



## US&R GENERAL MEMORANDUM – 2011-061

December 15, 2011

**FOR:** National Urban Search & Rescue Response System  
Task Force Representatives

**FROM:** Dean Scott, Chief  
Operations Section  
Urban Search and Rescue Branch

**SUBJECT:** US&R General Memorandum 2011-061 – US&R Logistics Specialist Training Course

Indiana Task Force One (IN-TF1) is sponsoring the FEMA National US&R Response System Logistic Specialists Course in Indianapolis, IN. Sincere appreciation is extended to IN-TF1 for coordinating this training event.

The Logistics Specialist Course will take place on March 12-16, 2012. The maximum number of students for this course is sixty (60); up to four (4) students per Task Force may attend. Registration is on a first come first serve basis.

Please see the attached logistical information letter and registration form. For additional information, contact Tom Neal (IN-TF1) at: [Thomas.Neal@indy.gov](mailto:Thomas.Neal@indy.gov).

Task Force Representatives are asked to coordinate this information as appropriate with their Task Force Training Manager.

**Distribution:**

- US&R Task Force Representatives
- US&R Strategic Group
- US&R Operations Group
- US&R Branch Staff
- FEMA Regional ESF #9 Representatives

**Attachments:**

- 2012 Logistics Specialist Course Logistics Letter



**FEMA**

**FEMA US&R Logistics Specialist Training  
March 12-16, 2012**

Indiana Task Force One (IN-TF1) is pleased to sponsor the FEMA US&R Logistics Specialist Training Course. IN-TF1 personnel will work closely with you to ensure your training experience and stay in Indianapolis is a positive one. **A maximum of 60 students is the limit for this course. Task Forces will be allowed to send up to four (4) students for the course.**

The following information will assist in your preparations for attendance at this course.

**Logistical**

- Travel dates for this training are March 11<sup>th</sup> and March 17<sup>th</sup>, 2012. Classroom sessions will be conducted at the Omni Hotel located 40 West Jackson Place, Indianapolis, IN 46225. Training will begin promptly at 8:00 am on March 12<sup>th</sup> and will conclude at 5:00 pm on Friday, March 16<sup>th</sup>. Do not plan to leave the training facility before 5:00 pm on Friday, March 16<sup>th</sup>.
- **Students shall be transported by IN-TF1 via bus to the Newsom Center located at 980 Western Drive, Indianapolis, IN 46241 for all hands-on skill sessions.**
- You are responsible for arranging for your own air and/or ground transportation to Indianapolis.
- Ground transportation from the Indianapolis International Airport is available by Taxi or by Carey Limousine.
- Taxi cost from the airport is approximately \$20.00 one way
- Carey Limousine (317) 241-6700 is \$18.73 per person with tip (Share Ride)
- **Hotel Accommodations:** The Omni Hotel, located at 40 West Jackson Place, Indianapolis, Indiana 46225 has been secured for this event. **Please make your reservations by calling Omni Hotel Reservations at 1-800-THE OMNI (800-843-6664) by February 19<sup>th</sup>, 2012. The block of rooms is listed under “FEMA Logistics Specialist Course.” Guest room availability and the lodging rate of \$125.00 (Single and/or Double Rate) + 17% tax is not guaranteed after February 19th.**
- All guest rooms require a payment guarantee upon making your reservation. Hotel check-in begins at 3:00 pm, although rooms may be available earlier based on hotel occupancy the night before your arrival. Checkout is at 12:00 pm on the day of departure; late checkouts are not guaranteed.

- Guaranteed reservations may be cancelled up to (24) hours prior to arrival in advance without penalty. Guaranteed reservations are held without occupancy for one night only.
- **The Omni Hotel Charges \$16.00 per vehicle and the current overnight valet rate is \$27.00 for Valet Parking.**
- There is internet access in your guest room and throughout the hotel at no cost if you have your own laptop. You may use the internet on the Television but you will be charged for the service.
- For additional information regarding the hotel please visit website below: [Omni Hotel, Indianapolis.](#)
- **Lunch will be provided on all class days located at the Newsom Center for \$10.00 each day. Due on first day.** This will reduce the time during lunch for more hands on skill stations.
- **Students are encouraged to bring a wireless internet card for access to the internet during their stay.** As a member of the Omni [Select Guest® loyalty program](#), you will receive free high-speed internet access in all public areas and in your guest room. If you are not a select guest member, [sign up now](#) – it's free too. Of course, if you are not a Select Guest member, students can still stay connected while in your guest room with the internet charge access of \$9.95 per day plus tax.
- Your Task Force is responsible for your reimbursement, which includes meals, ground and air transportation, parking, lodging and so forth. Please confirm with your task force those specifics before departing for this course.

### Course Materials

You will be receiving your student manual on the first day of training. However, each student must bring the following items to training:

1. Task Force BDU Uniforms/T-shirts for all class days.
2. Valid Driver's License and current TF or Fire Department ID
3. PPE-Helmet, Safety Glasses, Gloves, Safety Boots, Rain Gear
4. Task Force Transportation Asset List-Filled Out US&R Form 18-4
5. Transportation Load Plans for Air & Ground Configuration (**Optional**)
6. List of Hazardous Materials (Proper Shipping Names and Quantities) carried by Task Force-List only, No air Shippers Declarations or Bills of Lading needed. (**Optional**)
7. Task Force Base of Operations Plan for Type I and Type III Deployments
8. Task Force Mobilization Plan
9. Laptop computer w/portable printer and power strip (1 each per TF)
10. Mapping Software on Laptop (Garmin, Delorme etc) – 1 per TF (**Optional**)
11. Task Force Equipment Cache Inventory Database on Laptop – No hard copies
12. Small Digital Camera (**Optional**)
13. FEMA Field Operations Guide-September 2003 Edition

# Student Registration

Name: \_\_\_\_\_

Task Force: \_\_\_\_\_

## **Personal Information:**

Registrant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name as it would appear on badge: \_\_\_\_\_

Please fax or email student registration form to Tom Neal. Fax number is 317-327-0151 or email form to: [thomas.neal@indy.gov](mailto:thomas.neal@indy.gov) Remember student registration closes on February 19, 2012.