

Do any of these Logistics buzzwords describe you?

- Creative solutions
- Persistent
- Helpful
- Craves variety

Logistics Section

Core Responsibilities:

- Identify service and support requirements for EOC operations
- Obtain critical resources
- Locate, order, and arrange delivery of needed staff, supplies, and equipment
- Develop the EOC Communications Plan and oversee operations of EOC communications
- Coordinate care and feeding of staff
- Maintain facility

Doing What It Takes to Get the Job Done



The Logistics Section is the hub for resources, staffing, communications: whatever it takes to get the job done.

The Logistics Section handles the practical day-to-day needs of the EOC. It also supports field operations by filling resource requests that cannot be met by others in the field or in the EOC. Of all the sections, the Logistics Section offers the greatest variety in job duties.

Logistics identifies the needed resources and works with the

Finance/Administration Section to get them. If local resources are exhausted, resource requests go to the State and Federal levels.

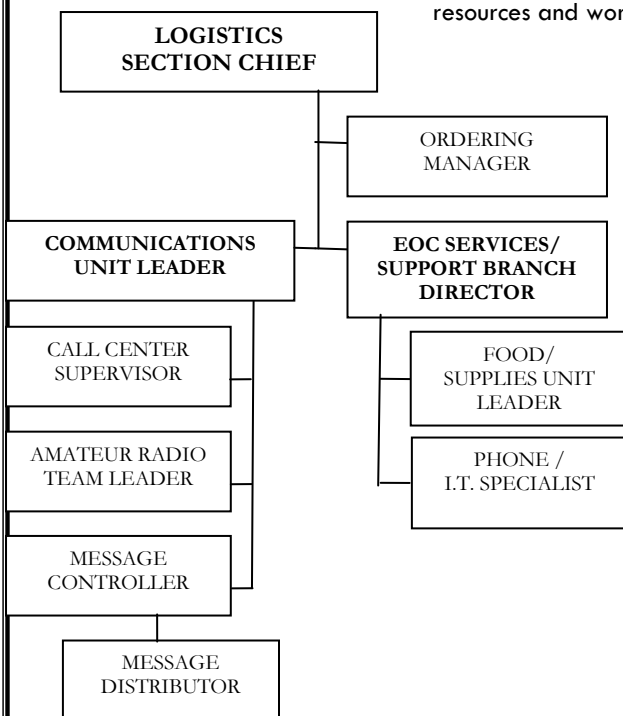
When there is competition for a scarce resource, Logistics is responsible for tracking the competing requests and communicating the conflict to EOC Management. With expendable resources, such as sand-

bags, Logistics secures them and provides a tally to Planning to track deployment. The Logistics Section also assists with volunteer coordination and donations management.

Within the EOC, Logistics is responsible for calling in staff, and arranging food service, EOC security, tech support for phones, computers and other general needs for the facility.

Logistics writes the Communications Plan for the EOC, updating directories and radio frequencies as needed.

Within Logistics, the Communications Unit has call takers, amateur radio operators, message runners and information tracking positions to collect and share information within the EOC.



Logistics Section Roles

Logistics Section Chief: Provide input to EOC Action Plan. Supervise Section.

Ordering Manager: Locate and order necessary resources.

EOC Services/Support Branch Director: Call in staff. Oversee Branch.

Food/Supplies Unit Leader: Arrange for the care and feeding of staff. Ensure staff have all necessary supplies/equipment to do their jobs.

Phone/I.T. Specialist: Technical assistance with EOC equipment and systems.

Communications Unit Leader: Write the EOC Communications Plan. Oversee communications flow that involves the EOC.

Call Center Supervisor: Provide direction for up to 5 call takers.

Amateur Radio Team Leader: Oversee amateur radio communications. Monitor remote flood sensors. Assign staff to field locations as needed.

Message Controller: Monitor all EOC e-mail and paper message copies to maintain overview of communications. Direct Message Distributor's activities.

Message Distributor: Monitor fax machine and desktop inboxes. Physically deliver messages to other sections of the EOC or other areas of the building.

TARGET QUALIFICATIONS

Although you will eventually achieve all of the training standards, it is not necessary to take any training before you apply. Training guidance and support will be provided to you.

FOR ALL EOC LOGISTICS STAFF

- Successful background check
- Fluent in the English language
- Basic computer skills (will use MS Word, MS Outlook, and Internet Explorer)
- Online NIMS/ICS courses:
 - IS-100
 - IS-700
- EOC Introduction course
- EOC Logistics course
- Brief annual refresher training

FOR SUPERVISORY ROLES:

- Online NIMS/ICS course IS-800

FOR LOGISTICS SECTION CHIEF:

Classroom NIMS/ICS courses:

- ICS 300
- ICS 400
- ICS 300/400 level for Logistics Section
- Advanced EOC Logistics course
- G288—Incident Command System / EOC Interface
- Supervisory experience preferred

Joining the Logistics Section

You may already possess many of the necessary skills to become a member of the Logistics Section. Or you may be interested in acquiring those skills to add to your own capabilities. Working in the EOC is a valued public service. If you would like to apply to be considered as a member of the EOC Logistics Section, please download an application form from www.cresa911.org.

Most of the required training is online. Much of it is required for other emergency management positions. Although no training is required to apply, you may choose to begin that training at any time. You will need to have completed at least the basic IS-100 course before enrolling in EOC courses, and IS-200 and 700 are also recommended prior to beginning your EOC courses which is available at www.training.fema.gov. Contact an Emergency Management Staff person, or keep an eye on the EOC web page at www.cresa911.org.

Working in the Logistics Section

Although working in the EOC is not your normal day job, you will find that many of the skills you use every day are valuable in the EOC, too. If you encounter unfamiliar tasks, there are Emergency Management staff on hand to answer your questions. There are also resource materials, including a position manual and checklists to help you carry out your duties.

- Maintain contact information on file with CRESA.
- Report on your availability when contacted for staffing.
- Check in at the EOC. Sign in with reception, and report to your supervisor.
- Orient yourself to the situation. Read the latest Situation Report, Web EOC.
- Participate in a shift-change briefing when you arrive to find out about pending issues.
- Maintain your position log in Web EOC. Log all major activities.
- Use position checklists to guide you in carrying out your specific duties.
- When leaving, provide a complete shift-briefing to your relief person.
- Confirm when you are scheduled to return.
- Check out with your supervisor and reception.

Contact Information

CRESA Emergency Management Staff: (360) 737-1911

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Primary EOC Location: 710 W. 13th Street, Vancouver, WA

EOC e-mail: CRESAEmergencyManagement@clark.wa.gov

Website: <http://www.cresa911.org>

Blog: <http://www.cresa911.blogspot.com>

