



LOGISTICS SECTION CHIEF

Mission: Organize and direct those operations associated with maintenance of the physical environment of the facility and the NHCC. This includes adequate levels of personnel, food, equipment, information technology/systems and all supplies to support incident activities. Arrange and coordinate transportation and transport needs for all ambulatory and non-ambulatory residents, personnel and material resources.

Date: _____	Start: _____	End: _____	Name of Person Assigned to Position: _____
Phone: _____	Signature: _____	Initial: _____	
NHCC Location: _____		Email: _____	

Immediate Response (0-2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Receive appointment from the Incident Commander • Put on position identification (e.g., vest, cap, etc.) • Read this entire Job Action Sheet • Notify your usual supervisor that you have been assigned to the Incident Management Team (IMT) • Report to the Incident Commander until demobilized 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information from the Operations Section Chief and Branch Directors to assess critical issues and resource needs • Provide information to the Incident Commander on the Logistics Section operational situation including capabilities and limitations 		
<p>Activities</p> <ul style="list-style-type: none"> • Participate in briefings and Incident Action Plan (IAP) preparation/meetings with Incident Commander: <ul style="list-style-type: none"> ○ Gather and share critical incident logistics information ○ Discuss section-level objectives, assignments, strategies/tactics, and resources needed. • Assist in damage assessment, strategic planning, work assignments, and the identification of resource requirements • Identify, mobilize, dispatch and track all resources used during the incident • Maintain communications with Operations Section Chief and Branch Directors to identify critical issues and resource needs. Including: <ul style="list-style-type: none"> ○ Identification of the number of non-staff (e.g. staff dependents, visitors) requiring shelter in the facility, ○ Type of supply needs and project duration of need for non-staff, ○ On-hand inventory of general equipment and supplies needed for the next 6 days, based on the type of event, 		



Immediate Response (0-2 hours)	Time	Initial
<ul style="list-style-type: none"> ○ Transportation requirements and needs for residents, personnel, and materials ● Determine location of Staging Area and prepare for the receipt and distribution of personnel, supplies, equipment, pharmaceuticals and/or the movement of residents and vehicles in event that emergency admits, or evacuation is required ● Coordinate with the Resident Services Branch Director to set up staging area for resident evacuation, if needed ● For movement of residents within the facility or to a staging area, use staff from across departments to assist in the gathering and placement of transport equipment. Work with Resident Services Branch Director to monitor status of resident movement ● Ensure resource ordering procedures are communicated to appropriate Sections and requests are timely and accurately processed ● Inventory available in house and out of facility transportation resources: <ul style="list-style-type: none"> ○ Available facility transportation resources (vans, buses, staff cars) ○ Available outside of facility transportation resources (vans, buses, shuttles, ambulances) ○ Coordinate with Operations Chief, Resident Care Services to identify the total number of residents requiring transport, and what kind of transport they can utilize (e.g. car, van, bus, and ambulance) and transport equipment (e.g. gurneys, litters, wheelchairs and stretchers) ○ Coordinate requests for private sector transportation with vendor(s) per existing response plans and agreements, or, as a last resort, with the Liaison Officer through the local Emergency Operations Center (EOC) for public sector support <p><u>Facility-specific</u></p> <ul style="list-style-type: none"> ● Contribute to the Facility System Status Report (NHICS 251) and obtain completed form from the Infrastructure Branch Director to learn what supplies/services may need to be ordered to effect repairs. Determine what functions of the facility are: <ul style="list-style-type: none"> ○ Fully functional 100% operable with no limitations ○ Partially functional, operable or somewhat operable with limitations ○ Non-functional, out of commission ● Document location, reason, and time/resource estimates for necessary repair of any system that is not fully operational ● For Facility support coordinate with the Infrastructure Branch Director (Operations Section) to determine on hand inventory of the following: <ul style="list-style-type: none"> ○ Gasoline and other fuels ○ Medical gases ○ Power generators ○ Water (non-drinkable) ○ Extension cords ○ Flashlights ○ Batteries ○ Fans 		



