**Logistics Appendix for the Action Plan-template**

* A word version is available at [www.civil.defence.govt.nz](http://www.civil.defence.govt.nz)
* Any *grey text* needs to be filled with the relevant data, and brown text needs to be deleted
* This template is intended to be amended to suit the Logistics team needs.

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| **Logistics Appendix for the:** | [Action Plan 00x] | **Date** | [yyy-mm-dd] |
| **Coordination Centre** | [CC name here] | **Emergency** |  |
| **Prepared by** | [name and role] | **Approved by** | Controller *[name]* |

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| **Logistics hazard and situation** |
| [Insert a brief description of the situation and hazard impacts, as they apply to the logistics function. Do not just repeat the situation report] |
| **Higher response level logistics plan** |
| [If there is a higher response level activated, include a brief description of how they will support the logistics function in this coordination centre. Do they have an assembly area, are they procuring any resources, are they arranging travel etc.] |
| **Logistics plan of action** |
| **Logistics objectives** *[list the objectives that the Logistics function are working to. These do not have to be the response objectives, but rather ones developed by Logistics that should support the Action Plan]*  **Concept of logistics support** *[insert a coordination centre, or distributed to an Assembly Area and to emergency sites? Does everything have to be requested, or will some resources be pushed to response teams? Will some functions or areas be prioritised over others?]*  **Tasks** *[list specific tasks for logistics teams and for lower response level logistics functions]* |
| **Sub function arrangements** |
| *[list specific arrangements for each sub function]*  **Supply**  **Finance**  **Administration**  **ICT**  **Catering**  **Facilities** |

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| **Personnel**  **Transport** |
| **Coordinating instructions** |
| **Key timings:**  **Locations:**  The **Logistics team roster** is available in *[insert name of document and where to find it, or who to contact]* |
| **Logistics control arrangements** |
| **Logistics team structure**  *[Insert structure diagram]*  **Logistics Manager** *[dedicated phone number]*  **Logistics team Manager 2IC** *[dedicated phone number]*  **Finance Manager** *[dedicated phone number]*  **Supply Manager** *[phone number]*  [Insert other roles as appropriate] |
| The **Logistics team role descriptions** are listed *[insert name of document and where to find it, or who to contact]* |
| **Logistics meetings** are scheduled for *[insert where, when, topic (if applicable), and attendees]* |
| **Attachments** |
| Include any maps, tables and supporting information that is too long to contain in the body of this appendix. |