



Logistics Section Checklist

Activity: Responsible for providing personnel, 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: Special Assistant to the Vice President of Administration and CFO		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 other campus resources [i.e., Facilities]		
Maintain status board on damage assessment and equipment signed out.		
Identify probably resource shortfalls and advise other sections as appropriate.		
Coordinate Logistics' Section assigned personnel.		
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.		