

Logistics Mission Specialist Checklist

Responsible for mission receipt, clarification, assignment, and completion.

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 Mission Unit Leader.		
2. Sign-in/out at the beginning and ending of shift.		
3. Receive Job Action Sheet and Mission Specialist Checklist and Mission Completion/Review Checklist from Mission Unit Leader.		
4. Establish work location at SEOC.		
5. Log into EM Constellation. Monitor/manage missions in EM Constellation. (See General Information & Z:\ESF 8 Logistics) . Reports issues to Mission Unit Leader.		
6. Reports DEM IT Technology issues to the Mission Unit Leader.		
7. Check mailboxes to confirm that they are working properly. Monitor mailbox. (See General Information & Z:\ESF 8 Logistics) Report Issues to the Mission Unit Leader.		
8. Enter mission into EM Constellation noting the activation of State ESF 8.		
9. Review Critical Resources List.		
10. Work with the Mission Unit leader to make sure that all missions that involve ordering of items noted on the Critical Resource List are approved by the Mission Unit Leader prior to routing to Staffing or Materials Unit.		
11. Acquire contact information for Staffing Unit, Equipment & Supply, and Materials Staff from the Mission Unit Leader (Z:\ESF 8 Logistics). Test contact numbers and e-mails. Report Issues to the Mission Unit Leader.		
12. Recommend staffing level modifications to the Mission Unit Leader.		
13. Recommended modifications to the work space to the Mission Unit Leader.		
<i>Each Operational Period</i>		
1. Sign-in/out.		
2. Receive briefing from Mission Unit Leader.		
3. Obtain IAP operational period tasks.		
4. Review Critical Resources List.		
5. Work with the Mission Unit leader to make sure that all missions that involve ordering of items noted on the Critical Resource List are approved by the Mission Unit Leader prior to routing to Staffing or Materials Unit.		
6. Ensure that missions are being managed/executed/completed in the appropriate timeframe.		
<i>Upon Demobilization</i>		
1. Participate in the Logistics Section Hotwash.		
2. Participate in After Action Process.		
3. Inventory, report broken/lost items, return/replace equipment to normal location(s). Return any equipment issued during activation.		
4. Meet with the Mission Unit Leader to receive demobilization assignments.		
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

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)