

Logistics Section Chief Checklist

Responsible for the 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.

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 ECO.		
2. Ensure that position checklists and Job Action Sheets are distributed to activated Section personnel.		
3. Activate the Staffing, Mission Management and Equipment & Supply Units as necessary.		
4. Sign-in/out at the beginning and ending of shift. Initiate ICS 214 to account for activities (Z:\ESF 8 Logistics).		
5. In concert with the ECO and Planning, assess need for/establish work locations for activated units. <ul style="list-style-type: none"> • SEOC • Room 301, Building 4052 (and other required CCOC work space) • Forward Logistics Base • Logistics Resource Center (LRC) • State Logistics Resource Center (SLRC) • Receipt, Stage, and Store (RSS) facility. <p>Review procedures and print necessary forms and checklists for the activation of additional CCOC work space (Z:\ESF 8 Logistic. As needed, work with ESF 8 Liaison and General Services to schedule/activate additional work space. Provide General Services with the following information (Z:\ESF 8 Logistics):</p> <ul style="list-style-type: none"> • Buildings and conference rooms required. • Expected date range rooms are needed. • Expected hours of operation including weekends. • Need for after hours/weekend access. • Need for additional security. • Additional tables/chairs that will be needed. • Name of personnel that will need access control to the facilities. • Point of contact in the Section for question <p>As needed, notify DOH IT, via designated DL, of work space activation status/needs (Z:\ESF 8 Logistics).</p> <ul style="list-style-type: none"> • Provide the following information in the request: • Buildings and conference rooms to be used. • Copy of the room activation footprint. • Number of workstations for each room. • Date and time the room(s) need to be operational. • Specific technology required for each room. • Point of contact for mission questions. 		
6. Brief unit leads for Staffing and Mission Management.		

Activities to be completed	Complete	NA
7. Determine Responder Safety and Health (RSH) risks including vaccination requirements, Personal Protective Equipment (PPE) requirements, etc. <ul style="list-style-type: none"> • Ensure that proper RSH Staffing Unit messaging is added to activation/deployment messaging. • Ensure that the ECO and Planning are aware of the evolving threat(s). • Ensure processes are in place for activated personnel to receive required vaccinations/PPE, etc. • Ensure that activated/deployed responders comply with RSH/vaccination/PPE standards (Z:\ESF 8 Logistics). 		
8. Review procedures and forms to be used when deploying staff and regional teams into the field (Z:\ESF 8 Logistics).		
9. Assign operational period tasks to unit leads.		
10. Ensure that Mission Unit is monitoring/managing EM Constellation. (See General Information)		
11. Assess status of ESF 8/DOH assets and cached resources at the LRC, SLRC and SMRS. Ensure that the inventory management system is checked for resource availability at the LRC/SLRC prior to procuring resources from a vendor (Z:\ESF 8 Logistics).		
12. Regarding procurement of resources, ensure that decision is considered to lease vs. purchase.		
13. Ensure that all technology, e-mail boxes, and passwords are functioning properly (See General Information & Z:\ESF 8 Logistics). Correct deficiencies as needed.		
14. Ensure that the Mission and Staffing mailboxes are being monitored. (See General Information & Z:\ESF8 Logistics).		
15. Ensure that mission is entered into EM Constellation noting activation of State ESF8.		
16. Submit Logistics Section staffing roster to Staffing Unit Leader for a fourteen (14) day activation period.		
17. Work with Planning Section to develop the Critical Resources List (Example - Z:\ESF 8 Logistics).		
18. Distribute Critical Resources List to the Staffing and Mission Units.		
19. Determine availability of transportation assets to move ESF 8 commodities.		
20. In anticipation of deployment of the Forward Logistics Branch (Z:\ESF 8 Logistics), ensure that the following tasks are accomplished: <ul style="list-style-type: none"> • Identify/confirm the Forward Logistics Base (FLB) location. • Contact the FLB Branch Leader to identify the names of personnel assets to be deployed. • Ensure that all wrap around services are provided (security, housing, food, water, fuel, sanitation, trash removal, etc.) 		
21. Discuss potential need to evacuate health care facilities with ECO and Planning.		
22. Discuss potential need to activate FEMORS with ECO and Planning.		
23. Brief patient transportation points of contact and determine availability of patient transportation assets (Z:\ESF 8 Logistics). Confirm availability of assets: <ul style="list-style-type: none"> • Ground Ambulance (Florida Fire Chiefs) • Air Ambulance (Florida Aeromedical Association) • Para transit/Buses (DOT or ESF 1&3 Staff at SEOC) • Florida Guard assets (FLNG) 		
24. Determine status of potential activation of the FEMA Ambulance contract.		
25. Confirm with Finance and Administration that purchasing, contracting protocols and source codes have been established.		
26. Discuss pre-rostering of strike teams (E.H., Epi, Nurse, SpNS, etc) with the ECO and Planning.		

