CERT LOGISTICS SECTION CHIEF CHECKLIST

Logistics Section Chief (Logistics) provides facilities, services, and materials in support of the incident; and assists the CERT - Incident Commander (CERT-IC) as necessary.

❖ Receive briefing from CERT-IC to understand the scope of the incident and immediate needs.
❖ Maintain communication with CERT-IC for briefings and updates.

COMMUNICATION
❖ Assign Communications Manager of this area under your command

If no Leader assigned, Logistics Section Chief assumes role.

☐ Choose a runner (if needed)
☐ Choose a scribe (if needed)
☐ Develop communications plan.
  ➢ Update the IC-CERT
☐ Establish type of communication.
  ➢ Ham radios, FRS radios, mobile/cell phones
☐ Assign communications equipment to each area IC-CERT, SAR, Medical, Fire, Etc.
  ➢ Record and maintain all resources on the Communications Equipment Resource Log as assigned.
  ➢ Have backup system in place in case main communications system fails such as runners.
☐ Establish necessary support needed for communication equipment such as backup batteries, electrical hook ups.
☐ Maintain communication with Logistics for briefings and updates.
☐ Retain all incident documentation from incident.

SUPPLIES
❖ Assign a Supply Manager of this section under your command

If no Manager assigned, Logistics Section Chief assumes this role.

☐ Establish tool/equipment holding area
☐ Determine resources needed for Medical from the Medical Director.
☐ Determine resources needed for SAR from the SAR Director.
☐ Determine resources needed for Fire from the Fire Group Leader.
☐ Develop Resource List of equipment/tools available in your area. Important to record the location of items.
  ➢ Record and maintain all resources on the Supplies Equipment Resource Log as assigned.
☐ Establish a “Restroom” area in a safe area that waste can be collected
☐ Establish an “evacuation/shelter” area to place victims, walking wounded and family members of victims from the medical area.
☐ Maintain communication with Logistics for briefings and updates.
☐ Retain all incident documentation from incident.
SIMPLE SCALE

CERT- Incident Commander (CERT-IC)

Medical Director (Medical)  Search & Rescue Director (SAR)  Fire Group Leader (FIRE)

FULL SCALE

CERT- Incident Commander (CERT-IC)

Safety Officer (Safety)  Logistics Section Chief (Logistics)  Communication Manager

Staging Manager  Operations Section Chief (OPS)  Supply Manager

Medical Director (Medical)  Search & Rescue Director (SAR)  Fire Group Leader (FIRE)

SAR Group  SAR Group  SAR Group