

Logistics Section Coordinator

Assistant

Facilities

Setup/Maintain operational facilities
Locate and provide available shelter
Access available campus facilities for shelter (classrooms, offices, etc.)
Locate alternate sites

Food Services/Shelter

Locate and provide food & water
Help locate & provide available shelter

Transportation

Locate and provide transportation

Human Resources

Available on- and off-duty personnel
Volunteer recruitment and assignment
Maintain payroll records
Maintain/complete injury, WC and HR related reports
Establish work schedules