Incident Command System
Logistics Section Chief (LSC)

Overview

User
The Logistics Section Chief is responsible for all Service and Support aspects of the incident. The LSC must possess good financial and procurement knowledge.

When to Use
This job aid should be used to assist the LSC whenever an incident has occurred that requires the ICS organization to respond.

Major Accomplishments
Below is a list of the major accomplishments:

- Staffed Logistics Section
- Logistics requirements of incident identified and met
- Demobilization of all incident resources in an ordered, cost-effective manner

References
Below is a list of references that may be required while using this job aid:

- Field Operations Guide
- NFES 2343 Logistics Section Chief Position Task Book
- Applicable Basic Ordering Agreements (BOA's)
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Overview (cont'd)

Materials	☐ Ensure these materials are available to the Logistics Section during an incident.
	☐ Computer kit
	☐ Telephone directory
	☐ ICS forms catalog
	☐ Administrative kit (pens, pencils, etc.)
	☐ Equipment order forms (ICS-213 or equivalent)
	☐ Position manuals for section
	☐ Agency or incident specific manuals

General Information   The Logistics Section must work closely with all sections to ensure that incident needs are identified and addressed. The LSC must be able to effectively manage the wide range of functions that fall under this section.
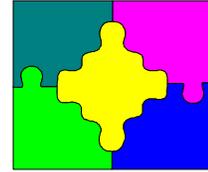
Staffed Logistics Section

General Tasks	Below is a general task checklist that should be completed as soon as possible after being assigned to an incident.

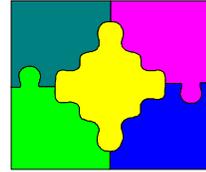| STEP	ACTION	✔
1.	Receive assignment	
2.	Upon arrival at the incident, check-in at the Incident Command Post	
3.	Obtain an initial brief from Incident Commander (IC) Size and complexity of incident Expectations of the IC Incident objectives Agencies/organizations/stakeholders involved Incident activities/situation Special concerns	
4.	Review ICS 201 or Initial Action Plan (IAP)	
5.	Maintain a detailed Logistics Section Unit Activity Log (ICS 214) **NOTE:** Log should contain enough detail to reconstruct all events.	
6.	Establish a work location Accessible Adequate space Close to Finance Section Have communications capability	
7.	Acquire work materials from page 2	
8.	Determine resource needs for the section <table><tr><td>**IF**</td><td>**Then**</td></tr><tr><td>Inadequate</td><td>Document and order appropriate resources to staff section</td></tr><tr><td>Adequate</td><td>Go to next step</td></tr></table>	
9.	Organize, assign, and brief subordinates	
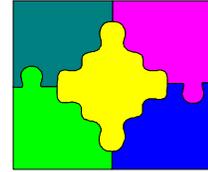
Staffed Logistics Section (Cont'd)

General Tasks (Cont'd)	General tasks continue from the previous page.

STEP	ACTION	✔
10.	Brief section personnel on mission/functions/ responsibilities • Provide overview of incident • Provide overview of Logistics Section responsibilities • Emphasize accuracy of required information 	

Position	Responsibilities
Supply Unit Leader	Order incident supplies
Facilities Unit Leader	Establish/mange incident facilities
Ground/Vsl Support Unit Leader	Provide support for incident ground and water transport neds
CommsUnit Leader	Draft and manage incidents Comms Plan
Medical Unit Leader	Draft and maintain the incident Medical Plan
Food Unit Leader	Arrange for and provide incident subsistence

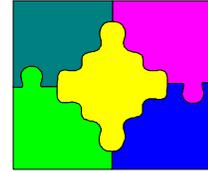| STEP	ACTION	✔
11.	Establish incident ordering process and ensure all sections are aware of the process	
12.	Track, stay aware of incident expansion / contraction due to changes in conditions, meeting of objectives	
13.	Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit	

Staffed Logistics Section (Cont'd)

Logistics Section Forms

Below is a table that provides forms used by the Logistics Section.

| Form number	Name
ICS 214	Unit Log
ICS 205	Incident Communications Plan
ICS 206	Incident Medical Plan
ICS 213	General Message Form
NOTES: The ICS 205 should reflect all types of comms used at the incident. The form is laid out to provide a VHF-FM comms plan but don't hesitate to also include cell phones, pagers, satellite comms, etc.	

