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