

## LOGISTICS SECTION CHIEF EMERGENCY CHECKLIST

- Confirm the safety of you and your family
- Follow the **All Personnel - EOC Activation Checklist**
- Obtain a briefing from the EOC Director and confirm the following briefing information:
  - Your role(s)
  - Nature and scope of emergency event including:
    - Potential impacts to public safety
    - Potential impacts to critical infrastructure
    - Potential impacts to traditional or sacred locations
    - Status of any evacuation activities
    - Status of any response activities and support required by EOC, including community personnel and equipment already engaged
    - Who the lead agency and Incident Commander is, and contact information
  - EOC set up status and requirements
  - EOC objectives and highest priorities
  - Operational periods
- Work with Operations Section Chief and identify any additional section staff required, get approval from EOC Director and call out
- Activate branches within the Logistics Section as needed and designate Branch Directors and Unit Leaders as necessary:
  - Service Branch:     Communications Unit             Medical Unit             Food Unit
  - Support Branch:     Ground Support Unit             Facilities Unit             Supply Unit
- Set up your workstation (phones, position logbook, section whiteboards, computer)
- Establish and maintain EOC telephone, internet, and radio communications
- Confirm with Finance Section Chief procurement and resource tracking requirements

### **Confirm with Operations Section Chief:**

- Any community personnel and equipment already supporting response activities
- Resource requesting and fulfillment procedure from field to EOC
- Any outstanding resources required and order them
  - Use **EMCR Expense Authorization Form (EAF)** for resources you can locate and source
  - Use **EMCR Resource Request Form** for resources you are unable to locate or source locally

### **Confirm with Finance Section Chief:**

- The level of purchasing authority for the Logistics Section
- The processes for completing and submitting Expense Authorization Forms (EAFs) and Resource Request forms

### **Brief incoming staff as they arrive:**

- Their role(s)
- Nature and scope of the emergency event as per briefing details above
- Section objectives and highest priorities
- Operational periods

## **LOGISTICS SECTION CHIEF EMERGENCY cont'd**

### **Provide Telecommunication and Information Technology Services**

- Support use of information technology in EOC
- Establish and maintain EOC telephone, internet, and radio communications
- Establish communications with the Logistics Section at the PREOC, if activated
- Establish telecommunications at media centre, working with the Information Officer

### **Support EOC Operations**

- Meet with the Finance Section Chief to confirm level of purchasing authority for the Logistics Section
- Coordinate closely with the Purchasing Unit in the Finance/Admin Section in following all required procedures
- Coordinate all requests for resources from initiation to delivery to support Incident Commanders
- Validate resource requests from Incident Commanders prior to acting on a request
- Locate or acquire food, equipment, supplies, and facilities
- Work with Operations Section Chief to establish priorities for resource allocation
- Ensure critical resources are allocated according to EOC Action Plan policy, priorities and direction
- Ensure that all resources are tracked and accounted for in cooperation with the Planning Section Resource Unit

### **Coordinate Personnel & Transportation**

- Coordinate requests for EOC personnel, and assign available personnel appropriate with their training and qualifications
- Acquire and assign personnel with the appropriate qualifications as requested
- Liaise with community volunteer organizations to acquire personnel to fill both site and EOC requests
- Develop systems to manage convergent volunteers
- Coordinate transportation requests in support of response operations

### **Manage the Logistics Section**

- Ensure that the Logistics Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards
- Request additional personnel for the section as necessary to maintain 24-hour staffing capabilities
- Ensure that all section personnel maintain their individual position logs and other paperwork as required
- Collect objectives from Logistics Branches prior to Action Planning meetings
- Participate in Action Planning Meetings
- Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section

### **Support Recovery and Re-entry Operations**

- Allocate office space
- Provide recovery and re-entry supplies and equipment, vehicles and personnel

### **Before Leaving**

- Deactivate Branches and Sections when no longer required
- Determine demobilization status of all and advise the EOC Director
- Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section
- Follow the **All Personnel – EOC Demobilization Checklist**