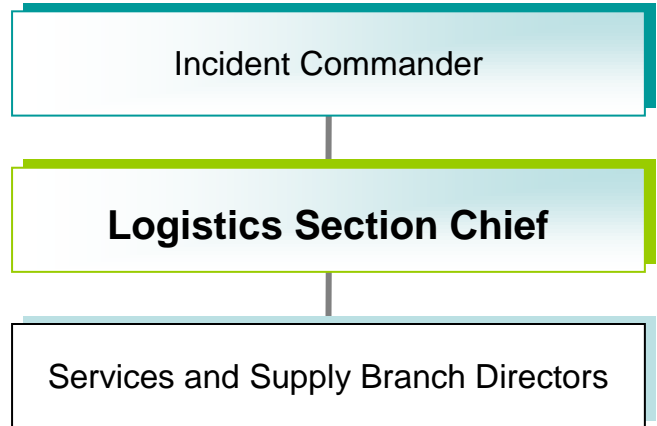


LOGISTICS SECTION CHIEF RESPONSIBILITIES

LOGISTICS SECTION CHIEF – The Logistics Section Chief will activate the Services Branch Director and the Supply Branch Director as needed. The Logistics Section Chief will direct the activities of subordinate personnel to develop portions of alternate strategies for addressing the emergency and will advise the Planning Section Chief regarding these strategies. The Logistics Section Chief will locate, purchase and arrange for delivery of goods and services to meet identified needs relevant to the emergency incident.



Complete	Planning Section Chief Major Responsibilities
	Upon activation during an Emergency Response, pick up cache of supplies and checklist
	Report to the EOC and check in with the IC. Receive briefing regarding status of emergency, the planned response and the identified needs.
	Support the planning needs of the Planning Section Chief and manage the purchase and delivery of needed goods and services identified by the IC.
	Activate and direct the work of the Services Branch Director and the Supply Branch Director as needed.
	Notify the Planning Section Chief of any required goods or services which are not available or delayed.
	Provide costs and other specifications to the Administration / Finance Section to assure that purchasing and/or contracting procedures are followed.
	At the time of an "All Clear," assist Command Staff in minimizing the cost and impact of the incident.
	Request de-briefing information and completed activity checklists from the Services Branch Director and the Supply Branch Director
	Debrief as directed.
	Submit completed activity checklists to the IC.