



LOGISTICS SECTION CHIEF

Mission: Organize and direct those operations associated with maintenance of the physical environment and adequate levels of personnel, food, equipment and supplies to support the incident activities. Oversee the deployment of supplementary resources. Participate in Incident Action Planning.

Date:	Start:	End:	Position Assigned to:	Initial:
Positions Reports to: Incident Commander - Signature: _____				
Nursing Home Command Center (NHCC) Location: _____				
Phone: _____		Fax: _____		Email: _____
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Logistics Section Job Action Sheet (JAS).		
Read this entire Job Action Sheet and review Incident Management Team Chart (see NHICS Form 207). Put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Fill out Branch assignments and initiate operational log (see NHICS Form 201). Submit to Planning Section Chief at end of shift or operational period as determined.		
Establish Logistics Section area to support section meetings for briefings and updating assignments.		
Brief Logistics Section Branch Directors (Service and Support) on current incident objectives and response strategy. Outline Section action plan and designate time for next briefing to give and obtain updates.		
If alternative staff time tracking method is utilized, distribute the Time Sheet (see NHICS Form 252) to Logistics Section personnel and ensure time is recorded appropriately. Submit the Time Sheet to the Finance/Administration Time Unit Leader at end of shift or operational period as determined.		
Participate in Incident Action Plan preparation, briefings, and meetings with Incident Commander as needed; assist in damage assessment, strategic planning, work assignments, and the identification of resource requirements.		

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Maintain communications with Operations Section Chief and Branch Directors to identify critical issues and resource needs.		
Identify Staging Area for the receipt and distribution of personnel, supplies, equipment, and/or the movement of residents and vehicles in event that emergency admits, or evacuation is required.		
Ensure resource ordering procedures are communicated to appropriate Sections and requests are timely and accurately processed.		
Ensure Logistics Section personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions in an Operational Log (see NHICS Form 201) on a continual basis.		
Document all key communications (internal and external) on an Incident Message Form (see NHICS Form 213). Provide a copy of the Incident Message Form to the Planning Section Chief.		

INTERMEDIATE (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Incident Commander, Command Staff and other Section Chiefs to update status of the response.		
Designate times for briefings and updates with Logistics Section Branch Chiefs to develop or update the Section action plan.		
<p>Ensure the following are being addressed:</p> <ul style="list-style-type: none"> • Communications systems • Information technology/information services • Maintenance and resupply of critical inventories (e.g. food, water, medical supplies) • Employee health and well-being • Staff dependent care • Provision of supplies • Transportation services • Establishment and oversight of Labor Pool (e.g. off duty and temporary staff, volunteers) • Credentialing of new staff and volunteers (e.g. license verification and reference check) • Documentation 		
<p>Report information gathered to the Incident Commander of any internal factors which may influence the decision to evacuate or shelter in place including:</p> <ul style="list-style-type: none"> • Transportation • Status of receiving facilities • Supplies • Staff availability 		

INTERMEDIATE (Operational Period 2-12 Hours)	Time	Initial
Obtain needed material and fulfill resource requests with the assistance of the Finance/Administration Section Chief and Liaison Officer.		
Initiate the Resource Accounting Record (see NHICS Form 257). Ensure all resources are tracked: <ul style="list-style-type: none"> • Staff • Resident care supplies • Communication hardware • Food and water 		
Ensure that the Logistics Section is adequately staffed and supplied.		

EXTENDED (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Logistics Section staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to conduct regular situation briefings with Logistics Section Chief.		
Continue to document actions and decisions on an Operational Log (see NHICS Form 201) and on an Incident Message Form (see NHICS Form 213).		
Continue to maintain the Resource Accounting Record (see NHICS Form 257) to track equipment used during the response.		
Continue to meet regularly with Logistics Section Branch Directors to update the Section action plan and implement demobilization procedures, in coordination with Planning Section Chief.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Safety Officer. Provide for staff rest periods and relief.		

DEMOBILIZATION/SYSTEM RECOVERY	Time	Initial
As needs decrease, return Logistics Section staff to their usual jobs and combine or deactivate positions in a phased manner.		
Coordinate return of all assigned equipment to appropriate locations and restock NHCC supplies.		
Ensure return/retrieval of equipment and supplies and return of all assigned incident command equipment. Coordinate replacement of broken or misplaced items.		
Work with Planning and Finance/Administration Section Chief to complete cost data information.		
Debrief Section staff on lessons learned and procedural/equipment changes needed.		

DEMOBILIZATION/SYSTEM RECOVERY	Time	Initial
Upon deactivation of your position, ensure all documentation and Operational Logs (see NHICS Form 201) are submitted to the Planning Section.		
Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> • Incident Action Plan • NHICS Form 201: Incident Briefing Form • NHICS Form 207: Incident Management Team Chart • NHICS Form 213: Incident Message Form • NHICS Form 252: Section Personnel Time Sheet • NHICS Form 257: Resource Accounting Record • Facility emergency operations plan • Facility organizational chart • Facility telephone directory • Radio/satellite phone • Master inventory control lists

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee