

**CONFIDENTIAL EMERGENCY ASSIGNMENT DUTIES CHECKLIST**

Department of Education

**LOGISTICS SECTION CHIEF**  
May assign a Deputy Logistic Section Chief if needed

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ RADIO # \_\_\_\_\_

LOCATION: \_\_\_\_\_

**SUPERVISED BY: INCIDENT COMMANDER**

EMERGENCY TYPE \_\_\_\_\_

**SUBORDINATES**

TITLE	NAME	PHONE/RADIO
Deputy Logistics Section Chief		
Services Branch		
Support Branch		

**SUGGESTED EQUIPMENT**

\* DEEPLAN    \*Television    \*Whiteboard    \*Recording Devices    \* Poster Board  
 \* Am/Fm Portable Radio    \*Department Photo's , Maps And Videos    \*Clock  
 \*Tv/ Vcr/Dvd Player    \* ID Vest    \*Applicable Forms and Logs    \*Office Supplies  
 \*Radios    \*Telephones    \*Cellular Telephones    \*Resource Lists

**PRIMARY DUTIES**

The person designated by the Incident Commander (if needed) responsible for all of the services and support needs. This individual ensures that there are adequate resources (personnel, supplies, and equipment) for meeting the incident objectives.

**QUALIFICATIONS  
to operate this general staff position**

- Completion of ICS training
- Knowledge of logistics (food service, sheltering, transportation, emergency caches etc.)
- Ability to:
  - Organize and prioritize resource requests
  - Anticipate and plan for resource needs
  - Maintain records and documentation
  - Track resources requests
  - Solve resource problems creatively
  - Communicate effectively orally and in writing
  - Direct other in a crisis





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