



2012 ESF8 Job Action Sheets

Command

Emergency Coordination Officer/Deputy ECO
Agency Representative
Liaison Officer

Finance & Administration Section

Finance & Administration Coordinator
Deputy Finance & Admin. Coordinator
PCard Specialist
Disbursement Specialist
Time Specialist

Planning Section

Planning/Deputy Coordinator
Technical Specialist Coordinator
Technical Specialist
Medical Director
Demobilization Unit Leader
Demobilization Specialist
Advanced Planning Unit Leader
Reporting Team Leader
Information Triage Analyst
GIS Analyst
Documentation Unit Leader
Resource Unit Leader
Information Management Unit Leader
Situation SEOC Liaison

Logistics Section

Logistics Coordinator
Deputy Logistics Coordinator
IT Communications Unit Leader
Mission Unit Leader
Mission Specialist
Materials Unit Leader
Materials Mission Specialist
Materials Documentation Specialist
Facilities Specialist
Equipment & Supply Specialist
Staffing Unit Leader
Deployment Staffing Mission Specialist
CCOC Activation Staffing Specialist
Division Staffing Points of Contact

ESF8 JOB ACTION SHEET

Position Title:	Emergency Coordination Officer (Deputy ECO)		Section:	Command
Description:	Responsible for the direction and management of the incident/event as it relates to all ESF8 activities; including ensuring that conflicts are resolved, incident objectives are established and met, and strategies are selected for the use of critical resources.		Direct Supervisor:	SERT Chief
Competency				
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Proficiency of the Incident Command System Extensive knowledge of Florida State Emergency Response Team (SERT) organization and functions in disaster response. Knowledge of the roles, responsibilities, and structure of ESF8 In-depth understanding of public health and medical systems Highly organized Analytical skills to interpret and assess resource needs Ability to work independently and cooperatively as a member of a team Ability to convert strategic and operational plans into tactical implementation Ability to project and anticipate incident changes and needs Flexible and able to adapt to a changing environment Ability to establish and cultivate partnerships 	<ul style="list-style-type: none"> Oversee ESF8's coordination with the State Emergency Response Team (SERT). Oversee all ESF8 activities including planning, logistics, and finance/administration. Approve and authorize implementation of the Incident Action Plan (IAP) for each operational period Ensure ongoing situational awareness of emerging threats, potential hazards and no-notice events through Duty Officer (24/7) Ensure that all local ESF8 partners, staff, State and Federal agencies impacted by the all-hazards incident have been notified as appropriate. Work with General Counsel's Office and other subject matter experts to develop ESF8-specific language for Governor's Executive Order and Supplemental Orders Direct the establishment of integrated, comprehensive planning functions based on incident needs Approve deployment of ESF8 critical resources Coordinate public health and medical requests for Emergency Management Assistance Compact (EMAC) and/or Federal assets/assistance in support of the SERT Assess the need for and coordinate the provision of ESF8 staff to the Forward SERT Authorize protective actions, as necessary Ensure that an After Action Review is conducted and an Improvement Plan is developed upon demobilization 	<ul style="list-style-type: none"> EM Constellation ESF8 SOP 	<ul style="list-style-type: none"> ICS 100, 200, 800 and 700
Lead assigned personnel	<ul style="list-style-type: none"> Ability to lead a team Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> Supervise, train and evaluate direct reports Manage unit responsibilities and make assignments Prioritize assignments and requests for information Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) ESF8 SOP 	ICS 300 and 400
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication Practical knowledge of Florida SERT organization and functions in disaster response 	<ul style="list-style-type: none"> Advises the SERT on public health and medical issues. Brief ESF8 partner agency leadership regarding incident/event activities Authorize release of Public Health & Medical (ESF8) information to the media Participate in meetings as required 	<ul style="list-style-type: none"> ESF8 SOP 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

<p>Ensure completion of assigned actions to meet incident objectives</p>	<ul style="list-style-type: none"> • Ability implement operational and tactical plans and procedures • Knowledge of public health and medical response plans and procedures • Knowledge of the Incident Action Planning Process • Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> • Assure completion of ESF8 assignments on SERT IAP. 	<ul style="list-style-type: none"> • Section of the ESF8 Support Plan 	
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*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Agency Representative	Section:	Command	
Description:	Responsible for coordinating agency level issues as a part of the ESF8 response.	Direct Supervisor:	Emergency Coordination Officer	
Competency				
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> • Knowledge of the Incident Command System • Extensive knowledge of Florida State Emergency Response Team (SERT) organization and functions in disaster response. • Knowledge of the roles, responsibilities, and structure of ESF8 • In-depth understanding of public health and medical systems • Good organization skills • Analytical skills to interpret and assess resource needs • Ability to work independently and cooperatively as a member of a team • Ability to convert strategic and operational plans into tactical implementation • Ability to project and anticipate incident changes and needs • Flexible and able to adapt to a changing environment • Ability to establish and cultivate partnerships 	<ul style="list-style-type: none"> • Liaise between ESF8 command staff and agency executives • Participate in policy level decision making • Assure agency resources are available for ESF8 response • Identify and address issues that may impact the agency as a result of the incident • Assist in developing strategies to meet agency goals • Advise agency executives of critical areas of concerns and response actions 	<ul style="list-style-type: none"> • EM Constellation • ESF8 SOP 	<ul style="list-style-type: none"> • ICS 100, 200, 800 and 700
Lead assigned personnel	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA – No supervisory duties 		
Communicate effectively	<ul style="list-style-type: none"> • Ability to use clear written & verbal communication • Practical knowledge of Florida SERT organization and functions in disaster response • Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> • Advises the agency leadership on response actions. • Brief agency executives on incident • Communicate concerns from agency executives to ESF8 ECO. • Participate in meetings as required 	<ul style="list-style-type: none"> • ESF8 SOP • 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> • Ability to prioritize assignments and activities to meet deadlines • Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> • Assure agency support of ESF8 IAP. 	<ul style="list-style-type: none"> • ESF8 SOP • 	

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ESF8 JOB ACTION SHEET

Position Title:	Liaison Officer	Section:	Command	
Description:	Responsible for coordinating with external agencies and associations on ESF8 issues and serving as an advisor to the ECO.	Direct Supervisor:	Emergency Coordination Officer	
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> • Proficiency of the Incident Command System • Extensive knowledge of Florida State Emergency Response Team (SERT) organization and functions in disaster response • Knowledge of the roles, responsibilities, and structure of ESF8 • In-depth understanding of public health and medical systems • Highly organized • Ability to use analytical skills to interpret and assess resource needs • Ability to work independently and cooperatively as a member of a team • Ability to convert strategic and operational plans into tactical implementation • Ability to project and anticipate incident changes and needs • Ability to function in high-stress environments • Ability to establish and cultivate partnerships 	<ul style="list-style-type: none"> • Serves as the liaison between ESF8 and the State Emergency Response Team (SERT) • Advises ECO on ESF8 response actions • Serves as a resource for ESF8 Command Staff and Section Coordinators for problem solving, rumor control, information gathering, general questions, and availability of resources • Identifies potential problems and gaps in the ESF8 system and brings them to the attention of ECO • Assume temporary duties of ESF8 operations staff members who may need to leave their work station briefly • Acts as a subject matter expert in issues relating to preparedness, response, recovery and mitigation to the ESF8 Emergency Coordinating Officer (ECO) • Assumes the roll of ESF8 ECO at the direction of the ESF8 ECO or Deputy ESF8 ECO or their designee • Participates at the command level in the decision and operational coordination of SERT missions and goals • Assist in the coordination of field teams providing current Emergency Operations Center (EOC) information and mission updates to deployed staff • Provides briefings and current field operations status to command staff and agency leadership 	<ul style="list-style-type: none"> • EM Constellation • ESF8 SOP 	<ul style="list-style-type: none"> • ICS 100, 200, 800 and 700
Lead assigned personnel		<ul style="list-style-type: none"> • NA – None supervisory duties 		
Communicate effectively	<ul style="list-style-type: none"> • Ability to use clear written & verbal communication • Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> • Advises the ECO on public health and medical issues. • Participate in meetings as required 	<ul style="list-style-type: none"> • ESF8 SOP 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> • Practical knowledge of Florida SERT organization and functions in disaster response • Ability to prioritize assignments and activities to meet deadlines • Knowledge of public health and medical response plans and procedures • Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> • Assure completion of ESF8 assignments on SERT IAP 	<ul style="list-style-type: none"> • ESF8 SOP 	

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ESF8 JOB ACTION SHEET

Position Title:	Finance & Administration Coordinator		Section:	Finance & Administration
Description:	Responsible for managing all financial and administrative aspects of a response and into the recovery phase.		Direct Supervisor:	Emergency Coordinating Officer
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of Florida Statutes 252, 287.057, State and DOH human resources, purchasing, finance and accounting policies & procedures Knowledge of the roles, responsibilities, and structure of ESF8 Knowledge of basic accounting principles Ability to use Microsoft Office Software Ability to analyze and project costs based on response needs Ability to organize and process multi-million dollar accounts involving numerous vendors 	<ul style="list-style-type: none"> Administers fiscal operations, such as planning budgets, authorizing expenditures and coordinating financial reporting Solve any purchasing or payment issues Regulate spending and legitimate value & necessity of commodities Distribute guidance & instructions to ESF 8 partners' finance contact Maintain live reports of totals and status for expenditures 	<ul style="list-style-type: none"> EM Constellation My Florida Market Place (MFMP) Financial Information Systems (FIS) FLAIR ESF8 SOP: Section V & VIII FL Policies & Procedures for EM DFS Reference Guide for State Expenditures 	<ul style="list-style-type: none"> ICS 100, 200, 700, 800, 808 Peoples First Fuel Card Training PCard New Holder FIS MFMP
Lead assigned personnel	<ul style="list-style-type: none"> Ability to lead a team Analytical Ability to identify strengths and best practices Ability to project and anticipate incident changes and needs Ability to provide constructive feedback 	<ul style="list-style-type: none"> Provide objectives, instruction and feed-back Supervise, train and evaluate staff Establish a structure and process for productivity & success Adjust actions in relation to others' actions 	<ul style="list-style-type: none"> ESF8 SOP: Section V & VIII DOH Handbook Appropriate ICS forms ESF8 Performance Evaluation Form 	<ul style="list-style-type: none"> BSTP
Communicate effectively	<ul style="list-style-type: none"> Ability to recognize the objectives and personality of the target audience Ability to use clear written & verbal communication Active listener Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> Provide advice and information regarding financial & administrative matters Ask questions to clarify comprehension of message 	<ul style="list-style-type: none"> Appropriate ICS forms 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Highly organized Detail oriented Ability to prioritize assignments and activities to meet deadlines Ability to implement operational & tactical plans and procedures Knowledge of public health and medical response plans and procedures Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> Implement accounting & auditing principles and methodology Completion of necessary reports and documents Provide accurate balances and totals Collect all needed documents from ESF 8 Coordinate with purchasing and budget 	<ul style="list-style-type: none"> ESF8 SOP: Section V & VIII FL Policies & Procedures for EM DFS Reference Guide for State Expenditures FEMA PA Guide & Handbook 	<ul style="list-style-type: none"> EMI Professional Development Series Certificate ICS 630