Activities to be completed	Complete	NA
27. Ensure that Logistics has contact information for Materials Staff for each operational period.		
28. Ensure that Finance and Administration has: <ul style="list-style-type: none"> • Contacted the primary vendors and those vendors obligated by contingency contracts. • Has advised the vendors that ESF 8 has been activated. 		
29. Obtain the current Action Request Form template and requisite protocols for completing the from the Federal ESF 8 point of contact.		
30. Plan for demobilization of staff and recovery of deployed assets and equipment.		
31. Ensure the Mission Unit Leader, Staffing Unit Leader, and Equipment & Supply Unit Leader tasks are performed (refer to their specific checklists - Z:\ESF 8 Logistics).		
32. Coordinate with Planning on dialysis center issues.		
33. Coordinate development of Executive Order language with ECO and Planning		
34. Brief ECO as needed on progress of major/life safety missions.		
35. Work with ECO and Planning to determine/anticipate future needs in order to anticipate timely phasing/provision of resources.		
36. Brief/update on coming Logistics Section Chief.		
37. Track activities on ICS 214.		
Within Two Operational Periods		
1. Re-assess original staffing plan.		
2. Re-assess needs for additional work space.		
3. Re-assess availability of transportation assets to move ESF 8 commodities.		
4. Coordinate with Planning on the activation of the Patient Movement Plan.		
5. Coordinate develop of a personnel and assets decontamination plan with ESF 8 Planning/Tech Specs.		
6. Track activities on ICS 214		
Each Operational Period		
1. Sign-in/out at the beginning and ending of shift. Track activities on ICS 214 (Z:\ESF 8 Logistics).		
2. Receive briefing from ECO.		
3. Participate in ESF8 and DEM Logistics IAP process.		
4. Brief unit leads for Staffing, Mission Management and Equipment and Supply Units.		
5. Assign IAP operational period tasks to unit leads.		
6. Ensure that the Mission Unit, Staffing Unit, Equipment & Supply Unit and Forward Logistics Base tasks are performed (refer to their specific checklists).		
7. Identify evolving RSH threats. <ul style="list-style-type: none"> • Ensure notification of same for activated/deployed responders. • Ensure that activation/deployment Staffing Unit messaging is updated. • Ensure that the ECO and Planning are aware of the evolving threat(s). 		
8. Work with Planning Section to update the Critical Resources List.		
9. Distribute Critical Resources List to Staffing and Mission Units.		
10. Ensure that missions are being managed/executed/completed in the appropriate timeframe.		
11. Anticipate materiel and staffing needs of the next operational period(s).		
12. Request additional staff / demobilize unnecessary for each operational period.		
13. Anticipate work space needs / demobilize unnecessary staff and work space needs for the next operational period(s).		
14. Evaluate patient transportation requirements for next four operational periods.		
Upon Demobilization		
1. 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).		
2. Ensure the safe and complete recovery of deployed personnel, assets, equipment, and supplies.		

Activities to be completed	Complete	NA
3. Ensure that recovered deployed assets and personnel follow approved decontamination processes as established by ESF 8 Tech Specs.		
4. Complete Mission, Staffing and Equipment & Supply Unit documentation and files. Submit to Planning.		
5. Provide Mission, Staffing and Equipment & Supply Unit procurement related documentation and files to Finance and Administration.		
6. Participate in ESF8 Logistics Section Hotwash.		
7. Provide information for after-action report. Participate in After Action Process.		
8. Return any equipment issued during activation.		
9. Ensure that Section workspace is cleaned before departure.		
10. De-activate Logistics Section personnel with the approval of the ECO		
11. Complete time sheet, notify everyday supervisor of return-to-duty status (date/time).		
12. Get rest- self-care.		
13. 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

Patient Movement Contact Information

Ambulance Deployment Plan

- Chief T Lyons
 - 407-977-1335 (home)
 - 407-832-3375 (mobile)
 - tlyon@cfl.rr.com

Air Medical Assets

- John Scott (Primary)
 - 813-844-7758 (work)
 - 813-920-1907 (home)
 - 813-363-1553 (cell)
 - 813-332-7758 (pager)
- Kathy Koch (Secondary)
 - 813-363-1593

Buses and Para Transit

- Bobby Westbrook (Primary)
 - 893-6368 (home)
 - 414-4533 (work)
 - 284-6649 (cell)
 - Robert.westbrook@flhealth.gov
- Liz Stuts (Secondary)
 - 414-4530 (work)
 - 321-3450 (cell)