

LOGISTICS SECTION CHIEF

Position Assigned To: _____

You Report To: _____ (Emergency Incident Commander)

Logistics Command Center: _____

Telephone: _____

Mission: Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter and supplies to support the medical objectives.

- Immediate
- _____ Receive appointment from the Emergency Incident Commander. Obtain packet containing Section's Job Action Sheets, identification vests and forms.
 - _____ Read this entire Job Action Sheet and review organizational chart on back.
 - _____ Put on position identification vest.
 - _____ Obtain briefing from Emergency Incident Commander.
 - _____ Appoint Logistics Section Unit Leaders: Facilities Unit Leader, Communications Unit Leader, Transportation Unit Leader, Material's Supply Unit Leader, Nutritional Supply Unit Leader; distribute Job Action Sheets and vests. (May be pre-established.)
 - _____ Brief unit leaders on current situation; outline action plan and designate time for next briefing.
 - _____ Establish Logistics Section Center in proximity to E.O.C.
 - _____ Attend damage assessment meeting with Emergency Incident Commander, Facility Unit Leader and Damage Assessment and Control Officer.
 - _____ Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas; pass status info to Situation-Status Unit Leader.

LOGISTICS SECTION CHIEF *(continued)*

- _____ Communicate frequently with Emergency Incident Commander.
- Immediate _____ Obtain needed supplies with assistance of the Finance Section Chief, Communications Unit Leader and Liaison Unit Leader.
- Extended _____ Assure that all communications are copied to the Communications Unit Leader.
- _____ Document actions and decisions on a continual basis.
- _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- _____ Other concerns: