

Logistics Leader

Mission: Organize, assign, and supervise Logistics and ensure coordination with the POD Task Force Leader and the DOC.

Date: _____ Location: _____ Shift: _____ Reports to: POD Task Force Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214.		
Designate Logistics positions. Distribute JAS and position identification		
Brief Logistics members on current situation, incident objectives and strategy; outline incident action plan and designate time for next briefing.		
Brief POD Task Force Leader upon completion of POD set-up (Communications, IT, Medical Materiel)		
Communicate restocking procedures to Unit Leaders		
Ensure Logistics members comply with safety policies and procedures and proper use of PPE, if applicable.		

POD Operations	Time	Initial
Coordinate with POD Task Force Leader regularly, brief on operational status		
Regularly obtain information about progress on assigned tasks from crew leaders		
Ensure the following are being addressed: <ul style="list-style-type: none"> • Communication/IT services • Provision of food and water for staff • Safe working environment • Resource needs being fulfilled • Documentation 		
Ensure staffing request for unit are reported to POD Task Force Leader and Planning for next shift		
Continue to provide the POD Task Force Leader with periodic situation updates.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
As needs for Logistics staff decreases, notify the POD Task Force Leader, combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment and supplies.		

Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation is submitted to the POD Task Force Leader as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents

- ICS organization chart
- DOC telephone directory
- ICS Form 214
- ICS Form 308
- IAP

Tools

- Radio
- Position identification