EOC LOGISTICS SECTION CHIEF

Position initially assumed by classified staff available (preferably, purchasing or business office staff), ideally assumed by pre-designated purchasing staff.

RESPONSIBILITIES:

▶ The goals of creating a safe environment are to maintain rescuer safety and to remove victims as quickly as possible while minimizing additional injury.

▶ Ensure the Logistics function is carried out in support of the District EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities and transportation services; as well as arranging for food, lodging, and other support services as required.

▶ Establish the appropriate level of unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

▶ Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Command Posts within the District.

▶ Keep the EOC Director informed of all significant issues relating to the Logistics Section.

▶ Watch for signs of stress in staff.

▶ Supervise the Logistics Section.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.

▶ Check in with EOC Director for situation/safety briefing.

▶ Open disaster bin and storage closet in the District EOC, or other storage facility.

▶ Put on position identifier, such as vest, if available.

▶ Begin distribution of supplies and equipment as needed.

▶ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.

▶ Based on the situation, activate teams within the section as needed and designate team/unit leaders for each element:

- •Communications
- •Transportation
- •Supply/Procurement
- •Technical support
- •Personnel
- •Facilities
- •Resource Status

▶ Advise all team/unit leaders to coordinate with appropriate teams in Operations to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.

▶ Mobilize sufficient section staffing for 24-hour operations.

▶ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.

▶ Meet with the EOC Director and general staff and identify immediate resource needs.

▶ Provide periodic section status reports to the EOC Director.

▶ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

OPERATIONAL STAGE:

▶ Ensure that Logistic Section position logs and other necessary files are maintained.

▶ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.

▶ Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section and that all required documents and procedures are completed and followed.

▶ Ensure that transportation requirements, in support of response operations, are met.

▶ Ensure that all requests for facilities and facility support are addressed.

▶ Ensure that all District resources are tracked and accounted for, as well as resources ordered through Mutual Aid.

▶ Provide section staff with information updates as required.

▶ Assume the duties of all Logistics positions until staff is available and assigned.

▶ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.

▶ Maintain security of disaster bin, supplies and equipment.

DEMOBILIZATION STAGE;

▶ Follow the Activation/Demobilization Generic checklist.

▶   At the EOC Director's direction, deactivate the section and close out all logs.

▶   Verify that closing tasks of all Logistics positions have been accomplished.

▶   Secure all equipment and supplies.

EQUIPMENT/SUPPLIES:

▶   Laptop Computer (if being used)
- •"Cheat Sheet" for Laptop Computer (instructions for laptop use and computer commands

▶   Clipboards with volunteer sign-in sheets

▶   District identification badge, clearly visible

▶   Laptop computer (if being used)

▶   Forms:
- •Computer cheat sheet (instructions on computer commands)
- •Inventory of emergency supplies on site
- •Site status report
- •Communications log
- •Message forms

▶   Job description clipboard

▶   Paper, pens

▶   Disaster bin or other storage facility and all emergency supplies

▶   Vest (Employees wear green; runners/volunteers wear orange)

LOGISCHF
8/02