SECTION F</p> <ul style="list-style-type: none"> • Effective period of the contract • Location • Unavailability • Contractor evaluations 	<p>5C-9-S357-PPT NMFSC Ref.</p> <hr/> <p>5C-10-S357-PPT</p>
<p>REVIEW PARAGRAPH EXPLAINING MOBILE FOOD SERVICES UNIT EVALUATION. EMPHASIZE:</p> <p style="padding-left: 40px;">A mobile food services unit performance evaluation is required prior to leaving the incident.</p>	<p>NMFSC Ref.</p> <hr/>
<p>REFER STUDENTS TO THE PERFORMANCE EVALUATION EXAMPLES AND DISCUSS.</p> <p style="padding-left: 40px;">Keep daily notes of contractor’s performance and discuss with contractor.</p>	<p>FDUL Field Guide, pages 30 thru 35</p>
<ul style="list-style-type: none"> • Fresh food boxes 	<p>5C-11-S357-PPT</p>
<p>REFER STUDENTS TO FRESH FOOD BOXES AND DISCUSS.</p>	<p>FDUL Field Guide, page 18</p>

OUTLINE	AIDS & CUES
ADMINISTER LESSON 5C QUIZ:	5C-13-S357-PPT
1. Refer students to the quiz on pages 5C.11 – 5C.12 in their Student Workbook.	
2. Tell students to work individually and that they have 20 minutes to complete the quiz.	
3. When finished, use the answer key on pages 5C.15 – 5C.16 to discuss answers.	5C-2-S357-IR
REVIEW LESSON OBJECTIVES.	5C-14-S357-PPT

Twins Fire Exercise, continued

It is now July 25 on the Twins Fire. Additional crews have been ordered for rehabilitation of the fire, so you will need more sack lunches. You still have 10 boxes in the refrigeration unit, but they expire at midnight. You realize the caterer is stressed and you do not want to add more to the caterer's workload, so the facilities unit leader suggests changing the "consume by" date stamp. The caterer says he has some pre-prepared sandwiches that are frozen that he would like to use up. What do you do? What are the major points to consider when needing more lunches?

Solution:

- **Once the sack lunch is taken, do not change the "consume by" date:**
 - **Incident and camp personnel will know the difference.**
 - **Best to order more and perhaps date stamp for 48 hours if conditions allow.**
- **Do not accept frozen sandwiches – D.2.2**
 - **D.1.4 – Discuss date stamping clause.**
- **It is inappropriate to change "consume by" date.**
 - **D.3 – Pre-prepared sack lunch sandwiches shall not be frozen.**

NOTE: Emphasize the importance of keeping informed of camp population.

The order is submitted for more sack lunches. The caterer works his crew into overtime to get more lunches made. You decide it's time for a routine spot inspection in the lunch trailer and get immediately thrown out. The supervisor for the crew says they are stressed, in a hurry and that you are rude to try and interrupt their production. The only thing you wanted to do was check the weights of the sandwich meats, temperature logs, and cleanliness of crew and facility. You say it is your job and the supervisor argues that you are harassing them. What does the contract say?

Solution:

E.4.1

- **At any time during use, the CO (or designated inspector) may make or cause to be made such inspections as deemed necessary for the purpose of determining that equipment, supplies and personnel meet contract specs.**

- **Discuss appropriate protocol for inspections. For example, coordinate inspections with the kitchen manager and do not get in the way of production...you may become a hazard in the kitchen.**

As you continue with your spot inspection, you notice that equipment and services do not meet contract requirements, such as the temperature log does not have a current entry since assigned to this fire, the sandwich crew is not wearing gloves, and the handwash unit does not have hot water or soap available for employees. You also found 5 boxes have already been completed and the sandwich weight average (meat and cheese only) is 2.8 oz.

What do you do now? After all, they were only expecting a camp of 350 and now with the rehabilitation crews coming in, the number has gone up to 430. Would you take the sandwiches that do not meet specifications and give a reduction, or have them remake the sandwiches?

Solution:

- **Option: coordinate with manager. Take reduction if not willing to meet requirements.**

E.4

- **Review this section to discuss the authority, and how to document deficiencies.**
- **The Notice of Non-compliance form, FS 6300-12 is recommended to document problems and corrective actions.**

NOTE: Discuss appropriate use of the notice of non-compliance form.

How do you complete the final evaluation of the contractor?

F.5 - Contractor Evaluations

- **Review each element of an evaluation and discuss the importance of being complete and thorough.**
- **Give explanation of the evaluations...review all past evaluations during the incident. Look at trends, patterns, and consistency of issues or concerns.**

200x NATIONAL MOBILE FOOD SERVICES UNIT SUMMARY (Revised per Modification NIFC-10)

