

LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER

Job Description
FACILITY LOGISTICS CHIEF

Position Assigned To: _____

You Report To: _____
(Emergency Commander)

Mission: Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food and shelter to support the medical objectives.

- Immediate:**
- ___ Receive Job Description from the Emergency Commander.
 - ___ Read Job Description and put on position tag.
 - ___ Obtain briefing from Emergency Commander.
 - ___ Appoint:
 - Damage Assessment and Control Officer
 - Sanitation Systems Officer
 - Transportation Officer
 - Communications Officer
 - ___ Brief officers on current situation; outline action plan and designate time for next briefing.
 - ___ Establish Facility Logistics Center in proximity to Emergency Command Center.
 - ___ Attend damage assessment meeting with Emergency Commander, Damage Assessment and Control Officer, Security and Safety Officer.
 - ___ Shall coordinate a motor pool if the Emergency Commander determines that it is necessary to transport staff.
 - ___ In the event that an evacuation has been authorized by the Emergency Commander, coordinate evacuation teams from Labor Pool. In addition, obtain resources needed for safety during evacuation. Obtain portable toilets, if necessary for use in areas to which evacuated patients have been relocated.
 - ___ Forward requests of outside service providers/resources to the Materials Supply Leader
- Intermediate
- ___ Obtain information and updates regularly from officers.
 - ___ Maintain current status of all areas; pass status info to Emergency Commander.

Extended

- ___ Communicate frequently with Emergency Commander.
- ___ Obtain needed supplies with assistance of the Finance Chief.
- ___ Document all actions/decisions with a copy to Emergency Commander.
- ___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
- ___ Direct non-utilized staff to Labor Pool.