

## **POSITION #7, TITLE: Logistics Section Chief**

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**Direct Supervisor: EDS Coordinator**

**Mission: Responsible for all necessary communication, support and service to ensure the proper and efficient operation of the EDS site.**

**Qualifications: Strong organizational and managerial skills.**

### **POSITION RESPONSIBILITIES**

#### **Initial Action/Planning Phase**

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Run overall Logistics staff briefing.
- Meet with EDS Coordinator and conduct on-site briefing.
- Familiarize self with clinic layout and process.
- Familiarize self with EDS plan.
- Establish time schedule for Logistic staff meetings.
- Establish chain of command and performance expectations for all logistic support staff.
- Establish communications and communication protocol with all logistic support staff members.
- Establish a plan for providing distribution and services at site, i.e., food, supplies including medical supplies NOT from SNS, Child Care.
- Establish a plan with IT Support to provide necessary computer networks throughout EDS
- Establish a plan with Tactical Communications to obtain and maintain tactical internal and external communications systems for EDS.
- Contact EDS Coordinator to receive projected time of when EDS will be ready to receive SNS material assets.

#### **Primary Responsibilities During Site Operation**

- SIGN IN FOR SHIFT
- Meet with EDS Coordinator daily (and as often as needed) to discuss ongoing logistical issues.
- Remain aware of all communications, service and support needs at EDS
- Work with Procurement Officer to obtain the necessary service and supplies
- Directly overseeing all aspects of communications, service and support systems
- Brief communications, service and support staff daily on most current event information and any changes in EDS, service or support processes
- Brief incoming EDS coordinator and incoming Logistics Section Chief when shift is over.
- SIGN OUT

#### **Deactivation Phase**

- Conduct exit interviews with communication, service and support staff members
- Ensure that an after action review occurs and is documented for After Action Report.
- Participate in de-briefing.