



# 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.

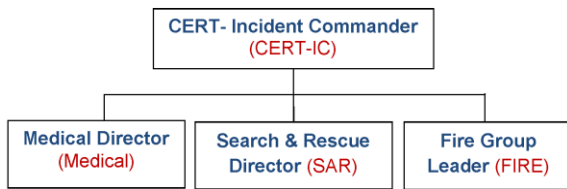
## SUPPLIES

- ❖ 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



FULL SCALE