Contractor's Contact Information	Contract Number	Designated Dispatch Points (DDPs) Mandatory Availability Dates	Kitchen Unit	Max. Dispatch Acceptance Meals/Period	Meal Type	Rate per Meal
Yum-Yum Catering 1234 North Hwy Somewhere, AZ 85000 Noel Reyes (000) 555-6789 (000) 555-0012 (000) 555-0123 Fax	AZ-1234-A-01-5678 <u>Key Personnel:</u> Noel Reyes Johnny Jones Fred Mertz Mica Goldstein <u>Alternates</u>	<u>Somewhere, AZ – Unit 1</u> 05/01-06/30 1234 North Hwy Somewhere, AZ 85000 <u>Elsewhere, NV – Unit 1</u> 07/01 – 11/15 5678 Sagebrush Road Elsewhere, NV 89000	1	3000	Breakfast Cold Can Breakfast Sack Lunch Dinner	\$10.00 \$11.04 \$13.91 \$19.55
Kitchen Unit 1	Equipment Type and Unit ID No. Kitchen Trailer – K-1 Tractor – T-1 Refrigeration Unit – R-1 Handwashing Unit – part of SB-1	Vehicle Identification No. (VIN) ABCDEFG12345HIJKL MNOPQRS67890TUVVWX YZABCDE12345FGHIJ KLMNOPQ09876RSTUV	Other Equipment Types and Unit ID No. Service Trailer – S-1 Salad Bar – SB-1 24-Hour Service Bar – B-1 Sack Lunch Preparation – SL-1 Refrigeration/Freezer – R-1 Dry Goods Trailer – D-1 Freightliner Van – FV-1 Pump Truck – P-1 Maintenance Trailer – M-1 Cargo Trailer – C-1 Bobtail – BT-1 Tractor – T2-1 Pickup – PU1-1	Vehicle Identification No. (VIN) SEVIC678910TRAIL SALAD00001ABCDEF 24HOUR12345GHIJKL SACLUN98765MNOPQR REFER345678STUVWX DRY246810GOODSXYZ FREIGH55555ABCDEF PUMPI23456TRUC987 MAINT111222TRAIL CARGOT987654EFGI TENDER333444BOBTL TRACTO676789HIJKL PICKUP9999333BR549		

SCHEDULE B – CONTINUED (Revised per Modification NIFC-10)

**SUPPLEMENTAL FOODS AND BEVERAGES, ADDITIONAL REFRIGERATION
STORAGE SPACE AND ADDITIONAL TENTS/SEATING**

(OPTIONAL, See Sections C 2.4.1, C2.5.1, C2.6.1)

Contractor: Yum-Yum Catering

Supplemental Food Item	Unit	Unit Price
Beverages		
Fruit Juices (48/case) (5-6 oz. each)	case	\$27.16
Milk (48/case) (8 oz. each)	case	\$24.66
Bottled Sports Type Drink (Gatorade, Powerade)	ounce	-
Brewed Coffee (outside of dining area)	gallon	\$8.89
Hot Chocolate (outside of dining area)	gallon	\$9.31
Tea, Iced or Hot (outside of dining area)	gallon	\$8.15
Bottled Water (commercially available)	ounce	\$.07
Prepackaged Snack Items (commercially available)		
Trail Mix	ounce	\$.69
Granola Bars	ounce	\$.52
Salted Peanuts	ounce	\$.84
Salted Mixed Nuts	ounce	\$.84
Yogurt	ounce	\$.15
Fruit		
Fresh Apples (minimum size 100 count)	case	\$36.81
Fresh Oranges (minimum size 88 count)	case	\$26.29
Fresh Whole Bananas	pound	\$.92
Dried Apricots (prepackaged, commercially available)	ounce	-
Dried Prunes (prepackaged, commercially available)	ounce	-
Dried Banana Chips (prepackaged, commercially available)	ounce	\$1.05
Other Items		
Soup for 25 persons	gallon	\$17.88
Stew for 25 persons	gallon	\$20.99
Dinner Rolls (wheat and/or white)	each	\$.27
Ice	pound	\$.37
Ground Coffee	pound	\$7.31
Additional Refrigeration Storage Space Rate/Sq. Ft.	Additional Tents & Seating Rate/60 Persons/Day	
\$2.14	\$418.14	

Note: Other items not specifically listed and priced above may not be negotiated on site by the Food Unit Leader. (See Sections G.6, G.3, and J.5C)

USDA-FOREST SERVICE WORK ORDER AND NOTICE OF NONCOMPLIANCE <small>(Reference FSH 6309.11)</small>		CONTRACT NUMBER: EERA-NIFC-0X-FX
		PROJECT: Twins Fire
		NAME AND ADDRESS OF CONTRACTOR: Yum-Yum Catering 1234 North Hwy Somewhere, AZ 85000
<input type="checkbox"/> WORK ORDER <input checked="" type="checkbox"/> NOTICE OF NONCOMPLIANCE		
WORK ORDER or NOTICE NO: <p style="text-align: center;">1</p>	DATE ISSUED <p style="text-align: center;">7/25/xx</p>	

- You are directed to perform the following work in connection with contract with no adjustment in contract time or price(s):
- You are advised that the following work being performed or material being supplied or installed does not conform to the contract requirements and may result in rejection.
- A copy of the EERA was provided to Noel Reyes on 7/25/xx at the incident due to him not being able to provide it to the FDUL. In addition all previously completed performance evaluations and all payment forms required with each Mobile Food Service Unit at all times (C.1, 1.5.16).
 - The temperature log did not have a currenty entry since the contractor was assigned to the fire. (C1.5.4)
 - The kitchen crew making sandwiches were not wearing gloves. (C.1.5.7)
 - The contractor crew handwash unit did not have hot water or soap available for the employees. (C.3.1.1.4)
 - 5 boxes of sack Lunches have been completed and the sandwich weight (meat and cheese only) is 2.8 oz., not the required 3.5 oz. (C.4.2.5.1).

