**TERMS OF REFERENCE**

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| **TEAM 4 (3 persons)** | **Logistics** |
| Name of participants:   * Murni Mat Amin * Mardiansyah * Nay Win | Coach: Silviana (AHA Centre) |

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| **Objectives**  **1/ Ensure adequate supplies and equipment are provided to the other teams as per the request and schedule**  **2/ Support the food distribution with crowd management and security** |

Preparatory tasks on Wednesday 11 October

* Survey the location for the distribution
* Check the available resources in the warehouse
* Collect logistics needs from the 4 other teams
* Prepare an area map
* Prepare list of equipment for the warehouse manager
* Make a plan for the area installation

Thursday morning: 08.30-12.00

* Check equipment and supplies
* Supervise the volunteers installing the main tent
* Support the overall installation of the area
* Support ongoing needs from other teams

Distribution: 12.00 – 13.00

* Support management of the people coming to the distribution
* Ensure overall security

**CHECKLIST**

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| * Access (disability, male/female, pregnant women) * Queueing / waiting area * Information / signage * Security | * Prioritization of tasks (ex. Start from the main tent so that team 1 can start cooking as early as possible) * Management of volunteers |