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ESF8 JOB ACTION SHEET

Position Title:	Deputy Finance & Administration Coordinator		Section:	Finance & Administration
Description:	Assuming all responsibilities and authorities in the absence of the Coordinator and managing the financial and administrative operations during a response and into the recovery phase.		Direct Supervisor:	Finance & Administration Coordinator
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of Florida Statutes 252, 287.057, State and DOH human resources, purchasing, finance and accounting policies & procedures Knowledge of the roles, responsibilities, and structure of ESF8 Knowledge of basic accounting principles Ability to use Microsoft Office Software Highly organized Flexible and able to adapt to a changing environment 	<ul style="list-style-type: none"> Solve any purchasing or payment issues Maintain live reports of expenditures status and totals Approve or decline all expenses Assist in the supervision of budgets, encumbrances and the Certified Forward Process Submit all required reports and data 	<ul style="list-style-type: none"> EM Constellation My Florida Market Place (MFMP) Financial Information Systems (FIS) FLAIR ESF8 SOP: Sections V & VIII FL Policies & Procedures for EM DFS Reference Guide for State Expenditures 	<ul style="list-style-type: none"> ICS 100, 200, 700, 800, 808 People First Fuel Card Training PCard New Holder FIS MFMP
Lead assigned personnel	<ul style="list-style-type: none"> Ability to lead a team Proficiency in MFMP, FLAIR, FIS Ability to provide constructive feedback Ability to serve in any role under the Finance & Administration Section 	<ul style="list-style-type: none"> Coordinate assignments and tasks Provide objectives, instruction and feed-back Supervise, train, and evaluate staff Establish a structure and process for productivity & success Adjust actions in relation to others' actions 	<ul style="list-style-type: none"> ESF8 SOP: Sections V & VIII DOH Handbook Appropriate ICS forms ESF8 Personnel Evaluation Form 	
Communicate effectively	<ul style="list-style-type: none"> Ability to operate within an Incident Command Structure Ability to use clear written & verbal communication Ability to deliver clear instructions 	<ul style="list-style-type: none"> Provide recommendations and analysis Assign tasks with an objective and method of completion Consult personnel for concerns and improved practices 	<ul style="list-style-type: none"> Appropriate ICS forms 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Ability to prioritize assignments and activities to meet deadlines Ability to implement operational & tactical plans and procedures Knowledge of public health and medical response plans and procedures Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> Audit all invoices for requirements of payment Verify all necessary documentation is accurate, current and meets mandated criteria Provide assistance to CHDs, CMS' and program offices in the completion and submission of all records 	<ul style="list-style-type: none"> ESF8 SOP: Sections V & VIII DFS Reference Guide for State Expenditures Finance Deputy procedures folder 	<ul style="list-style-type: none"> ICS: 300, 400, 208

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ESF8 JOB ACTION SHEET

Position Title:	Purchasing Card (PCard) Specialist		Section:	Finance & Administration
Description:	Responsible for the review and approval of all purchasing card (P-Card) purchases.		Direct Supervisor:	Deputy Finance & Administration Coordinator
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> • Knowledge of the DFS Reference Guide for State Expenditures • Knowledge of the CFO Memorandum • Knowledge of the DOH Purchasing Card Guidelines • Knowledge of F.S. 215.422,287, 112.061 • Knowledge of FL Admin Codes 691-24.005 • Ability to use Microsoft Office Software • Knowledge of basic accounting principles • Proficiency in MFMP, FLAIR, FIS • Ability to work quickly and accurately 	<ul style="list-style-type: none"> • Maintain accounting records on status of all payments • Review all receipts and invoices for compliance with P Card guidelines • Complete transactions in FLAIR and create voucher documents • Manage any charge disputes • Assist in Certified Forward Process • Monitor proper use by assigned card holder • Notify Deputy Finance Coordinator of new card requests • Notify Deputy Finance Coordinator of all transactions over \$500.00 	<ul style="list-style-type: none"> • FLAIR • RDS manual • Financial Information Systems (FIS) • My Florida Market Place (MFMP) • Information Warehouse 	<ul style="list-style-type: none"> • ICS 100, 200, 700, 800, 808 • People First • Fuel Card Training • PCard New Holder • FIS • MFMP • RDS
Lead assigned personnel	<ul style="list-style-type: none"> • Ability to work as a team • Knowledge of when to ask for or provide assistance 	<ul style="list-style-type: none"> • Research vendor and program office inquires, as assigned • Verify tax exemption was applied and provide instructions on obtaining a correction to logistics 	<ul style="list-style-type: none"> • ESF8 SOP: Sections V & VIII • DOH Handbook • DFS Reference Guide for State Expenditures 	
Communicate effectively	<ul style="list-style-type: none"> • Ability to operate within an Incident Management Structure • Excellent customer service • Proficiency in problem solving • Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> • Notify DOH participants of documentation requirements and deadlines • Identify and interact with the chain of command for communication and reporting 		<ul style="list-style-type: none"> • ICS 100, 200, 700, 800
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> • Knowledge of FLAIR accounting system and state disbursement procedures • Highly organized • Detail oriented • Flexible and able to adapt to a changing environment • Ability to work independently 	<ul style="list-style-type: none"> • Provide FLAIR, FIS and MFMP accounting reports • Reconcile expenses to FLAIR records • Organize all documents for final audits and reimbursement claims 	<ul style="list-style-type: none"> • FLAIR • People First • FIS • MFMP • Information Warehouse 	

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ESF8 JOB ACTION SHEET

Position Title:	Disbursement Specialist	Section:	Finance & Administration
Description:	Responsible for creating and auditing vendor invoices relating to encumbered and unencumbered direct orders.	Direct Supervisor	Deputy Finance & Administration Coordinator
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the DFS Reference Guide for State Expenditures Knowledge of the CFO Memorandum Knowledge of the Disbursements Operations Manual Knowledge of F.S. 215.422,287, 112.061 Ability to use Microsoft Office Software Proficiency in MFMP, FLAIR, FIS Knowledge of basic accounting principles 	<ul style="list-style-type: none"> Maintain accounting records on status of all payments Review all receipts and invoices for compliance with disbursement guidelines Research vendor and program office inquires, as assigned Complete transactions in FLAIR and create voucher documents Provide FLAIR, FIS, MFMP accounting reports Submit the invoice for payment through MFMP Verify payment and method 	<ul style="list-style-type: none"> Disbursements Operations Manual DFS Reference Guide for State Expenditures Invoice Tracking through EDI FLAIR Report Distribution Systems Manual (RDS) Financial Information System (FIS)
Lead assigned personnel	<ul style="list-style-type: none"> Ability to work as a team Ability to recognize unbalanced workloads of personnel 	<ul style="list-style-type: none"> Support logistics in vendor verification and research Provide instruction or tutoring on accounting systems, when needed 	<ul style="list-style-type: none"> ESF8 SOP: Sections V & VIII DOH Handbook Disbursements Operations Manual DFS Reference Guide for State Expenditures
Communicate effectively	<ul style="list-style-type: none"> Ability to operate within an Incident Management Structure Ability to communicate with confidence & diplomacy Ability to provide excellent customer service 	<ul style="list-style-type: none"> Ask supervisor or personnel for clarification or assistance Identify and interact with the chain of command for communication and reporting 	<ul style="list-style-type: none"> ICS 100, 200, 700, 800
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Knowledge of FLAIR accounting system and state disbursement procedures Highly organized Detail oriented Flexible and able to adapt to a changing environment Ability to work independently Good critical thinking and problem solving skills 	<ul style="list-style-type: none"> Provide FLAIR, FIS, MFMP accounting reports Reconcile expenses to FLAIR records Complete transactions in FLAIR and create voucher documents Provide current totals when requested 	<ul style="list-style-type: none"> FLAIR My Florida Market Place (MFMP) FIS People First

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ESF8 JOB ACTION SHEET

Position Title:	Time Specialist	Section:	Finance & Administration	
Description:	Responsible for providing technical assistance for human services, labor and payroll matters and liaison between the activated personnel and the Department of Health Human Resource Bureau.		Direct Supervisor: Deputy Finance & Administration Coordinator	
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of DOH Payroll policies and guidelines Knowledge of FEMA reimbursement guidelines Knowledge of HR bureau sections and contacts Ability to use Microsoft Office Software Proficiency in People First Knowledge of basic accounting principles 	<ul style="list-style-type: none"> Monitor and respond to messages in stateESF8_fin-adm@doh.state.fl.us Assist personnel in time, payroll and labor issues Provide labor and travel expense summaries for entire DOH response Record any accidents and refer to DOH HR Classification section Document any incident reports and refer to appropriate DOH HR section Monitor missions in EM Constellation and record on the Mission Financial Impact spreadsheet 	<ul style="list-style-type: none"> People First EM Constellation 	<ul style="list-style-type: none"> ICS 100, 200, 700, 800 People First BSTP
Lead assigned personnel	<ul style="list-style-type: none"> Ability to work as a team Knowledge of when to ask for or provide assistance Ability to recognize stress, anxiety in others 	<ul style="list-style-type: none"> Provide instruction for People First Offer correct contact information and instructions for personnel with HR concerns Maintain accurate records 	<ul style="list-style-type: none"> People First EM Constellation 	
Communicate effectively	<ul style="list-style-type: none"> Ability to operate within an Incident Management Structure Knowledge of DOH HR and Payroll policies Ability to use clear written & verbal communication Ability to provide excellent customer service Ability to display sensitivity and confidentiality through performance 	<ul style="list-style-type: none"> Notify DOH participants of documentation requirements and deadlines Identify and interact with the chain of command for communication and reporting Provide accurate information to personnel and supervisors regarding issues of importance 		<ul style="list-style-type: none"> ICS 100, 200, 700, 800
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Knowledge of DOH Personnel Handbook Highly organized Detail oriented Knowledge of public health and medical response plans and procedures Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Collect all labor and travel related documents Provide current totals when requested Ensure reports, online systems and records are current Ensure appropriate HR sections have been notified of possible issues or concerns 	<ul style="list-style-type: none"> People First EM Constellation 	

