

Logistics Chief

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____
 Position Reports to: **Incident Commander** Signature: _____
 Telephone: _____ Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive assignment and briefing from the Medical Operations Chief. Obtain packet containing 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.		
Receive assigned radio and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed.		
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 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.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
Ensure Logistics Unit Leaders comply with safety policies and procedures.		
Contact the local Public Health Department, in collaboration with the Liaison Officer, as required, for notification, support, and investigation resources.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Participate in briefings and meetings as requested.		

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 Director of Operations.		
Ensure the following are being addressed: <ul style="list-style-type: none"> • Communications • Information technology/information services • Provisions for food and water for staff • Employee 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.		
Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
Obtain needed material and fulfill resource requests with assistance of the Finance Section Chief.		
Ensure that the Logistics Section is adequately staffed and supplied.		

End of Shift/Demobilization/System Recovery	Time	Initial
Coordinate return of all assigned equipment to appropriate locations and restock ACS supplies.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.		
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 Medical Operations 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 Planning 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.		