SERVICE BRANCH DIRECTOR JOB AID

Position: Service Branch Director

Section: Logistics Section

Mission:
To provide services related to medical, communication, food, and sanitation needs to support response efforts.

Duties:
- Report to Logistics Section Chief for situation briefing.
- Determine essential services to meet response requirements.
- Determine level of service required to support operations.
- Confirm dispatch of branch personnel.
- Participate in planning meetings of Logistics Section personnel.
- Review Incident Action Plan.
- Coordinate activities of service branch units.
- Inform Logistics Section Chief of activities.
- Resolve service branch problems.
- Maintain unit/activity log (ICS form 214).