
Logistics Section Chief Annex

CHECKLIST FOR ALL DISASTERS

(There is no set order to these checklist items.)

Started/Completed

Notes

NOTE: See also checklist for War.

Before an Emergency

- Make sure the "before" checklist items are updated in all the Logistics Section annexes.
- Make sure call-up lists are up to date.

During an Emergency

- Respond to the Emergency Operations Center, if activated.
- While in the EOC, identify yourself according to EOC Standard Operating Procedures.
Maintain an Activity Log.
- Obtain a briefing from the Director of Emergency Services.
- Activate Logistics Units as needed.
- Coordinate with appropriate segments of the private sector.
- Determine availability of:
 - Personnel
 - Relief personnel
 - Special equipment

Logistics Section Chief Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Ensure call back of off-duty and/or volunteer personnel if needed.
- Coordinate and process requests for needed supplies, equipment and support services.
- Request communications assistance from telephone company, ACS/RACES, or others as required.
- Have Communications check operations of fire dispatch and reporting systems. If necessary, provide alternate communications links.
- Obtain transportation, supplies, personnel, and equipment needed by emergency forces.
- Estimate future service and support requirements.

After an Emergency

- Forward all reports to the Director of Emergency Services.
- Assemble and check financial records; forward to Finance Section Chief.
- Make sure the checklist items are updated in all the Logistics Section annexes.
- Solicit suggestions on how to improve emergency operations.