This work is included in the contract as referenced below:

- All food shall be prepared inside enclosed systems (C.1, 1.5.17). The Kitchen unit shall be fully enclosed except when serving at the serving window (C.3, 3.1.1.1 (a)).
- Contractor shall perform one microbiological test for total quantity of coliform bacteria (C.1 1.5.18). Please inform the FDUL when you have completed this task and provide a copy of the test results.
- Please continue to work with FDUL to provide menu variety. (C.4.4.4). As previously discussed corn every other day for dinner does not provide good variety.
- As discussed during our meeting please ensure you document odometer readings on your invoices when claiming mileage (G.1, 1.1). You stated you use software to claim mileage. Need to go back and estimate the odometer readings as best as possible for payment purposes.
- These were additional items that I noted during my walk through at the incident on 7/25/xx. FDUL may have additional items.

SIGNATURE Smokey A. Bearinstein	TITLE Contracting Officer
---	---

ACKNOWLEDGEMENT -- PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE BY RETURNING 1 COPIES SIGNED IN THE SPACE BELOW:

Date _____
(mm/dd/yyyy)

Contractor

By _____

Title _____

Lesson 5C Quiz – Answer Key

1. Lunches provided by the contractor should be:
- A. Bagged in heavy duty paper sacks to protect the lunch.
 - B. Packed 10 lunches to a carton.
 - C. Able to be distinguished between vegetarian and regular sack lunches.
 - D. All of the above**

Contract Ref. _____

2. Sack lunches containing fresh sandwiches must be marked “consume by” (to be filled in at incident). The rule is generally _____ hours.
- A. 48
 - B. 36
 - C. 24**
 - D. 12

Contract Ref. _____

3. All bladder bags used shall have the size and use stenciled on them in a conspicuous place with letters no less than 4 inches in height.
- A. True**
 - B. False

Contract Ref. _____

4. The serving time for hot cans is normally within _____ hours of filling, unless otherwise approved by the COR or FDUL.
- A. 10
 - B. 4**
 - C. 24
 - D. 2

Contract Ref. _____

5. Which of the following labels meet the quality standard for meat and poultry?
- A. USDA Choice beef
 - B. USDA Choice pork
 - C. USDA Top Quality
 - D. USDA Grade A poultry
 - E. Canadian Prime Quality
 - F. A and D**
 - G. B and D
 - H. All of the above

Contract Ref. _____

6. If meals or services do not meet contract requirements, a reduction in price may be taken by the Food Unit Leader.
- A. True**
 - B. False

Contract Ref. _____

7. Who shall make the final determinations on any unresolved disputes or erroneous payments?
- A. Contracting Officer Representative
 - B. Finance Section Chief
 - C. Contracting Officer**
 - D. Incident Command
 - E. All of the above

Contract Ref. _____

UNIT OVERVIEW

Course	Food Unit Leader, S-357
Unit	5 – National Contract Administration
Lesson	D – Contract Administration
Time	4 Hours

Objectives

1. Describe the elements contained in the contract administration data section that is in the National Mobile Food Services Contract.
2. Identify special contract requirements.
3. Describe who is primarily responsible for administering the portion of the contract containing the Federal Acquisition Regulation (FAR) clauses for this contract.

Strategy

This lesson covers sections G – J in the National Mobile Food Services Contract. **Review the current contract and use the space provided in the Aids & Cues column to note the specific contract clause number. Due to possible contract changes, check the quiz for updates.**

The lesson is designed to be interactive and encourage student response to questions concerning this portion of the National Mobile Food Services Contract. Encourage students to look up references within the contract that pertain to the points of instruction.

The lesson covers contract administration data, special contract requirements, contract clauses, and documents used by the CO and FDUL.

Instructional Methods

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- Flip charts and markers for each group
- 1276A, Daily Meal Order/Invoice Form, NFES 2052
(3 copies for each student)
- 1276B, Daily Meal Order/Invoice, Continuation, NFES 2053
(3 copies for each student)
- National Mobile Food Services Contract (www.fs.fed.us/fire/contracting)
- FDUL Field Guide
- Tape flags for students to bookmark their contracts

Exercise

Instructors should review the following exercise in advance:

- Payment Problems (pages 5D.9 – 5D.13)

Evaluation Method

- Lesson 5D Quiz

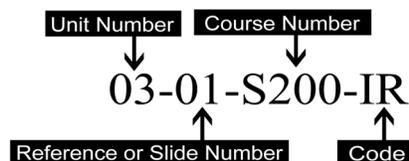
Outline

- I. Contract Administration Data
- II. Special Contract Requirements
- III. Contract Clauses
- IV. List of Documents, Exhibits, and Other Attachments

Aids and Cues Codes

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide	IR – Instructor Reference
SW – Student Workbook	SR – Student Reference
HO – Handout	PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 5 – National Contract Administration

