XXX UNIT/AREA
INCIDENT SERVICE & SUPPLY PLAN

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SECTION 1: Agency Contact Information

NAME	TITLE	WORK PHONE	AFTER HOURS	LOCATION

SECTION 2: Procurement Restrictions, Prohibitions, and Mandates

**Insert in this section:

- Identified procurement restrictions and prohibitions. (i.e., lease/purchase)
- Identified procurement mandated direction (i.e., buy local, etc.).
- Identified items that need to be solicited, etc.
- EERA's, will they do the hiring or the unit?

SECTION 3: Policy

Insert in this section copies and/or web links of the following (we don't want to duplicate what is in the IIBMH):

- EFF Hiring
- Geographic Area Equipment Rates - NRCG Chapter 20
- Chapter 50 Rates
- Fire Meal Policy
- Buying Team protocols – (i.e., local buying team)
- Rental car procedures

SECTION 4: General Information & Contacts

Insert in this section copies of the following:

- Unit/Land Office telephone directory (or reference it as an attachment)
- Unit map
- City maps

SECTION 5: Vendor Listing – EERA

Insert in this section:

- Summary listing of EERA's by equipment type.
- Copies of EERAs
    - Geographic area EERAs for sack lunches, rental cars, porta potties/hand wash stations, etc. (links to web pages)
- Service Contract Act wage rates for the area.

SECTION 6: Vendor Listing – IRA

Insert in this section:

- Summary list of IRAs
- Copies of IRAs

SECTION 7: Vendor Listing – Open Market Sources

Insert in this section:

- Spreadsheet or table that will be posted for:
    - Each local vendor open-market sources for heavy demand items such as: auto parts, boots, bottled water, chainsaw repair and supplies, copy machines, electricians, fencing supplies, groceries, hardware, ice, lumber, newspapers, office supplies, photo printing, propane, sand and gravel, telephone companies, utilities, etc.
    - Each local sources for meals and lodging.

- Provide a supply of restaurant authorization forms.
- Provide a supply of travel claim forms

SECTION 8: Vendor Listing – Emergency Service Providers

Insert in this section:

- Listing of all local medical facilities, clinics, pharmacies.
- Document payment process.
- Unit/Land office contact for accident/injuries.
- APMC procedures

SECTION 9: Agreements – Land, Facility, Other

Insert in this section:

- Listing of all pre-season land and facility use agreements.
- Copies of land and facility use agreements.
- List of local and interagency agreements (ie., law enforcement, etc.)

SECTION 10: Forms

Insert in this section:

- Restaurant Authorization Form
- Rental Car Tracking
- Buying Team Log