

Emergency Operations Center (EOC) Skillset: Logistics Branch Director

Task Category:

- Logistics Branch Director Activation Phase Checklist
- Logistics Branch Director Operational Phase Checklist
- Logistics Branch Director Demobilization Phase Checklist

Task Categories: Complete Logistics Branch Director SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
2. Meet with the Resources Support Section Chief and Finance/Administration Branch Director to determine the level of purchasing authority for the Logistics Branch.	C, E, F, I, T, A		

Task Categories: Complete Logistics Branch Director SEOC Operational Phase Checklist

3. Establish and maintain an Activity Log (ISM-214) and other necessary files.	C, E, F, I, T, A		
4. Coordinate with Operations Branch and On-scene Incident Command to establish priorities for resource allocation within the operational area.	C, E, F, I, T, A		
5. Obtain a list of pre-designated emergency purchase orders from the Finance/Administration Branch as required.	C, E, F, I, T, A		
6. Ensure all resource requests for the SEOC and all off-incident ordering are received, processed, and fulfilled (if request is valid and fillable). If the resource cannot be filled locally, elevate resource requests based on resource management policies and procedures (e.g., submit for mutual aid, State fulfillment, or state fulfillment).	C, E, F, I, T, A		
7. Communicate with the requesting party to identify actual need, to clarify the types and amount of equipment and supplies, and to verify the request has not been previously filled through another source.	C, E, F, I, T, A		
8. Communicate progress with the requesting party throughout the fulfillment process.	C, E, F, I, T, A		
9. Determine if requested types and quantities of equipment and supplies are available in inventory. Fill requests locally if possible.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. Determine if the procurement item can be provided without cost from another jurisdiction or via mutual aid.	C, E, F, I, T, A		
11. If resources are unavailable in local inventory or without cost from another jurisdiction, oversee the procurement and allocation of equipment and supplies not normally provided through mutual aid channels.	C, E, F, I, T, A		
12. Coordinate procurement with the Finance/Administration Branch and determine if suppliers and vendors will accept purchase orders as payment.	C, E, F, I, T, A		
13. Ensure orders exceeding the purchase order limit are approved by the Finance/Administration Branch and SEOC Director before the order is completed.	C, E, F, I, T, A		
14. If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Branch for development of necessary agreements.	C, E, F, I, T, A		
15. Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery.	C, E, F, I, T, A		
16. Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.	C, E, F, I, T, A		
17. Ensure requesting parties are notified in a timely manner of the arrival of resources, equipment, and other materials.	C, E, F, I, T, A		
18. Ensure contact is established with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.	C, E, F, I, T, A		
19. Ensure the need for fuel delivery and vehicle support is determined and addressed.	C, E, F, I, T, A		
20. If facilities are acquired away from the SEOC, ensure a Facility Manager is designated for each facility.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
<p>21. Develop and maintain a method to document and display the following for each facility: location; general description of furnishings, supplies, and equipment; hours of operation; and Facility Manager’s name and phone number.</p>	C, E, F, I, T, A		
<p>22. Establish or augment sanitization processes for each facility based on level of use and type of facility. If based on contracted services, coordinate modifications to existing contracts or secure new contracts with the Finance/Administration Branch.</p>	C, E, F, I, T, A		
<p>23. Coordinate the maintenance of incident equipment resources.</p>	C, E, F, I, T, A		
<p>24. Ensure all non-SEOC facilities are safe for occupancy and comply with Americans with Disabilities Act requirements. Note: The SEOC is the responsibility of the Center Support Section.</p>	C, E, F, I, T, A		
<p>25. Ensure storage areas are established for hazardous materials, fuel, and general supplies and equipment.</p>	C, E, F, I, T, A		
<p>26. As facilities are vacated, coordinate with the Facility Manager to return the location to its original state, which may include removing and returning furnishings, equipment, and supplies; arranging for janitorial services; and securing the facility.</p>	C, E, F, I, T, A		
<p>27. Identify, recruit, and register volunteers as required.</p>	C, E, F, I, T, A		
<p>28. Provide resource-related information to the Resource Tracking Unit, including resources ordered through mutual aid.</p>	C, E, F, I, T, A		
<p>29. Address Logistics Branch objectives, as stated in SEOC IAPs, to ensure completion within the operational period or within the estimated time frame.</p>	C, E, F, I, T, A		
<p>30. Provide the Resources Support Section Chief with a branch status report and communicate any significant issues.</p>	C, E, F, I, T, A		
<p>31. Complete the tasks outlined in the Shift Change section of the SEOC General Responsibilities Checklist.</p>	C, E, F, I, T, A		

Task Categories: Complete Logistics Branch Director SEOC Demobilization Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
<p>32. For all facilities still in use, coordinate with appropriate agencies/organizations regarding future closure and any associated contractual obligations, including the return the location to its original state, which may include removing and returning furnishings, equipment, and supplies; arranging for janitorial services; and securing the facility.</p>	C, E, F, I, T, A		
<p>33. Coordinate with the Resource Tracking Unit regarding the demobilization of resources from facilities closed during demobilization and any facilities and associated resources remaining in use beyond SEOC deactivation and demobilization.</p>	C, E, F, I, T, A		
<p>34. Complete the tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.</p>	C, E, F, I, T, A		