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ESF8 JOB ACTION SHEET

Position Title:	Planning Section Coordinator / Deputy			Section:	General Staff
Description:	Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident, status of resources, and demobilization of the incident. Information is needed to understand the current situation, predict probable course of incident events, prepare alternative strategies and control operations for the incident, and provide for an orderly and economic demobilization of the incident. The Planning Section Coordinator and Deputy will divide responsibilities as necessary.			Direct Supervisor:	ECO
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties		Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System Practical knowledge of Florida State Emergency Response Team (SERT) organization and functions in disaster response. Knowledge roles, responsibilities and structure of ESF8 Highly Organized Analytical skills to interpret and assess resource needs Ability to work independently and cooperatively as a member of a team Ability to develop response plans 	<ul style="list-style-type: none"> Supervise preparation of the Incident Action Plan to include conducting and facilitating ESF8 planning meetings Create and disseminate the ESF8 Incident Action Plan Ensure that situational status/awareness is gathered, maintained, documented in a situation report and disseminated each operational period Develop tactical response plans as needed Provide planning support (e.g. incident briefings) for Section Coordinators and ECO as needed Establish information requirements and reporting schedules for Planning Section Coordinate with SERT Planning to integrate ESF8 issues into SERT planning activities Participate in SERT IAP meeting and other SERT planning meetings Assure the development of Planning Section Deliverables 		<ul style="list-style-type: none"> ICS Forms EM Constellation ESF8 SOP, Section V and Attachments 	<ul style="list-style-type: none"> ICS 100, 200, 800 and 700
Lead assigned personnel	<ul style="list-style-type: none"> Ability to lead a team Ability to provide constructive feedback Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Supervise, train and evaluate direct reports Manage unit responsibilities and make assignments Prioritize assignments and requests for information 		<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) 	<ul style="list-style-type: none"> ICS 300 and 400
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> Advise response structure on planning related issues Participate in meetings as required 		<ul style="list-style-type: none"> ESF8 SOP, Section V and Attachments 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response Knowledge of the Incident Action Planning Process Ability to prioritize assignments and activities to meet deadlines Knowledge of public health and medical response plans and procedures Ability implement operational and tactical plans and procedures 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives 		<ul style="list-style-type: none"> ESF8 SOP, Section V and Attachments 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Technical Specialist Coordinator		Section:	Planning
Description:	Responsible to coordinate activities between technical specialists and the state ESF8 structure. This position assures that technical specialists have a current understanding of the situation and that their issues/concerns are communicated to the ESF8 structure. He/she assures that technical specialists complete assignments and provide information to ESF8 as required.		Direct Supervisor:	Deputy Planning Coordinator
Competency				
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> • Areas of technical specialization/expertise (and associated staff) that may be needed to implement PHMP plans and objectives • Knowledge of the Incident Command System • Knowledge of basic FDOH policies • Prompt decision maker • Ability to work effective with a variety of people • Ability to accept direction/assignments • Effective identification of technical specialists needed to support response/recovery objectives 	<ul style="list-style-type: none"> • Maintain a current, comprehensive Public Health & Medical Response Technical Specialist Listing • Assure all taskings for technical specialists include a clear target audience, objective, timeline for completion, overview of situational and other key considerations. • Provide advisory groups (AGs) resources needed to meet their objectives (e.g. workspace, facilitator, recorder, additional technical specialists, data) • When an AG is convened, the Technical Specialist Coordinator serves as the group's liaison to the Planning Chief. In the case of a medical-based AG, the Medical Coordinator also liaisons directly with the Planning Chief • Request additional assistance for technical specialist activities through the Deputy Planning Coordinator • Assist technical specialists in understanding how to operate in the response structure 	<ul style="list-style-type: none"> • ESF8 SOP: Section VI and Attachments • SERV-FL: Exportable Contact Information • ESF8 Technical Specialists Listings • Sample Public Health and Medical Advisory Groups Listing 	<ul style="list-style-type: none"> • ICS 100, 200, 700 and 800
Lead assigned personnel	<ul style="list-style-type: none"> • Ability to lead team members • Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> • Supervise, train and evaluate direct reports • Manage unit responsibilities and make assignments • Prioritize assignments and requests for information • Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> • Incident Personnel Performance Rating Form (ICS225) 	
Communicate effectively	<ul style="list-style-type: none"> • Knowledge of basic risk communication principles • Ability to use clear written & verbal communication • Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> • Advise response structure on technical specialists needed to support objectives • Coordinate information from technical specialists, assuring it is conveyed to the appropriate Command staff for timely use in decision-making activities • Work with section coordinators to ensure that section staffing rosters include activated technical specialists 	<ul style="list-style-type: none"> • ESF8 SOP: Section VI and Attachments • ESF8 Technical Specialists Listings 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> • Practical knowledge of Florida SERT organization and functions • Ability to prioritize assignments and activities to meet deadlines • Ability implement operational and tactical plans and procedures • Knowledge of public health and medical response plans and procedures • Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> • Produce unit deliverables as required to meet IAP objectives • Complete tasks as assigned by Planning Coordinator • Utilize Logistics-Staffing to coordinate activation and comprehensive documentation of technical specialists as part of response roster • Provide after action feedback to ESF8 Planning Section to improve future activations 	<ul style="list-style-type: none"> • ESF8 SOP: Section VI and Attachments • ESF8 Technical Specialists Listings 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Technical Specialist	Section:	Planning	
Description:	Supports the structure by serving as a consultant for their area(s) of expertise, liaisoning with other technical specialists within their field, as appropriate. Technical specialists may serve anywhere within the organization, normally performing the same duties during a threat or incident that they perform in their everyday jobs.	Direct Supervisor:	Incident-specific. [The Technical Specialist Coordinator <i>coordinates specialist usage throughout response structure.</i>]	
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	
Assume position responsibilities	<ul style="list-style-type: none"> • Specialization/expertise needed to implement PHMP plans and objectives • Knowledge of the Incident Command System • Knowledge of Basic FDOH policies • Prompt decision maker • Ability to prioritize assignments and activities to meet deadlines • Ability to accept direction/assignments • Understand key tenets of emergency management decision-making e.g. 	<ul style="list-style-type: none"> • Assure State Planning – Technical Specialist Coordinator has a current 24/7 contact information for technical specialists (primary and 2 back-ups) <p style="color: red; margin-left: 20px;"><i>NOTE: To assure prompt review of material, submit all updates, information, and questions to the StateESF8_Planning mailbox, noting TECH SPEC in the subject line.</i></p> • Serve as a <u>single</u> point of contact for designated Division/Unit/Association’s areas of expertise <ul style="list-style-type: none"> i. Between activations, promptly notify the DOH Duty Officer and/or the StateESF8 Planning mailbox of incidents or threats of public health significance. ii. Respond promptly to information requests (during and between activations) from anywhere within the ICS structure e.g. <ul style="list-style-type: none"> 1. State ESF8 Duty Officers. 2. State ESF8 Planning Unit. 3. State ESF8 mission requests. iii. Filter issues to the appropriate person quickly <ul style="list-style-type: none"> 1. Response supervisor. 2. State level experts. 3. Local counterparts. • Support State ESF8 activities as requested by: <ul style="list-style-type: none"> ○ Providing insights/context/answer to questions generated by command staff ○ Review/editing document (e.g. media press release, fact sheet, educational materials, policy/white paper document) ○ Creating document related to your field of expertise (e.g. guidance, policy, white paper) ○ Monitoring particular websites (related to your field) for incident-related updates 	<ul style="list-style-type: none"> • ESF8 SOP: Section VI and Attachments • ESF8 Technical Specialists Listings • StateESF8_Planning mailbox 	Training Requirements FEMA’s IS241 Independent Study Course “Decision Making and Problem Solving” provides an overview of effective decision making and problem solving during emergencies.

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

		<ul style="list-style-type: none"> ○ Activating as member of state ESF8 structure in Tallahassee (e.g. Situation Unit, Advance Planning Unit, specialized unit) ○ Deploying as specialized field teams members (e.g. Epi Strike Teams) as directed by State ESF8 Logistics-Staffing section ○ Participating in key ESF8 briefings/meetings, as requested, to succinctly <ul style="list-style-type: none"> ● provide courses of action related to subject area ● answer questions e.g. regarding potential contingencies, and ramifications of not following recommended courses of actions ● Assure that any/all staff working on a response assignment are reported, in writing, to the Technical Specialist Coordinator. The following information is required: <ul style="list-style-type: none"> ○ Staff name, ○ Response supervisor, ○ Response duty/assignment (current and planned), ○ Activation work location, ○ Anticipated activation start and end dates and hours of activation (e.g. 9-1, on-call) 		
Lead assigned personnel		<ul style="list-style-type: none"> ● <i>N/A. Generally, this position does not supervise.</i> 		
Communicate effectively	<ul style="list-style-type: none"> ● Knowledge of basic risk communication principles ● Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> ● Advise response structure of key considerations needed to save lives and support objectives. ● During staff/shift changes, assure that the incoming Technical Specialist receives a written orientation/briefing regarding assigned, completed and opened tasks. A copy of this briefing is also sent to the StateESF8 Planning mailbox 	<ul style="list-style-type: none"> ● ESF8 SOP: Section VI and Attachments ● ESF8 Technical Specialists Listings 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> ● Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> ● Produce unit deliverables as required to meet IAP objectives ● Complete tasks as assigned by Technical Specialist Coordinator or assigned response supervisor ● Provide after action feedback to ESF8 Planning Section to improve future activations 	<ul style="list-style-type: none"> ● ESF8 SOP: Section VI and Attachments ● ESF8 Technical Specialists Listings 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Medical Director	Section:	Planning	
Description:	Responsible for coordinating medical/clinical recommendations to the state ESF8 structure. This position assures that technical specialists with a medical/clinical background have a current understanding of the situation and that their issues/concerns are communicated to the ESF8 structure. He/she assures that technical specialists complete medical/clinical assignments and provide information to ESF8 as required.		Direct Supervisor: Technical Specialist Coordinator	
Competency				
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of areas of medical/clinical specialization/expertise (and associated staff) that may be needed to implement PHMP plans and objectives. Knowledge of the Incident Command System Knowledge of basic FDOH policies Prompt decision maker Ability to work independently and cooperatively as a member of a team Ability to effectively identify technical specialists needed to support response/recovery objectives 	<ul style="list-style-type: none"> Work with Technical Specialist Coordinator to <ul style="list-style-type: none"> Maintain a current, comprehensive listing of medical/clinical Technical Specialists Assure medical/clinical technical specialists the resources needed to meet the objectives for any specialized advisory groups (AGs) (e.g. workspace, facilitator, recorder, additional technical specialists, data) For medical-based AG, liaisons directly with the Planning Chief while providing current updates to the Technical Specialist Coordinator Requests additional assistance for technical specialist activities through the Coordinator Assist technical specialists with medical/clinical background in understanding how to operate in the response structure 	<ul style="list-style-type: none"> ESF8 SOP: Section VI and Attachments ESF Technical Specialists Listing SERV-FL: Exportable Contact Information Sample Public Health and Medical Advisory Groups Listing 	<ul style="list-style-type: none"> ICS 100, 200, 700 and 800
Lead assigned personnel		<ul style="list-style-type: none"> <i>NA. This position <u>coordinates</u> technical specialists across the response structure.</i> 		
Communicate effectively	<ul style="list-style-type: none"> Knowledge of basic risk communication principles Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Advise response structure on medical/clinical technical specialists needed to support objectives Coordinate information from medical/clinical technical specialists, assuring it is conveyed to the appropriate Command staff for timely use in decision-making activities 	<ul style="list-style-type: none"> ESF8 SOP: Section VI and Attachments ESF Technical Specialists Listing 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Complete tasks as assigned by Planning Coordinator and/or Technical Specialist Coordinator Utilize Logistics-Staffing to coordinate activation and comprehensive documentation of medical/clinical technical specialists as part of response roster Provide after action feedback to ESF8 Planning Section to improve future activations 	<ul style="list-style-type: none"> ESF8 SOP: Section VI and Attachments ESF Technical Specialists Listing 	

ESF8 JOB ACTION SHEET

Position Title:	Demobilization Unit Leader		Section:	Planning
Description:	Responsible for the orderly, safe and efficient release of resources from an incident as well as initiating data collection for the after action process.		Direct Supervisor:	Deputy Planning Coordinator
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System Practical knowledge of Florida State Emergency Response Team (SERT) organization and functions in disaster response Knowledge of the roles, responsibilities, and structure of ESF8 (specifically the deployment processes) Highly organized Analytical skills to interpret and assess resource needs Ability to work independently and cooperatively as a member of a team Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Assure the development of Demobilization Unit deliverables <ul style="list-style-type: none"> Demobilization Plan Demobilization Checkout Forms/Package Initial after action data collection forms Develop phased plans for demobilization of state ESF8 to include deactivation of staff and recovery of deployed resources Review incident resource records to determine the likely size and extent of demobilization effort Coordinate demobilization with Agency Representatives, to include federal partners assisting with ESF8 activities. Develop incident checkout for all units Distribute demobilization plan Compile Tentative and Final Release sheets. Make notifications for incidents and off-incident personnel repairing tentative and final releases Ensure signatures are obtained on the Demobilization Checkout form (ICS 221) Monitor the Demob process and make adjustments to the process as needed 	<ul style="list-style-type: none"> Demobilization Plan Template Demobilization Check-Out Form (ICS 221) ESF8 SOP, Sections V & VIII and Attachments 	<ul style="list-style-type: none"> ICS 100, 200, 300, 400, 800 and 700
Lead assigned personnel	<ul style="list-style-type: none"> Ability to lead a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Supervise, train and evaluate direct reports Manage unit responsibilities and make assignments Prioritize assignments and requests for information Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) ESF8 SOP, Sections V & VIII and Attachments 	<ul style="list-style-type: none"> ICS 300 and 400
Communicate effectively	<ul style="list-style-type: none"> Knowledge of the ESF8 Communications Procedures Manual Ability to use clear written & verbal communication Practical knowledge of Florida SERT organization and functions in disaster response 	<ul style="list-style-type: none"> Advise the Planning Coordinator on demobilization activities Participate in meetings as required 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response. Ability implement operational and tactical plans and procedures Knowledge of public health and medical response plans and procedures 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Complete tasks as assigned by Planning Coordinator 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments Demobilization Checkout Form (ICS 221) 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

