

LOGISTICS SECTION CHIEF

7505

(No. 2 September 2012)

The Logistics Section Chief is a member of the incident's General Staff. The Logistic Section Chief is responsible for all of the logistics planning and implementation for the incident.

LOGISTICS SECTION CHIEF'S RESPONSIBILITIES

7505.1

(No. 2 September 2012)

The responsibilities presented below should be considered a minimum for this position:

- Obtain briefing from Incident Commander (IC).
- Obtain from IC list of incident personnel or positions with the authority to order personnel, equipment or supplies
- Plan organization of Logistic Section
- Assign work locations and preliminary work tasks to Section personnel
- Notify Resources Unit of Logistics Section units activated, including names and locations of assigned personnel
- Assemble and brief Unit Leaders and Branch Directors
- Participate in preparation of Incident Action Plan
- Identify service and support requirements for planned and expected operations
- Provide input and review Communications, Medical and Traffic Plans
- Coordinate and process inquiries for additional resources
- Review Incident Action Plan and estimate Section needs for next operational period
- Advise on current service and support capabilities
- Prepare service and support elements of Incident Action Plan
- Estimate future service and support requirements
- Receive Demobilization Plan from Planning Section

- Recommend release of Unit resources in conformity with Demobilization Plan
- Ensure general welfare and safety of Logistics Section personnel
- Maintain Unit Log ([ICS 214](#))

CHECKLISTS

7505.2

(No. 2 September 2012)

The Logistics Section Chief should utilize checklists to ensure that all appropriate information is secured at either the Transition or Incident Commander's Briefing. See [Use of the LOGISTICS Section Chief Checklists](#) for examples and explanations of checklists. Included are the [Transition Briefing Checklist](#), [Initial Response Checklist](#), [First Day/Daily Checklist](#), [Demobilization Preparation Checklist](#) and [Demobilization Checklist](#). Additional checklists can be found in Handbook 7500 Exhibits. New Logistics Section Chiefs are encouraged to develop their own checklists and to update them as their experience grows. The [Briefing Information](#) checklist is a good overall planning tool.

ORGANIZATION

7505.3

(Revised 2012)

The Logistic Section Chief, a member of the General Staff, is responsible for providing facilities, services and material in support of the incident. The Chief participates in the development of the Incident Action Plan and activates and supervises the Branch and Units within the Logistics Section.

The Logistic Section Chief reports to the Incident Commander. It may be desirable for the Chief to have a Deputy. The Deputy's responsibilities will be as delegated by the Chief. Unit functions may be combined if workload permits.

MAJOR PROCEDURES

7505.4

(Revised 2012)

- Obtain briefing from the Incident Commander
- Attend Transition Briefing
 1. Information to be gathered at briefing:
 - a. Copy of the Incident Commander's briefing report
 - b. Summary of resources dispatched to the incident
 1. Copy of ROSS report if available
 - c. Initial instruction concerning work activities
 - d. Complete [Transition Briefing Checklist](#)
 - e. If information is not provided during the briefing, ask to meet with the Incident Commander after the briefing
 - f. Obtain copy of the Incident Action Plan, if available
- Activate Logistics Units
 1. Determine from Incident Commander's briefing what logistics personnel have been ordered
 2. Confirm order of appropriate logistics personnel
 3. Plan preliminary organization of Logistics Section
 - a. Identify the Units to be activated
 - b. Estimate the personnel required
 4. Compare the preliminary plan with personnel ordered, as appropriate
 5. Identify additional personnel needed
 6. Request additional personnel
 - a. Place initial order for logistics personnel as soon as possible
 7. Assign work locations and work task to logistics personnel
 8. Notify Resources Unit of Logistics Units activated, including names and locations of assigned personnel

ORGANIZE LOGISTICS SECTION

7505.4.1

(Revised 2012)

- Confirm the arrival of dispatched logistics personnel
- Assemble and brief logistics personnel
 1. Provide a summary of the incident
 2. Provide a summary of current logistics activities
 3. Provide copies of information gathered on checklists
- Review the initial operations of the Logistics Section with Section personnel

- Set goals for initial operations to Section personnel
 1. Incident Base established by _____
 2. First meal served by _____
 3. Communications, Medical and Transportation Plans in to the Planning Section for inclusion in the IAP by _____
 4. Relief drivers available by _____
 5. Communications up and running by _____
 6. Supply Unit operational by _____

ASSIST IN PREPARATION OF THE INCIDENT ACTION PLAN

7505.4.2

(Revised 2012)

