

Forward Logistics Branch Director On Site and Demobilization Checklist

Responsible for providing facilities, services, and materials in support of ESF8 personnel.

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. 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"> • Job assignment • Resource Order number (obtained from the Supply Unit) and Mission Number from EM Constellation • Reporting Location • Reporting Time • Assignment duration • Travel instructions • Any special communications instructions, e.g., travel frequency 		
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"> • Incident Command post • Base or Camps • Staging areas • Helibases • If you are instructed to report to a line assignment, check in with the Division/Group Supervisor. 		
4. Initiate documentation of Unit activities on ICS 214 (Z:\ESF 8 Logistics).		
5. Receive briefing from State ESF Logistics Coordinator <ul style="list-style-type: none"> • Type of incident • Summary of resources dispatched to the incident (Personnel and equipment) • Expected duration • Terrain • Weather • Initial instructions concerning work activities 		
6. Obtain a State ESF 8 Incident Action Plan.		
7. Compare the preliminary State ESF 8 Incident Action Plan with personnel requested.		
8. Plan the preliminary organization of the Logistics Support Team.		
9. Ensure State ESF 8 Logistics is notified of Logistics Support Team units that are activated, including names and locations of assigned personnel by coordinating with the Staffing Unit.		
10. Confirm dispatch and estimated time of arrival of staff and supplies with ESF 8 Logistics Coordinator.		
11. Confirm arrival of Logistics Support Team personnel with the Staffing Unit and the Resource Specialist.		
12. Acquire work materials and set up work area.		
13. Coordinate with the Medical Unit Leader to review the Medical Plan (ICS Form 206) and submit to the Planning Unit.		
14. Coordinate with the Safety Officer to review the Safety Plan (ICS Form 208) and submit to the Planning Unit.		

Activities to be completed	Complete	NA
15. Provide input toward and review the Communications Plan (ICS Form 205) in coordination with the Communications Unit Leader and submit to the Planning Unit.		
16. Provide input and review the Traffic Plan in coordination with the Ground Support Unit Leader and submit to the Planning Unit.		
17. Assemble and brief Logistics Support Team Personnel to include: <ul style="list-style-type: none"> • Review of the IAP • Initial Operations • Security concerns • Safety message • Medical Plan • Communications Plan • Traffic Plan • Initial Assignments 		
18. Oversee the assignment of work locations in coordination with the Facilities Unit Leader.		
19. Develop and implement accountability, safety and security measures for personnel and resources.		
20. Know your assigned frequency(s) for your area of responsibility and ensure that communications equipment is operating properly. <ul style="list-style-type: none"> • Use clear text and ICS terminology (no codes) in all radio communications. 		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214)		
3. Attend incident planning meetings 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.		
<i>Each Operational Period</i>		
1. Check In		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of Logistics Support Team.		
4. Receive briefing from State ESF 8 Logistics Coordinator. <ul style="list-style-type: none"> • Brief subordinates as necessary. 		
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 State ESF 8 Logistics of current capabilities.		
9. Estimate team and support needs for the next operational period.		
10. Compare estimated future requirements with expected logistics capabilities.		
11. Determine from the incident briefing what additional Logistics Support Team personnel have been/need to be requested.		
12. Identify and request in coordination with the Supply Unit Specialist additional or surplus personnel, supplies or functions.		
13. Ensure request for additional Logistics Support Team personnel and supplies is initiated.		
14. 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.		
15. Receive reports of significant events.		
16. Periodically check work progress on assigned tasks of units, as appropriate.		
17. Ensure adequate rest is provided to all unit personnel.		

Activities to be completed	Complete	NA
18. Oversee the coordination and processing of resource requests in coordination with the Supply Unit Specialist.		
19. Ensure that resource requests are coordinated with the State ESF8 Logistics Coordinator.		
20. Ensure Logistics Support Team 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

Floater Phones

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