	<ul style="list-style-type: none">• Knowledge of the Incident Action Planning Process• Ability to prioritize assignments and activities to meet deadlines			
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*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Demobilization Specialists		Section:	Planning
Description:	Responsible for the orderly, safe and efficient release of resources from an incident and assisting with data collection for the After Action process.		Direct Supervisor:	Demobilization Unit Leader
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System Practical knowledge of Florida State Emergency Response Team (SERT) organization and functions in disaster response Knowledge of the roles, responsibilities, and structure of ESF8 (specifically the demobilization process) Highly organized Analytical skills to interpret and assess resource needs Ability to work independently and cooperatively as a member of a team 	<ul style="list-style-type: none"> Assist with the development of Demobilization Unit deliverables <ul style="list-style-type: none"> Demobilization Checkout Forms/Package Initial after action data collection forms Develop phased plans for demobilization of state ESF8 to include deactivation of staff and recovery of deployed resources Coordinate demobilization with Agency Representatives, to include federal partners assisting with ESF8 activities Develop incident checkout for all units. Distribute demobilization plan Compile Tentative and Final Release sheets Notify incident and off-incident personnel regarding tentative and final releases Verify completion and signatures on the Demob Checkout form ICS 221 Monitor Demob process and make adjustments to the process as needed 	<ul style="list-style-type: none"> Demobilization Plan Template ICS Demobilization Check-Out Form ESF8 SOP: Sections V & VIII and Attachments 	<ul style="list-style-type: none"> ICS 100 and 700
Lead assigned personnel	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 		
Communicate effectively	<ul style="list-style-type: none"> Knowledge of the ESF 8 Communications Procedures Manual Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Participate in meetings as required 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response. 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Complete tasks as assigned by Demobilization Leader 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments ICS Demobilization Checkout Form 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Advanced Planning Unit Leader			Section:	Planning
Description:	Responsible for conducting event specific analyses of potential threats to vulnerable populations and health care infrastructure and determining level of risk to human health. These analyses will generally focus on threats 24-72 hours ahead of current operational period.			Direct Supervisor:	Deputy Planning Coordinator
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties		Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System General knowledge of data management and micro computing systems Knowledge of Florida Emergency Response Plans Analytical skills to interpret and assess the quality of written materials and information displays sufficiently Ability to work independently and cooperatively as a member of a team Ability to coordinate efforts and collaborate with a variety of individuals Ability to use Microsoft Office Software 	<ul style="list-style-type: none"> Coordinate development of unit deliverables including; <ul style="list-style-type: none"> Risk analysis of hazards and vulnerabilities Contingency plans for designated operational periods Evidence briefs to support decision making Assure approval and dissemination of unit deliverables Determine need for technical specialists to assist in development of deliverables Forecast 72 hour operational incident status Support development of tactical incident plans as needed Assemble information on alternative strategies and tactics Determine need of specialized resources in support of the incident. Develop contingencies for which ESF8 should be prepared to respond to based on the situation Provide planning support to local response operations as needed 		<ul style="list-style-type: none"> Planning Consideration Matrix Contingency Plan Template Incident Documentation Record Cover Page ESF8 SOP, Sections V & VI and Attachments 	<ul style="list-style-type: none"> ICS 100, 200, 700, 300, 400 and 800
Lead assigned personnel	<ul style="list-style-type: none"> Ability to lead a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Supervise, train, and evaluate direct reports 		<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) 	<ul style="list-style-type: none"> ICS 300 and 400
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Participate in meetings as required 			
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response Ability implement operational and tactical plans and procedures Knowledge of public health and medical response plans and procedures Knowledge of the Incident Action Planning Process Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Complete tasks as assigned by Planning Coordinator 		<ul style="list-style-type: none"> ESF8 SOP, Sections V & VI and Attachments 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Reporting Team Leader		Section:	Planning
Description:	The Reporting Team Leader supervises the Reporting Team, and is responsible for the management of information, data, and requests for information and all Situation Unit deliverables. The Reporting Team consists of a Sit Rep Specialist, an Ad Hoc Reporting and Information Triage Analyst (as needed) and a Situation Log Recorder.		Direct Supervisor:	Situation Unit Leader
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System Knowledge of CEMP, ESF8 and FDOH emergency response plans and standard jargon Knowledge of SERT organization and functions Knowledge of the roles, responsibilities and structure of ESF8 Ability to use Microsoft Office Software Ability to interact with others Ability to project needs before formal tasking and take the initiative Ability to work independently, and when necessary, cooperatively as a member of a team 	<ul style="list-style-type: none"> Collect and manage information / data requests; Document reporting requirements and specifications Manage multiple tasks and manage or gain clarification of competing deadlines Supervise the Reporting Team; Delegate report / information / data requests to Team Members, as appropriate Assign Situation Log Recorder; Assure Log (ICS form 214 Modified) is maintained and kept current) Prioritize report requests; requests for information / data Review prior activation reports and determine their format and content validity Monitor / Support development and distribution of Situation Unit deliverables Research standard information / data issues and suggest potential resolutions Monitor / Manage receipt of key ESF8 data / information inputs Establish a schedule for receipt of routine information and data from designated contributors Coordinate with the Documentation Unit for disposition of deliverables and logs 	<ul style="list-style-type: none"> Current Incident Action Plans (SERT and ESF8) Situation Reports ESF8 SOP, Section VI and Attachment Prior reports that may serve as templates 	ICS 100, 200, 700, and 800
Lead assigned personnel	<ul style="list-style-type: none"> Ability to rapidly review and direct revisions as necessary to ensure clarity of thoughts in materials Ability to mentor subordinates in their knowledge, skills and abilities in composition and proofreading Ability to lead a team 	<ul style="list-style-type: none"> Supervise, train and evaluate direct reports 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) 	ICS 300 and 400
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication Ability to operate within an Incident Management Structure Knowledge of the DOH Style Guide 	<ul style="list-style-type: none"> See above 	<ul style="list-style-type: none"> Gregg Style Guide DOH Style guide IAPs and SitReps 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> See above 		

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Information Triage Analyst			Section:	Planning
Description:	Responsible for the collection, analysis, display and organization of incident/event status and information. The Analyst will work with other Situation Unit personnel to produce reports, maps or electronic displays of current and future health and medical hazards and response actions. After an event the Analyst will work with the Resources and Documentation Units to ensure that information and reports are stored in for use in documenting the event. Analysts will participate in the After Action Report/Improvement Plan process.			Direct Supervisor:	Situation Unit Leader
Competency	Qualifications	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System Knowledge of CEMP, ESF8 and FDOH emergency response plans and standard jargon Knowledge of SERT organization and functions Knowledge of the roles, responsibilities and structure of ESF8 Ability to use Microsoft Office Software Ability to prioritize assignments and activities to meet deadlines Ability to interact with others Ability to project needs before formal tasking and take the initiative Ability to work independently, and when necessary, cooperatively as a member of a team Ability to research relevant information and data sources when requested 	<p>Maintain general awareness of the situation, the IAP, its objectives, EEI, product deadlines.</p> <ul style="list-style-type: none"> Collect or receive and analyze incoming information and data, verbal and written, and determine its relevance to the situation and ESF8 mission. If relevant, check authenticity and context, and analyze as it applies to mission and mission impact Coordinate work with subject matter experts for technical analysis as necessary Coordinate with GIS Data Specialist to request, thence receive maps and other information displays Participate in the after action report process 	<ul style="list-style-type: none"> Current Incident Action Plans (SERT and ESF8) Situation Reports ESF8 SOP: Section VI and Attachments Prior reports that may serve as templates 	<ul style="list-style-type: none"> ICS 100, 200, 700, and 800 	
Lead assigned personnel	<ul style="list-style-type: none"> Ability to rapidly review and direct revisions as necessary to ensure clarity of thoughts in materials Ability to mentor subordinates in their knowledge, skills and abilities in composition and proofreading 	<ul style="list-style-type: none"> Supervise, train and evaluate direct reports 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) 		
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication Ability to operate within an Incident Management Structure Knowledge of the DOH Style Guide 	<ul style="list-style-type: none"> See above 	<ul style="list-style-type: none"> Gregg Style Guide DOH Style guide IAPs and SitReps 		
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> See above 			

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	GIS Analyst			Section:	Planning
Description:	The GIS Technical Specialist is responsible for the collection and graphic portrayal of incident/event information and data by ESF8 and SERT Staff. Although the GIS Technical Specialist works primarily for the Situation Unit staff, he/she may receive assignments from the Advanced Planning Unit at the discretion of the Situation Unit Leader.			Direct Supervisor:	Reporting Team Leader
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> • Knowledge of the Incident Command System • Knowledge of CEMP, ESF8 and FDOH emergency response plans • Knowledge of SERT organization and functions • Knowledge of GIS systems, data sets and data sources • Knowledge of the roles, responsibilities and structure of ESF8 • Ability to use Microsoft Office Software Proofreading, particularly data and data sets • Ability to interact with others • Ability to project needs before formal tasking and take the initiative • Ability to work independently and cooperatively as a member of a team • Ability to research relevant information and data sources • Ability to understand requests for graphic displays and create products to meet needs 	<p>Maintain general awareness of the situation, the IAP, its objectives, EEI, product deadlines.</p> <ul style="list-style-type: none"> • Awareness of archived maps and other graphics that may be relevant. • Anticipate map and other graphics needs based on IAP and research as necessary, data sources. • Ensure that customers' detailed needs are known prior to development of new graphics. • Produce maps and other graphics within the time frames requested or required. • In a timely fashion, and as appropriate, ask for assistance in the case of multiple, competing customer requests, or complex assignments. • Participate in the after action report process 	<ul style="list-style-type: none"> • Current Incident Action Plans (SERT and ESF8) • Situation Reports • ESF8 SOP: Section VI and Attachment • Prior graphics that may serve as templates 	<ul style="list-style-type: none"> • ICS 100, 200, 700, and 800 • SERT GATOR • ArcInfo Software (advanced working knowledge) 	
Lead assigned personnel	<ul style="list-style-type: none"> • Ability to work as a team 	<ul style="list-style-type: none"> • Train other team members in knowledge, skills, and abilities identified above 			
Communicate effectively	<ul style="list-style-type: none"> • Ability to use clear written & verbal communication • Ability to operate within an Incident Management Structure 				
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> • Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> • <i>See above</i> 			