LESSON: D – Contract Administration

OUTLINE	AIDS & CUES
TITLE SLIDE	5D-1-S357-PPT
PRESENT UNIT OBJECTIVES	5D-2-S357-PPT
I. CONTRACT ADMINISTRATION DATA, SECTION G	5D-3-S357-PPT NMFSC Ref.
A. Mileage Mileage rates are listed in Section B.	
B. Meals	
1. General	
THOROUGHLY REVIEW MINIMUM GUARANTEE FOR THREE OR FEWER MEALS.	
2. Minimum guarantee	
THOROUGHLY REVIEW THE CONTRACT WHEN FOUR OR MORE MEALS ARE SERVED.	
3. Payment beginning with fourth meal period will include all meals served, including the first three.	
4. Sack lunches	

OUTLINE	AIDS & CUES
<p>C. Supplemental Foods and Beverages</p> <p>REVIEW THE UNIT SUMMARY FOR SUPPLEMENTAL ITEMS THAT ARE AVAILABLE FROM THE CONTRACTOR.</p> <p>D. Relocation Fee</p> <p>E. Equipment - Usage</p> <ol style="list-style-type: none"> 1. Payment for half-day usage. 2. Coordinate with facilities on who is keeping equipment time shift tickets. <p>F. Miscellaneous Charges and Credits</p> <ul style="list-style-type: none"> • Sales/Use/Privilege Tax <p style="margin-left: 40px;">This is <u>not</u> state sales tax paid by the contractor for goods or services. This applies to taxes paid on income earned by the contractor under this contract.</p> <p>G. Payment Procedures</p>	<p>5D-4-S357-PPT NMFSC Ref.</p> <hr/>

OUTLINE	AIDS & CUES
<p>II. SPECIAL CONTRACT REQUIREMENTS, SECTION H</p> <ul style="list-style-type: none"> • Permits and responsibilities • Key personnel 	<p>5D-5-S357-PPT NMFSC Ref.</p> <hr/>
<p>III. CONTRACT CLAUSES, SECTION I</p> <p>The government shall not be liable for damages to contractor equipment or personnel provided under this contract except for damages caused by government personnel acting within the scope of their official duties.</p> <p>This portion of the contract is used primarily by the contracting officer or contracting officer representative.</p>	<p>5D-6-S357-PPT NMFSC Ref.</p> <hr/>
<p>IV. LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS, SECTION J</p> <p>REVIEW VARIOUS DOCUMENTS BRIEFLY, TO INCLUDE:</p> <p>A. Food Service Request form</p> <p>EXPLAIN THAT ORDERING UNIT (DISPATCH) WILL FILL THIS OUT, NOT THE FDUL.</p> <p>B. Interagency Mobile Food Services Performance Evaluation (Form 1276-E)</p> <p>C. Wage Determinations</p>	<p>5D-7-S357-PPT NMFSC Ref.</p> <hr/>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> D. Designations <ul style="list-style-type: none"> 1. Designation of Contracting Officer's Representative 2. Designation of Contracting Officer's Technical Representative 3. Designation of Inspector E. Contractor Weekly Menus F. Potable Water Standards G. Daily Meal Order/Invoice-Mobile Food Services (Form 1276-A) H. Daily Meal Order/Invoice-Mobile Food Services, Continuation Sheet (Form 1276-B) I. Fresh Food Boxes 	

Payment Problems Exercise

1. You are doing the paperwork for the third day of the Homer Hanky Fire; breakfast has already been served, sack lunches handed out, and supper is being prepared for the second day. Yum-Yum Catering is the contractor. Meals ordered for the first day of the fire were: breakfast - 500; lunches - 500; and dinner - 700. The actual number of meals served is as follows: breakfast - 430; handed out approximately 460 sack lunches to the responders; and dinner - served 500. Mileage to the incident was 185 miles and they showed up with an additional refrigerated storage unit (unit number R-1), which you decided to use. Fifteen gallons of coffee were delivered to the ICP and 10 gallons to the helibase. Fill out the 1276 A/B.
2. The Homer Hanky Fire continued to grow to over 40,000 acres. An additional caterer was ordered as the fire personnel to be fed were now 3,000 and expected to increase. Firefighter Food Catering was dispatched to the incident you were assigned to. Six hundred meals were ordered for dinner to be served at 1600 hours, 600 sack lunches, and 800 meals were ordered for breakfast from this caterer. En route to the fire, the order was canceled. They had traveled 97 miles by the time they reached notification of being canceled. What would Firefighter Food Catering be paid?
3. Yum-Yum Catering needed to be demobilized due to personnel shortages in their staff. A new kitchen unit was dispatched to the Homer Hanky Fire and has arrived. Mileage was 156. Meals ordered on food service request were: 600 dinner meals, 600 breakfast, and 600 sack lunches. It started raining shortly after they arrived at the incident; 510 were served for dinner, 420 were served for breakfast (600 lunches were received by the government) 480 lunches were handed out. Demobilization for kitchen is scheduled for 1000 the same day. Fill out the appropriate paperwork.

