BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS

Job Description

SITE LOGISTICS SECTION CHIEF

Position initially assumed by certificated or classified staff available; ideally assumed by pre-designated certificated or classified staff.

RESPONSIBILITIES:

▶ Provide for the safety of staff and students.
▶ 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.
▶ Keep the Incident Commander 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 Incident Commander for situation/safety briefing.
▶ Open disaster bin 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.
▶ Ensure that the Command Post and other facilities are set up as needed.
Based on the situation, activate teams/units within the section as needed and designate team/unit leaders for each element:

- Communications
- Transportation
- Supply/Procurement
- Personnel
- Facilities
- Resource Status

Advise all team/unit leaders within Logistics to coordinate with appropriate teams/units in Operations to prioritize and validate resource requests. This should be done prior to acting on the request.

Mobilize sufficient team staffing for 24-hour operations.

Meet with the Incident Commander and general staff and identify immediate resource needs.

Provide periodic section status reports to the Incident Commander.

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 transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all site resources are tracked and accounted for, as well as resources obtained through the District EOC.
- 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.
- Coordinate supplies, equipment, and personnel needs with the Incident Commander.
- Maintain security of disaster bin, supplies and equipment.

**DEMOBILIZATION STAGE:**

- Follow the Activation/Demobilization Generic checklist.
- At the Incident Commander’s direction, deactivate the team and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished.
- Secure all equipment and supplies.
EQUIPMENT/SUPPLIES:

- Clipboards with volunteer sign-in sheets
- Disaster bin or other storage facility and all emergency supplies
- District identification badge, clearly visible
- Forms:
  - Inventory of emergency supplies on campus
  - Site Status report
  - Communications log
  - Message forms
- Job description clipboard
- Paper, pens
- Vest (Employees wear green; runners/volunteers wear orange)

SITELOGCHF
8/02