



# Logistics: Supplies and Inventory

## Task, function or purpose

- Receiving of donations
- Procurement and storage of supplies
- Distribution of supplies and transport of equipment/animals, etc.
- Breakdown of facility with return of loaned equipment/supplies and distribution of donated feed and supplies

## Staffing requirements

- Full-time receiving / distribution / inventory manager
- Procurement manager to solicit / coordinate purchases and donations
- Two-four workers supplemented by volunteers as needed to stock and distribute supplies and assist with inventory

## Equipment needs

- Forklift available at all times
- Truck and trailer capable of handling pallets of supplies
- Pallet jack, flatbed carts, wheelbarrows, etc.
- Shelving units

## Records, forms, checklists, SOPs (Standard Operating Procedures)

- Forms for accepting donations versus loans
- Forms for logging distribution of supplies during operation and after closing of shelter

## Things that could be set up ahead of time

- Identify sources for caging, feed and water equipment, fans, etc.
- Identify a warehouse in close proximity to shelter to inventory, sort, and store supplies on arrival if space is not available at the shelter site

## **Logistics Officer/s (Regional by area):**

**Supervisor:** Shelter Operations Team Leaders

**Subordinate Positions:** Volunteer Coordinator, Supply Officer, Communications Officer and others as assigned

## **Position Description:**

The Shelter Operations Logistics Officer is responsible for ensuring that needed equipment, personnel, supplies, and services are available for the Shelter Operation Team. The Logistics Officer will oversee all supply and demand procedures, and will ensure complete and accurate record keeping for all incoming and distributed supplies. Also, coordination with the command staff is essential for effective logistics support

## **Duties Include:**

- Identify, define and acquire immediate needs of team
- Establish/utilize the management/accountability system for team equipment and supplies
- Utilize the established support request procedures
- Determine/establish the ability to obtain, move, and store resources
- Evaluate requests for additional personnel and skilled response needs
- Administer the volunteer orientation program on scene for unaffiliated volunteers
- Work with operations and command to determine communications needs and supervise the administration of those needs.
- Track and maintain all equipment
- Supervise all incident support needs except that of aviation
- Supervise all donation acquisition and requests for supplies to be donated
- Coordinate donations requests thru PIO and Liaison.
- Ensure food, water, supplies, accommodations for all shelter volunteers
- Complete and accurate record keeping is paramount.
- and ensure proper storage of all sheltering forms.