###### Developing a Logistics CDEM Plan

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|  | A *Logistics CDEM Plan* describes what Logistics activities are intended to be carried out during response and recovery, and how to prepare for them. It is prepared during the readiness phase. This appendix summarises what needs to be included.  When a *Logistics CDEM Plan* is prepared, it must be **approved** by the **GEMO Manager** (if planning is taking place at a Group level) or the **EM Officer** (if planning is taking place at a local level). |

1. Content

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|  | Describe the overall Logistics function structure, including:   * the coordination centre structure * Logistics’ role within the coordination centre structure, and * Logistics’ structure including any Logistics teams or personnel assigned elsewhere (such as Assembly Areas). The teams should cover all of the sub-functions. Remember that appointments and teams can cover multiple sub-functions. |

**Sub-functions**

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|  | Sub-functions are delivered by teams. A team may cover multiple sub-functions, depending on the staff available and the assessed need for each sub-function. State which sub-function each team delivers.  For each of the sub-functions include:   * their roles and specific responsibilities * their structure in the coordination centre and any other place they may have personnel deployed (such as Assembly Areas or ICPs), and personnel numbers required for each mode of activation, and * the content described in Table 1 below. |

Table Sub-function procedures content

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| **Sub-function** | **Content to include** |
| Management (Logistics) | * Management appointments (alternate Managers, 2ICs). * Reporting framework. * Logistics contribution to operational planning. |
| Finance section | * Describe the Finance Team in the coordination centre. * Include the procedures for:   + approving and paying invoices   + making cash advances and payments   + auditing   + tracking costs   + establishing financial delegations. |

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| **Sub-function** | **Content to include** |
| Supply | * Description of supply chain, from requests to the Supply team on to providers and back to the requester. See the *Supply relationships* diagram in *section 3.4 of the Logistics in CDEM guideline*. * The procurement and Resource Request processes. |
| ICT | * Describe communications arrangements (phone, e-mail, radio etc). * Describe IT setup for the coordination centre, as well as from the coordination centre to other parts of the response. * Describe fault procedure and connection to BAU IT office. |
| Administration | * Describe how the coordination centre is supplied and maintained, and list the points of contact for these. * Describe the rostering system, how it is developed and where it is stored. * Describe the document management system, and how to access it. * Describe catering arrangements for the coordination centre. * Describe access control, if Administration is responsible for access. |
| Personnel | * Describe volunteer registration system, and also how staff are categorised, trained and accommodated. |
| Transport | * State that if Transport is not established during response, these responsibilities are carried out by Supply. * Describe how resources are moved within the CDEM Group/Local Authority, when CDEM Logistics is providing the transport (can refer to national or agency organised transport if necessary). * List any dedicated vehicles, and likely transport providers. |
| Facilities | * Describe the Facilities team in the coordination centre. * List tasks that the Facilities team are likely to perform (e.g. find response accommodation, find Welfare Centre or Assembly Area locations, maintain coordination centre etc). Include criteria. * Describe in outline how accommodation for response personnel might be provided in the area. * List points of contact for potential facility hire. |
| Catering | * State that if catering is not established during response, these responsibilities are carried out by Supply. * The structure of Catering staff and teams at coordination centre and/or Assembly Areas. * The procedure for calculating catering figures. * The procedure for ordering and delivering meals to response personnel (with Transport). * Likely providers. |

**Individual Procedures**

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|  | Include the processes and documentation prepared under *Section 5 Readiness* of the *Logistics in CDEM* guideline (see also *Appendix F Logistics readiness checklist* for a full list. This needs to include the items listed in Table 2 and Table 3 on the next page.  Guidance on response procedures is given in *Appendix G Logistics response procedure*. |

Table Procedures to include

| **Topic** | **Content to include** |
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| Role descriptions | * Role descriptions of all positions in Logistics. |
| Requests process | * The procedure for sending Resource Requests. * The procedure for receiving Resource Requests. * (see *Appendix K Resource request procedures*). |
| Resource processes | * The procedure for assessing resource needs. * The procedures related to procuring resources (sources, restrictions, purchasing, and requisitioning). Include MOUs with suppliers. * Include Offers of Assistance and donations. How these are received, how the donor is acknowledged and how they are recorded. * The procedures related to resource management (receiving, storing, issuing, return or disposal, and tracking). |
| Readiness checklist | * The checklist to be followed during the readiness phase. See *Appendix F Logistics readiness checklist* for an example. |
| Response checklist | * The checklist to be followed during a response. See *Appendix H Logistics response checklist* for an example. |

Table Appendices to include

| **Appendices** | **Content to include** |
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| Financial processes | * The procedures for managing finances during response and recovery. * The procedures for applying for government assistance at the beginning and end of events. * List any pre-approved financial delegations and authorisations, cost codes. |
| Personnel and appointments | * List all appointments, with potential staff members and their contact numbers against each appointment. This will need to be updated at least annually. |
| Vendor list | * List any vendors or suppliers. Some may have contracts or MOUs in place, some may be other government agencies who have agreed to provide resources. * List any likely commercial providers, where these have not had contracts or MOUs created. |
| Assembly Area | * Describe the structure, the responsibilities for key appointments, and the teams. * List the triggers for activation. * List the likely location(s). * List the resources needed to establish it. |