Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End		Op Period	

Functional Checklist

Organization	Logistics Section (General Staff)
Primary	Transportation Manager
Potential Alternate(s)	Information Technology Technician Realty Administrator
Supervisor	EOC Manager
Overview	● Obtains and provides people, materials, and facilities for disaster response and recovery activities ● Briefs and updates the EOC Manager. ● Manages the staff assigned to the Logistics Section.
Description	The Logistic Section provides facilities, services, resources and other support services both to agencies responding to the emergency, and to meet internal EOC operating requirements. Incident, DOC (Department Operation Centers) or agency requests for support directed to the EOC will be channeled through the EOC Operations Section.
Responsibilities	1. Ensure the Logistics function is carried out in support of the EOC and any supporting ESFs. This function includes providing communication services through ESF-2 Communications, resource tracking through ESF-7 Emergency Logistics and Resources, acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required for incident and EOC staff. 2. Establish the appropriate level of staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required. 3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame. 4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands on the Reservation. 5. Keep the EOC Manager informed of all significant issues relating to the Logistics Section. 6. Supervise the Logistics Section.

Forms and Job Aids	○ Time cards ○ Purchase orders ○ Requisition forms ○ Personnel and equipment forms ○ Vehicle trip tickets and master logs ○ ESF-2 Communications, and ESF-7 Emergency Logistics and Resources Annexes
Checklist - Activation Phase	○ Upon arrival at the EOC check in at the designated check in location. ○ Report to the EOC Manager and receive a brief if not already received. ○ Identify yourself as the Logistics Section Chief (Orange Vests). ○ Ensure the Logistics 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 and Unit Leaders for each element: 　○ Supply/Procurement Unit 　○ Transportation Unit 　○ Food Facilities Unit 　○ Equipment/Fuel Unit 　○ Communications and Data Unit 　○ Personnel Unit ○ Mobilize sufficient section staffing for 24 hour operations. ○ Establish communications between the Logistics Section at any ICPs and at supporting EOCs. ○ Advise Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts (ICPs) and Department Operations Centers (DOCs). This should be done prior to acting on the request. ○ Meet with the EOC Manager and General Staff and identify immediate resource needs. ○ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section. ○ Assist Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan. ○ Provide periodic Section Status Reports to the EOC Director. ○ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur. ○ Communicate with the EOC Manager the need for any on-the-spot training of section staff.

Checklist - Operational Phase	○ Ensure that Logistic Section position time cards and logs and other necessary files are maintained. ○ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods. ○ Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each planning meeting. ○ Attend and participate in EOC planning meetings. ○ Ensure that the Finance/Administration Section so that all required documents and procedures are completed and followed. ○ Ensure that transportation requirements, in support of response operations (ESF-1 Transportation), are met. ○ Ensure that all requests for facilities and facility support are addressed. ○ Ensure that all Tribal resources are tracked and accounted for, as well as resources ordered through Mutual Aid. ○ Provide section staff with information updates as required.
Checklist - Demobilization Phase	○ Ensure all Logistics Section positions have been demobilized and appropriately reported and submitted time cards. ○ Deactivate Logistic Section Units and direct the close out of logs when authorized by the EOC Manager. ○ Complete all required forms, reports, and other documentation. Submit all forms to the Planning/Intelligence Section, as appropriate. ○ Be prepared to provide input to the hot wash and after-action report. ○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known. ○ Clean around your work area before you leave. ○ Leave your contact information.
Checklist - Recovery Phase	○ Transition Logistics Section support to ESF-2 Communications and ESF-7 Emergency Logistics and Resources. ○ Work with any other Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.