

Logistics Section Chief

Responsibilities

- Reports to EST Manager.
- Direct reports include:
 - _____ (Distribution Branch Leader);
 - _____ (Food Service Branch Leader);
 - _____ (Transportation Branch Leader); and
 - _____ (Other Branch Leader).
- Organizes and directs operations associated with maintenance of physical environment and EST Operations Center.
- Advises EST Manager of incident developments.
- Oversees all areas identified in logistics chain of command.
- Communicates and coordinates information with Section Chief from Operations, Student Services, Fiscal Services, and Human Resources.
- Assumes duties of subordinate positions if not available.

Immediate Actions (initiated within first hour of the emergency)

- ___ Checks in on arrival with EST Manager.
- ___ Reports to the EST Leader.
- ___ Wears position identification badge.
- ___ Obtains briefing on the situation.
- ___ Appoints Branch Leaders as noted above.
- ___ Issues identification badges for each position.
- ___ Briefs Branch Leaders (direct reports) on current situation and instructs them to conduct an initial assessment of their areas of responsibility.
- ___ Attends status/action meeting convened by EST Manager. Initial assessments completed by Branch Leaders are reported during the meeting.
- ___ Confers with Branch Leaders to outline Section action plan and schedules next meeting.
- ___ Provides EST Manager with initial facility damage survey report, if applicable.
- ___ Ensures directives from EST Manager are carried out in a timely and appropriate fashion.
- ___ Adopts a proactive attitude. Thinks ahead. Anticipates situations, problems before they occur.
- ___ Identifies anticipated gaps in services or resources required to address the emergency.

Intermediate Actions (normally taken after 1st hour of the emergency and over next four–six hours)

- ___ Issues requests to EST Manager for resources needed by Branch Leaders.
- ___ Obtains status reports from other Section Chiefs.
- ___ Receives hourly status reports from Branch Leaders.
- ___ Attends briefings with EST Manager and provides status reports and recommendations for updating action plans regarding continuance and termination of Plans.
- ___ Assures that Branch Leaders document actions and decisions continuously.
- ___ Coordinates continuously with Branch Leaders regarding any gaps in services or resources required to address the emergency.

Extended Actions (if emergency lasts longer than eight hours and/or declared ended)

- ___ Obtains status reports on action plans from the Branch Leaders at least every two hours.
- ___ Meets with EST Manager to discuss recovery and salvage requirements.
- ___ Confers with EST Manager to update the section action plan regarding continuance or termination of the Plan. Meetings will occur at least once every eight hours.
- ___ Observes Branch Leaders for signs of stress and fatigue; provides relief and rest periods as incident conditions warrant.
- ___ Ensures actions are taken to return the section to normal operations pending confirmation of the conclusion of the emergency by the EST Leader.
- ___ Assures Branch Leaders provide the CFO with a report on additional expenses incurred as a result of the emergency. Additional expenses include manpower costs (i.e., overtime) and costs associated with equipment rental or purchase of additional supplies and/or materials.
- ___ Provides a written summary of related activities performed by Section 72 hours after emergency has ended.
- ___ Coordinates continuously with Branch Leaders regarding any gaps in services or resources required to address the emergency.
- ___ Secures detailed inventory from Branch Leaders of depleted resources and confers with HSEMA regarding additional requests for supplemental District/Federal assistance.