Logistics Requirements Identified and Met

Tasks

The Logistics Section Chief is responsible for meeting all incident logistical requirements

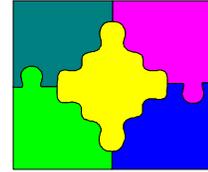| STEP	ACTION	✔
1.	Review proposed tactics for next operational period or periods at pre-planning meeting.	
2.	Advise on current capabilities and limitations	
3.	Determine additional resources needed to support the proposed IAP	
4.	Discuss long-range plans and identify potential or future requirements	
5.	Prepare and review applicable portions of the IAP	
6.	Conduct Logistics Section meeting to review proposed IAP and ID any changes necessary based on resource availability	
7.	Ensure Medical, Transportation and Comms plans are updated and provided to Planning	
8.	Establish priorities and coordinate units within the Logistics Section	
9.	Participate in the Planning meeting and confirm status of resources identified in the plan but not yet on-scene	
10.	When IAP approved (following Planning Meeting) provide final version of applicable IAP forms/plans to Planning Section	
11.	Update IC/UC on current logistics problems and/or accomplishments	
12.	Ensure all personnel and equipment time records are complete and submitted to the time unit leader at the end of each operational period.	
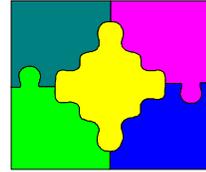
Logistic Requirements Identified and Met (Cont'd)

**Tasks
(Cont'd)**

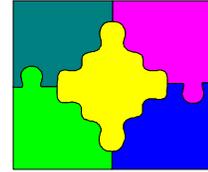| STEP	ACTION	✔
13.	Complete ICS 214 (Unit Log) and submit to Documentation Unit at the end of each operational period.	
14.	Interact and coordinate with all Command and General Staff elements to ensure the transfer and receipt of accurate/current information.	

Demobilization Planning

Tasks The Logistics Section Chief must ensure an orderly, fiscally responsible demobilization of the incident.

| STEP	ACTION	✔
1.	Consider demobilization early enough during the incident so that an adequate demobilization plan is in place prior to the actual need to release resources.	
2.	Work with sections to identify excess section resources: • Name/Type • Quantity • Time/Date available for release	
3.	Review list of resources proposed for demob daily to ensure accuracy and timely release from incident.	
4.	Assist in the development and approval of the incident demobilization plan: • Coordinate Unit/Section input • Ensure assisting agencies' input incorporated • Brief staff on responsibilities	
5.	Ensure all incident and agency demob requirements are followed.	

Section Demobilized

Tasks	Below are responsibilities applicable to all ICS personnel.

| STEP	ACTION	✓
1.	Provide input to the Demobilization Plan • Lead times • Identify high cost resources • Equipment release considerations	
2.	Demobilize section and transfer all functions and the completed documentation to FOSC staff	
3.	Debrief the section • Participate in incident management team debriefing • Participate in closeout session • Brief replacement if necessary	
4.	Provide Supply Unit Leader with a list of supplies to be replenished	
5.	Forward all Section documentation to Documentation Unit	
6.	Complete Check-out Sheet	
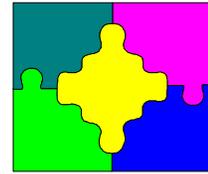
Information Exchange Matrix

Inputs/Outputs   Below is an input/output matrix to assist the Logistics Section Chief with obtaining information from other ICS positions and providing information to ICS positions.

MEET With	WHEN	LSC OBTAINS	LSC PROVIDES
Incident Commander	Check in Initial brief	Incident status IC priorities, goals and objections Instructions concerning Logistics Section priorities Meeting time frames Permission from IC to raise ceiling as needed ICS 201 information	
	OPS brief	Motivational remarks	Logistics update
Logistics Section Personnel	Upon arrival at incident and when ordered personnel arrive on-scene	List of names Qualifications	Assignments Tasking Incident status Check-in procedures
Liaison Officer	Planning meeting	Agency concerns regarding use of resources	Update on logistics concerns
Planning Section Chief	Planning meeting Ops brief	Proposed Incident Action Plan Briefing on situation Review IC/UC objectives	Update on logistics progress to obtain resources needed for incident operations
All Sections	Initial brief End of operational period	Logistical needs from the various sections	Update on logistics progress to obtain resources ordered/needed by the sections
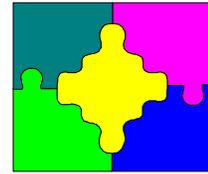
Information Exchange Matrix (continued)

Inputs/Outputs

MEET With	WHEN	LSC OBTAINS	LSC PROVIDES
Resource Unit Leader	As needed	Check-in list from ICS 211 Resource status	Update on resources at incident
Finance Section Chief	As needed	FSC recommendations on resource utilization	Feedback on resource use decisions
Situation Unit Leader	Planning Meeting	Future projections for incident	