Questions #1 and #3

200x NATIONAL MOBILE FOOD SERVICES UNIT SUMMARY (Revised per Modification NIFC-10)

Contractor's Contact Information	Contract Number	Designated Dispatch Points (DDPs) Mandatory Availability Dates	Kitchen Unit	Max. Dispatch Acceptance Meals/Period	Meal Type	Rate per Meal
<p>Yum-Yum Catering 1234 North Hwy Somewhere, AZ 85000</p> <p>Noel Reyes (000) 555-6789 (000) 555-0012 (000) 555-0123 Fax</p> <p>Handwashing Unit: \$804.10/day 10 Sinks</p> <p>Mileage Rate: \$21.48/mile Relocation Fee: \$1,000.00 Optional Refrigeration Storage Space Rate: \$2.14/sq.ft. Additional Tents and Seating Rate/60 persons: \$418.14/day</p>	<p>AZ-1234-A-01-5678</p> <p>Key Personnel: Noel Reyes Johnny Jones Fred Mertz Mica Goldstein</p> <p><u>Alternates</u></p>	<p><u>Somewhere, AZ – Unit 1</u> 05/01-06/30 1234 North Hwy Somewhere, AZ 85000</p> <p><u>Elsewhere, NV – Unit 1</u> 07/01 – 11/15 5678 Sagebrush Road Elsewhere, NV 89000</p>	1	3000	<p>Breakfast Cold Can Breakfast Sack Lunch Dinner</p>	<p>\$10.00 \$11.04 \$13.91 \$19.55</p>
Kitchen Unit	Equipment Type and Unit ID No.	Vehicle Identification No. (VIN)	Other Equipment Types and Unit ID No.	Vehicle Identification No. (VIN)		
1	<p>Kitchen Trailer – K-1 Tractor – T-1 Refrigeration Unit – R-1 Handwashing Unit – part of SB-1</p>	<p>ABCDEF12345HIJKL MNOPQRS67890TUVWX YZABCDE12345FGHIJ KLMNOPQ9876RSTUV</p>	<p>Service Trailer – S-1 Salad Bar – SB-1 24-Hour Service Bar – B-1 Sack Lunch Preparation – SL-1 Refrigeration/Freezer – R-1 Dry Goods Trailer – D-1 Freightliner Van – FV-1 Pump Truck – P-1 Maintenance Trailer – M-1 Cargo Trailer – C-1 Bobtail – BT-1 Tractor – T2-1 Pickup – PU1-1</p>	<p>SEVIC678910TRAIL SALAD00001ABCDEF 24HOUR12345GHIJKL SACLUN98765MNOPQR REFER345678STUVWX DRY246810GOODSXYZ FREIGH55555ABCDEF PUMP123456TRUC987 MAINTE111222TRAIL CARGOT9876543EFGI TENDER333444BOBTL TRACTO676789HIJKL PICKUP999333BR549</p>		

Questions #1 and #3

SCHEDULE B – CONTINUED (Revised per Modification NIFC-10)
SUPPLEMENTAL FOODS AND BEVERAGES, ADDITIONAL REFRIGERATION
STORAGE SPACE AND ADDITIONAL TENTS/SEATING
(OPTIONAL, See Sections C 2.4.1, C2.5.1, C2.6.1)

Contractor: Yum-Yum Catering

Supplemental Food Item	Unit	Unit Price
Beverages		
Fruit Juices (48/case) (5-6 oz. each)	case	\$27.16
Milk (48/case) (8 oz. each)	case	\$24.66
Bottled Sports Type Drink, i.e. Gaterade, Powerade	ounce	-
Brewed Coffee (outside of dining area)	Gallon	\$8.89
Hot Chocolate (outside of dining area)	Gallon	\$9.31
Tea, Iced or Hot (outside of dining area)	Gallon	\$8.15
Bottled Water (commercially available)	Ounce	\$.07
Prepackaged Snack Items (commercially available)		
Trail Mix	Ounce	\$.69
Granola Bars	Ounce	\$.52
Salted Peanuts	Ounce	\$.84
Salted Mixed Nuts	Ounce	\$.84
Yogurt	Ounce	\$.15
Fruit		
Fresh Apples (minimum size 100 count)	Case	\$36.81
Fresh Oranges (minimum size 88 count)	Case	\$26.29
Fresh Whole Bananas	Pound	\$.92
Dried Apricots (prepackaged, commercially available)	Ounce	-
Dried Prunes (prepackaged, commercially available)	Ounce	-
Dried Banana Chips (prepackaged, commercially available)	Ounce	\$1.05
Other Items		
Soup for 25 persons	Gallon	\$17.88
Stew for 25 persons	Gallon	\$20.99
Dinner Rolls (wheat and/or white)	Each	\$.27
Ice	Pound	\$.37
Ground Coffee	Pound	\$7.31
Additional Refrigeration Storage Space Rate/Sq. Ft.	Additional Tents & Seating Rate/60 Persons/Day	
\$2.14	\$418.14	

Note: Other items not specifically listed and priced above may not be negotiated on site by the Food Unit Leader. (See Sections G.6, G.3, and J.5C)

Question #2

200x NATIONAL MOBILE FOOD SERVICES UNIT SUMMARY (Revised per Modification NIFC-10)

