
Logistics Section Chief Annex

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Logistics Section Chief Annex

This annex explains the function and responsibilities of the Logistics Section Chief within the Incident Command System (ICS).

I. OBJECTIVES

- A. Provide facilities, services and material in support of the disaster response.
- B. Coordinate the emergency operations of the Units in the Logistics Section.
- C. Activate the Logistics element of the Action Plan.

II. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Logistics Section. Any weaknesses in them shall be corrected through the Office of Emergency Services.

B. During

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, fire, winds or any emergency event. During the warning phase, contact those individuals who could be managing the Logistics Section Units and ensure that they review their checklist and Emergency Plans.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Logistics Section until all Units have returned to normal operations.

III. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Logistics Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Logistics Section Chief will:

1. Coordinate the Logistics Section Units.
2. Identify service and support requirements for planned and expected disaster operations.
3. Coordinate and process requests for additional resources.
4. Advise the DES on current service and support capabilities.
5. Estimate future service and support requirements.
6. Keep the Director of Emergency Services informed of Logistics Section activities.