

# Facilities Unit Leader Checklist

*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.*

**Instructions:** The checklist below presents the minimum requirements for a Facilities Unit Leader. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position.

Activities to be completed	Complete	NA
<i>Within One Operational Period</i>		
1. Receive assignment from your agency including: <ul style="list-style-type: none"> <li>• Job assignment</li> <li>• Resource Order number (obtained from the Supply Unit) and Mission Number from EM Constellation</li> <li>• Reporting Location</li> <li>• Reporting Time</li> <li>• Assignment duration</li> <li>• Travel instructions</li> <li>• Any special communications instructions, e.g., travel frequency</li> </ul>		
2. Ensure Position Go kit is complete and on person when deployed.		
3. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at: <ul style="list-style-type: none"> <li>• Incident Command Post</li> <li>• Base or Camps</li> <li>• Staging Areas</li> <li>• Helibases</li> <li>• If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.</li> </ul>		
4. Initiate documentation of Unit activities on ICS 214 (Z:\ESF 8 Logistics).		
5. Obtain a briefing from Forward Logistics Branch Director: <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>		
6. Determine current status of Facilities Unit activities.		
7. Confirm dispatch and estimated time of arrival of Facilities Unit Staff and supplies.		
8. Obtain a copy of the State ESF 8 Incident Action Plan. <ul style="list-style-type: none"> <li>• Determine support needs to meet the IAP.</li> </ul>		
9. Review the State ESF 8 Incident Action Plan for information affecting and guiding current and future operations of the Facilities Unit.		
10. Determine the needs of the Facilities Unit.		
11. Determine support needs to meet the Incident Action plan or other relevant plans. Gather information to assess the incident assignment. <ul style="list-style-type: none"> <li>• Incident activities</li> <li>• Unit briefings</li> <li>• Planning meetings</li> </ul>		

Activities to be completed	Complete	NA
12. Determine the requirements for each section to be established and place the initial order using ICS Form 213. <ul style="list-style-type: none"> <li>• Use information from the IAP, section briefings, and agency briefings.</li> <li>• Use proper procedures, supplies, materials, and equipment necessary to support projected incident size.</li> </ul>		
13. Coordinate with Forward Logistics Branch Director to identify location for incident facilities. <ul style="list-style-type: none"> <li>• Incident Command Post</li> <li>• Base/Camp(s)</li> <li>• Helibase</li> <li>• Staging areas</li> <li>• Contingency/expansion sites</li> </ul>		
14. Coordinate with the Forward Logistics Branch Director and other functional areas to obtain resources or organize work space and keep unit operating. <ul style="list-style-type: none"> <li>• Order material, personnel and supplies using established procedures. ICS Form 213</li> <li>• Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items.</li> <li>• Obtain equipment to complete assignment (e.g., radio, telephones, faxes, computers).</li> <li>• Ensure appropriate personnel to support unit (e.g., night operational period, increase/decrease staffing).</li> </ul>		
15. Organize work area. <ul style="list-style-type: none"> <li>• Acquire table(s); seating; additional supplies</li> <li>• Acquire communications equipment: radio, telephones, data communications equipment.</li> <li>• Establish filing system; card holders or racks organized by operational period and section.</li> </ul>		
16. Coordinate with functional areas within ICS structure.		
17. Organize and supervise unit. <ul style="list-style-type: none"> <li>• Identify need for subordinates.</li> <li>• Order subordinates as needed.</li> <li>• Brief and keep subordinates informed.</li> <li>• Establish unit timeframes and schedules.</li> <li>• Make assignments.</li> <li>• Spot check work.</li> </ul>		
18. Know your assigned frequency(s) for your area of responsibility and 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>		
19. Develop and implement accountability, safety and security measures for personnel and resources in the Supply Unit.		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214)		
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 Supply Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214)		
3. Coordinate and supervise activities of the Facility Unit.		
4. Receive briefing from Forward Logistics Branch Director.		

