**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Logistics Chief

Job Action Sheet



The **Logistics Chief** makes arrangements to move staff, equipment and supplies to and from sites that need additional resources.

**Main functions of this role include:**

• Procuring equipment, fuel, food services, transportation and supplies for staff working extended hours.

• Scheduling pickups and deliveries.

• Tracking all supply and service purchases.

• Working closely with the **Business Continuity Chief** and **Housing Chief** to fulfill supply needs.



96 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Receive Command Level Meeting announcement from **Incident Commander**. |  |  |  |
| Read entire *Job Action Packet* with tools and fill gaps as needed. |  |  |  |

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date last revised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enterprise Community Partners, Inc.



72 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Command Level Meeting. |  |  |  |
| Attend Housing Section and Business Continuity Section Meetings as needed. |  |  |  |
| Coordinate with **Business Continuity Chief** and **Housing Chief** to ensure equipment is functioning and supplies are adequate, including stockpiled supplies for three days. |  |  |  |
| Gather all supply needs and distribute accordingly. Prepare recommendations regarding supply replenishment and distribution for next Command Level Meeting. |  |  |  |
| Coordinate with **Incident Commander** and **Business Continuity Chief** on moving of central office to Emergency Operations Center (EOC). |  |  |  |



Enterprise Community Partners, Inc.

48 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Housing Section and Business Continuity Section Meetings as needed. |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Coordinate with **Housing Chief** and **Business Continuity Chief** to acquire and distribute additional supplies to buildings as needed. |  |  |  |
| Check on additional resources needed for EOC. |  |  |  |
| Resolve gaps and report to **Incident Commander**. |  |  |  |



Enterprise Community Partners, Inc.

24 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Housing Section and Business Continuity Section Meetings as needed. |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Check on additional resources needed for EOC. |  |  |  |
| Respond to requests from **Section** **Chiefs** for last-minute supplies for central office and buildings. |  |  |  |

Enterprise Community Partners, Inc.

12 Hours

Pre-Event



|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Command Level Meeting. |  |  |  |
| Check on additional resources needed for EOC. |  |  |  |
| Identify and fill gaps as needed. |  |  |  |

Enterprise Community Partners, Inc.

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Command Level Meeting. Update **Incident Commander** on progress and issues. |  |  |  |
| Attend Housing Section and Business Continuity Section Meetings. |  |  |  |
| Check on additional resources needed for EOC. |  |  |  |
| Coordinate with **Business Continuity Chief** to order additional equipment and supplies. |  |  |  |



EVENT

Stay on Alert

EVENT/

Immediately Following Event



Immediately

Following Event

Enterprise Community Partners, Inc.



12 Hours

Post-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Housing Section and Business Continuity Section Meetings as needed. |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Coordinate with **Section Chiefs** on resources needed and supply purchases. |  |  |  |
| Check on additional resources needed for EOC. |  |  |  |
| Assist with damaged buildings as requested by **Incident Commander**. |  |  |  |

Enterprise Community Partners, Inc.