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| **Position Checklist** |
| **Logistics Section Chief** |
| The Logistics Section Chief (LSC) is responsible for providing facilities, services and materials in the support of the incident. The Section Chief participates in the development of the Incident Action Plan and activates and supervises the branches and units within the Logistics Section. Tasks may be delegated to the appropriate levels (i.e. Departments, Deans, Group leaders, etc.). Unless otherwise delegated, all Logistics activities are the responsibility of the Logistics Section Chief.**Activation*** May be activated at Incident Command, Emergency Response Team or Senior Leadership Team
* Responsibilities of the Logistics Section Chief should be customized accordingly

**Reports to:*** Incident Commander (Scene Incident Command / University Incident Command)

**Group Leaders Activated:**[ ]  Facilities Group Leader[ ]  EH&S Group Leader[ ]  Security Group Leader[ ]  Information Technology Service Group Leader[ ]  Non-Government Agencies Group Leader[ ]  Medical Group Leader[ ]  Food Group Leader[ ]  Supplies Group Leader[ ]  Ground Support Group Leader[ ]  Technical Specialist[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Activation Actions**[ ]  Follow the Common Responsibilities Activation Checklist[ ]  Obtain briefing from Command:* + - Review situation and resource status for number of personnel assigned to incident
		- Review current organization
		- Determine which incident facilities have been/should be activated

[ ]  Logistic 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.[ ]  Based on the situation, activate branches/units within section as needed and designate Branch Supervisor/Unit Leaders for each element.[ ]  Assemble, brief and assign work locations and preliminary work tasks to Section personnel | **Operational Actions**[ ]  Meet with Command and General Staff to identify immediate resource needs.[ ]  Notify Resources Unit of other Units activated, including names and assignment locations[ ]  Advise Logistics Section Branches and Units to coordinate with appropriate Groups in the Academic Operations or  Research Operations Sections to prioritize and validate resource requests[ ]  Assist Group Leaders, and general staff in developing objectives for the section and plans to accomplish objectives within the first operational period (or in accordance with the action plan).[ ]  incident facilities are physically activated, as appropriate.[ ]  Provide periodic Logistics Section Status Reports to Incident Command.[ ]  Confirm resource ordering process.[ ]  Assess adequacy of current ***Incident Telecommunication Plan (IMS Form 205)***.[ ]  Attend planning meetings and contribute, as required.[ ]  Participate in preparation of Incident Action Plan (IAP):* Provide input on resource availability, support needs, identified shortages, and estimated time of arrival, for key resources.
* Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
* Ensure ***Incident Telecommunications Plan (IMS Form 205)*** is prepared.
* Ensure ***Incident Medical Plan (IMS Form 206)*** is prepared.
* Assist in the preparation of transportation plan, if required.

[ ]  Review IAP and estimate section needs for next operational period; order relief personnel if necessary[ ]  Research availability of additional resources that may be required for incidental response.[ ]  Hold Section meetings to ensure communication and coordination among Logistics Branches and Units.[ ]  Coordinate between Logistics and other Command and General Staff.[ ]  Ensure that all personnel observe established level of operational security.[ ]  Logistics functions are documenting actions on ***Activity Log (IMS Forms 214)***[ ]  Submit all Section documentation to Documentation Unit.**Demobilization Actions**[ ]  Follow Common Responsibilities Demobilization Checklist. |