LOGISTICS SECTION CHIEF

**Mission:** Organize and direct those operations associated with maintenance of the physical environment and adequate levels of personnel, food, equipment and supplies to support the incident activities. Oversee the deployment of supplementary resources. Participate in Incident Action Planning.

**Date:** _______ **Start:** _______ **End:** _______ **Position Assigned to:** ___________________________ **Initial:** _______

**Positions Reports to:** **Incident Commander** - Signature: ____________________________________________

**Nursing Home Command Center (NHCC) Location:** ____________________________________________

**Phone:** ________________ **Fax:** ________________ **Email:** ____________________________

**Radio Title:** ____________________________

### IMMEDIATE (Operational Period 0-2 Hours)

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- Establish Logistics Section area to support section meetings for briefings and updating assignments.
- Participate in Incident Action Plan preparation, briefings, and meetings with Incident Commander as needed; assist in damage assessment, strategic planning, work assignments, and the identification of resource requirements.
- Maintain communications with Operations Section Chief and Branch Directors to identify critical issues and resource needs.
- Identify Staging Area for the receipt and distribution of personnel, supplies, equipment, and/or the movement of residents and vehicles in event that emergency admits, or evacuation is required.
- Ensure resource ordering procedures are communicated to appropriate Sections and requests are timely and accurately processed.

Ensure the following are being addressed:

- Communications systems
- Information technology/information services
- Maintenance and resupply of critical inventories (e.g. food, water, medical supplies)
- Provision of supplies
- Transportation services
- Establishment and oversight of Labor Pool (e.g. off duty and temporary staff, volunteers)
- Tracking and documentation and rationing of resources