

School Immunization Program  
Job Action Sheet

Chief, Logistics

**Mission**

Coordinate logistics for the xxxxxx County school-located influenza immunization program

**Equipment**

Telephone, cell phone, computer, office space

**Job qualifications**

ICS training, management experience, cold-chain experience

**Physical requirements**

None

**Responsibilities**

Order vaccine, supplies and equipment for immunization program

Secure sufficient refrigerated storage for vaccine

Secure space for storage of supplies

Plan for receiving vaccine and transport to refrigerated storage space

Plan system for distributing needed quantities of vaccine and supplies for each clinic

Oversee distribution of vaccine and supplies

Maintain cold chain during storage and distribution of vaccine

Develop system to address shortages of vaccine and supplies at clinic

Secure sufficient personnel to conduct each clinic with backup