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Documentation Unit Leader	Section:	Planning	
Description:	Responsible for gathering, organizing, storing and archiving incident related documentation and records.	Direct Supervisor:	Planning Coordinator	
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System Highly organized Ability to work independently and cooperatively as a member of a team 	<ul style="list-style-type: none"> Establish an electronic filing system for all incidents Collect and maintain incident documents described in the SEF8 SOP Section VIII.A from web, EM Constellation, StateESF8 Planning mailbox and directly from other parts of the incident management structure Assure documents include proper approval and signatures. File all official forms and reports Review records for accuracy and completeness; inform appropriate units of errors or omissions Route documents through approval process to assist other units in a timely manner 	<ul style="list-style-type: none"> Incident Documentation Record Cover Page ESF8 SOP, Sections V & VIII and Attachments ESF8 Documentation Routing Form ESF8 Documentation Review & Approval Criteria 	<ul style="list-style-type: none"> ICS 100, 200, 800 and 700
Lead assigned personnel	<ul style="list-style-type: none"> Ability to lead a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Supervise, train and evaluate direct reports Manage unit responsibilities and make assignments Prioritize assignments and requests for information Establish schedule for completion of duties 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) ESF8 SOP, Sections V & VIII and Attachments 	<ul style="list-style-type: none"> ICS 300 and 400
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication Ability to operate within a Incident Management Structure 	<ul style="list-style-type: none"> Participate in meetings as required 		
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response Ability to prioritize assignments and activities to meet deadlines Ability implement operational and tactical plans and procedures Knowledge of public health and medical response plans and procedures Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Complete tasks as assigned by Planning Coordinator 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Resource Unit Leader	Section:	Planning	
Description:	Responsible for tracking, reporting, and forecasting resources for the incident.	Direct Supervisor:	Planning Coordinator	
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System Practical knowledge of Florida State Emergency Response Team (SERT) organization and functions in disaster response Knowledge of the roles, responsibilities and structure of ESF8 Highly organized Analytical skills to interpret and assess resource needs Ability to work independently and cooperatively as a member of a team Strong written and verbal communication skills 	<ul style="list-style-type: none"> Assure the development of Resource Unit deliverables <ul style="list-style-type: none"> Critical Resource List Incident Organization Roster (ICS203) Incident Table of Organization Incident Assignment List (ICS204) and resource tracking reports Projected resource need reports (check if real ICS report) Ad hoc reports Validate resource needs to assure appropriate allocation, apportionment, and usage based on current situation, forecasted needs and resource availability as directed Track all activated/deployed resources by ESF8 Forecast future resource needs Maintain and post the current status and location of all resources in coordination with the Situation Unit 	<ul style="list-style-type: none"> SERV-FL Database Incident Response Management System (IRMS) ICS Forms EM Constellation ESF8 SOP: Section V and Attachments 	<ul style="list-style-type: none"> ICS 100, 200, 800 and 700
Lead assigned personnel	<ul style="list-style-type: none"> Ability to lead a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Supervise, train and evaluate direct reports Manage unit responsibilities and make assignments Prioritize assignments and requests for information 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) 	<ul style="list-style-type: none"> ICS 300 and 400
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> Advise the Planning Coordinator on any actual or potential resource shortages, lost or missing resources, and/or resources nearing the end of their deployment period Assure the Planning Coordinator has regular updates of resource status Participate in meetings as required 	<ul style="list-style-type: none"> ESF8 SOP: Section V and Attachments 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response Ability to prioritize assignments and activities to meet deadlines Ability implement operational and tactical plans and procedures Knowledge of public health and medical response plans and procedures Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Complete tasks as assigned by Planning Coordinator 	<ul style="list-style-type: none"> ESF8 SOP: Section V and Attachments 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Information Management Unit Leader			Section:	Planning
Description:	Serves as liaison to DOH Communications Director, ESF8 and ESF14 command to ensure appropriate public health messaging is produced, and relayed to internal and external audiences including: DOH personnel, general public, media representatives, and response partners.			Direct Supervisor:	Director, DOH Office of Communications
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System Knowledge of Florida Emergency Response Plans Understanding of DOH functioning Knowledge of media processes Excellent Communication/Liaison skills Organized Ability to multitask in fast-paced environment Prompt decision-maker 	<ul style="list-style-type: none"> Maintain current liaisons with supervisor, DOH Communications Director, ESF8 and ESF14 command/Joint Information Center (JIC), ESF8 Planning and Situation Status Unit Coordinate development of unit deliverables including: <ul style="list-style-type: none"> Internal/external public health messaging products (e.g. FAQs, talking points, web, speeches, call center scripts, PSAs, fact sheets, etc.) Assure approval and dissemination of unit deliverables Determine need for technical specialists to assist in development of deliverables (subject matter experts) 	<ul style="list-style-type: none"> Crisis and Emergency Risk Communications Annex DOH Emergency Operations Plan ESF8 SOP: Section VI 	<ul style="list-style-type: none"> ICS 100, 200, 700 and 800 G290 – Basic Public Information Officer; E-388 – Advanced Public Information Officer (recommended) 	
Lead assigned personnel	<ul style="list-style-type: none"> Ability to lead a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Supervise, train and evaluate staff Ensure Deputy Branch Director promptly receives 'course corrections' obtained from liaison activities Manage unit responsibilities and make assignments Prioritize assignments and requests for information Assign positions and establish working schedule for completion of deliverables 	<ul style="list-style-type: none"> Crisis and Emergency Risk Communications Annex Incident Personnel Performance Rating Form (ICS225) ESF8 SOP: Section VI 	<ul style="list-style-type: none"> ICS 300 and 400 	
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> Advise supervisor, DOH Communications Director on product development issues Lead / participate in meetings as required 	<ul style="list-style-type: none"> Crisis and Emergency Risk Communications Annex ESF8 SOP: Section VI 	<ul style="list-style-type: none"> G290 – Basic Public Information Officer; E-388 – Advanced Public Information Officer (Recommended) 	
Ensure completion of assigned actions	<ul style="list-style-type: none"> Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Ensure messages are approved by Office of Communications 	<ul style="list-style-type: none"> Crisis and Emergency Risk 		

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

to meet incident objectives	<ul style="list-style-type: none"> • Ability implement operational and tactical plans and procedures • Knowledge of public health and medical response plans and procedures • Knowledge of the Incident Action Planning Process 	<p>and distributed to appropriate internal, external audiences.</p> <ul style="list-style-type: none"> • Follow up with any Information Management Branch/Unit analysts/specialists/consultants that have not provided daily intel for Information Management Branch/Unit Report. • Prepare IMB/IMU After Action Report (AAR), improvement plan for future operations. 	<p>Communications Annex</p> <ul style="list-style-type: none"> • ESF8 SOP: Section VII • IMB/IMU Daily Schedule • IMB/IMU Current Taskings • IMB/IMU Message Board 	
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*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Situation SEOC Liaison			Section:	Planning
Description:	The LNO is responsible for acquiring and informally disseminating current operational information through the ESF 8 structure. The LNO acts as a courier to receive and communicate non-routine (<i>Ad Hoc</i>) requests for situational data, information, and status updates to and from the Situation Unit Leader. It is most likely that the LNO will shuttle physically and electronically between the SEOC or other SERT headquarters location, and the location in which the main body of the Situation Unit is working.			Direct Supervisor:	Situation Unit Leader
Competency					
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties		Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of the Incident Command System Knowledge of the CEMP, ESF8 and FDOH emergency response plans and standard jargon Knowledge of the SERT organization and functions Knowledge of the roles, responsibilities and structure of ESF8 	<p><i>This position will be filled when necessary, particularly when the ESF8 Liaison Officer is, or is expected to be, overloaded.</i></p> <ul style="list-style-type: none"> Represent the Situation Unit Leader at the SERT operating headquarters (usually SEOC) Collect current data as requested from the Situation Unit Leader from ESF 8 agency representatives Receive requests for current situation, forecasts, and ad hoc information from ECO, ESF8 Command Staff, or special staff (keeping Sit Unit Leader in the loop) Attend Incident Action Planning meetings and others as requested by the Situation Unit Leader. Coordinate with ESF 5 and other SERT members as requested by the ESF 8 Planning Coordinator At the end of the activation, provide observations, lessons learned, and recommendations to the Situation Unit Leader for incorporation into After Action Reports and Improvement Plans 		<ul style="list-style-type: none"> Current Incident Action Plans (SERT and ESF8) Situation Reports ESF8 SOP, Section VI and Attachments 	<ul style="list-style-type: none"> ICS 100, 200, 700, and 800
Lead assigned personnel	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 			
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication Ability to operate within an Incident Management Structure Knowledge of the DOH Style Guide 				
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> <i>See above</i> 			

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Logistics Coordinator			Section:	Logistics
Description:	The Logistics Coordinator is responsible for: oversight of Logistics staff at the SEOC and at alternate ESF8 work sites; coordinating mission management); acquisition, activation, and deployment of staff; acquisition and deployment of materials in support of ESF8 related missions; and supporting ESF8 incident facilities.			Direct Supervisor:	Emergency Coordinating Officer (ECO)
Competency	Qualifications	Behaviors/Duties		Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> • Knowledge of NIMS and ICS • Knowledge of DOH Emergency Plans • Knowledge of SERT and ESF processes • Knowledge of the roles, responsibilities, and structure of ESF8 • Knowledge of the ARF and EMAC process • Works well with a variety of people • Highly organized • Ability to use clear written & verbal communication • Proficient in the use of EM Constellation • Knowledge of the Robert D. Stafford Act 	<ul style="list-style-type: none"> • Receive a shift change briefing from the departing Logistics Section Coordinator and the ESF8 Planning Liaison related to mission priorities as well as current and developing issues • Meet/communicate with the Deputy Logistics Coordinator and Mission Unit Leader to brief them on activities from the previous shift and set priorities for the upcoming operational period based on current missions, issues, and the IAP • Meet with direct reports at the SEOC and alternate ESF8 work sites to establish chain of command and performance expectations • Ensure that the all Logistics staff are personally prepared and adequately equipped to perform their assignments • Ensure ES 8 Materials Facility Specialist provides support for the ESF8 activation • Ensure that sufficient Logistics staffing levels are maintained at all times • Assign and schedule Logistics staff as necessary • Maintain Unit/Activity Log for shift and/or operational period • Participate with the ECO or his/her designee and other Section Coordinators in the development of the Incident Action Plan (IAP) • Participate in staff briefing(s) as scheduled by the ECO or Deputy ECO • Ensure Logistics Staff is monitoring the Logistics Mailbox (ESF08@em.myflorida.com) in order to promptly read, develop, and route messages for follow-up as appropriate • Ensure Logistics is monitoring EM Constellation for missions that could be assigned to ESF8 • Ensure that both the Finance and Administration and Planning Sections are notified promptly of cancelled missions via the Mission Unit Leader or the Mission Specialist • Coordinates with the Federal liaisons on the development and fulfillment of Federal Action Request Forms (ARF) • Report operational problems, obstacles, or concerns to the ECO or his/her designee • Ensure communications are established/maintained with the Staffing and Materials Units Leaders on issues/trends/problems/needs associated with current and 		<ul style="list-style-type: none"> • Mission Processing Checklist • ESF8 SOP: Section V & VIII and Attachments • Florida Ambulance Deployment Plan 	<ul style="list-style-type: none"> • ICS 100, 200, 300, 400, 700, and 800

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

		<p>potential mission requests</p> <ul style="list-style-type: none"> • As applicable, ensure that specific areas/counties are assigned to Mission Specialists for mission entry, monitoring, and tracking • Ensure that missions are being addressed, tracked, and updated in a timely fashion • Ensure that mission requests are reviewed for completeness and clarity, corrected for deficiencies or uncertainties, and assigned to the appropriate Logistics units • Ensure that the Emergency Service Branch Chief closes all missions when appropriate • Identify operational priorities and urgent missions currently underway • Provide a transition briefing to the incoming Section Coordinator (if applicable) • Ensure that all administrative paperwork is completed, e.g., Logistics staff are aware of timesheet procedures and the location of guideline documents • Work with ESF8 Materials Facilities Specialist to return activated workspace/infrastructure back to day to day operations • Ensure the return of any equipment that may have been issued from other sources, e.g., phones, computers, etc • Ensure that the Demobilization Unit is provided with appropriate information and paperwork • Ensure that Logistics staff continues to monitor the Logistics Section e-mails and EM Constellation 		
Lead assigned personnel	<ul style="list-style-type: none"> • Understanding of the roles and responsibilities of Logistics Section • Ability to lead a team • Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> • Supervise, train, and evaluate direct reports • Manage Section responsibilities and make assignments • Prioritize assignments and requests for information • Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> • Incident Personnel Performance Rating Form (ICS225) 	
Communicate effectively	<ul style="list-style-type: none"> • Understanding of the roles and responsibilities of Logistics Section • Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> • Advise response structure on advance planning issues • Participate in meetings as required • Brief oncoming Logistics Section Coordinator 		
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> • Practical knowledge of Florida SERT organization and functions in disaster response. • Ability to use ESF8 tools to monitor incident objectives • Ability to prioritize assignments and activities to meet deadlines • Ability to implement operational and tactical plans and procedures • Knowledge of public health and medical response plans and procedures • Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> • Produce unit deliverables as required to meet IAP objectives • Complete tasks as assigned by the ECO 	<ul style="list-style-type: none"> • ESF8 SOP: Section V & VIII and Attachments • IAPs 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Deputy Logistics Coordinator			Section:	Logistics
Description:	The Deputy Logistics Coordinator is responsible for: oversight of Logistics staff at the alternate ESF8 work sites (usually Building 4052, Room 301); coordinating mission management in the ESF8 alternate work site; coordinating acquisition, activation, and deployment of staff; coordinating acquisition and deployment of materials in support of ESF8 related missions; and coordinating support of incident facilities.			Direct Supervisor:	Logistics Coordinator
Competency	Qualifications	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> • Knowledge of NIMS and ICS • Knowledge of DOH Emergency Plans • Knowledge of SERT and ESF processes • Knowledge of the roles, responsibilities, and structure of ESF8 • Knowledge of the ARF and EMAC process • Works well with a variety of people • Highly organized • Proficient in the use of EM Constellation • Knowledge of the Robert D. Stafford Act 	<ul style="list-style-type: none"> • Receive a shift change briefing from the departing Deputy Logistics Section Coordinator, the Logistics Coordinator, or his/her designee and the Finance & Administration Lead related to current and developing issues • Meet/communicate with the Logistics Coordinator to brief him/her on activities from the previous shift and set priorities for the upcoming operational period based on current missions, issues, and the IAP • Meet with direct reports to establish chain of command and performance expectations • Brief staff on relevant IAP components/tasks for the Unit, priorities, and other important matters • Ensure that staff is personally prepared and adequately equipped to perform their assignments • Ensure Logistics Materials and Staffing is monitoring EM Constellation for missions • Ensure the Logistics Materials Mailbox (Stateesf8_logmaterials@doh.state.fl.us) and Staffing Mailbox (Stateesf8_logstaffing@doh.state.fl.us) are monitored by the appropriate staff • Manage and coordinate all aspect of the Logistics Section responsibilities at the alternate work site • Ensure that sufficient Logistics staffing levels are maintained • Maintain Unit/Activity Log for shift and/or operational period • Participate in staff briefing(s) as scheduled by the Logistics Coordinator • Coordinate facility support for the ESF8 structure • Report operational problems, obstacles, or concerns to the Logistics Coordinator or his/her designee • Responsible for communication with the Staffing and Materials Units Leaders on issues/trends/problems/needs associated with current and potential mission requests • Identify operational priorities and urgent missions currently underway • Ensure that all administrative paperwork is completed, e.g., Logistics staff are aware of timesheet procedures and the location of guideline documents • Work with Facilities and Information Technology to return 	<ul style="list-style-type: none"> • Mission Processing Checklist • ESF8 SOP, Sections V & VIII and Attachments • Florida Ambulance Deployment Plan 	<ul style="list-style-type: none"> • ICS 100, 200, 300, 400, 700, and 800 	

