

# Equipment and Supply Unit Leader Checklist

*Responsible for overseeing the management of 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 Logistics Section Chief. <ul style="list-style-type: none"> <li>• Work Space</li> <li>• Work Schedule</li> <li>• Policies and operating procedures</li> <li>• Current resource commitments and expectations</li> <li>• Current situation</li> <li>• Expected duration of assignment</li> <li>• Special needs</li> </ul>		
2. Sign-in/out.		
3. Initiate documentation of Unit activities on ICS 214 (Z:\ESF 8 Logistics).		
4. Establish work location.		
5. Brief Unit personnel regarding situation status and expectations.		
6. Organize and supervise unit.		
7. Confirm that Equipment & Supply Unit Specialist tasks are performed according to their checklist.		
8. Develop and provide to the Logistics Section Chief a Equipment & Supply Unit Staffing Roster for a fourteen (14) day activation period.		
9. Obtain a copy of the Critical Resources List from Mission Unit personnel.		
10. Confirm access to EM Constellation is functioning properly. Report issues to the Logistics Section Chief.		
11. Confirm that the mailboxes are working properly and are being monitored. (See General Information & Z:\ESF 8 Logistics). Report issues to the Logistics Section Chief.		
12. Confirm that the Equipment & Supply Unit has contact information for the Mission, Staffing, and Materials Units for each operational period. Confirm that contact numbers and e-mails are functioning properly. (See General Information also Z:\ESF 8 Logistics)		
13. Ensure that the Unit is monitoring EM Constellation for missions (See General Information & Z:\ESF 8 Logistics).		
14. Obtain a copy of the Incident Action Plan (IAP). <ul style="list-style-type: none"> <li>• Determine support needs to meet the IAP</li> <li>• Report support need to Logistics Section Chief</li> </ul>		
15. Review the State ESF 8 Incident Action Plan for information affecting and guiding current and future operations of the Equipment and Supply Unit.		
16. Implement security procedures for the Equipment and Supply Unit work space (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> <li>• Establish a supply area that provides a secure area with adequate lighting, security personnel, and barricades.</li> <li>• Confirm that security procedures are in place.</li> <li>• Coordinate any changes in Equipment and Supply Unit requirements with the Logistics Section Chief.</li> </ul>		

Activities to be completed	Complete	NA
17. Designate assigned radio frequency(s) for Unit work areas. Ensure that communications equipment is operating properly. <ul style="list-style-type: none"> <li>Use clear text and ICS terminology (no codes) in all radio communications.</li> </ul>		
18. Compare Critical Resources List with current inventory. <ul style="list-style-type: none"> <li>Identify shortages and alert the Logistics Section Chief.</li> </ul>		
19. Develop and implement accountability, safety and security measures for personnel and resources in the Equipment and Supply Unit (Z:\ESF 8 Logistics).		
20. Plan for demobilization of staff and recovery of deployed assets and equipment.		
21. Brief/update on coming Equipment & Supply Unit Leader.		
22. Track Unit activities on ICS 214 (Z:\ESF 8 Logistics).		
<i>Within Two Operational Periods</i>		
1. Re-assess original staffing plan.		
2. Re-assess needs for additional work space.		
3. Obtain information concerning future operations through discussion with incident personnel that would impact the Equipment and Supply Unit.		
<i>Each Operational Period</i>		
1. Sign-in/out.		
2. Receive briefing from Logistics Section Chief.		
3. Maintain a Unit Log (ICS Form 214).		
4. Brief unit on current situation and expectations.		
5. Coordinate and supervise activities of the Equipment and Supply Unit.		
6. Attend incident briefings as required, and provide input and review of the ESF 8 Incident Action Plan.		
7. Assign IAP operational period tasks to Unit personnel.		
8. Confirm that Unit tasks are being accomplished according to checklists.		
9. Work with Logistics Section Chief and Planning Section to update the Critical Resources List.		
10. Distribute Critical Resources List to Unit personnel.		
11. Confirm that missions are being managed/completed for each operational period.		
12. Anticipate materiel and staffing needs for the next operational period(s). Make recommendations to the Logistics Section Chief.		
13. Request additional staffing/demobilize unnecessary staff for each operational period.		
14. Ensure that the unit is monitoring EM Constellation for missions (See General Information & Z:\ESF 8 Logistics).		
15. Determine current status of unit activities/gaps and advise Logistics Section Chief of current capabilities.		
16. Estimate Equipment and Supply Unit support needs for the next operational period. <ul style="list-style-type: none"> <li>Order materials and supplies using procedures established by the Supply Unit Leader. ICS Form 213 (Z:\ESF 8 Logistics).</li> <li>Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items.</li> </ul>		
17. Maintain accountability of assigned personnel as to exact location(s), personal safety, and welfare at all times, especially when working in or around incident operations.		
18. Oversee the processing of all orders for resources and supplies (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> <li>Identify and submit resource and supply orders for unit operation. (ICS Form 259-3 - Z:\ESF 8 Logistics)</li> <li>Ensure that ordering procedures have been implemented.</li> <li>Develop and identify list of resources that will be needed for subsequent operational periods, anticipating future needs.</li> </ul>		
19. Oversee the Receipt, storage and/or distribution of all supplies and equipment (Z:\ESF 8 Logistics). <ul style="list-style-type: none"> <li>Ensure that receiving, storage, distribution, tracking and accountability procedures have been implemented.</li> <li>Provide for proper shipping, storage and handling of hazardous materials.</li> </ul>		

Activities to be completed	Complete	NA
20. Ensure non-expendable supplies and equipment are serviced. <ul style="list-style-type: none"> <li>• Ensure that appropriate tool/equipment service facility is established and staffed to meet incident needs.</li> <li>• Monitor activity periodically to ensure safety practices are being followed.</li> </ul>		
21. Interact and coordinate with appropriate unit leader and operations personnel. <ul style="list-style-type: none"> <li>• Receive and transmit needed information.</li> </ul>		
22. Periodically check work progress on assigned tasks of unit, as appropriate.		
23. Ensure adequate rest is provided to all unit personnel.		
24. Oversee the coordination and processing of resource requests.		
25. Ensure Supply Unit records and reports are provided to the State ESF 8 Documentation Unit leader at the end of each operational period.		
<i>Upon Demobilization</i>		
1. Respond to demobilization orders and brief subordinates regarding demobilization.		
2. Complete and submit ICS forms - ACTIVITY LOG (ICS 214) Demobilization Check-Out (ICS 221), Team Performance Evaluation ICS Form 224, ICS 225 Individual Performance Evaluation (Z:\ESF 8 Logistics).		
3. Obtain and review the Demobilization Plan from the Demobilization Unit Leader.		
4. List Resources and Supplies recommended for release by type, quantity, location, and time.		
5. Coordinate with the Demobilization Unit Leader on the Demobilization Plan.		
6. Participate in the Logistics Section Hotwash.		
7. Participate in the AAR process.		
8. Supervise demobilization of unit, including storage of supplies.		
9. Coordinate with the Logistics Section Chief and Supply Unit Leader for re-supply to bring all caches up to pre deployment levels.		
10. Confirm that all deployed equipment is recovered and rehab'd for the next incident.		
11. De-activate Logistics Section personnel with the approval of the Logistics Section Chief.		
12. Complete time sheet, notify everyday supervisor of return-to-duty status (date/time).		
13. Get rest- self-care.		
14. 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](mailto:esf08@em.myflorida.com)

**Floater Phones**

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