

V. ADMINISTRATION

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Figure 5-1 Typical MST Personnel Locations

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A. FACILITIES AND SPACE REQUIREMENTS

The actual physical workspace layout for the MST varies depending on the space available and/or the size of the MST organization at the BoO and/or field location. The MST organization may be physically separated because some team members are assigned to the field, while others need office space with all the normal office equipment to do their jobs. A few team members will divide their time between the BoO and field locations. Office facilities should have potential for expansion to accommodate a larger organization for escalating disasters.

Although not all deployments will have the same mix of work locations, the following is a guide for where each member will spend his or her time.

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A. FACILITIES AND SPACE REQUIREMENTS

Position	Field	Office	Both
Command Staff			
MST Leader			X
MST Deputy			X
Safety Officer			X
Medical Officer			X
Liaison Officer			X
General Staff			
Operations Section			
Operations Section Chief		X	X
Branch Director	X		
Division Supervisor	X		
Planning Section			
Planning Section Chief		X	
Situation Unit Leader			X
Resource Unit Leader		X	
Demobilization Unit Leader			X
Technical Specialist(s)			X
Logistics Section			
Logistics Section Chief			X
Communication Unit Leader			X
Transportation Unit Leader			X
Medical Supply Unit Leader		X	
Facilities Unit Leader(s)			X
Housing Unit Leader			X
POA/MOB Center Specialist	X		
Administrative/Finance Section			
Administrative/Finance Section Chief		X	
Time Unit Leader		X	
Compensation/Claims Unit Leader		X	
Procurement/Contract Unit Leader		X	
Administrative Specialist		X	

Figure 5-1 Typical MST Personnel Locations

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A. FACILITIES AND SPACE REQUIREMENTS

The following considerations need to be made when assigning space, layout, and location for MST personnel at office locations:

The MST Leader/Deputy and Command Staff should each have office space and access to a room for planning meetings for up to 30 personnel. This office space should be in close proximity to the CFO, and the liaison of the lead agency, to facilitate coordination.

The Operations Section will primarily be in the field. The Operations Section Chief will spend time in the office and should have a separate work space but should be in close proximity to the Planning Section since the two Section Chiefs work together on planning and operational needs and accomplishments.

The Planning Section needs a space for up to 12, and a separate area for the Planning Section Chief. Wall space suitable for the display of maps, situation and resource displays must be available. The Planning Section space needs to be blocked to control access to work areas. Its location should be away from high traffic areas to reduce distraction to the section personnel and other users of the facility.

The Logistics Section needs space located away from other users of the building, if possible. The Logistics Section will have people coming in and out of their area along with supplies and other materials. Ideally the Logistics Section should be provided with warehousing space for MST shipping and receiving activities, and parking for vehicles used for the transportation of personnel and supplies. Access to the warehousing area should be controlled to reduce unauthorized traffic. It may prove feasible to house Logistics in a separate facility, yet available to the rest of the MST in the BoO.

The Administrative/Finance Section needs space for up to 8 and a separate area for the Administrative/Finance Section Chief. The Administrative/Finance Section space needs to be blocked to control access to work areas. Its location should be away from high traffic areas to reduce distraction to the section personnel and other users of the facility.

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B. ADDITIONAL FACILITY REQUIREMENTS

The following list outlines minimum space, equipment, and related requirements for the MST to function effectively at the facility. Each team member assigned either full or part time should have a minimum of 50 square feet of office space.

The MST will need the following:

- 2 fax lines; and
- 100 square feet of wall space for the display of maps, charts, and status records.

Each MST Section will need the following:

- At least 5 folding tables 3' by 7';
- 1½ folding chairs per person to allow for visitors and meetings;
- 4 power outlets of 120 volts.;
- 3 voice lines with desk sets featuring speaker phones; and
- 2 data lines.

C. MST EQUIPMENT CACHE

A complete list of the MST cache can be found in Appendix C - Cache Inventory.

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D. PERSONAL EQUIPMENT LIST

The following is a standard minimum inventory of clothing and personal items necessary for MST members to maintain appearance, hygiene, and comfort for the duration of their assignment. This list may be modified by HHS to fit the response. Response personnel should adjust this minimum inventory based on the specific requirements of the assignment. HHS provides MST members with khaki pants and appropriate shirt for duty hours and work clothing for assignments in the field.

1. Department of Health and Human Services (HHS) Provided Items

Trousers, tee shirts and cap with HHS logo;
HHS picture Identification;
Kits, forms and supplies for assigned position;
Personal safety clothing and equipment based on assignment;
Weather extreme clothing based on assignment; and
Personal safety clothing and equipment based on assignment.

2. Personal Gear and Equipment

Socks and underwear (8 each);
Light jacket (1);
Heavy jacket (1);
Valid US Passport;
Driver's license;
Towel and washcloth;
Personal grooming and hygiene kit;
Eyeglasses and a spare set;
Sunglasses;
Watch;
Footwear suitable for the assignment; and
Personal funds and credit cards.

Each team member should carry a 21-day supply of required personal prescription medications, sunscreen, insect repellent and over the counter medications. These are the responsibility of the employee.