

## SUPPORT BRANCH DIRECTOR JOB AID

**Position:** Support Branch Director

**Section:** Logistics Section

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**Mission:**

To provide personnel, equipment, supplies, and transportation for incident response.

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**Duties:**

- ❑ Report to the Logistics Section Chief for situation briefing.
  - ❑ Arrange for pickup and delivery of command post trailer(s) and other initial response equipment to the incident site and staging area, respectively.
  - ❑ Determine additional personnel to meet response facilities, transportation, and operational requirements.
  - ❑ Report to Logistics Section Chief for situation report.
  - ❑ Set up command post and staging area or other support facilities as required.
  - ❑ Respond to requests for air, land, and marine transportation.
  - ❑ Instigate procedures and assign duties for hiring and recording incoming response personnel (coordinate with Finance/Administration Section and Planning Section's resource units).
  - ❑ Establish field supply depot and assign duties for ordering, receiving, distributing, and storing supplies and equipment.
  - ❑ Provide status report to Logistics Section Chief on response equipment type and availability.
  - ❑ Liaise with Finance/Administration section for procurement of equipment.
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