



VOLUNTEER TRAINING NOTE 9

Functional Areas

This note further develops some of the material in Note 2. "The Number 5". It describes the relationship of the 5 Functional areas of SAVEM under the AIIMS protocols.

The **Functional areas** are:

- **Control** (the **white** tabard)
- **Planning** (the **yellow** tabard)
- **Logistics** (the **blue** tabard)
- **Operations** (the **red** tabard)
- **Public Information** (the **brown** tabard)

Control

The person nominated by SAVEM within its Control Centre to head the response. All control and communications decisions are sanctioned here. The Heads of all other Functional areas inform and liaise with the Controller - forming the Incident Management Team (IMT).

Planning

This team analyses information and trends, and suggests actions beyond the present, suggests resources needed to the IMT and head of Logistics. Planning writes the Incident Action Plan (IAP) which has been agreed upon by the IMT.

Logistics

"obtain, maintain, sustain"

Sources, acquires and manages the resources needed now and in coming actions, for as long as SAVEM is activated. This includes the paperwork for ordering, receiving, transporting, issuing and return of everything used in the response.

Operates the **Registry** where all paperwork generated is held in original (copies go to all other relevant parties) to enable review of the activation.

Operations

The teams in the Control Centre and in the Field, who physically work at "ground zero" during a SAVEM Activation for response and recovery. First Response Teams, backup and retrieval teams and staffing and operation of Field Hospitals are all the duties of the Operations Functional Area. Tasks include survey, rescue, triage, treatment and planning of aftercare, and as well the provision of information back to Planning and Logistics on conditions found and resources needed. (See **SitRep** in later Training Note).

Communications informs all departments but is closely tied to Operations.

Public information

Tells the public what SAVEM is doing, also receives information from the public on found conditions to add to the knowledge held by Planning and the IMT.

All information issued by the PI Functional Area is first approved by the Incident Controller.

All other SAVEM participants refer all media requests to Public Information.

