SUPPORT BRANCH DIRECTOR JOB AID

Position: Support Branch Director

Section: Logistics Section

Mission: To provide personnel, equipment, supplies, and transportation for incident response.

Duties:

- Report to the Logistics Section Chief for situation briefing.
- Arrange for pickup and delivery of command post trailer(s) and other initial response equipment to the incident site and staging area, respectively.
- Determine additional personnel to meet response facilities, transportation, and operational requirements.
- Report to Logistics Section Chief for situation report.
- Set up command post and staging area or other support facilities as required.
- Respond to requests for air, land, and marine transportation.
- Instigate procedures and assign duties for hiring and recording incoming response personnel (coordinate with Finance/Administration Section and Planning Section’s resource units).
- Establish field supply depot and assign duties for ordering, receiving, distributing, and storing supplies and equipment.
- Provide status report to Logistics Section Chief on response equipment type and availability.
- Liaise with Finance/Administration section for procurement of equipment.