

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC LOGISTICS SECTION CHIEF

Position initially assumed by classified staff available (preferably, purchasing or business office staff), ideally assumed by pre-designated purchasing staff.

RESPONSIBILITIES:

The goals of creating a safe environment are to maintain rescuer safety and to remove victims as quickly as possible while minimizing additional injury.

Ensure the Logistics function is carried out in support of the District EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities and transportation services; as well as arranging for food, lodging, and other support services as required.

Establish the appropriate level of unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Command Posts within the District.

Keep the EOC Director informed of all significant issues relating to the Logistics Section.

Watch for signs of stress in staff.

Supervise the Logistics Section.

ACTIVATION STAGE:

Follow the Activation/Demobilization Generic checklist.

Check in with EOC Director for situation/safety briefing.

Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor

Based on the situation, activate teams within the section as needed and designate team/unit leaders for each element:

- Communications
- Transportation

- Personnel
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