

LOGISTICS SECTION CHIEF (LSC) JOB AID

Overview

Position: Logistics Section Chief

The Logistics Section must work closely with all sections to ensure that incident needs are identified and addressed. The LSC must be able to manage effectively the wide range of functions that fall under this section.

Section: Logistics Section

Mission:

To coordinate the provision of facilities, services, personnel and material in support of the oil spill response. Key goals include:

- Staff Logistics Section
 - Identify and meet logistics requirements of the incident
 - Demobilize all incident resources in an orderly, cost-effective manner
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Duties:

- ❑ Prepare Incident Action Plan pertaining to locations of facilities, personnel, transportation, and other support and services needs.
 - ❑ Assemble and brief branch directors on duties, safety, communications, and other field requirements.
 - ❑ Ensure command post and field communications are established.
 - ❑ Provide input to and review communications plan, medical plan, and traffic plan.
 - ❑ Coordinate and process requests for additional resources.
 - ❑ Meet with Information Officer to determine requirements for information center.
 - ❑ Liaise with chiefs of Operations and Planning to determine level of manpower and resources needed for next operational period.
 - ❑ Review contract specifications.
 - ❑ Liaise with Finance/Administration Section Chief on the preparation of service and equipment contracts.
 - ❑ Provide input to Demobilization Plan as required by planning section.
 - ❑ Maintain unit log (ICS form 214).
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Overview (cont'd)

References

Below is a list of references that may be required while using this job aid:

- Field Operations Guide
 - NFES 2343 Logistics Section Chief Position Task Book
 - Applicable Basic Ordering Agreements (BOA's)
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Materials

Ensure these materials are available to the Logistics Section during an incident.

- Computer kit
- Telephone directory
- ICS forms catalog
- Administrative kit (pens, pencils, etc.)
- Equipment order forms (ICS-213 or equivalent)
- Position manuals for section
- Agency or incident specific manuals

Staffed Logistics Section

General Tasks

Below is a general task checklist that should be completed as soon as possible after being assigned to an incident.

STEP	ACTION	✓						
1.	Receive assignment	<input type="checkbox"/>						
2.	Upon arrival at the incident, check-in at the Incident Command Post	<input type="checkbox"/>						
3.	Obtain an initial brief from Incident Commander (IC) <ul style="list-style-type: none"> • Size and complexity of incident • Expectations of the IC • Incident objectives • Agencies/organizations/stakeholders involved • Incident activities/situation • Special concerns 	<input type="checkbox"/>						
4.	Review ICS 201 or Initial Action Plan (IAP)	<input type="checkbox"/>						
5.	Maintain a detailed Logistics Section Unit Activity Log (ICS 214) NOTE: Log should contain enough detail to reconstruct all events.	<input type="checkbox"/>						
6.	Establish a work location that is: <ul style="list-style-type: none"> • Accessible • Adequate in space • Near Finance Section • With communications capability 	<input type="checkbox"/>						
7.	Acquire work materials from page 2	<input type="checkbox"/>						
8.	Determine resource needs for the section <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>IF</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Inadequate</td> <td>Document and order appropriate resources to staff section</td> </tr> <tr> <td>Adequate</td> <td>Go to next step</td> </tr> </tbody> </table>	IF	Then	Inadequate	Document and order appropriate resources to staff section	Adequate	Go to next step	<input type="checkbox"/>
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9.	Organize, assign, and brief subordinates	<input type="checkbox"/>						

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Page

Staffed Logistics Section (Cont'd)

General Tasks (Cont'd)

General tasks continue from the previous page.

STEP	ACTION	✓														
10.	<p>Brief section personnel on mission/functions/responsibilities</p> <ul style="list-style-type: none"> • Provide overview of incident • Provide overview of Logistics Section responsibilities • Emphasize accuracy of required information <table border="1"> <thead> <tr> <th>Position</th> <th>Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Supply Unit Leader</td> <td>Order incident supplies</td> </tr> <tr> <td>Facilities Unit Leader</td> <td>Establish/mange incident facilities</td> </tr> <tr> <td>Ground/Vsl Support Unit Leader</td> <td>Provide support for incident ground and water transport needs</td> </tr> <tr> <td>Comms Unit Leader</td> <td>Draft and manage incidents Comms Plan</td> </tr> <tr> <td>Medical Unit Leader</td> <td>Draft and maintain the incident Medical Plan</td> </tr> <tr> <td>Food Unit Leader</td> <td>Arrange for and provide incident subsistence</td> </tr> </tbody> </table>	Position	Responsibilities	Supply Unit Leader	Order incident supplies	Facilities Unit Leader	Establish/mange incident facilities	Ground/Vsl Support Unit Leader	Provide support for incident ground and water transport needs	Comms Unit Leader	Draft and manage incidents Comms Plan	Medical Unit Leader	Draft and maintain the incident Medical Plan	Food Unit Leader	Arrange for and provide incident subsistence	<input type="checkbox"/>
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11.	Establish incident ordering process and ensure all sections are aware of the process	<input type="checkbox"/>														
12.	Monitor incident expansion / contraction due to changes in conditions, meeting of objectives	<input type="checkbox"/>														
13.	Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit	<input type="checkbox"/>														

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Staffed Logistics Section (Cont'd)

Logistics Section Forms

Below is a table that provides forms used by the Logistics Section.

Form number	Name
ICS 214	Unit Log
ICS 205	Incident Communications Plan
ICS 206	Incident Medical Plan
ICS 213	General Message Form
NOTES: The ICS 205 should reflect all types of communications used at the incident. The form is laid out to provide a VHF-FM comms plan but don't hesitate also to include cell phones, pagers, satellite comms, etc.	

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Logistics Requirements Identified and Met

Tasks

The Logistics Section Chief is responsible for meeting all incident logistical requirements

STEP	ACTION	✓
1.	Review proposed tactics for next operational period or periods at pre-planning meeting.	<input type="checkbox"/>
2.	Advise on current capabilities and limitations	<input type="checkbox"/>
3.	Determine additional resources needed to support the proposed IAP	<input type="checkbox"/>
4.	Discuss long-range plans and identify potential or future requirements	<input type="checkbox"/>
5.	Prepare and review applicable portions of the IAP	<input type="checkbox"/>
6.	Conduct Logistics Section meeting to review proposed IAP and ID any changes necessary based on resource availability	<input type="checkbox"/>
7.	Ensure Medical, Transportation and Comms plans are updated and provided to Planning	<input type="checkbox"/>
8.	Establish priorities and coordinate units within the Logistics Section	<input type="checkbox"/>
9.	Participate in the Planning meeting and confirm status of resources identified in the plan but not yet on-scene	<input type="checkbox"/>
10.	When IAP approved (following Planning Meeting) provide final version of applicable IAP forms/plans to Planning Section	<input type="checkbox"/>
11.	Update IC/UC on current logistics problems and/or accomplishments	<input type="checkbox"/>
12.	Ensure all personnel and equipment time records are complete and submitted to the time unit leader at the end of each operational period.	<input type="checkbox"/>

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Logistic Requirements Identified and Met (Cont'd)

Tasks (Cont'd)

STEP	ACTION	✓
13.	Complete ICS 214 (Unit Log) and submit to Documentation Unit at the end of each operational period.	<input type="checkbox"/>
14.	Interact and coordinate with all Command and General Staff elements to ensure the transfer and receipt of accurate/current information.	<input type="checkbox"/>

Demobilization Planning

Tasks

The Logistics Section Chief must ensure an orderly, fiscally responsible demobilization of the incident.

STEP	ACTION	✓
1.	Consider demobilization early enough during the incident so that an adequate demobilization plan is in place prior to the actual need to release resources.	<input type="checkbox"/>
2.	Work with sections to identify excess section resources: <ul style="list-style-type: none">• Name/Type• Quantity• Time/Date available for release	<input type="checkbox"/>
3.	Review list of resources proposed for demob daily to ensure accuracy and timely release from incident.	<input type="checkbox"/>
4.	Assist in the development and approval of the incident demobilization plan: <ul style="list-style-type: none">• Coordinate Unit/Section input• Ensure assisting agencies' input incorporated• Brief staff on responsibilities	<input type="checkbox"/>
5.	Ensure all incident and agency demob requirements are followed.	<input type="checkbox"/>

Section Demobilized

Tasks

Below are responsibilities applicable to all ICS personnel.

STEP	ACTION	✓
1.	Provide input to the Demobilization Plan <ul style="list-style-type: none">• Lead times• Identify high cost resources• Equipment release considerations	<input type="checkbox"/>
2.	Demobilize section and transfer all functions and the completed documentation to FOSC staff	<input type="checkbox"/>
3.	Debrief the section <ul style="list-style-type: none">• Participate in incident management team debriefing• Participate in closeout session• Brief replacement if necessary	<input type="checkbox"/>
4.	Provide Supply Unit Leader with a list of supplies to be replenished	<input type="checkbox"/>
5.	Forward all Section documentation to Documentation Unit	<input type="checkbox"/>
6.	Complete Check-out Sheet	<input type="checkbox"/>

Information Exchange Matrix (continued)

Inputs/Outputs

MEET With	WHEN	LSC OBTAINS	LSC PROVIDES
Resource Unit Leader	As needed	Check-in list from ICS 211 Resource status	Update on resources at incident
Finance Section Chief	As needed	FSC recommendations on resource utilization	Feedback on resource use decisions
Situation Unit Leader	Planning Meeting	Future projections for incident	
