

LOGISTICS CHIEF

Position Assigned To: _____

You Report To: _____ (Incident Commander)

Facility Command Center: _____ Telephone: _____

Mission: Organize and direct those operations associated with the maintenance of the physical environment, and adequate levels of food, shelter, transportation and supplies to support the operational objectives.

Immediate: ___ Receive appointment from the Incident Commander (IC). Obtain packet containing Section's Task Sheets, identification and forms.

___ Read this entire Task Sheet and review organizational chart.

___ Put on position identification.

___ Obtain briefing from IC.

___ Activate Logistics Leaders; Infrastructure, Nutrition and Pharmacy if applicable.

___ Distribute Task Sheets and identification.

___ Brief leaders on current situation: outline Action Plan and designate time for next briefing.

___ Obtain Facility Status Report and give to IC.

Intermediate: ___ Obtain information and updates regularly from leaders; maintain current status of all areas; pass information to Information Leader.

___ Communicate frequently with IC.

___ Obtain needed supplies with assistance of IC.

Extended: ___ Provide for the maintenance of facility services as required to maintain normal operations where possible.

___ Document actions and decisions on a continual basis.

___ All documentation to utilize Operations/Events Log, Communication Log and Facility Status Report forms.

___ Observe all staff, volunteers and clients for signs of stress and inappropriate behavior.

___ Provide for staff rest periods and relief.

___ Other concerns:

INFRASTRUCTURE LEADER

Position Assigned To: _____

You Report To: _____ (Logistics Chief)

Logistics Command Center: _____ Telephone: _____

Mission: Provide sufficient information regarding the operational status of the facility for the purpose of decision/policy making, including those regarding full or partial evacuation. Identify safe areas where clients and staff can be moved if needed. Manage fire suppression, search and rescue and damage mitigation activities. Evaluate and monitor the patency if existing sewage and sanitation systems. Enact alternate methods of disposal if necessary.

Immediate: ___ Receive appointment, Task Sheets, Facility Status Report (form ___) from Logistics Chief.
___ Read the entire Task Sheet and review the organizational chart.
___ Put on identification.
___ Obtain briefing from Logistics Chief.
___ Verify system components of entire facility and report back to Logistics Chief (hydro, water, heat, fire control, etc.)
___ Identify hazards and implement appropriate measures to control or eliminate.
___ Report initial findings to Logistics Chief; follow up with written documentation.
___ Notify Safety & Security Officer of unsafe areas or other security issues.
___ Control observed hazards, leaks or contamination with the assistance of the Safety & Security Officer.
___ Assemble search rescue teams to assist with victim retrieval and delivery to the Triage area.
___ Notify Labour Pool of staffing needs.
___ Identify areas where immediate interventions should be directed to restore critical service.

Intermediate: ___ Implement alternative waste disposal/collection plan if, necessary.
___ Assure that all sections and areas of the facilities are informed of the implementation of the alternate waste disposal/collection plan.
___ Inform Infection Control personnel of actions and enlist assistance where necessary.
___ Inspect damaged areas and photograph if / where possible with the assistance of the Safety & Security Officer.
___ Identify areas where immediate salvage efforts should be directed in order to save critical services and equipment.

Extended: ___ Monitor levels of all supplies, equipment relevant to maintain operations and keep Logistics Chief informed.
___ Obtain support staff as necessary from Labour Pool.
___ Assign staff to salvage and repair operations where appropriate.
___ Brief Logistics Chief regularly as to damage control and interventions.
___ All documentation to utilize Operations/Event Log, Communications Log and Facility Status Report forms.
___ Observe and assist any staff that exhibit signs of stress and fatigue.
___ Provide for rest periods and relief.
___ Other concerns:

NUTRITION LEADER

Position Assigned To: _____

You Report To: _____ (Logistics Chief)

Logistics Command Center: _____ Telephone: _____

Mission: Organize food and water stores for preparation and rationing during periods of anticipated or actual shortage.

Immediate: ___ Receive appointment from Logistics Chief.
___ Read the Task Sheet and review the organizational chart.
___ Put on position identification.
___ Receive briefing from Logistics Chief.
___ Estimate the number of meals which can be served utilizing existing food stores; implement rationing if situation dictates.
___ Report inventory levels of emergency drinking water and food stores to Logistics Chief.

Intermediate: ___ Meet with Labour Pool Leader and Staff Support Leader to discuss location of personnel refreshment and nutritional break areas for staff.
___ Protect nutritional and water supplies with the assistance of the Safety & Security Officer if required.
___ Determine if a simplified menu needs to be implemented.
___ Determine if all Nutritional Service supplies will last for up to 7 –14 days or if further supplies are required.
___ Submit an anticipated needs list of water and food to the Logistics Chief. Request should be based on current information concerning emergency events as well as projected needs for clients, staff and dependants.
___ Provide necessary information for the Facility Status Report as required to keep Area Manager and Regional Nutrition Leader informed.

Extended: ___ Meet with Logistics Chief regularly to keep informed of current status.
___ All documentation to utilize Operations/Events Log, Communications Log and Facility Status Report forms.
___ Observe all staff, clients and volunteers for signs of stress and inappropriate behavior.
___ Provide for staff rest periods and relief.
___ Other concerns:

PHARMACY OFFICER

Position Assigned To: _____

You Report To: _____ (Logistics Chief)

Logistics Command Center: _____ Telephone: _____

Mission: Ensure the availability of pharmaceutical and pharmacy services.

Immediate: ___ Receive appointment from Logistics Chief.
___ Read Task Sheet and the review the organizational chart.
___ Put on position identification.
___ Receive briefing from Logistics Chief and develop an action plan.
___ Inventory most commonly utilized pharmaceutical items and provide for the continual update of this inventory.
___ Update Facility Status Report.
___ Identify and communicate a list of inventories that might be transferred upon request to another facility. Provide list to the Logistics Chief.

Intermediate: ___ Communicate with Logistics Chief to coordinate requisitioning and delivery of pharmaceutical inventories for the facility.

Extended: ___ Provide for routine meetings with the Logistics Chief.
___ Review and approve the documented recordings of actions / decisions in the Pharmacy Service Area; forward copy to the Logistics Chief.
___ All documentation to utilize Operations/Events Log, Communications Log and Facility Status Report forms.
___ Observe and assist any staff that exhibit signs of stress and fatigue.
___ Provide for staff rest periods and relief.
___ Other concerns: