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