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**Collaborators**
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Aaron Hoffman, Services for the UnderServed
Michael Whelan, Services for the UnderServed
Cynthia Light, Triple C Housing
Leslie Stivale, Triple C Housing

Photos by Harry Connolly, Lloyd Wolf and FEMA News Photo
Getting Started

The Logistics Chief makes arrangements to move staff, equipment and supplies to and from sites that need additional resources.

When a disaster strikes, the main functions include:

» Procuring equipment, fuel, food services, transportation and supplies for staff working extended hours.

» Scheduling pickups and deliveries.

» Tracking all supply and service purchases.

» Working closely with the Housing Chief and Business Continuity Chief to fulfill supply needs.

Qualifications may include:

» Experience managing purchasing for the organization.

» Negotiating experience.

» Knowledge of the organization’s financial systems and controls.

» Knowledge of the organization’s building and office locations.

A likely staff member to fill this role may be:

» Director of Purchasing, Director of Operations or Office Manager.

During the Planning Phase, the Logistics Chief should:

» Determine how to store and transport goods.

» Consider the locations of the organization’s buildings and how to best transport supplies to them. Are buildings spread over a large area or in one neighborhood?

» Review relationships with supply vendors, determining which ones can be relied upon during a disaster.

» Develop an organized method for tracking purchases, using Excel, a database or another method that fits the organization’s needs.
## Job Action Sheet

A Job Action Sheet includes tasks to be completed by the Disaster Response Role over eight Operational Periods before, during and after a disaster.

## Operational Periods

<table>
<thead>
<tr>
<th>Pre-Event</th>
<th>Event</th>
<th>Post Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>96 hours</td>
<td>Immediately after</td>
<td>12 hours</td>
</tr>
<tr>
<td>72 hours</td>
<td>12 hours</td>
<td></td>
</tr>
<tr>
<td>48 hours</td>
<td>24 hours</td>
<td></td>
</tr>
<tr>
<td>24 hours</td>
<td>48 hours</td>
<td></td>
</tr>
<tr>
<td>12 hours</td>
<td>72 hours</td>
<td></td>
</tr>
</tbody>
</table>

### Pre-Event Preparedness
In this Toolkit, Pre-Event Preparedness begins 96 hours ahead of an emergency event so an organization can best prepare for disaster response and recovery. The Job Action Sheet specifies tasks that should be completed 96, 72, 48, 24 and 12 hours before an anticipated event.

### Event Response
During the event period, Job Action Sheets instruct all Disaster Response Roles to stay on alert.

### Post-Event Response
Activities and tasks to be completed after the disaster is over.
The Logistics Chief makes arrangements to move staff, equipment and supplies to and from sites needing additional resources.

Main functions of this role include:
- Procuring equipment, fuel, food services, transportation and supplies for staff working extended hours.
- Scheduling pickups and deliveries.
- Tracking all supply and service purchases.
- Working closely with the Business Continuity Chief and Housing Chief to fulfill supply needs.

### 96 Hours Pre-Event

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Notes</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Command Level Meeting announcement from Incident Commander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read entire Job Action Packet with tools and fill gaps as needed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Operational Period**
Specific time periods before, during and after a disaster during which meetings are held and tasks are completed.

**Actions**
Important tasks to be completed during each operational period.

**Additional Information**
Space to include contact and updated document information.