Immediate Response (0-2 hours)	Time	Initial
<ul style="list-style-type: none"> ○ Garbage bags ○ Duct and masking tape ● For Resident and Staff Support, determine on hand inventory of the following, based on the type of event but not limited to: <ul style="list-style-type: none"> ○ Medications ○ Medical Supplies: <ul style="list-style-type: none"> ▪ Biohazard management ▪ Medication cups and straws ▪ Disposable briefs and washcloths ▪ Plastic draw sheets ▪ Sterile soaps ▪ Catheter kits ▪ Nasogastric tubes and Gastrostomy tubes ▪ Tube feedings and pumps ▪ Lancets for blood sugar ▪ Dressings/bandages ▪ Oxygen, administration masks, ventilators and suction devices ○ Linens ○ Plastic bags ● Ensure proper cleaning and disinfection of the nursing home environment ● Acquire, inventory, and provide medical and non-medical care equipment and supplies <p><u>Information Technology</u></p> <ul style="list-style-type: none"> ● Inventory and assess status of other on-site communications equipment, including two-way pagers, internal and external telephone/fax, satellite phones, public address systems, data message boards; initiate repairs per standard operating procedures ● Set up and maintain communication equipment and provide ongoing support for the facility's Incident Command Center location ● Activate recorded emergency message on facility phone if indicated, informing callers of alternative number or website to check for status information ● Inventory and assess IT systems, hardware and software ● As time and the emergency event allows, take immediate steps to protect the facility's hard drives, monitors, cords, etc. from damage ● Identify potential needs and obtain equipment, supplies, and outside vendors as needed to assist in the recovery, preservation, and/relocation of critical data ● Acquire access to all essential business records (resident records, purchasing contracts, billing and insurance data) <p><u>Staffing</u></p> <ul style="list-style-type: none"> ● Inventory the number and classify staff presently available (see NHICS 253: Volunteer Registration) 		



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Immediate Response (0-2 hours)	Time	Initial
<ul style="list-style-type: none"> • In an evacuation scenario, work with Resident Services Branch Director, and Section Chiefs as needed to assign and verify personnel going to all receiving facilities • Determine from all sections levels of personnel and additional resources needed for next operational period and place emergency orders as needed 		
<p>Documentation</p> <ul style="list-style-type: none"> • NHICS 205: Maintain the Communications List with Internal and External Contacts (and alternate devices). Provide copies to Command and General Staff. • NHICS 214: Document all key activities, actions, communications, and decisions in a Activity Log on a continual basis • NHICS 251: Contribute to the Facility System Status Report as requested • NHICS 253: Document volunteer staff time on the Volunteer Registration form 		
<p>Resources</p> <ul style="list-style-type: none"> • Work with the Finance/Administration Chief on the preparation of additional service and equipment contracts and record any expenses related to the emergency event • Keep Planning Section Chief updated with status and utilization of resources 		
<p>Communication</p> <ul style="list-style-type: none"> • Reach out to the Resident Services Branch Director and Infrastructure Branch Director to ensure staff, resident and facility supply needs are being met • Establish and maintain contact with vendors • Work closely with the Finance/Administration Section Chief to verify the screening process and/or credentialing of newly recruited and/or volunteer staff (See NHICS 252 and 253) 		
Intermediate Response (2-12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Meet regularly with the Incident Commander, Command Staff and other Section Chiefs to update status of the response • Continue to report information gathered to the Incident Commander of any internal factors which may influence the decision to evacuate or shelter in place including: <ul style="list-style-type: none"> ○ Transportation ○ Status of receiving facilities ○ Supplies ○ Staff availability • Obtain needed material and fulfill resource requests with the assistance of the Finance/Administration Section Chief and Liaison Officer • Initiate the Resource Accounting Record (see NHICS 257) to track resources include staff, resident care supplies, communication hardware and food/water • Continue to ensure the following are being addressed: <ul style="list-style-type: none"> ○ Maintenance and resupply of critical inventories (e.g. food, water, medical supplies) ○ Staff dependent care 		



