LOGISTICS SECTION CHIEF JOB AID

The Logistics Section Chief is a member of the General Staff and is responsible for providing facilities, transportation, supplies, equipment maintenance and fuel, communications, food, and medical services for incident personnel. The Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises the Branches and Units within the Logistics Section

Major Tasks

Below is a list of major accomplishments:

* Comprehensive understanding of incident situation
* Overall logistics requirements of incident (e.g. ICP, base, camp, etc)
* Specific logistics requirements of each operational period
* Effective incident communications for all response personnel
* Effective demobilization and transfer

Logistics Section Chief Responsibilities

The Logistics Section is responsible for providing:

* Facilities.
* Transportation.
* Communications.
* Supplies.
* Equipment maintenance and fueling.
* Food services (for responders).
* Medical services (for responders).
* All off-incident resources.

Major responsibilities of the Logistics Section Chief are to:

* Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.
* Manage all incident logistics.
* Provide logistical input to the IAP.
* Brief Logistics Staff as needed.
* Identify anticipated and known incident service and support requirements.
* Request additional resources as needed.
* Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required.
* Oversee demobilization of the Logistics Section and associated resources.

Units

* Communications Unit ensures incident personnel have the right tools to communicate and to develop the ICS 205 Incident Radio Communications Plan. Incident communications includes obtaining, distributing, supporting operation of computer and radio incident communications equipment and the data management infrastructure to support information flow. If the COML is not used, the LSC is responsible for providing all of these services and developing the ICS 205 Incident Radio Communications Plan.
* Medical Unit ensures incident personnel have appropriate medical services and develops the ICS 206 Medical Plan. Medical support also includes providing medical care, overseeing health of response personnel, obtaining medical aid and transportation for injured or ill response personnel, and coordinating with other functions to resolve health and safety issues.
* Food Unit ensures incident personnel have appropriate food services including all remote locations such as staging areas. Remember that good food and sleep can cure many responder generated problems. Fail to look after your people and they will fail you.
* Facilities Unit is responsible to setup, maintain and demobilize all facilities. This also include security services, as well as sleeping and sanitation facilities. The LSC or FACL is responsible for every incident facility from cradle to grave, including management.The FACL may require facility managers to help support the various facilities on the incident.
	+ Depending on the incident needs, lodging information may be tracked for the incident. This is typically required for disaster response to ensure appropriate lodging and collected at check-in. When considering lesser cost lodging options, consider agency guidelines.
* Supplies Unit is responsible for ordering, receiving, inventorying, and storing and distributing all supplies, including non-expendable supplies and equipment for the incident. This also includes the request process and ordering process. The SPUL may have additional staff to support this requirement depending on the size of the incident.
	+ Develop a resource request process for the incident with the RESL and FSC.
* Ground Transportation Unit is responsible for supporting the ground transportation/vehicle support needs for the incident. Determine how responders are getting around the incident (to/from hotels, to/from work sites, etc.). If the incident is small, this is not needed. However, as an incident grows (even a Type 3 incident) consider every vehicle that the incident is paying for, plus government vehicles, as fair game for inclusion in the incident motor pool. If the LSC does not want to manage this process, a GSUL may be required.
	+ Consider an incident process to describe how responders and their vehicles support the IMT.
	+ Consider developing and implementing a transportation plan for responders to describe how to get from the hotel to the incident.

FORMS

Common forms the LSC may encounter include:

• Incident Action Plan Cover Sheet

• ICS 201 Incident Briefing

• ICS 202 Incident Objectives

• ICS 202A-Command Direction

• ICS 202B-Critical Information Requirements

• ICS 203 Organization Assignment List

• ICS 204 Assignment List

• ICS 204A-Assignment List Attachment

• ICS 205 Incident Radio Communications Plan

• ICS 205A-Communications List

• ICS 206 Medical Plan

• ICS 207 Incident Organization Chart

• ICS 208-Site Safety and Health Plan

• ICS 209-Incident Status Summary

• ICS 210 Status Change Card

• ICS 211 Check-In List

• ICS 211a-Daily Sign-In Sheet

• ICS 213 General Message

• ICS 213RR-Resource Request Message

• ICS 214 Activity Log

• ICS 214A-Chronology of Events Log

• ICS 215 Operational Planning Worksheet

• ICS 215A-Incident Action Plan Safety Analysis

• ICS 219 Resource Status Card (T-Cards)

• ICS 221 Demobilization Check-Out

• ICS 225-Incident Personnel Performance Rating

• ICS 230-Daily Meeting Schedule

• ICS 233-Incident Open Actions Tracker

• ICS 235-Facility Needs Assessment Worksheet

