

## Logistics Supervisor Job Aid

**READ THIS ENTIRE JOB AID BEFORE TAKING ACTION**

<b>Reports to:</b>	Shelter Shift Supervisor
<b>Reporting to you:</b>	n/a
<b>General job overview:</b>	Coordinates with shelter staff and the EOC to secure needed supplies for sheltering operations. Divides time between the shelter and the EOC as necessary.
<b>Knowledge and training:</b>	ARC Shelter Fundamentals

### INITIAL ACTIONS

- Begin an ICS 214 form documenting work start and end times, any notable occurrences and activities completed during your shift.
- Review
  - Cabarrus County Sheltering SOG
  - Logistics Supervisor Job Aid
  - Cabarrus County Procurement Policy
- Coordinate with EM and Shelter Manager on the delivery of shelter equipment to the shelter facility.
- If facility equipment or furniture need to be moved, make note of original configuration and coordinate with Facility Rep to discuss best method of storage.
- Setup of supply storage.  
*Supply area should ideally be located inside the shelter for easy access and be able to be secured. If interior secure space is not available, the Logistics Supervisor should request the placement of a trailer to be placed on-site as storage.*
- Create schedule of daily check-ins with the following:
  - Shelter Manager
  - Shelter Shift Supervisor
  - Registration Supervisor
  - Dormitory Supervisor
  - Food Services Supervisor
  - Nurse Lead
  - Pet Sheltering Supervisor
- Attend brief with Shelter Manager to discuss orders of needed supplies for shelter opening.

### DAILY SHELTER OPERATIONS

- Sign in and out at the Staff Area, including leaving for breaks.
- Complete an ICS 214 documenting your shift start and end times, any notable occurrences and activities completed during your shift

<input type="checkbox"/> Conduct daily check-ins and review the following: <ul style="list-style-type: none"> <li>• Supply needs</li> <li>• Anticipated or current rate of supply consumption</li> <li>• Timelines for delivery of supplies</li> </ul>
<input type="checkbox"/> Coordinate transportation and delivery of supplies.
<input type="checkbox"/> Purchase supplies utilizing all County Purchasing Procedures and securing approval from the EOC.
<input type="checkbox"/> Conduct an inventory of all supplies delivered for accuracy.
<input type="checkbox"/> Retain and submit all documentation of purchases and deliveries to the EOC on a regular basis.
<input type="checkbox"/> Create and maintain log of all supplies ordered, delivered and used.
<input type="checkbox"/> Provide secure storage for supplies.
<input type="checkbox"/> Work closely with the Food Service Supervisor to determine number and type of meals and delivery times.

## SHELTER CLOSING ACTIONS

<input type="checkbox"/> Attend closing brief with Shelter Manager to receive instructions and timelines for shelter closure.
<input type="checkbox"/> Ensure that all shelter supplies are cleaned and loaded for transport back to the appropriate agency.
<input type="checkbox"/> If using interior space, complete all actions to clean and return the space to its original space.
<input type="checkbox"/> Arrange for the removal of trailers and equipment from the shelter site with the EOC
<input type="checkbox"/> When other areas have completed their closure activities, perform additional walk through to ensure all shelter equipment and materials have been removed.
<input type="checkbox"/> Notify Shelter Manager of any damages to the shelter facility that cannot be resolved prior to closure.
<input type="checkbox"/> Turn in all remaining paperwork to the EOC.
<input type="checkbox"/> Participate in debrief. Contribute to AAR report and Plan of Improvement as requested by EM.

## LOGISTICS SUPPLY LIST

<p><b>Office supplies:</b> Pens and pencils, notebook, post-its, scissors, stapler, paper clips, binder clips, clipboards, folders, binders, 3-hole punch, tape</p> <p><b>Personal supplies:</b> Agency ID, mobile phone and charger, comfortable closed toe shoes, water bottle, snacks</p>
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