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ESF8 JOB ACTION SHEET

		<ul style="list-style-type: none"> activated workspace/infrastructure back to day to day operations • Ensure the return of any equipment that may have been issued from other sources, e.g., phones, computers, etc • Ensure that the Demobilization Unit is provided with appropriate information and paperwork 		
Lead assigned personnel	<ul style="list-style-type: none"> • Understanding of the roles and responsibilities of ESF8 Logistics Section • Ability to lead a team • Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> • Supervise, train and evaluate direct reports • Manage Unit responsibilities and make assignments • Prioritize assignments and requests for information • Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> • Incident Personnel Performance Rating Form (ICS225) 	<ul style="list-style-type: none"> • ICS 300 and 400
Communicate effectively	<ul style="list-style-type: none"> • Understanding of roles and responsibilities of ESF8 Logistics Section • Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> • Advise response structure on advance planning issues • Participate in meetings as required • Brief oncoming Deputy Logistics Section Coordinator 		
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> • Practical knowledge of Florida SERT organization and functions in disaster response. • Ability to use ESF8 tools to monitor incident objectives • Ability implement operational and tactical plans and procedures • Knowledge of public health and medical response plans and procedures • Knowledge of the Incident Action Planning Process • Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> • Produce Unit deliverables as required to meet IAP objectives • Complete tasks as assigned by the Logistics Coordinator • Conduct an after action session with Materials and Staffing staff 	<ul style="list-style-type: none"> • ESF 8 SOP, Sections V & VIII and Attachments • IAPs 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	IT Communications Unit Leader		Section:	Logistics
Description:	The IT Communications Unit Leader is responsible for managing all ESF8 communication requirements of Forward Operating Base and other deployed communication assets & services for ESF8 staff.		Direct Supervisor:	Logistics Coordinator
Competency	Qualifications	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> • Knowledge of NIMS and ICS • Knowledge of SERT and ESF processes • Knowledge of the roles, responsibilities, and structure of ESF8 • Knowledge and understanding of ESF8 communication requirements • Ability to work well with a variety of people • Understanding of deployable communication asset capabilities • Knowledge and abilities to operate deployable communication equipment • Knowledge of mobile satellite configuration and installation • Flexible and able to adapt to a changing environment • Understanding of facility security • Understanding and ability to institute proper information security in deployed environment • Ability to perform onsite IT systems audit/assessment 	<ul style="list-style-type: none"> • Ensure that ESF8/DOH staff have the necessary communication equipment ready to perform required operations in the field (i.e.: MED82 Radio, Satellite Data & Voice, Video Teleconferencing, etc) • Determine deployment specific field IT network and communication service needs based off staffing and mission requirements: design and implement • Establish communication for deployed field staff • Establish communication to Central office/SEOC/Etc. • Maintain proper IT and communications support to field staff • Maintain proper inventory control • Maintain routine communications with the Logistics Unit • Plan demobilization of communications gear and support staff 	<ul style="list-style-type: none"> • ESF8 SOP • Inventory System SOPs • Florida Ambulance Deployment Plan 	<ul style="list-style-type: none"> • ICS 100, 200, 700, and 800
Lead assigned personnel	<ul style="list-style-type: none"> • Understanding of the roles and responsibilities of Communications Section • Ability to lead a team • Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> • Supervise, train and evaluate direct reports • Communicate available IT/communication capabilities • Manage unit responsibilities and make assignments • Prioritize assignments and requests for information • Establish schedule for completion of deliverables • Prioritize multiple communication requests 	<ul style="list-style-type: none"> • Incident Personnel Performance Rating Form (ICS225) 	
Communicate effectively	<ul style="list-style-type: none"> • Ability to use clear written & verbal communication • Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> • Advise response structure on advance planning issues • Participate in meetings as required 		
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> • Practical knowledge of Florida SERT organization and functions in disaster response • Ability to prioritize assignments and activities to meet deadlines • Ability to use ESF8 tools to monitor incident objectives 	<ul style="list-style-type: none"> • Produce unit deliverables as required to meet IAP objectives • Complete tasks as assigned by the Logistics Unit 	<ul style="list-style-type: none"> • ESF 8 SOP, Section V & VIII and attachments • Inventory System SOPs • IAPs 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Mission Unit Leader	Section:	Logistics
Description:	Responsible for managing ESF8 operations applicable to mission receipt, clarification, assignment, and completion.	Direct Supervisor:	Logistics Coordinator
Competency	Qualifications	Behaviors/Duties	Job Aids
Assume position responsibilities	<ul style="list-style-type: none"> • Knowledge of NIMS and ICS • Knowledge of DOH Emergency Plans • Knowledge of SERT and ESF processes • Knowledge of the roles, responsibilities and structure of ESF8 • Knowledge of EMAC and ARF processes • Works well with a variety of people • Highly organized • Proficient in the use of EM Constellation • Knowledge of the Robert D. Stafford Act 	<ul style="list-style-type: none"> • Establish performance expectations with Mission Specialist • Ensure that staff is prepared, and adequately equipped to perform their assignments • Brief staff on relevant IAP components/tasks for the Unit, priorities, and other important matters • Coordinate with other SERT Branches when joint operations are involved • As applicable, assign specific areas/counties/regions to Mission Specialists for special attention to mission entry, monitoring, and tracking • Ensure that missions are being responded to, tracked, updated, and completed in a detailed timely fashion • Review mission requests for completeness and clarity, follow up to correct deficiencies or uncertainties • Coordinate with other Branches / ESFs in the SEOC to clarify/complete missions • Ensure that the appropriate ESF8 Section and/or Units and/or individuals are notified promptly of cancelled missions • Ensure EM Constellation is monitored for missions that could be assigned to ESF8 • Ensure development of Action Request Forms (ARFs), per guidance/instruction from the Logistics Section Coordinator, by the appropriate Mission Specialist • Ensure that the Emergency Service Branch Chief closes all missions when appropriate • Ensure that the Logistics Mailbox is being monitored for mission specific messages and information. • Identify operational priorities and urgent missions currently underway 	<ul style="list-style-type: none"> • Mission Processing Checklist • ESF 8 SOP, Section V & VIII and Attachments • Florida Ambulance Deployment Plan
Lead assigned personnel	<ul style="list-style-type: none"> • Understanding of the roles and responsibilities of Logistics Section • Ability to lead a team • Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> • Supervise, train and evaluate direct reports • Manage Unit responsibilities and make assignments • Prioritize assignments and requests for information • Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> • Incident Personnel Performance Rating Form (ICS225)
Communicate effectively	<ul style="list-style-type: none"> • Understanding of the roles and responsibilities of Logistics Section • Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> • Advise response structure on advance planning issues • Participate in meetings as required • Brief oncoming Mission Unit Leader 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

<p>Ensure completion of assigned actions to meet incident objectives</p>	<ul style="list-style-type: none"> • Practical knowledge of Florida SERT organization and functions in disaster response • Ability to prioritize assignments and activities to meet deadlines • Ability to use ESF8 tools to monitor incident objectives 	<ul style="list-style-type: none"> • Produce Unit deliverables as required to meet IAP objectives • Complete tasks as assigned by Logistics Coordinator 	<ul style="list-style-type: none"> • ESF 8 SOP, Sections V & VIII and Attachments • IAPs 	
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*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Mission Specialist			Section:	Logistics
Description:	Responsible for mission receipt, clarification, assignment, and completion.			Direct Supervisor:	Mission Unit Leader
Competency	Qualifications	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of NIMS and ICS Knowledge of the roles, responsibilities, and structure of ESF8 Knowledge of SERT and ESF processes Knowledge of EMAC procedures Knowledge of ARF and EMAC process Works well with a variety of people Highly organized Flexible and able to adapt to a changing environment Proficient in the use of EM Constellation Knowledge of the Robert D. Stafford Act 	<ul style="list-style-type: none"> Monitor EM Constellation missions assigned to ESF8 Monitor ESF08@em.myflorida.com for information, requests, and potential missions Ensure that missions are clear, concise, complete, accurate, and appropriate for ESF8 Clarify issues and questionable missions with the Logistics Mission Unit Leader such as outstanding and unaddressed missions, as well as missions that need to be updated Mission updates should be clear, concise, and have appropriate information relative to: status of order/delivery; potential delivery time; mode of transportation; potential problems related to acquisition or delivery; changes of delivery location; any changes in the Point of Contact information; Mission updates should occur every six (6) hours and must include: name of person providing the update; phone number of the person providing the update; time and date of the update; and reasons the mission is being put on hold, declined, canceled, or completed Break missions for multiple resources, from a single entity, into single resource missions by canceling the original mission and creating a new mission for each particular request (referring back to original message), e.g., staffing, supplies, equipment, etc Assign missions to the appropriate unit Develop a mission in EM Constellation for each ARF request developed Track all ARF missions and ensure that appropriate updates on status, staff numbers, and arrival times are being entered as an update into the appropriate EM Constellation Mission 	<ul style="list-style-type: none"> Mission Processing Checklist ESF8 SOP, Sections V and VIII and Attachments Florida Ambulance Deployment Plan 	<ul style="list-style-type: none"> ICS 100, 200, 300, 400, 700, and 800 	
Lead assigned personnel	<ul style="list-style-type: none"> Ability to work as a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Prioritize assignments and requests for information Establish schedule for completion of deliverables 			
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Advise response structure on advance planning issues Participate in meetings as required Brief incoming Mission Specialist 			
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Denote missions as closed after consultation with the Logistics Mission Unit Leader Produce Unit deliverables as required to meet IAP objectives Complete tasks as assigned by Logistics Mission Unit Leader 	<ul style="list-style-type: none"> ESF8 SOP, Sections V and VIII and Attachments IAPs 		

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Materials Unit Leader		Section:	Logistics
Description:	The Materials Unit Leader is responsible for coordinating the ordering, assignment, delivery, tracking and recovery of ESF8 equipment and supplies. This position is also responsible for coordinating travel arrangements for ESF8 staff that will be deployed. In addition, this position oversees the management of facilities utilized by ESF8 staff. Will ensure that work only takes place on missions that have been assigned to the Materials Unit, through EM Constellation, by the Mission Unit.		Direct Supervisor:	Logistics Coordinator
Competency	Qualifications	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of NIMS and ICS Knowledge of DOH Emergency Plans Knowledgeable in state procurement practices Knowledge of SERT and ESF processes Knowledge of the roles, responsibilities, and structure of ESF8 Knowledge of EMAC and ARF procedures Works well with a variety of people Highly organized Flexible and able to adapt to a changing environment. Knowledge of the Robert D. Stafford Act Proficient in the use of EM Constellation 	<ul style="list-style-type: none"> Receive brief from outgoing Materials Unit Leader to identify urgent missions and critical issues Brief staff on relevant IAP components/tasks for the Unit, priorities, and other important matters Establish performance expectations with Materials Unit staff Ensure that staff is prepared, and adequately equipped to perform their assignments Assign and schedule staff as necessary Attend any briefings, meetings, planning sessions or conference calls as necessary or requested Ensure that mission related records and documentation are organized, updated and processed Coordinate the activation of DOH conference rooms for ESF8 with the Facilities Specialist(s) Coordinate the acquisition and build out of ancillary facilities required for the activation Ensure the vendor/supplier list is updated with contact information, available resources, delivery timetables, and pricing Establish communication with the Equipment and Supply Manager in the field Coordinate with the Resource Unit on maintaining an updated inventory of current deployed/mobilized equipment and supplies Coordinate ordering, procurement, assignment, tracking, and recovery of equipment and supplies Ensure Logistics Materials mission requests are responded to, tracked, updated and completed in a timely fashion Ensure mission folders are developed and maintained Coordinate travel needs of ESF8 deployed personnel Coordinate with the Finance and Administration Unit on purchase order/P-Card documentation and processing Coordinate provision of food/drinks/ice for ESF8 staff, if necessary Report Unit progress, problems and concerns to the Logistics Deputy Coordinator, as necessary Perform other duties as directed by the Logistics Coordinator/Deputy Logistics Coordinator Identify operational priorities and urgent missions currently 	<ul style="list-style-type: none"> Mission Processing Checklist ESF 8 SOP, Section V & VIII and Attachments Florida Ambulance Deployment Plan 	<ul style="list-style-type: none"> ICS 100, 200, 300, 400, 700, and 800

