

LOGISTICS CHIEF

Position Assigned To: _____

You Report To: _____ (Incident Commander)

Logistics 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. Obtain packet containing Section's Task Sheets, identification vests and forms.
- Read this entire Task Sheet and review organizational chart.
- Put on position identification.
- Obtain briefing from Incident Commander.
- Activate Logistics Leaders; Infrastructure, Information Technology, Nutrition and Materials Management Leaders.
- Distribute Task Sheets and vests.
- Brief leaders on current situation: outline Action Plan and designate time for next briefing.
- Establish Logistics Center in proximity to ROC.
- Attend damage assessment meeting with Incident Commander and Facility Operations Leader.
- Notify Executive Assistant with any changes to personnel within your section.

Intermediate:

- Obtain information and updates regularly from leaders; maintain current status of all areas; pass information to Information Leader.
- Communicate frequently with Incident Commander.
- Obtain needed supplies with assistance of Finance Chief, PIO and Liaison Officer.

Extended:

- Assure that all communications are copied to the PIO.
- Document actions and decisions on a continual basis.
- Observe all staff, volunteers and clients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns:

INFRASTRUCTURE LEADER

Position Assigned To: _____

You Report To: _____ (Logistics Chief)

Logistics Command Center: _____ Telephone: _____

Mission: To coordinate with Maintenance Supervisors to ensure the integrity of the physical operations of affected facilities to the highest level possible as circumstances and resources dictate. Provide adequate environmental controls to perform the operational missions.

Immediate:

- Receive appointment from Logistics Chief.
- Read this entire Task Sheet and review organizational chart.
- Put on position identification.
- Meet with Logistics Chief to receive briefing and develop action plan; deliver preliminary report on the physical status of affected facilities if available.
- Consult with Area Managers to obtain a facility status report from each site as soon as possible. (Status Report Form R-5).
- Receive a comprehensive facility status report as soon as possible from affected sites.
- Facilitate and participate in damage assessment meeting with the Logistics Chief and Incident Commander with input from Maintenance Supervisors if possible.

Intermediate:

- Prepare for the possibility of evacuation and/or the relocation of services if required.
- Receive continually updated reports from Area Managers or Maintenance Supervisors in facilities suffering infrastructure problems.

Extended:

- Obtain necessary resources from outside agencies as required to maintain infrastructure requirements. Copy requests for outside service providers / resources to the Logistics Chief.
- Document actions and decisions on a continual basis. Obtain the assistance of a documentation aide if necessary.
- Observe all staff, volunteers and clients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Leader. Provide for staff 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.
- Obtain facility Nutritional Service status from the Area Managers.
- Contact the Regional Clinical Dieticians and advise of the situation.
- 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 ROC.
- Protect nutritional and water supplies with the assistance of the Safety & Security Officer if required.
- Utilize the Regional Clinical Dieticians to assist in dealing with any concerns identified.
- 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.
- Contact key suppliers to determine anticipated interruptions in service.

Extended:

- Meet with Logistics Chief regularly to keep informed of current status.
- Observe all staff, clients and volunteers for signs of stress and inappropriate behavior. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

INFORMATION TECHNOLOGY LEADER

Position Assigned To: _____

You Report To: _____ (Logistics Chief)

Planning Command Center: _____ Telephone: _____

Mission: Maintain and adapt as required the regional internal information network. Monitor the maintenance and preservation of the computer system.

Immediate:

- Receive appointment from Logistics Chief.
- Read entire Task Sheet and review organizational chart.
- Put on position identification.
- Obtain a briefing from Logistics Chief.
- Obtain status report on computer information system.
- Obtain a status report regarding all communication links, phone, Fleet Net, email, etc.
- Access "IT Business Continuity Plan" to manage IT functions

Intermediate:

- Supervise backup and protection of existing data for main and support computer systems.
- Provide regular situation updates to the PIO/Communications Officer as required.
- Ensure the security and maintenance of "IT" and communication systems within the region.

Extended:

- Provide for the security and maintenance of "IT" and communication systems within the region.
- Provide information for regional updates to all ROC members and regional staff as deemed pertinent in conjunction with the PIO/Communications Officer.
- Observe all staff, clients and volunteers for signs of stress and inappropriate behavior. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

MATERIALS MANAGEMENT LEADER

Position Assigned To: _____

You Report To: _____ (Logistics Chief)

Logistics Command Center: _____ Telephone: _____

Mission: Organize and obtain medical and non-medical care equipment and supplies. Arrange for transport and distribution of material resources.

Immediate:

- Receive appointment from Logistics Chief.
- Read entire Task Sheet and review organizational chart.
- Put on position identification.
- Receive briefing from Logistics Chief.
- Consult with Purchasing Clerks and CSR personnel to obtain status report.
- Obtain the assistance of Area Managers to determine material needs.
- Develop medical equipment inventory to include, but not limited to the following:
 - Bandages, dressings, compresses and suture material.
 - Sterile scrub brushes, normal saline, anti-bacterial skin cleanser
 - Waterless hand cleaner and gloves.
 - Fracture immobilization, splinting and casting materials.
 - Backboards and C-spine control equipment.
 - Non-rigid transporting devices (litters).
 - Oxygen, ventilation, suction devices.
 - Incontinent supplies
 - Advanced life support equipment (airway management), drugs.
- Determine and communicate the status of supplies to the Logistics Chief, and Procurement Leader.
- Determine the need for emergency supplies from the Disaster Relief Regional Stockpile and arrange for activation of these resources. Enlist the assistance of the Transportation Leader for transporting of these supplies to the affected areas.
- Coordinate the collection of essential medical equipment and supplies.
- Assess operational requirements for transport of material resources as required?

Intermediate:

- With the assistance of the Area Managers Facility Status Reports, continually update materials inventory and needs assessment.
- In consideration of the regional action plan, determine anticipated needs and projections. Consider redistribution of resources if required.
- Contact key suppliers to determine anticipated interruptions in service.
- Provide for distribution and delivery of material resources as required.

Extended:

- Identify additional equipment supply needs. Make requests known to Logistics Chief and gain the assistance of the Procurement Leader when indicated.
- Determine the anticipated pharmaceuticals needed with the assistance of the Medical Officer and Pharmacy Supply Officer.
- Coordinate with the Safety & Security Officer to protect resources.
- Observe and assist staff who exhibit signs of stress or fatigue. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

PHARMACY SUPPLY OFFICER

Position Assigned To: _____

You Report To: _____ (Materials Management Leader)

Logistics Command Center: _____ Telephone: _____

Mission: Ensure the availability of pharmaceutical and pharmacy services.

Immediate:

- Receive appointment from Materials Supplies Leader.
- Read Task Sheet and the review the organizational chart.
- Put on position identification.
- Receive briefing from Materials Management Leader and develop an action plan.
- Inventory most commonly utilized pharmaceutical items and provide for the continual update of this inventory.
- Obtain inventory, as possible, from Area Managers.
- Assign pharmacists to receive and dispense requests from facilities as appropriate.
- Identify and communicate a list of inventories that might be transferred upon request to another facility. Provide list to the Materials Management Leader.

Intermediate:

- Contact key suppliers to determine anticipated interruptions in service.
- Communicate with Materials Management Leader to assure a smooth method of requisitioning and delivery of pharmaceutical inventories within the region.

Extended:

- Provide for routine meetings with Materials Management Leader.
- Review and approve the documented recordings of actions/decisions in the Pharmacy Service Area; forward copy to Materials Management Leader.
- Observe and assist any staff that exhibit signs of stress and fatigue. Report concerns to Materials Management Leader. Provide for staff rest periods and relief.
- Other concerns: _____