**Logistics response procedure**

This (optional) template is:

* for use by the Logistics Manager and their teams during an emergency
* completed as part of readiness
* designed to be completed as part of the *Logistics CDEM Plan*, which has supporting information on sub-function processes
* intended to be amended to reflect actual processes used by the Logistics team
* intended to have grey text replaced with the required information, and brown text deleted.

1. Logistics response activation

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| **Activation trigger** | The Logistics Manager:   1. Is informed of the emergency by:   *[insert method – phone call from GEMO duty manager/paged by GEMO activation system], or*   * natural indications, such as feeling an earthquake. |
| **Logistics briefing** | The Logistics Manager:   1. (if applicable) Replies to the activation to confirm availability. 2. Contacts the *Controller or Response Manager* on *[insert phone number and alternative, or where it is found]* to determine the current situation and response. 3. The *Controller or Response Manager*: 4. Briefs the Logistics Manager on the emergency. 5. If the Logistics Manager does not respond within *[insert time]*, the *Duty Officer/activation system* contacts the back-up person on the roster *[insert phone number and alternative, or where it is found].* |

1. Setting up Logistics team and workspace

Note: this may occur before the initial message is sent, during slow onset emergencies such as flooding.

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| **Setting up Logistics team** | The Logistics Manager, or a person delegated by them:   1. Determines the Logistics team members required for the initial response. 2. Contacts the team members. 3. Gives them the Logistics workspace address which will be one of (in order of preference):  * *EOC* * *alternate address* * other suitable (ad hoc) address as directed by the Logistics Manager.  1. Tells them the access requirements of [who holds keys/swipe cards and where are they located]. |

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| **Setting up Logistics team (continued)** | 1. Asks them their expected time of arrival, and records it. 2. Sets up a short-term roster. |
| **On arrival** | Whichever Logistics team member arrives first at the Logistics workspace:   1. Accesses the:  * workspace, using the *[key/swipe card held where]* * Logistics response resources (may be a ‘Logistics response box’) held *(where)* using the *[key/swipe card held where].*  1. Informs the Logistics Manager that they have arrived on site and briefly updates them on the current situation there (is the building safe, are other EOC members present?). 2. Sets up the physical resources (desks, computers, whiteboards), if necessary. 3. Other staff assist with this as they arrive. 4. Sets up an attendance log using the *[what]* template *[held where].* 5. Sets up:  * daily Logistics tasks checklist using the *[what]* template *[held where].* * task log using the *[what]* template *[held where].* |
| **Communication with other coordination centres** | The Logistics Manager (or person on site delegated by them):   1. Assigns the tasks of setting up communication links, and making contact, if appropriate, with:  * NCMC Logistics (if appropriate) *[insert email addresses, phone numbers, or list that contains them all]* * any activated EOCs/ECC Logistics *[insert email addresses, phone numbers, or list that contains them all]* * CDCs *[insert email addresses, phone numbers, or list that contains them all]* * ICPs *[if Logistics for an EOC].* |
| **Communication within the** *[coordination centre]* | The Logistics Manager (or person on site delegated by them):   1. Assigns the tasks of setting up communication with the *[coordination centre]* CDEM roles that need to liaise with Logistics, including:(insert contact details such as role specific cellphone numbers/ specific role emails etc. for each role)  * Operations * Welfare * PIM * Planning, and * Intelligence. |

1. On-going Logistics tasks

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| **Tasks listed in Logistics response checklist** | The Logistics Manager:   1. Carries out the tasks described in the *Logistics Response checklist* *[held where],* under the headings:  * on-going response work * daily logistics checklist * purchasing * procurement * finance, and * other logistics tasks and processes as required. |

1. Winding down

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| **Debriefings** | The Logistics Manager:   1. Ensures all unused resources are stored for BAU use, returned, or disposed of. 2. Ensures used resources are replaced. 3. Ensures all Logistics personnel are debriefed before they return to their BAU duties. 4. Participates in CDEM debriefings. 5. Ensures that debrief information is analysed and approved changes made to plans and procedures. |
| **Archiving records** | The Logistics Manager:   1. Ensures all Logistics records are archived according to the requirements of the Public Records Act 2005 by following the *[what]* procedure *[held where].* |