- Attend Pre-Planning Meeting with the Operations Section Chief, the Plans Section Chief and the Safety Officer
- Review suggested strategy and tactics for next operational period
- Advise on current service and support capabilities
- Estimate logistics capabilities required for selected plan
- Compare required capabilities with current capabilities
- Determine additional service and support requirements corresponding to Incident Action Plan
- ADVISE OPERATIONS and PLANS if LOGISTICS will be able to SUPPORT THE PLAN
- Prepare (in conjunction with other attendees) service and support elements of the Incident Action Plan
- Identify potential future control operations so as to anticipate logistics requirements
- Attend Planning meeting

REQUEST ADDITIONAL INCIDENT RESOURCES

7505.4.3

(Revised 2012)

This function is performed by the Logistic Section Chief only if the corresponding authority has been delegated by the Incident Commander.

- Receive requests for resources to be ordered from outside of the incident from members of the General Staff or Resources Unit
- Coordinate requests for additional resources in order to eliminate duplicate requests
- Submit requests through the Supply Unit/Ordering Manager to the ordering point for additional resources from outside the incident
- Place orders for Operational Resources in a timely manner so that they are available for the required Operational Period

PERFORM OPERATIONAL PLANNING FOR LOGISTICS SECTION

7505.4.4

(Revised 2012)

- Obtain the Incident Action Plan from the Plans Section Chief and review with Section personnel as appropriate
- Identify service and support requirements for planned and expected incident operations
- Plan the organization of the Logistics Section:
 1. Identify elements to be activated
 2. Estimate resources required
- Compare organization plan requirements with confirmed personnel orders
- Identify needed or surplus personnel
- Notify Resources Unit of names of personnel available for assignment or reassignment
- Notify personnel who are being reassigned
- Request additional personnel needed by supplying:
 1. Number of personnel required
 2. Necessary qualifications
 3. Time to report
 4. Reporting location
 5. Name of the supervisor to whom to report

- If additional personnel are required and the Resource Unit is unable to fill, submit [ICS 213](#) to the Supply Unit/Ordering Manager to place the order
- Confirm with the Resources Unit all resources assigned to the Logistics Section
- Request support use of helicopters from Air Operations
- Assign work locations and specific work tasks to Section personnel

UPDATE LOGISTICS SECTION PLANNING

7505.4.5

(Revised 2012)

- Review the current situation status, resource status, and fire behavior prediction information
- Obtain information concerning future operations through discussions with incident personnel
- Estimate future logistics requirements
- Compare estimated future requirements with expected logistics capabilities
- Obtain changes to Incident Action Plan from Plans Section Chief
- Obtain Demobilization Plan from Plans Section Chief. Sign Demob document if the Logistics Section can support the Plan
 1. Identify required modification to Logistics Section planning
 2. Modify planning, as appropriate
 3. Inform Logistics Branch Directors, Plans Section Chief, Resources Unit and others (as appropriate) of planning modification

DIRECT OPERATIONS OF ORGANIZATIONAL ELEMENTS 7505.4.6

(Revised 2012)

- Receive reports of significant events
- Periodically check work progress on assigned task of Support and Service Branches, and units as appropriate
- Utilize a Daily Checklist to assure nothing is missed
- Coordinate and supervise the activities of Logistics Units:
 1. Establish priorities
 2. Identify and resolve conflicts
 3. Ensure that elements are maintaining communications with each other
 - a. Hold daily Logistic Section Meeting with all Unit Leaders
- Ensure the general welfare and safety of logistics personnel
- Provide input to and review Communications, Medical and Traffic Plans

MAINTAIN LOGS AND RECORDS

7505.4.7

(Revised 2012)

- Record logistics activities on Unit Log
- Maintain agency records and reports
- Confirm with Unit Leaders that Vendor Evaluations ([ICS 230](#)) are being completed
- Provide Unit Logs to the Documentation Unit at the end of each operational period

DEMOBILIZATION

7505.5

(Revised 2012)

The Logistic Section Chief works closely with the Incident Commander, Operations Section Chief, and the Plans Section Chief on the development and implementation of any plan. The following are some considerations and procedures that need to be addressed or accomplished.