Contractor's Contact Information	Contract Number	Designated Dispatch Points (DDPs) Mandatory Availability Dates	Kitchen Unit	Max. Dispatch Acceptance Meals/Period	Meal Type	Rate per Meal
<p>Firefighter Food Catering 221 West Hwy Phoenix, AZ 85000</p> <p>Fred Flintstone (000) 555-3333 (000) 555-4444 (000) 555-6161 Fax</p> <p>Handwashing Unit: \$804.10/day 10 Sinks</p> <p>Mileage Rate: \$21.48/mile Relocation Fee: \$1,000.00 Optional Refrigeration Storage Space Rate: \$2.14/sq.ft. Additional Tents and Seating Rate/60 persons: \$418.14/day</p>	<p>AZ-0221-A-01-0000</p> <p>Key Personnel: Fred Flintstone Betty Crocker Adam West Cordell Walker</p> <p>Alternates</p>	<p>Tucson, AZ – Unit 1 05/01-06/30 5678 East Hwy Tucson, AZ 85000</p> <p>Lost Wages, NV – Unit 1 07/01 – 11/15 6301 Guzzler Road Lost Wages, NV 89000</p>	1	3000	<p>Breakfast Cold Can Breakfast Sack Lunch Dinner</p>	<p>\$10.00 \$11.04 \$13.91 \$19.55</p>
Kitchen Unit	Equipment Type and Unit ID No.	Vehicle Identification No. (VIN)	Other Equipment Types and Unit ID No.	Vehicle Identification No. (VIN)		
1	<p>Kitchen Trailer – K-1 Tractor – T01-1 Refrigeration Unit – F-1 Handwashing Unit – part of SB-1</p>	<p>ABCDEF12345HIJKL MNOPQRS67890TUVVWX YZABCDE12345FGHIJ KLMNOPQ09876RSTUV</p>	<p>Service Trailer – S-1 Salad Bar – SB-1 24-Hour Service Bar – B-1 Sack Lunch Preparation – L-1 Refrigeration/Freezer – R-1 Dry Goods Trailer – D-1 Freightliner Van – BB-1 Pump Truck – P-1 Maintenance Trailer – M-1 Cargo Trailer – C-1 GMC Bobtail – LB-1 Tractor – T02-1 Pickup – PU1-1</p>	<p>SEVIC123456TRAIL SALAD000003ABCDEF 24HOUR78910GHIJKL SACLUN98733MNOPQR REFER377778STUVWX DRY246222GOODSXYZ FREIGH55678ABCDEF PUMP123444TRUC987 MAINTE110303TRAIL CARGOT3216543EFGI TENDER333454BOBTL TRACTO676999HIJKL PICKUP944433BR549</p>		

Question #2

SCHEDULE B – CONTINUED (Revised per Modification NIFC-10)
SUPPLEMENTAL FOODS AND BEVERAGES, ADDITIONAL REFRIGERATION
STORAGE SPACE AND ADDITIONAL TENTS/SEATING

(OPTIONAL, See Sections C 2.4.1, C2.5.1, C2.6.1)

Contractor: Yum-Yum Catering

Supplemental Food Item	Unit	Unit Price
Beverages		
Fruit Juices (48/case) (5-6 oz. each)	case	\$27.16
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Fresh Whole Bananas	Pound	\$.92
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Dried Prunes (prepackaged, commercially available)	Ounce	-
Dried Banana Chips (prepackaged, commercially available)	Ounce	\$1.05
Other Items		
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Ice	Pound	\$.37
Ground Coffee	Pound	\$7.31
Additional Refrigeration Storage Space Rate/Sq. Ft.	Additional Tents & Seating Rate/60 Persons/Day	
\$2.14	\$418.14	

Note: Other items not specifically listed and priced above may not be negotiated on site by the Food Unit Leader. (See Sections G.6, G.3, and J.5C)

Lesson 5D Quiz – Answer Key

1. The government shall use Rand McNally Road Atlas, Microsoft Expedia Streets and Trips, or government odometer readings to verify reasonableness of any mileage billed.

- A. **True**
- B. False

Contract Ref. _____

2. Mileage is computed by use of:

- A. Rand McNally Road Atlas
- B. **Verified written contractor odometer readings**
- C. A and B
- D. None of the above

Contract Ref. _____

3. Is it necessary for the government to inventory and itemize all supplemental food and beverage items if they are ordered from the contractor?

- A. **Yes**
- B. No

Contract Ref. _____

4. Does the minimum guarantee for the first three meals apply if the contractor's late arrival causes meals to be missed or a reduction in the number of meals served?
- A. Yes
 - B. No**

Contract Ref. _____

5. Payment for the contractor's handwashing stations/units will be at the daily rate except at the beginning and ending of the use period when _____ will be paid for 8 hours or less of service.
- A. 25%
 - B. 50%**
 - C. 75%
 - D. None

Contract Ref. _____

6. Does the Food Unit Leader have the authority to negotiate prices for supplemental food and beverage items not shown in the schedule of items?
- A. Yes
 - B. No**

Contract Ref. _____

7. Does the Food Unit Leader have the authority to negotiate costs of lost or damaged (by government) contractor's equipment or supplies?

A. Yes

B. No, only the CO has this authority

Contract Ref. _____

8. The contractor and Food Unit Leader must sign and print their names on the 1276-A invoice prior to submitting to the Albuquerque Service Center for payment.

