



Logistics Section Checklist



Activity: Responsible for providing facilities, services, supplies and material in support of incident. Supervises elements within Logistics Section. Participates in development of Emergency Response Plan.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Vice President, Information Technology Services		Name of Person Completing Checklist:
Action Guideline:	Action Taken:	
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Activate and brief Logistics Section emergency personnel, as necessary		
Anticipate probable requirements for support, and identify sources.		
Establish ordering procedures with Supply/Procurement Officer [Finance Section].		
Maintain current inventory list of in-service or readily available resources.		
Maintain Disaster Supply Inventory list [main storage area] and a list of available equipment from the Basic Campus Equipment List [Campus Emergency Plan].		
Maintain status board on damage assessment and equipment signed out.		
Identify probably resource shortfalls and advise other sections as appropriate.		
Supervise Logistics Section Coordinators.		
Coordinate and process all requests for support services, care, shelter, transportation, supplies and equipment.		
Provide Emergency Operations Center Director with input regarding services available.		
Initiate records keeping system for resources implemented.		
Coordinate use of volunteers in disaster response		