## Logistics Chief (LC) – Job Action Sheet (JAS)

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| Assigned To:  (Name) |  | |
| Date/Time: | From: \_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ | To: \_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ |
| Reporting to: | Incident Commander | |
| Command Center Location: |  | Logistics  Telephone: |

**Mission**: Coordinate, facilitate and track the availability of staff, equipment, materials and supplies needed to effectively implement the activities identified in the Incident Action Plan. Provide for food, beverage and rest accommodations for all facility staff responding to the emergency incident. Communicate with venders and suppliers to ensure a flow of equipment, materials and supplies needed to implement the Incident Action Plan.

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| **Immediate**: (0-2 hours) | |
| √ | **Assuming Immediate Protective Actions have been Implemented** |
|  | Assume the role of Logistics Chief (LC) |
|  | Complete the JAS information section above. |
|  | Review the “Immediate” section of this JAS. |
|  | Take steps to set up the LC work station and the Incident Command Center in general. |
|  | Document all key information, activities and decisions on an Incident Response Log (who, what, when and where). |
|  | Evaluate the need to evacuate the facility or to shelter in place, or not.  Provide this assessment to the Incident Commander as soon as possible. |
|  | Prepare for the initial Incident Management Team (IMT) briefing:   1. Any and all information you know about the initiation or current status of the incident (NOTE: at report time do not repeat what the Incident Commander or others before you have reported. Report only what is new and not yet spoken.) 2. The status of your “Immediate” actions. |
|  | Obtains a status available staff from the Operations Chief (OC). |
|  | Obtain a written inventory of current equipment, materials and supplies within the facility (storage, warehouse, stockpile, etc.) |
|  | Maintain a tracking document that will capture the following:   1. Staff hours expended 2. Equipment, material and supplies used from in-house inventories 3. Equipment, material and supplies purchased or borrowed |
|  | If evacuation is possible or eminent:   1. Gather individual resident transport equipment 2. Stage facility vehicle(s) 3. Contact transportation providers. |
|  | Obtain and review standing purchase orders and contacts for primary and alternate venders or suppliers. |
|  | Contact primary and alternate venders and suppliers to alert them of the possible or current need for a rush order to be filled and delivered. |
|  | Support the OC by providing staff, equipment, materials and supplies needed to implement the activities identified in the Incident Action Plan (IAP). |
|  | Make arrangements for responding facility staff food, beverage and rest area(s). |

| **Intermediate**: (2-12 hours) | |
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|  | Maintain an Incident Response Log |
|  | Periodically request response status from the:   1. Operations Chief (OC) 2. Planning Chief (PC) 3. Safety/Security Officer (SSO) |
|  | Maintain staff, equipment, material and supply tracking documents |
|  | Compile and maintain all purchasing records for transmission to the Financial Officer (FO) |
|  | Keep the Incident Commander informed of:   1. The physical and mental fitness of staff supporting the emergency response. 2. The ability to maintain adequate staff levels to support the IAP 3. Availability of primary and alternate vendors and supplier to maintain the flow of supplies needed. 4. The need to request staff, equipment, material and supplies from community response partners. |
|  | Monitor the use of safety equipment and personal protective clothing by facility staff during their response activities. STOP any unsafe actions and correct the deficiency immediately. |
|  | Prepare for and participate in all IMT briefings. |
|  | When the Incident Commander directs the IMT to review “Extended” actions in your JAS do so.  **IF NO**; Go to the top of the “Intermediate” section and cycle through the checklist again. |

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| **Extended**: (beyond 12 Hours) | |
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|  | Continue the LC duties and responsibilities identified in the “Intermediate” section of the JAS as long as the incident response is active. |
|  | Observe your co-workers, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to the Incident Commander. |
|  | Identify and record a list of operational, facility structure, facility infrastructure and service issues that may not be able to be resumed as normal conditions after the incident has been terminated. |
|  | When the Incident Commander directs the IMT to review “Demobilization” actions in your JAS do so again.  **IF NO**; Go to the top of the “Extended” section and cycle through the checklist again. |

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| **Demobilization**: | |
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|  | When requested by the Incident Commander, provide your list of operational, facility structure, facility infrastructure and service issues that may not be able to be resumed as normal conditions after the incident has been terminated. |
|  | When directed by the Incident Commander ensure all staff assigned to response activities are notified that [*name of facility*] is returning to normal or modified operations |
|  | Check and complete all information sections of forms and documents initiated during the incident. |
|  | Gather all records, logs, documents and form; then provide them to the Financial Chief. |
|  | Identity and record all missing or used materials, forms, and equipment used at your work station during the incident response. Report the same to the Incident Commander. |
|  | When directed by the Incident Commander; help re-store, re-stock and prepare the Incident Command Center for the next incident. |
|  | Report to the Incident Commander that your work station is secured and that you are leaving the Incident Command Center. |