

# Set Up Logistics Section

**Logistics provides all resources & services, sets up facilities & Provides communication planning & resources**

- Set up Staging Area\***
  - Move volunteer sign-in from Command Post*
  - Table(s)
  - Chair(s)
  - Logistics / Staging Area bin
    - Signs (*Staging Area*) + (*CERT Sign In*)
    - Activation Binder w/ Forms
    - Clipboard, pen & *CERT Sign In & Out Shift Time Log*
    - PPE Checklist
  - Assign volunteer to facilitate sign in/safety check \_\_\_\_\_
  - Delegate Staging Area manager to check in/out equipment & supplies  
*Equipment Inventory (CERT #7)* \_\_\_\_\_
  - Unload & organize equipment/supplies bins on plastic tarps
  - Confirm all equipment functional & ready to use
- Set up Sanitation Area** (as needed)
  - Identify nearest facilities
  - Make other arrangements
- Set up Rest & Feeding Area for CERT members** (as needed)
  - Table(s)
  - Chair(s)
  - Signage
  - Water & Snacks
  - Meals (if needed)
  - Rest/Feeding bin
    - Picnic /serving/clean up supplies
    - Paper plates, utensils, napkins,
  - Garbage can w/plastic bags

**Set up Alternate Power Source – don't use Fuel generators for Safety reasons (fire & toxic hazard, plus liability issue) (as needed)**

- Setup Lithium Battery pack with Solar panel chargers (if available)
- Written instructions on limits to charge &/or run devices (Laptops, Lights & Phones)
- Attach 12 gauge extension cords extending to CP & Medical Area power strips
  - Always use heaviest gauge cord closest to power
- Set up lighting, copier, cell phone/radio recharging, etc.

*The Logistics Section is responsible for all services and support needs, including:*

- *Ordering, obtaining, maintaining and accounting for essential personnel, equipment, and supplies*
- *Providing communication planning and resources*
- *Setting up food services for CERT personnel, as needed*
- *Setting up and maintaining incident facilities*
- *Providing support transportation, as needed*
- *Providing medical services to CERT personnel*

**\*Location Considerations:**

- Safety, accessibility, expandability, shelter & electrical power
- Proximity to Command Post
- If inside building, provide battery powered lights in case power disrupted
- If outside or during inclement weather, provide awning / shelter
- If night operations, provide battery powered lighting
- If using generator, locate downwind between Command Post & Medical Area

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