Demobilization concepts for Logistics Section:

Retrograde

1. Any incident meeting the criteria listed in section 7585 of this handbook is subject to the retrograde process. Each Unit leader is responsible for assisting the Retrograde team and insuring CAL FIRE is utilizing good business practices in accounting for supplies purchased or obtained for incidents.
2. Plan early and order the Retrograde team 72 hours prior to anticipated closure of the base. The Retrograde team should arrive 48 hours prior to the demobilization of the incident.
 - a. Utilize a Demob Checklist to ensure that each Logistics' Unit is aware of their responsibilities during the Demobilization process
 - b. Units will also be demobilized
 - 1) Units may be the last to go
 - 2) All documents will be correctly accounted to the proper Units
 - 3) Unused or excess supplies shall be accounted for per the 7585 retrograde policy
3. Closing down support facilities
 - a. Coordination is required between Unit leaders and the Planning Section to ensure orderly closure (i.e. camps, base, and incident command post)
 - 1) Make sure Camp closures are coordinated
 - 2) Have all assigned Operations personnel been moved?
 - 3) Are remaining open facilities capable of providing services?
 - b. Orderly closure of multiple facilities
 - 1) With several camps, close each when not needed
 - 2) Consolidate supplies from the closed camps at the base utilizing Waybills
 - 3) Maintain enough help for the Supply Unit Leader to handle excesses and/or returns to suppliers
 - c. Maintain a system to account for personnel and supplies moved from closed camps
 - 1) Coordinate with Planning, Finance, and Operations Sections
 - 2) All transfers of property will be documented on Waybills
 - 3) Provide transportation to destinations as required by the Demobilization Unit
4. Provide lists of resources and supplies recommended for release
 - a. The Logistic Section Chief will need to meet and brief Unit Leaders on the following:
 - 1) Retrograde procedures for Units
 - 2) Demobilization Plan
 - 3) Priorities for release
 - 4) Procedures
 - 5) Gather information from Unit Leaders on scope and projected magnitude of their Demobilization
 - 6) Utilize Checklists as a reminder

- b. Unit Leaders must prepare a list in anticipation of Demobilization workload. That list shall include:
 - 1) Equipment which can be released
 - 2) Additional personnel needs to implement Demobilization Plan
 - 3) Surplus supplies
 - 4) Personnel considered surplus
 - 5) Release priorities of Unit staff
 - 6) Inventories for unit closures
 - 7) Department-specific standards (Retrograde)

- 5. For the timely reductions of all logistics functions
 - a. Have Unit Leaders develop schedules
 - 1) List Unit priorities
 - 2) Follow-up is required in meeting schedules and controls
 - b. Encourage early inventories
 - 1) Ensure accountability
 - 2) Halt unnecessary ordering
 - 3) Prepare for retrograde
 - c. Have Units fully staffed to meet Demobilization Plan
 - 1) Ensure Logistics Section has ample staffing to meet demobilization plan
 - 2) Reduce Logistics Section staffing as the workload of each Unit reduces due to demobilization
 - 3) Remember, Logistics Section may need personnel to remain at the incident until all the logistical matters are handled or turned over to the hosting Unit

- 6. Returning facilities to pre-incident conditions
 - a. Check on departmental regulations
 - b. Maintenance personnel to clean up and repair area
 - c. Document unusual conditions, or damages that could lead to claims
 - d. Leave the area as close to the original condition as possible
 - e. Consult with the Finance Section issues regarding facilities closure

- 7. Release all logistics personnel and resources for Demobilization
 - a. Prepare a list which shows resources (i.e. type, quantity, location, time release, name, Request Number and home base of logistics personnel)
 - b. Make sure each Unit can close down within the time frames stipulated in the Demobilization Plan
 - c. Personally inspect progress and accomplishments prior to release
 - 1) Are all documents in order?
 - 2) Has the Retrograde Process been completed and Accountable items properly released or disposition documented?
 - 3) Does any Unit need help in the Demobilization process?
 - d. Make contacts during the Demobilization process with any jurisdictional agency other than the department
 - 1) Has property been properly accounted for?
 - 2) Have supplies been returned correctly?
 - 3) Has equipment been returned satisfactorily?

- 4) Are documents in order for payment?
- e. Make contacts during the Demobilization process with the Command and General Staff
 - 1) Has property been properly accounted for?
 - 2) Have supplies been returned correctly?
 - 3) Has equipment been returned satisfactorily?
 - 4) Are documents in order for payment? Including [ICS 230](#) Vendor Evaluation forms
 - 5) Have subordinate personnel evaluations ([ICS-225](#)) been completed and submitted to the Plans Section?
- f. Notify the Planning Section; Finance Section and Incident Commander of Section close down.
- g. Be prepared to assist the Finance Section with Logistics issues after the Incident Base has been closed

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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