

## LOGISTICS SECTION: SUPPLIES/FACILITIES

<b>TEAM MEMBERS</b>	Mark Prues, Wanda Lehman
<b>RESPONSIBILITIES:</b>	This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.
<b>START-UP ACTIONS:</b>	<ul style="list-style-type: none"> <li>▪ Check in with the Logistics Section Chief for a situation briefing.</li> <li>▪ Open the supplies container or other storage facility if necessary.</li> <li>▪ Put on a position identifier, such as a vest, if available.</li> <li>▪ Begin distribution of supplies and equipment as needed.</li> <li>▪ Set up the Command Post.</li> </ul>
<b>OPERATIONAL DUTIES:</b>	<ul style="list-style-type: none"> <li>▪ Maintain security of the cargo container, supplies and equipment.</li> <li>▪ Distribute supplies and equipment as needed.</li> <li>▪ Assist team members in locating appropriate supplies and equipment.</li> <li>▪ Set up the Staging Area, Sanitation Area, Feeding Area, and other facilities as needed.</li> </ul>
<b>CLOSING DOWN:</b>	<ul style="list-style-type: none"> <li>▪ At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned.</li> <li>▪ Secure all equipment and supplies.</li> </ul>
<b>EQUIPMENT/ SUPPLIES:</b>	<ul style="list-style-type: none"> <li>▪ Two-way radio</li> <li>▪ NOAA Weather Radio</li> <li>▪ LED Flashlight</li> <li>▪ Job description clipboard</li> <li>▪ Paper, pens</li> <li>▪ Cargo container or other storage facility and all emergency supplies stored on campus</li> <li>▪ Form: Inventory of emergency supplies on campus</li> </ul>