



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 <i>Job Action Packet</i> with tools and fill gaps as needed.			



72 Hours Pre-Event



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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).			



48 Hours Pre-Event



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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 .			



24 Hours Pre-Event



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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.			



12 Hours Pre-Event



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



EVENT
Stay on Alert



Immediately
Following Event

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.			



12 Hours Post-Event



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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 .			