A. True

B. False

Contract Ref. _____

9. The Food Unit Leader is responsible for giving or sending the original invoices to:

A. The National Interagency Coordination Center

B. The contractor

C. The Contracting Officer

D. The Finance Section Chief

Contract Ref. _____

10. The Food Unit Leader is responsible for giving or sending the blue fiscal copy of the invoice to:

A. The Albuquerque Service Center

B. The contractor

C. The Contracting Officer

D. The Cost Unit Leader

Contract Ref. _____

11. Prior to leaving an incident, the Food Unit Leader is responsible for completing a Contractor Performance Evaluation form and sending it to the:
- A. The Albuquerque Service Center
 - B. The contractor's home office
 - C. The Director of Fire, Aviation and Air
 - D. The Contracting Officer**

Contract Ref. _____

12. If the order for a contractor is cancelled en route before any meals are served, the contractor is guaranteed:
- A. Number of meals ordered for the first three meals plus mileage.
 - B. Number of meals ordered for the first meal plus mileage.**
 - C. No guarantee.

Contract Ref. _____

13. If the order for a contractor is cancelled after serving has begun and three or less meals have been served, the contractor is guaranteed:
- A. The number of meals ordered for the first three meals plus mileage.**
 - B. The actual number of meals served plus mileage.
 - C. No guarantee.

Contract Ref. _____

14. Once four or more meals have been served, the contractor will be paid for the first three meals plus the following:
- A. As a minimum, number of meals actually served or 85% of meal order, whichever is greater.
 - B. The number of complete sack lunches the government actually takes possession of or the number prepared prior to cancellation or reduction of an order (whichever is greater).**
 - C. The number of sack lunches with frozen sandwiches government ordered less those that could remain frozen and the property of the contractor.
 - D. Actual number served for the first three meals.
 - E. No guarantee.
 - F. A, B, and C

Contract Ref. _____

15. If a contractor voluntarily brings an additional refrigerated vehicle and the government then decides to use it, what is the contractor entitled to?
- A. Usage/square foot**
 - B. Usage plus mileage
 - C. Minimum 3 days usage

Contract Ref. _____

16. What option is available for payment of contractor's supplies or services not priced in the unit summary?
- A. Buying Team/Payment Team
 - B. Purchase card
 - C. Emergency Equipment Rental Agreement (EERA)
 - D. Cash
 - E. Trading goods for services
 - F. A, B and C**
 - G. All the above

Contract Ref. _____

17. Food Unit Leader can approve, change orders and modification to accommodate the incident needs.

- A. True
- B. False**

Contract Ref. _____

18. Potable water standards are found in sections:

- A. J**
- B. H
- C. G
- D. B

Contract Ref. _____

19. When shall the contractor take a water sample for one microbiological test for a total quantity of coliform bacteria?

- A. At the earliest time that processing can be done unless timing would interfere with the laboratory processing time.**
- B. Twenty-four hours into the first operational period.
- C. En route to the incident.
- D. On a half-empty tank.

Contract Ref. _____

UNIT OVERVIEW

Course Food Unit Leader, S-357

Unit 6 – Alternate Feeding Methods

Time 1 Hour

Objective

- Develop plans to ensure continuing food service when National Mobile Food Services Unit is not used.

Strategy

This unit covers alternate feeding methods if the National Mobile Food Services Unit is not used, or due to adverse conditions, not able to provide food services. Topics covered are contingency plan, alternative feeding methods, and procurement procedures.

Instructional Method

- Informal lecture
- Interactive group discussion

Instructional Aids

- Personal computer with LCD projector and presentation software
- Flip charts and markers for each group
- Meal Ready to Eat (optional)

Exercise

- Alternate Feeding Methods (page 6.4)

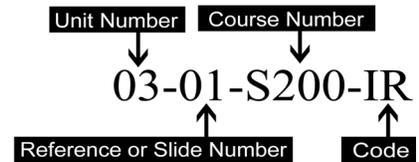
Outline

- I. Introduction
- II. Alternate Methods of Providing Food for the Incident
- III. Procurement Procedures

Aids and Cues Codes

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide	IR – Instructor Reference
SW – Student Workbook	SR – Student Reference
HO – Handout	PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 6 – Alternate Feeding Methods

OUTLINE	AIDS & CUES
TITLE SLIDE	6-1-S357-PPT
PRESENT UNIT OBJECTIVE	6-2-S357-PPT
I. INTRODUCTION	
<p>Not all incidents will require or have the ability to use a National Mobile Food Services Unit. In these situations alternatives must be provided. This unit examines alternate methods of providing food for an incident.</p>	
II. ALTERNATE METHODS OF PROVIDING FOOD FOR THE INCIDENT	
<p>A. Analyze present situation to ensure nutritional needs are being met.</p>	6-3-S357-PPT
<p>B. Discuss options with the logistics section chief, buying team, or host purchasing agent.</p>	6-4-S357-PPT
<p>1. Local mobile kitchens</p>	
<p>2. Restaurants</p>	
<p>3. Other government facilities (Job Corps, schools, state and local agencies)</p>	
<p>4. Other purveyors (service clubs and organizations, Red Cross, Salvation Army)</p>	
<p>5. Meals Ready to Eat (MRE)</p>	

