

Equipment and Supply Specialist Checklist

Responsible for managing all ESF8 inventories that are delivered to and shipped from the ESF8 warehouses/SERT Logistics Staging Area(s)

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Receive initial briefing and immediate priorities from Equipment and Supply Unit Leader. <ul style="list-style-type: none"> • Work Space location • Work Schedule • Policies and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs 		
2. Sign-in/out.		
3. At the direction of the Equipment & Supply Unit Leader, organize safe and secure physical work space. <ul style="list-style-type: none"> • Sufficient space for receiving, storage, and issuance of equipment and supplies. • Protection from environmental hazards. • Noise conflict (e.g., sleep areas, food service). • Supply Unit protection (e.g., barricades, lighting, signing, security personnel). 		
4. Review the State ESF 8 Incident Action Plan for information affecting and guiding current and future operations of the Equipment and Supply Unit.		
5. Know your assigned radio frequency(s) for your area of responsibility and ensure that communications equipment is operating properly (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> • Use clear text and ICS terminology (no codes) in all radio communications. 		
6. Test contact numbers and e-mail addresses for Mission Unit and Supply Unit (See General Information & Z:\ESF 8 Logistics).		
7. Implement personal accountability, safety and security measures in the Equipment and Supply work area.		
<i>Within Two Operational Periods</i>		
1. Assess original staffing plan. Report recommendations by e-mail to the Equipment & Supply Unit Leader.		
2. Assess needs for additional work space. Report recommendations to the Equipment & Supply Unit Leader.		
3. Attend section briefings as required, and provide input and review of the ESF 8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Equipment and Supply Unit. Report intel to the Equipment & Supply Unit Leader.		
<i>Each Operational Period</i>		
1. Sign-in/out.		
2. Receive briefing from Equipment and Supply Unit Leader.		
3. Maintain a Unit Log (ICS Form 214 - Z:\ESF 8 Logistics).		
4. Attend incident briefings as required, and provide input and review of the ESF 8 Incident Action Plan.		
5. Determine current status of unit activities and advise Equipment and Supply Unit Leader of current capabilities/needs.		

Activities to be completed	Complete	NA
6. Evaluate needs and submit recommended work space needs, supply, materials and personnel order to the Equipment and Supply Unit Leader. <ul style="list-style-type: none"> • Order materials and supplies using procedures established by the Supply Unit Leader. ICS Form 213 (Z:\ESF 8 Logistics). • Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. 		
7. Implement the receiving and distribution function. <ul style="list-style-type: none"> • Provide for proper shipping/handling/storage (e.g., supplies, equipment, hazardous materials). • Identify and mitigate hazards. • Deliver orders for materials and supplies in a timely manner. 		
8. Comply with applicable health and safety regulations. <ul style="list-style-type: none"> • Label hazardous materials (e.g., gas cans, oil). 		
9. Follow procedures for receiving supplies and equipment (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> • Designate areas as loading and off-loading using signage. • Follow procedures for re-issue (e.g., accepting, inspecting, rehabilitating, storing). 		
10. Follow procedures for distribution of supplies and equipment (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> • Set up file systems for tracking. • Identify personnel authorized to check out supplies and materials. 		
11. Implement security procedures (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> • Advise Equipment and Supply Unit Leader of present and anticipated security problems. 		
12. Process all orders for resources and supplies according to policy (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> • Identify and submit resource and supply orders for unit operation. (ICS Form 259-3 - (Z:\ESF 8 Logistics)) • Implement ordering procedures. • Develop and identify list of resources that will be needed for subsequent operational periods, anticipating future needs. 		
13. Inform Equipment and Supply Unit Leader of receipt of supplies and equipment. <ul style="list-style-type: none"> • Waybill • Receipts of property 		
14. Receive, store and/or distribute all supplies and equipment (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> • Ensure that receiving, storage, distribution, tracking and accountability procedures have been implemented. • Provide for proper shipping, storage, and handling of hazardous materials. 		
15. Maintain inventory of supplies and equipment (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> • Establish filing system 		
16. Prepare and submit reports as required by the Equipment and Supply Unit Leader.		
17. Reconcile inventory received and shipped.		
18. Service non-expendable supplies and equipment. <ul style="list-style-type: none"> • Ensure that appropriate tool/equipment service facility is established and staffed to meet incident needs. • Monitor activity periodically to ensure safety practices are being followed. 		
19. Coordinate and process resource requests.		
20. Advise Equipment and Supply Unit Leader of excess personnel, other resources for assignment.		
21. Evaluate available information and make recommendations to support incident. Anticipate upcoming situations (e.g., shortages, field needs, weather).		
22. Provide Supply Unit records and reports to the Equipment and Supply Unit Leader at the end of each operational period.		

Activities to be completed	Complete	NA
<i>Upon Demobilization</i>		
1. Coordinate with the Equipment and Supply Unit Leader to re-supply material in order to bring all caches up to pre deployment levels.		
2. Participate in Logistics Hotwash.		
3. Participate in After Action Process.		
4. Return any equipment issued during activation.		
5. Ensure that workspace is cleaned before departure.		
6. De-activate with the approval of the Mission Unit Leader.		
7. Complete time sheet, notify everyday supervisor of return-to-duty status (date/time).		
8. Get rest- self-care.		
9. Return to normal operations.		

General Information

SERT Log-In

- User Name : SERT
- Password : !eoC1997*

ESF 8 Logistics Phones

- 850-617-9040
- 850-617-9041

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8.Fin-Adm@flhealth.gov
- StateESF8.LogStaffing@flhealth.gov
- StateESF8.Planning@flhealth.gov

Logistics

- <http://webmail.myflorida.com>
- User Name: services\esf08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

- Staffing Unit Leader : 850-694-3180
- Finance and Administration : 850-445-8193