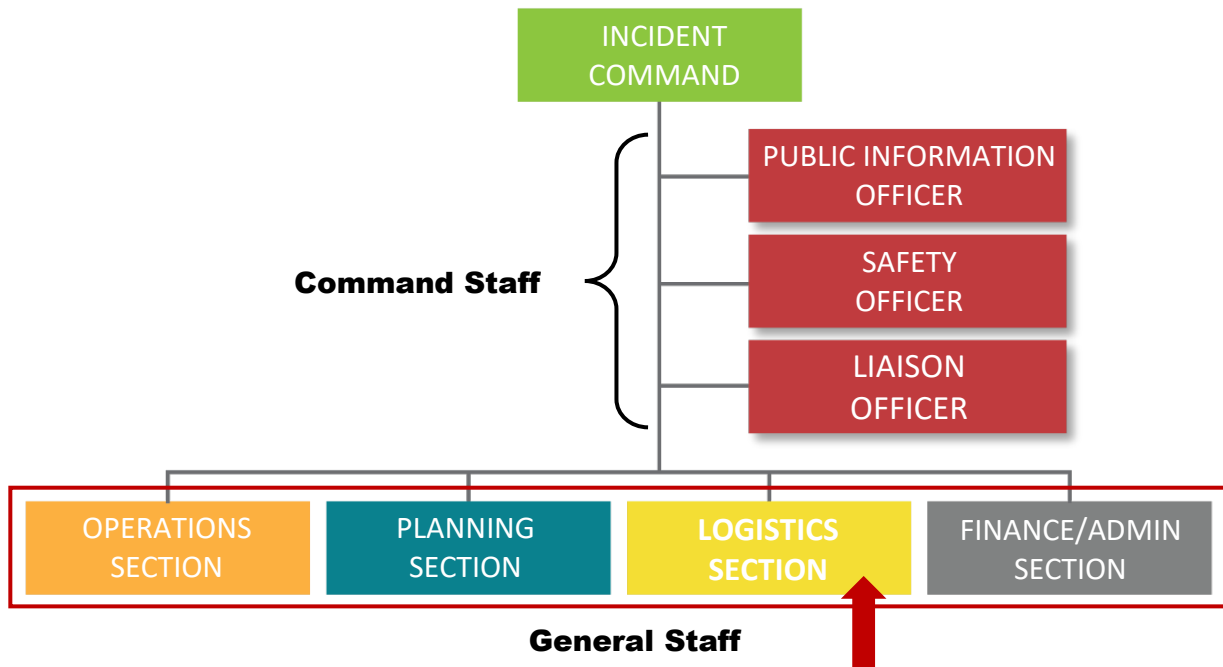




TOOLBOX MEETING GUIDE

TOPIC 8: LOGISTICS SECTION CHIEF



As a member of General Staff, the Logistics Section Chief is part of the leadership team, tasked with providing facilities, services and materials in support of the incident. Throughout the incident, the Logistics Section is responsible for identifying current resource needs, and in coordination with the Planning Section, identify sources for future needs and possibilities. Logistics prioritizes and validates resource requests, oversees ordering and tracking of resources, coordinates with other General Staff and Command Staff, and maintains applicable documentation.

It is important to recognize resource needs do not end with equipment to contain the incident. Other considerations include additional staffing to cover future operational periods, food and water for staff who work extended shifts as they manage the incident, and washroom facilities for staff who may be working at an isolated location.

Typically, the Logistics Section Chief has delegated financial authorities, allowing them to make purchases and sign contracts to pre-established limits.

The Logistics Section Chief participates in the development of the Incident Action Plan, activates and supervises the branches and units within the Logistics Section, and takes on responsibilities for any unassigned roles within the Logistics Section. Tasks may be delegated to the appropriate unit leader. Unless otherwise delegated, all Logistics activities are the responsibility of the Logistics Section Chief. Examples of Logistics units* include:

- Communications Unit**
- Food Unit**
- Facilities Unit**
- Medical Unit**
- Supply Unit**

*Depending on the number of responders available and the scale of the incident, many subordinate roles will not need to be assigned or the role can be assumed by the Logistics Section Chief until they can be delegated.

Use Your Checklists - When fulfilling multiple roles, personnel must remember to use all applicable checklists.

Keep in mind, not all tasks on a checklist may need to be completed. Let the pace and needs of the incident determine the required tasks. In many cases, checklists are divided into phases of the incident, such as: **Initial Response, Ongoing Response, and Demobilization**. Remember, you only need to address the checklist items according to the current stage of the incident. To make a comparison, airline pilots refer to their take-off checklist first before they look at one for the landing process.

Span of Control/Chain of Command – It is important to maintain a manageable span of control so personnel in leadership and critical decision-making positions are not overwhelmed. Span of control should be maintained between three and seven, and a ratio of one supervisor to five direct reports is optimal. It is also essential personnel respect the chain of command and ensure they only answer to their direct supervisor, not directly to the Incident Commander. Sharing the incident organization chart with all responders will help ensure these lines are understood.

Briefing Meetings – Status briefing meetings should occur at regular intervals (as scheduled by the Planning Section in conjunction with the Incident Commander). The Logistics Section Chief will gather information from any subordinate roles to present at each update meeting. Once the meeting is over, it is the role of the Logistics Section Chief to relay the information back to the subordinate personnel.

When providing an update in the status briefing meetings, the Logistics Section Chief provides input about the status of various resources, such as availability, expected time of arrival, and what resources are currently on-site. This information should be documented on a resource tracking document or wall chart.

Incident Action Plan (IAP) – The Logistics Section Chief is briefed on the IAP as it is developed. The IAP is a blueprint for the management and response of the incident, and provides key information to Logistics to begin acquiring resources. The Logistics Section may have a role in the development of the IAPs for additional operating periods.

Demobilization – Once a stand-down has been confirmed with the regulatory agency (BC Oil and Gas Commission), demobilization can begin. During the demobilization phase, the Logistics Section is responsible for receiving the demobilization plan from the Planning Section, releasing units/resources in conformity with the demobilization plan, and gathering documentation to submit to the Planning Section.

Forms: Incident Command System (ICS) forms are an integral part of proper documentation processes. All roles should be familiar with the forms applicable to them. Documentation is vital during an incident as evidence of the processes and decisions made while responding to an incident, and can be legally admissible in a court of law.

Examples of Logistics Section Forms:

ICS 204 – Assignment List (Resource Tracking)

ICS 205 – Communications Plan

ICS 205(A) – Communications List

ICS 210 – Resource Status Change Form