OUTLINE	AIDS & CUES
<p>6. Local guideline/agreements</p> <ul style="list-style-type: none"> a. Service and supply plan b. Blanket Purchase Agreements (BPA) c. Pre-season agreements (meal tickets) d. Interagency Incident Business Management Handbook (IIBMH) 	<p>6-5-S357-PPT</p>
<p>ASK STUDENTS: What would you consider ordering to facilitate feeding at the incident without a mobile food services contractor?</p>	<p>6-6-S357-PPT</p>
<p>ADMINISTER EXERCISE: Alternate Feeding Methods</p> <p><u>Purpose:</u> To explore alternative feeding methods when a National Mobile Food Services Contract is not available.</p> <p><u>Time:</u> 10 minutes</p> <p><u>Format:</u> Students will work in groups.</p> <p><u>Exercise Instructions:</u></p> <ol style="list-style-type: none"> 1. Have each group create a list of alternative methods of providing food for an incident. 2. Have groups present their lists to the class. 3. Answer any questions. <p><u>Exercise ends.</u></p>	<p>6-7-S357-PPT</p>

UNIT OVERVIEW

Course Food Unit Leader, S-357

Unit 7 – Demobilization

Time 1 Hour

Objective

- Describe the process for the demobilization of the food unit.

Strategy

This unit describes the demobilization process for the food unit and food unit personnel. Topics include notification to the National Mobile Food Services Unit (if applicable), and demobilization of food unit personnel.

Administer the final exam at the conclusion of this unit. The exam is in Appendix D on the CD-ROM and will need to be reproduced, one for each student. It is important to allow students time to review the course materials prior to taking the exam.

If time permits, facilitate a structured review of the materials by selecting several of the most critical points from each unit. Present a brief review of these points. Ask questions to ensure students remember the most important information.

Students can use the Student Workbook, FDUL Field Guide, and the National Mobile Food Services Contract during the exam. Allow two hours for completion.

Instructional Methods

- Informal lecture
- Interactive group discussion.

Instructional Aids

- Personal computer with LCD projector and presentation software

Outline

I. Demobilization

Aids and Cues Codes

The codes in the Aids and Cues column are defined as follows:

IG – Instructor Guide

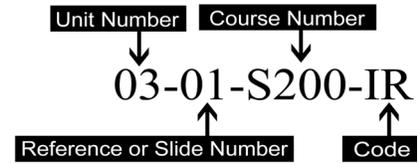
SW – Student Workbook

HO – Handout

IR – Instructor Reference

SR – Student Reference

PPT – PowerPoint



UNIT PRESENTATION

COURSE: Food Unit Leader, S-357

UNIT: 7 – Demobilization

OUTLINE	AIDS & CUES
TITLE SLIDE	7-1-S357-PPT
PRESENT UNIT OBJECTIVE	7-2-S357-PPT
I. DEMOBILIZATION EMPHASIZE THAT CLOSE COORDINATION BETWEEN FACILITIES AND FOOD IS NECESSARY AT THIS POINT TO FACILITATE DEMOBILIZATION.	
A. National Mobile Food Services and Other Equipment 1. Coordinate release time with the logistics section chief. Submit ICS 213, General Message to demobilization unit to release the kitchen. 2. Notify the National Mobile Food Services contractor. Once the incident has begun to demobilize, the contractor is not obligated to stay beyond three days after the FDUL has determined that the number of meals to be served is <u>below 100 people at the incident.</u>	7-3-S357-PPT

OUTLINE	AIDS & CUES
<p>3. Ensure documentation is complete and submitted.</p> <p>a. Evaluations to the mobile food services contractor must be completed.</p> <p>Keep logistics section chief in the loop.</p> <p>b. Invoicing must be completed.</p> <p>Prior to leaving each incident, the mobile food services contractor shall certify on the last invoice that all miscellaneous charges and credits (1276A/B) have been accounted for and documented on the contractor's invoices.</p> <p>c. Food unit documentation package submitted.</p>	
<p>4. Ensure gray water is pumped.</p>	<p>7-4-S357-PPT</p>
<p>5. Ensure all hazardous waste is properly disposed of (kitchen grease, petroleum pads).</p>	
<p>6. Ensure kitchen area is clean.</p> <p>a. FDUL walk-through with kitchen manager.</p> <p>b. Walk-through with facilities unit leader.</p>	

OUTLINE	AIDS & CUES
<p>B. Release Food Unit Personnel</p> <ol style="list-style-type: none"> 1. Coordinate release time with the logistics section. 2. Complete personnel performance evaluations, if applicable. 	7-5-S357-PPT
<p>C. Transition to another FDUL</p> <ol style="list-style-type: none"> 1. Transition briefing 2. Examples of documentation: <ul style="list-style-type: none"> • Individual Performance Evaluations (ICS 226) • Interagency Mobile Food Services Performance Evaluation (1276-E/H) • ICS 214, Unit Log • Narrative 	7-6-S357-PPT
<p>REVIEW UNIT OBJECTIVE.</p>	7-7-S357-PPT
<p>PREPARE FOR THE FINAL EXAM.</p>	7-8-S357-PPT

