

LOGISTICS CHIEF

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initials: _____	
Position Reports to: TMTS Administrator	Signature: _____
TMTS Location: _____	Telephone: _____
Fax: _____	Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive assignment and briefing from the TMTS Administrator. Obtain packet containing Logistics Section's Job Action Sheets.		
Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided).		
Determine need to appoint Unit Leaders in Logistics Section; distribute corresponding Job Action Sheet and position identification. Complete the Branch Assignment List (HICS Form 204).		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Establish Logistics Section work area.		
Brief Unit Leaders on current situation, incident objectives and strategy; outline Section action plan and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.		
Maintain communication with Medical Operations Section Chief and other Sections Chiefs to assess critical issues and resources needs.		
Ensure resource ordering procedures are communicated to appropriate Sections and requests are timely and accurately processed.		
Ensure Logistics Unit Leaders comply with safety policies and procedures.		
Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.		
Receive assigned radio and establish two-way communications with the Communications Unit Leader.		
Contact the local Public Health Department, in collaboration with the Liaison Officer, as required, for notification, support, and investigation resources.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Planning Chief/MST.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Obtain information and updates regularly from Unit Leaders; maintain current status of all areas; pass status information to Planning Chief.		
Ensure the following are being addressed: <ul style="list-style-type: none"> • Communications • Information technology/information services • Provisions for food and water for staff • Responder health and well-being • Family care • Provisions of supplies • Facility maintenance • Transportation service • Documentation 		
Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response.		
Obtain needed material and fulfill resource requests with assistance of the Finance Section Chief.		
Ensure that the Logistics Section is adequately staffed and supplied.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to conduct regular situation briefings with Logistics Section.		
Ensure your physical readiness through proper nutrition, water intake, and rest.		
Continue to document actions and decisions on an HICS Forms 214 and 213.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		
Continue to track equipment used during the response on the HICS Form 257.		
Continue to update the Sections action plan and implement demobilization procedures, in coordination with the Planning Chief.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Responder Health & Well-Being Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
Coordinate return of all assigned equipment to appropriate locations and restock TMTS supplies.		
Coordinate replacement of broken or misplaced items.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Operations Section Chief		
Work with Planning Chief and Finance Sections to complete cost data information.		
Debrief Section staff on lessons learned and procedural/equipment changes needed.		
Submit comments to the after action report.		
Participate in stress management and the after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> <input type="checkbox"/> Incident Action Plan <input type="checkbox"/> HICS Form 207 – Incident Management Team Chart <input type="checkbox"/> HICS Form 213 – Incident Message Form <input type="checkbox"/> HICS Form 214 – Operational Log <input type="checkbox"/> TMTS organization chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments <input type="checkbox"/> Local resources