Activities to be completed	Complete	NA
5. Obtain a current State ESF 8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF 8 Incident Action Plan.		
7. Review current situation status, resource status, and prediction information.		
8. Determine current status of unit activities and advise Forward Logistics Branch Director of current capabilities.		
9. Estimate Facility Unit support needs for the next operational period.		
10. Compare estimated future requirements with expected Facility Unit capabilities.		
11. Evaluate needs and order supplies, materials and personnel to keep unit operating. <ul style="list-style-type: none"> <li>• Order materials and supplies using procedures established by the Supply Unit Specialist. ICS Form 213</li> <li>• Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items.</li> </ul>		
12. Maintain accountability of assigned personnel as to exact location(s), personal safety/welfare at all times, especially when working in or around incident operations.		
13. Receive reports of significant events.		
14. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>• Recognize, mitigate, and communicate potentially hazardous situations.</li> <li>• Monitor condition of assigned resources.</li> <li>• Account for assigned resources.</li> </ul>		
15. Perform the duties of the Security Manager. <ul style="list-style-type: none"> <li>• Establish contacts with local law enforcement agencies as needed.</li> <li>• Contact the facilities representative for crews or to discuss any special custodial requirements that may affect operations.</li> <li>• Request required personnel support to accomplish work assignments.</li> <li>• Ensure that support personnel are qualified to manage security problems.</li> <li>• Develop Security Plan for incident facilities.</li> <li>• Adjust Security Plan for personnel and equipment changes and releases.</li> <li>• Coordinate security activities with appropriate incident personnel.</li> <li>• Prevent theft of all government and personal property.</li> <li>• Document all complaints and suspicious activity.</li> </ul>		
16. Perform the duties of a Camp Manager. <ul style="list-style-type: none"> <li>• Determine personnel support requirements.</li> <li>• Obtain necessary equipment and supplies.</li> <li>• Ensure all sanitation, shower and sleeping facilities are set up and properly functioning.</li> <li>• Make sleeping arrangements.</li> <li>• Provide direct supervision for all facility maintenance and security services at Camp.</li> <li>• Ensure strict compliance is made with all applicable safety regulations.</li> <li>• Ensure all Camp-to-Base communications are centrally coordinated.</li> <li>• Ensure all Camp-to Base transportation scheduling is centrally located.</li> <li>• Provide overall coordination of all Camp activities to ensure assigned units operate effectively and cooperatively in meeting incident objectives.</li> </ul>		
17. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.		
18. Develop schedule/assignments based on IAP or relevant plan.		
19. Confirm estimated time of arrival of staff, equipment, and supplies.		
20. Ensure subordinates understand assignments for operational period.		
21. Ensure established guidelines are followed. <ul style="list-style-type: none"> <li>• Work/rest</li> <li>• Agency safety standards and procedures</li> </ul>		

Activities to be completed	Complete	NA
22. Monitor restrictions/work requirements for each resource to maximize safe and efficient assignments and demobilization. <ul style="list-style-type: none"> <li>• Number of days worked in succession.</li> <li>• Rest and recuperation requirements.</li> <li>• Number of days on previous assignment.</li> <li>• Contract limitations.</li> <li>• Restrictions on type of assignment.</li> <li>• Assignment to remote locations.</li> <li>• Assignment to special work periods.</li> <li>• Incident qualifications.</li> </ul>		
23. Ensure facility maintenance services are provided. <ul style="list-style-type: none"> <li>• Sanitation</li> <li>• Lighting</li> <li>• Clean up</li> <li>• Portable water</li> </ul>		
24. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> <li>• Identify needed/excess personnel and facilities.</li> <li>• Receive and transmit needed information.</li> </ul>		
25. Periodically check work progress on assigned tasks of units, as appropriate.		
26. Perform project inspector duties for the administration of the shower contract. <ul style="list-style-type: none"> <li>• Conduct periodic inspections and adjust as necessary.</li> <li>• Review, approve, and submit invoices to Finance/Admin Unit.</li> <li>• Complete evaluations, and submit to Finance/Admin Unit.</li> </ul>		
27. Ensure adequate rest is provided to all unit personnel.		
28. Prepare unit narrative and submit to Forward Logistics Branch Director.		
29. Prepare information for briefings and meetings.		
30. Identify excess section resources and supplies. <ul style="list-style-type: none"> <li>• Continually monitor unit personnel and other resources to adequately meet incident objectives.</li> <li>• Advise Forward Logistics Branch Director of excess personnel, other resources for assignment.</li> </ul>		
31. Ensure Facility 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. Ensure the safe and complete recovery of deployed personnel, assets, equipment, and supplies		
7. Ensure that recovered deployed assets and personnel follow approved decontamination processes as established by ESF 8 Tech Specs.		
8. Participate in the Logistics Section hot wash		
9. Participate in the AAR process.		
10. Supervise demobilization of unit, including storage of supplies.		
11. Coordinate with the Logistics Section Chief and Supply Unit Leader for re-supply to bring all caches up to pre deployment levels.		

## **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