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

		<ul style="list-style-type: none"> underway Send hard copy documentation to the Logistics Coordinator (for routing to Finance and Administration Coordinator and the ESF8 Planning Documentation Unit) as described in ESF SOP 		
Lead assigned personnel	<ul style="list-style-type: none"> Understanding of the roles and responsibilities of Logistics Section Ability to prioritize assignments and activities to meet deadlines Ability to lead a team 	<ul style="list-style-type: none"> Supervise, train and evaluate direct reports Manage unit responsibilities and make assignments Prioritize assignments and requests for information Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) 	
Communicate effectively	<ul style="list-style-type: none"> Understanding of the roles and responsibilities of the Logistics Section Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Participate in meetings as required Brief incoming Materials Unit Leader 		
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response. Ability to prioritize assignments and activities to meet deadlines Ability to use ESF8 tools to monitor incident objectives Ability implement operational and tactical plans and procedures Knowledge of public health and medical response plans and procedures Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> Produce Unit deliverables as required to meet IAP objectives Complete tasks as assigned by the Deputy Logistics Coordinator 	<ul style="list-style-type: none"> ESF 8 SOP, Sections V & VIII and attachments IAPs 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Materials Mission Specialist			Section:	Logistics
Description:	A Materials Mission Specialist utilizes clerical and procurement knowledge to acquire goods and services in the most expeditious manner, assists ESF8 deployed staff with travel needs, and manages contracts and agreements with ESF8 vendors. Only works on missions that have been assigned to the Materials Unit, through EM Constellation, by the Mission Unit.			Direct Supervisor:	Materials Unit Leader
Competency	Qualifications	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of NIMS and ICS Knowledge of DOH Emergency Plans Knowledge of SERT and ESF processes Knowledge of the roles, responsibilities, and structure of ESF8 Understanding of MFMP, and Purchasing Card Rules and Regulations Knowledgeable in state procurement practices Knowledge of the Robert D. Stafford Act Ability to procure various assets in a quick and effective manner Highly organized Flexible and able to adapt to a changing environment Proficient in the use of EM Constellation Experience in managing travel needs for traveler 	<ul style="list-style-type: none"> Procure supplies and equipment as requested through missions assigned to the Materials Unit by the Mission Unit through EM Constellation. Ship supplies and equipment in the most expeditious manner Arrange travel needs for deployed ESF8 personnel by arranging for hotel rooms, rental vehicles, fuel cards, airline reservations, base camp reservations, and completing paperwork for travel reimbursements Serve as a liaison to vendors that are contracted for the delivery, maintenance, and retrieval of portable toilets, hand washing stations, dumpsters, and oxygen Reserve, pickup (if necessary), and return rental vehicles Ensure the retrieval of procured nonexpendable items Ensure leased or rented items have been returned to vendors Cancel all unnecessary reservations for lodging, vehicles, and other services 	<ul style="list-style-type: none"> Mission Processing Checklist ESF8 SOP: Sections V & VIII and Attachments 	<ul style="list-style-type: none"> ICS 100, 200, 300, 400 700, and 800 	
Lead assigned personnel	<ul style="list-style-type: none"> Ability to work as a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Prioritize assignments and requests for information Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) 		
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Advise response structure on advance planning issues Participate in meetings as required 			
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response. Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Complete tasks as assigned by Logistics Coordinator 	<ul style="list-style-type: none"> ESF8 SOP: Sections V & VIII and Attachments IAPs 		

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Materials Documentation Specialist		Section:	Logistics
Description:	The Materials Documentation Specialist is responsible for working with the Deputy Logistics Coordinator to record all Logistics Unit missions in EM Constellation, and to create ESF8 mission spreadsheets and folders.		Direct Supervisor:	Materials Unit Leader
Competency	Qualifications	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of SERT and ESF processes Knowledge of EM Constellation Knowledge of the roles, responsibilities, and structure of ESF8 Highly organized Flexible and able to adapt to a changing environment Knowledge of the Robert D. Stafford Act 	<ul style="list-style-type: none"> Track all missions that have been assigned to the Logistics Materials and Staffing Units by the Mission Unit Create mission folders Coordinate with the Planning Documentation Unit, and Finance and Administration Unit to ensure that mission folders meet documentation requirements for reimbursement/state procurement practices Work with Material and Staffing personnel to monitor status of missions Update EM Constellation when necessary Ensure mission folders are routed and contain necessary documents Update mission spreadsheets Update Materials Unit Leader on status of missions Ensure mission folders are collected and contain all necessary documents Ensure ESF8 missions are closed out in EM Constellation Ensure all missions on the ESF8 Mission spreadsheet are finalized 	<ul style="list-style-type: none"> ESF 8 SOP, Sections V & VIII and Attachments 	<ul style="list-style-type: none"> ICS 100, 200, 300, 400, 700, and 800
Lead assigned personnel	<ul style="list-style-type: none"> Ability to work as a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Prioritize assignments and requests for information Establish schedule for completion of deliverables 		
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Advise response structure on advance planning issues Participate in meetings as required 		
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response. Ability to use ESF8 tools to monitor incident objectives Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Produce Unit deliverables as required to meet IAP objectives Complete tasks as assigned by the Deputy Logistics Coordinator 	<ul style="list-style-type: none"> ESF 8 SOP: Sections V & VIII and Attachments IAPs 	

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ESF8 JOB ACTION SHEET

Position Title:	Facilities Specialist	Section:	Logistics
Description:	The Facilities Specialist position is responsible for providing all facilities needs, to include; conference rooms and office space, Information Technology (connectivity and equipment), facility security, heating and air conditioning, appropriate lighting, electrical wiring, and trash pick-up. Work with leasing staff if facility needs to be leased.		Direct Supervisor: Materials Unit Leader
Competency	Qualifications	Behaviors/Duties	Job Aids
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of facility management Knowledge of NIMS and ICS Knowledge of DOH Emergency Plans Knowledge of SERT and ESF processes Knowledge of the roles, responsibilities, and structure of ESF8 Competency in procurement and lease contracting, facility acquisitions and management Highly organized Flexible and able to adapt to a changing environment Understanding of facility security Knowledge of the Robert D. Stafford Act 	<ul style="list-style-type: none"> Work with facility leasing staff if new facilities are necessary Assign and schedule security guards, as needed Provide applicable ESF8 staff with necessary building access by providing ID cards or updating ID cards with updated access Assign and schedule staff to be available to meet facilities needs Work with leasing facility staff to ensure power, lights, environmental controls, water, and sewer needs are met Ensure trash is picked up, as needed Work with appropriate staff to reserve conference rooms and furniture as needed Work with IT staff to install any necessary data and voice wiring and technology as needed Facilitate/coordinate setup of conference rooms in original design Notify security guard staff to go to back to standard schedule Update EF8 security card access back to original settings Notify Facility Manager that air conditioning and lighting needs can go back to standard schedule Notify Materials Unit Leader and Department that conference rooms are available for standard use again 	<ul style="list-style-type: none"> ESF8 SOP: Sections V & VIII and Attachments
Lead assigned personnel	<ul style="list-style-type: none"> Understanding of the roles and responsibilities of Logistics Section Ability to work as a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Supervise, train, and evaluate direct reports Manage unit responsibilities and make assignments Prioritize assignments and requests for information Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225)
Communicate effectively	<ul style="list-style-type: none"> Understanding of the roles and responsibilities of Logistics Section Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Advise response structure on advance planning issues Participate in meetings as required 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response Ability to prioritize assignments and activities to meet deadlines Able to use ESF8 tools to monitor incident objectives 	<ul style="list-style-type: none"> Produce Unit deliverables as required to meet IAP objectives Complete tasks as assigned by Deputy Logistics Coordinator 	<ul style="list-style-type: none"> ESF8 SOP: Sections V & VIII and Attachments IAPs

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ESF8 JOB ACTION SHEET

Position Title:	Equipment and Supply Specialist			Section:	Logistics
Description:	The Equipment and Supply Specialist is responsible for managing all ESF8 inventories that are delivered to and shipped from the ESF8 warehouses/SERT Logistics Staging Area(s).			Direct Supervisor:	Materials Unit Leader
Competency	Qualifications	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of NIMS and ICS Knowledge of SERT and ESF processes Knowledge of EMAC procedures Knowledge of the roles, responsibilities, and structure of ESF8 Knowledge and understanding of shipping requirements and protocols Ability to work well with a variety of people Proficiency in EM Constellation Knowledge and abilities in inventory management Knowledge of warehouse management Highly organized Flexible and able to adapt to a changing environment Understanding of facility security Knowledge of the Robert D. Stafford Act 	<ul style="list-style-type: none"> Ensure the LRC/SLRC/LSA/FOB has the necessary equipment to receive, store, and ship inventory (i.e.: fork lift, pallet jack, pallet racks, carts, communication equipment, inventory management system) Design the LRC/SLRC/LSA/FOB in a manner that will allow for inventory to be received, stored, and shipped in an expeditious manner Establish multiple redundant methods to ship inventory Establish inventory management system to manage requisitions and track inventory Ensure a method to communicate with the ESF8 Materials Unit is established and maintained Inventory stock Maintain routine communications with the Materials Unit Return all rented equipment Return all state property to appropriate location Identify where remaining inventory will be stored and shipped Notify the Materials Unit Leader of the need to terminate applicable lease agreements 	<ul style="list-style-type: none"> ESF 8 SOP, Sections V & VIII and attachments Inventory System SOPs Florida Ambulance Deployment Plan 	<ul style="list-style-type: none"> ICS 100, 200, 300, 400, 700, and 800 	
Lead assigned personnel	<ul style="list-style-type: none"> Understanding of the roles and responsibilities of Logistics Section Ability to lead a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Supervise, train and evaluate direct reports Manage unit responsibilities and make assignments Prioritize assignments and requests for information Establish schedule for completion of deliverables 	<ul style="list-style-type: none"> Incident Personnel Performance Rating Form (ICS225) 		
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication Ability to operate within an Incident Management Structure 	<ul style="list-style-type: none"> Advise response structure on advance planning issues Participate in meetings as required 			
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response Ability to prioritize assignments and activities to meet deadlines Ability to use ESF8 tools to monitor incident objectives 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Complete tasks as assigned by the Materials Unit 	<ul style="list-style-type: none"> ESF 8 SOP, Section V & VIII and attachments Inventory System SOPs IAPs 		

