



**INCIDENT COMMAND SYSTEM  
ICS POSITION: LOGISTICS SECTION CHIEF**

**REPORTS TO: INCIDENT COMMANDER**

**POST ORDER**

THE LOGISTICS SECTION CHIEF IS A MEMBER OF THE ICS GENERAL STAFF AND IS RESPONSIBLE FOR PROVIDING FACILITIES, SERVICES AND MATERIAL IN SUPPORT OF THE INCIDENT. THE SECTION CHIEF PARTICIPATES IN DEVELOPMENT AND IMPLEMENTATION OF THE INCIDENT ACTION PLAN AND ACTIVATES AND SUPERVISES THE BRANCHES AND UNITS WITHIN THE LOGISTICS SECTION.

- A. OBTAIN BRIEFING FROM INCIDENT COMMANDER.
- B. PLAN ORGANIZATION OF LOGISTICS SECTION.
- C. ASSIGN WORK LOCATIONS AND PRELIMINARY WORK TASKS TO SECTION PERSONNEL.
- D. NOTIFY RESOURCES UNITS OF LOGISTICS SECTION UNITS ACTIVATED INCLUDING NAMES AND LOCATIONS OF ASSIGNED PERSONNEL.
- E. ASSEMBLE AND BRIEF BRANCH DIRECTORS AND UNIT LEADERS.
- F. ASSIST IN ESTABLISH INCIDENT FACILITIES INCLUDING THE COMMAND POST, STAGING AREAS. AND OTHER FACILITIES AS THE INCIDENT DEVELOPS.
- G. PARTICIPATE IN PREPARATION OF INCIDENT ACTION PLAN.
- H. IDENTIFY SERVICE AND SUPPORT REQUIREMENTS FOR PLANNED AND EXPECTED OPERATIONS.
- I. PROVIDE INPUT TO AND REVIEW COMMUNICATIONS PLAN, MEDICAL PLAN, AND TRAFFIC PLAN.
- J. INSURE INCIDENT COMMUNICATION PLAN IS PREPARED.
- K. ADVISE ON CURRENT SERVICE AND SUPPORT CAPABILITIES.

- L. PREPARE SERVICE AND SUPPORT ELEMENTS OF THE INCIDENT ACTION PLAN.
- M. ESTIMATE FUTURE SERVICE AND SUPPORT REQUIREMENTS.
- N. RECEIVE DEMOBILIZATION PLAN FROM PLANNING SECTION.
- O. SUPERVISE THE RESOURCES ORDERING PROCESS AND ENSURE THAT THE RESOURCES UNIT IS ADVISED OF RESOURCE ORDER STATUS.
- P. RECOMMEND RELEASE OF UNIT RESOURCES IN CONFORMITY WITH DEMOBILIZATION PLAN.
- Q. INSURE GENERAL WELFARE AND SAFTY OF LOGISTICS SECTION PERSONNEL.
- R. MAINTAIN UNIT LOG

CRITICAL INCIDENT CHECK LIST		CRITICAL INCIDENT COMMAND POST		
LOGISTICS SECTION CHIEF			DATE:	
	ACTIVITIES		TIME	
01	OBTAIN BRIEFING FROM INCIDENT COMMANDER.			
02	PLAN ORGANIZATION LOGISTICS SECTION.			
03	ASSIGN SECTION STAFF: SERVICE BRANCH DIRECTOR:  COMMUNICATIONS UNIT LEADER:  PRISON SERVICE UNIT LEADER:  EMPLOYEE/INMATE SUPPORT SERVICES UNIT LEADER:  SUPPORT BRANCH DIRECTOR:			
04	NOTIFY RESOURCES UNIT OF LOGISTICS SECTION UNITS ACTIVATED INCLUDING NAMES AND LOCATIONS.			
05	ASSEMBLE AND BRIEF BRANCH DIRECTORS AND UNIT LEADERS.			
06	ASSIST IN ESTABLISHING INCIDENT FACILITIES INCLUDING THE COMMAND POST AND STAGING AREAS.			
07	PARTICIPATE IN PREPARATION OF INCIDENT ACTION PLAN.			
08	IDENTIFY SERVICE AND SUPPORT REQUIRMENTS.			
09	PROVIDE INPUT TO AND REVIEW COMMUNICATIONS PLAN, MEDICAL PLAN AND TRAFFIC PLAN.			
10	COORDINATE AND PROCESS REQUEST FOR ADDITIONAL RESOURCES.			
11	REVIEW ACTION PLAN AND ESTIMATE SECTION NEEDS.			
12	INSURE INCIDENT COMMUNICATIONS PLAN IS PREPARED.			
13	ADVISE ON CURRENT SERVICE AND SUPPORT CAPABILITY.			
14	PREPARE SERVICE/SUPPORT ELEMENTS OF THE INCIDENT ACTION PLAN.			
15	ESTIMATE FUTURE SERVICE AND SUPPORT REQUIREMENTS.			
16	RECEIVE DEMOBILIZATION PPLAN FROM PLANNING SECTION.			
17	RECOMMEND RELEASE OF UNIT RESOURCES IN CONFORMITY WITH THE DEMOBILIZATION PLAN.			
18	INSURE GENERAL WELFARE AND SAFETY OF LOGISTICS SECTION PERSONNEL.			
19	MAINTAIN UNIT LOG			
REMARKS/COMMENTS				