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Intermediate Response (2-12 hours)	Time	Initial
<ul style="list-style-type: none"> ○ Provision of supplies ○ Transportation services and equipment ● Provide mechanisms to alert the Operations Section Chief and Safety Officer to respond to internal resident and/or physical emergencies (e.g., cardiac arrest, fire, etc), if primary communications systems fail ● Coordinate the use of external resources to assist with service delivery and utilize staging areas ● Communicate with Infrastructure Branch Director in organizing and providing food and hydration ● In coordination with Safety Officer, monitor the area continuously for safety and dependent needs (e.g., medical needs, including medications, medical care and nutrition) ● Continue coordination of transportation resources/shipments into and out of the facility with the vendor by phone or local EOC <p><u>Facility-specific</u></p> <ul style="list-style-type: none"> ● Closely monitor building system status, equipment and supply usage ● Re-stock facility management and support areas, supply closets, and carts per request and at least every 8 hours <p><u>Information Technology</u></p> <ul style="list-style-type: none"> ● Assess immediate and future impact of the incident on IT systems and establish priorities for use of available IT/IS systems, including computer hardware, software and infrastructure support to staff ● Maintain communications systems (both internal and external connectivity) and network capability ● Ensure maintenance, restoration and back up of critical clinical and business data including resident medical records, billing, and business/financial records 		
<p>Documentation</p> <ul style="list-style-type: none"> ● NHICS 205: Update the Communications List. Provide copies to Command and General Staff. ● NHICS 214: Continue documentation of key activities, actions, communications, and decisions on a Activity Log ● NHICS 251: Review and update the Facility System Status Report as requested ● NHICS 253: Continue documentation of volunteer staff time on the Volunteer Registration form ● NHICS 257: Track resources and equipment used during the incident on a Resource Accounting Record 		
<p>Resources</p> <ul style="list-style-type: none"> ● Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed, coordinating with Operations Section Chief 		
<p>Communication</p> <ul style="list-style-type: none"> ● Continue to reach out to the Resident Services Branch Director and Infrastructure Branch Director to ensure staff, resident and facility supply needs are being met ● Continue to work closely with the Finance/Administration Section Chief to verify the screening process and/or credentialing of newly recruited and/or volunteer staff (See NHICS 		



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Intermediate Response (2-12 hours)	Time	Initial
252 and 253). Resolve any issues that arise		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> Continue to attend regular briefings and meetings Maintain the Resource Accounting Record (see NHICS 257) to track equipment used during the response Receive and archive all documentation related to internal and external facility communication systems Report unexpected problems and unresolved issues immediately <p>Staffing</p> <ul style="list-style-type: none"> Anticipate increased staff needs created by increased numbers of residents, longer working hours, and concerns about family welfare Coordinate referrals to in-house Resident Services Branch to treat staff needing psychological support Expand dependent-care capacity as situation warrants and resources allow Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information 		
<p>Documentation</p> <ul style="list-style-type: none"> NHICS 205: Update the Communications List. Provide copies to Command and General Staff. NHICS 214: Continue documentation of key activities, actions, communications, and decisions on a Activity Log NHICS 251: Update the Facility System Status Report as needed NHICS 253: Continue documentation of volunteer staff time on the Volunteer Registration form NHICS 257: Continue to track resources and equipment used during the incident on a Resource Accounting Record 		
<p>Resources</p> <ul style="list-style-type: none"> Monitor levels of all supplies and equipment, and collaborate as needed 		
<p>Communication</p> <ul style="list-style-type: none"> Continue to reach out to the Resident Services Branch Director and Infrastructure Branch Director to ensure staff, resident and facility supply needs are being met 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> Coordinate return of all assigned equipment to appropriate locations and restock NHCC supplies Ensure return/retrieval of equipment and supplies and return of all assigned incident command equipment. Coordinate replacement of broken or misplaced items 		



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Demobilization/System Recovery	Time	Initial
<ul style="list-style-type: none"> • Work with Planning and Finance/Administration Section Chief to complete cost data information • Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements • Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Section accomplishments and issues • Participate in after-action meetings and debriefings as required 		
<p>Documentation</p> <ul style="list-style-type: none"> • NHICS 214: Upon deactivation of your position, submit Activity Logs and all completed documentation to the Planning Section Chief • NHICS 252: Submit Time Sheet to the Finance/Administration Section Chief at end of shift or operational period as determined 		

Documents and Tools
<ul style="list-style-type: none"> <input type="checkbox"/> NHICS 200: Incident Action Plan (IAP) Quick start <input type="checkbox"/> NHICS 205: Communications List <input type="checkbox"/> NHICS 207: Incident Management Team (IMT) Chart <input type="checkbox"/> NHICS 214: Activity Log <input type="checkbox"/> NHICS 251: Facility System Status Report <input type="checkbox"/> NHICS 252: Section Personnel Time Sheet <input type="checkbox"/> NHICS 253: Volunteer Registration <input type="checkbox"/> NHICS 257: Resource Accounting Record <input type="checkbox"/> Facility emergency operations plan <input type="checkbox"/> Facility organizational chart <input type="checkbox"/> Facility telephone directory <input type="checkbox"/> Facility maps and ancillary services schematics <input type="checkbox"/> Vendor support and repair directory <input type="checkbox"/> Master inventory control lists

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System 5th Edition (2014) Guidebook by the American Health Care Association (AHCA) Disaster Preparedness Committee