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Staffing Unit Leader			Section:	Logistics
Description:	Responsible for the overall conduct and operation of the ESF8 Logistics Staffing Unit. Ensure that work only takes place on missions that have been assigned to the Staffing Unit, through EM Constellation, by the Mission Unit.			Direct Supervisor:	Logistics /Deputy Logistics Coordinator
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> • Knowledge of NIMS and ICS • Knowledge of DOH Emergency Plans • Knowledgeable in state procurement practices • Knowledge of SERT and ESF processes • Knowledge of the roles, responsibilities, and structure of ESF8 • Knowledge of EMAC and ARF procedures • Proficient in the use of EM Constellation • Works well with a variety of people • Highly organized • Flexible and able to adapt to a changing environment 	<ul style="list-style-type: none"> • Ensure that the all Logistics staff are personally prepared and adequately equipped to perform their assignments • Meet/communicate with the incoming Deputy Logistics Coordinator to brief them on activities from the previous shift and to set priorities for the new operational period based on current missions, issues, and the IAP • Review missions for completeness of information. • Assign missions to the appropriate Staffing Mission Specialist for recruitment of staff • Ensure that missions are filled appropriately and monitored until demobilized • Ensure approval and dissemination of unit deliverables • Ensure that mission data is accurately managed and reported • Coordinate with the Deputy Logistics Coordinator on any deployment staffing request that cannot be filled, or can only partially be filled • Attend appropriate event related meetings and ensure that incident information is communicated to all team members in a timely manner • Report Unit activities/issues to the Logistics/Deputy Logistics Coordinator on an ongoing basis • Provide information to the ESF 8 Planning Resource Unit for inclusion in the daily situation report, and ensure that the report is submitted on time • Ensure that the Staffing mailbox is being monitored • Provide information to State ESF8 Coordinators regarding staffing levels, approved staff and staffing gaps within their units • Update Division staffing POCs regarding changes in the State ESF8 Staffing process 	<ul style="list-style-type: none"> • ESF8 SOP, Sections V & VIII and Attachments • SERVFL • ESF8 Staffing Points of Contacts 	<ul style="list-style-type: none"> • ICS 100, 200, 300, 400, 700, and 800 	
Lead assigned personnel	<ul style="list-style-type: none"> • Knowledge of the Incident Command System • Ability to work in a high stressful environment • Ability to lead a team • Ability to prioritize assignments and 	<ul style="list-style-type: none"> • Supervise, train, and evaluate staff • Manage Unit responsibilities and make assignments • Provide daily updates to Unit staff on Incident Action Plan (IAP) objectives • Prioritize assignments and requests for information • Establish a schedule for completion of deliverables 	<ul style="list-style-type: none"> • ESF8 SOP, Sections V & VIII and Attachments • Incident Personnel Performance Rating Form (ICS225) 	<ul style="list-style-type: none"> • ICS 300 and 400 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

	activities to meet deadlines			
Communicate effectively	<ul style="list-style-type: none"> Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Maintain effective communication between the CCOC Activation and Deployment Units Participate in meetings as required 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments 	<ul style="list-style-type: none"> ICS 100 and 700
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Practical knowledge of Florida SERT organization and functions in disaster response Ability to prioritize assignments and activities to meet deadlines Ability implement operational and tactical plans and procedures Knowledge of public health and medical response plans and procedures Knowledge of the Incident Action Planning Process 	<ul style="list-style-type: none"> Produce unit deliverables as required to meet IAP objectives Complete tasks as assigned by Deputy Logistics Coordinator 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments 	<ul style="list-style-type: none"> ICS 100 and 700

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ESF8 JOB ACTION SHEET

Position Title:	Deployment Staffing Mission Specialist (DSMS)			Section:	Logistics
Description:	Responsible for recruiting staff to fill missions requiring travel from their base of operations. The responsibility of this position could expand during a large scale incident. Only works missions that have been assigned to the Staffing Unit, through EM Constellation, by the Mission Unit, and approved for action by the Staffing Unit Leader.			Direct Supervisor:	Staffing Unit Leader
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of NIMS and ICS Knowledge of DOH Emergency Plans Knowledge of SERT and ESF processes Proficient in EM Constellation Knowledge of the roles, responsibilities, and structure of ESF 8 Understanding of MFMP, and purchasing card rules and regulations Good management and organizational skills Ability to use Microsoft Office Software Flexible and able to adapt to a changing environment Able to work in a high stress environment 	<ul style="list-style-type: none"> Monitor EM Constellation for deployment staffing missions. Will work only missions that are approved and assigned by ESF8 Logistics Staffing Unit Leader Maintain efficient and effective mission flow Monitor ESF8 Logistics Staffing mailbox. Return any unfilled staff deployment requests to the Logistics Staffing Unit Leader Create mission folder with: mission number on the label, original mission assignment, mission notes and All mission updates Work through designated CCOC POC's, and RPOC's for the recruitment and coordination of individuals or teams Clarify specific issues related to specialized staff or team staffing, in conjunction with the Staffing Unit Leader, with the appropriate Technical Specialist For team deployments determine, in conjunction with the Staffing Unit Leader and appropriate RPOC and/or CCOC POC, whether to work with the team leader or through them Document and tracks staff deployments Send information for the Situation Report (Sit Rep) to ESF-8 Planning Resource Unit on request 	<ul style="list-style-type: none"> State ESF 8 Logistics Field Deployment Staffing Procedures ESF8 SOP, Sections V & VIII and Attachments ESF8 Staffing Points of Contact 	<ul style="list-style-type: none"> ICS 100, 700 and 800 	
Lead assigned personnel	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 			
Communicate effectively	<ul style="list-style-type: none"> Knowledge of the Incident Command Structure Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Communicate mission information and updates EM Constellation Clarify any questions with the ESF8 Logistics Staffing Unit Leader Participate in meetings as required. 	<ul style="list-style-type: none"> State ESF 8 Logistics Field Deployment Staffing Procedures ESF8 SOP, Sections V & VIII and Attachments 	<ul style="list-style-type: none"> ICS 100, 700 and 800 	
Ensure completion of assigned actions to meet incident objectives	<ul style="list-style-type: none"> Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Additional duties as assigned Review staffing requests for completeness of required fields 	<ul style="list-style-type: none"> State ESF 8 Logistics Field Deployment Staffing Procedures 	<ul style="list-style-type: none"> ICS 100, 700 and 800 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

			<ul style="list-style-type: none">• ESF8 SOP, Sections V & VIII and Attachments	
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*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	CCOC Activation Staffing Specialist			Section:	Logistics
Description:	Responsible for coordinating Capital Circle Office Complex (CCOC) activation staffing for Command, Planning, Logistics, and Finance and Administration, as well as the ESF 8 Incident Management Team. Only works missions that have been assigned to the Staffing Unit through EM Constellation by the Mission Unit, and approved for action by the Staffing Unit Leader.			Direct Supervisor:	Logistics Staffing Unit Leader
Competency	Knowledge, Skills, & Abilities	Behaviors/Duties	Job Aids	Training Requirements	
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of State Emergency Responders and Volunteers of Florida (SERVFL) registry Proficient as a SERVFL Administrator Experience related to an ESF8 activation or deployment Knowledge of NIMS and ICS Knowledge of DOH Emergency Plans Knowledge of SERT and ESF processes Knowledge of EM Constellation Knowledge of the roles, responsibilities, and structure of ESF8 Ability to use Microsoft Office Software Flexible and able to adapt to a changing environment Able to work in a high stress environment 	<ul style="list-style-type: none"> Refer CCOC Incident Management Team deployments to the Deployment Staffing Mission Specialist for action Maintain the CCOC POC list Monitor the State ESF8 Logistics Staffing mailbox Utilize a current and accurate state level master roster of staff that have emergency duties for ESF8 Serve as a state administrator for ESF8 in SERVFL. Utilize SERVFL registry for team development Attend required meetings during activation of ESF8 or deployment missions, e.g., EMAC Develop and maintain CCOC Activation staffing tools and documents to use during activations 	<ul style="list-style-type: none"> SERVFL quick reference sheets ESF8 SOP, Sections V & VIII and Attachments ESF8 Staffing Points of Contact 	<ul style="list-style-type: none"> SERVFL Administrator training ICS 100 and 700 	
Lead assigned personnel	<ul style="list-style-type: none"> Ability to work as a team Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Coordinate with State ESF8 Coordinators and Division Staffing POC to match rostered staff designated for ESF8 with positions that best matches their skills and abilities and fill gaps in the State ESF8 staffing structure Manage unit responsibilities and make assignments Set up SERVFL missions upon CCOC activation staffing request Maintain a current and accurate list of Division Staffing Points of Contact (POC) and back-ups with 24/7 contact information Provide SERVFL technical assistance to CCOC users as needed during Local and State activations and missions. 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments ESF8 Staffing Points of Contact 	<ul style="list-style-type: none"> SERVFL Administrator training ICS 100 and 700 	
Communicate effectively	<ul style="list-style-type: none"> Knowledge of the Incident Command Structure Ability to use clear written & verbal communication 	<ul style="list-style-type: none"> Provide technical assistance to Division Staffing POC as needed Communicate issues/difficulties in fulfilling staffing request to Staffing Unit Leader Participate in meetings as required 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments 	<ul style="list-style-type: none"> SERVFL Administrator training ICS 100 and 700 	
Ensure completion of assigned actions to meet incident	<ul style="list-style-type: none"> Ability to utilize SERVFL to meet objectives Ability to prioritize assignments and activities to meet deadlines 	<ul style="list-style-type: none"> Additional duties as assigned Review staffing request for completeness of required fields 	<ul style="list-style-type: none"> ESF8 SOP, Sections V & VIII and Attachments 	<ul style="list-style-type: none"> SERVFL Administrator training 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

objectives				<ul style="list-style-type: none">• ICS 100 and 700
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*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

Position Title:	Division Staffing Point of Contact (POC)		Section:	Logistics
Description:	Responsible for identifying, recruiting, and activating personnel within the designated division to serve in emergency roles during response efforts. Additionally, Division Staffing Points of Contact should monitor and communicate issues to the response structure regarding the Division's capacity to support the response and maintain essential functions of day-to-day operations.		Direct Supervisor:	CCOC Staffing Specialists
Competency	Qualifications	Behaviors/Duties	Job Aids	Training Requirements
Assume position responsibilities	<ul style="list-style-type: none"> Knowledge of Division personnel and their individual KSAs Knowledge of the Divisions mission essential functions. Proficient as a SERVFL Administrator Experience related to an ESF8 activation or deployment Basic computer skills Able to meet short deadlines Flexible and able to adapt to a changing environment Able to work in a high stress environment 	<ul style="list-style-type: none"> Serve as a local administrator in SERVFL for the division Identify and recruit division personnel for emergency response roles Coordinate with the Bureau of Preparedness and Response to match division personnel to response roles base on their knowledge, skills, abilities and experience during the preparedness phase Maintain Division emergency duty rosters in SERV-FL. Monitor and respond to staffing request during a response. Identify appropriate division personnel to meet staffing request (using pre-identified emergency roles when possible) Utilize SERVFL registry for team development Assure all division personnel working in support of the incident are reflected on the incident organization roster, including those staff who may be supporting the response as a part of their day-to-day role Attend required meetings during state activation or deployment missions Provide information to State ESF8 Coordinators regarding staffing levels, approved staff and staffing gaps within their division/team 	<ul style="list-style-type: none"> SERVFL quick reference sheets ESF8 SOP: Sections V & VIII and Attachment 	<ul style="list-style-type: none"> SERVFL Administrator training, ICS 100. & 700
Lead assigned personnel	<ul style="list-style-type: none"> Experience related to a FDOH activation or deployment Ability to manage competing priorities Ability to manage deadlines 	<ul style="list-style-type: none"> Assure division personnel maintain accurate and up to date SERV-FL profiles Assure division personnel acknowledge and confirm SERV-FL notifications regarding activation or deployment within a timely manner (less than 1 hour) Provide SERVFL technical assistance to CCOC users as needed during Local and State activations and missions 	<ul style="list-style-type: none"> ESF8 SOP: Sections V & VIII and Attachment 	<ul style="list-style-type: none"> SERVFL Administrator training, ICS 100. & 700
Communicate effectively	<ul style="list-style-type: none"> Understanding of the Incident Command Structure. Strong written and verbal communication skills Ability to exchange information clearly and concisely 	<ul style="list-style-type: none"> Assure division personnel activated for emergency response roles have all necessary information related to their activation or deployment Communicate staffing information to Activation Specialist Communicate to staffing specialists the impacts of providing personnel to the response is having on day-to-day operations 	<ul style="list-style-type: none"> ESF8 SOP: Sections V & VIII and Attachment 	
Ensure completion of assigned actions	<ul style="list-style-type: none"> Ability to utilize SERVFL to meet objectives 	<ul style="list-style-type: none"> Additional duties as assigned as a part of the incident action plan 	<ul style="list-style-type: none"> ESF8 SOP: Sections V & VIII 	

*Meets qualifications of a basically qualified individual.

ESF8 JOB ACTION SHEET

to meet incident objectives	<ul style="list-style-type: none">• Ability to prioritize assignments and activities to meet deadlines		and Attachment	
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*Meets qualifications of a basically qualified individual.