



## Logistics Section Chief

**You Report To:** Incident Commander

**Mission:** Coordinate local and regional resources during a large-scale public health emergency within the capital area. Resources are defined as any personnel, equipment, supplies or information that needs to be shared in a public health event.

### Immediate:

Action	Completed
At initial briefing, identify resources required for section operations.	
Review current Capital Area Resource Inventory and Resource Directory	
Facilitate resource requests through agencies and municipalities.	

### Intermediate:

Action	Completed
Communicate all requests for incoming and outgoing resources with Incident Commander.	
Provide routine progress and/or status reports to Mace Manager.	
Track all resources used and ensure that they are returned in same condition	
Ensure all documents and reports are complete for section and submitted appropriately. <ul style="list-style-type: none"> <li>○ Supply and inventory documents.</li> <li>○ Sign-off documents when supplies were delivered.</li> <li>○ Unit Logs and General Messages to Mace Manager.</li> </ul>	

### Extended:

Action	Completed
Update Capital Area Resource Inventory and Resource Directory	
Update and train replacement	