

Logistics Mission Unit Leader Checklist

Responsible for managing ESF8 operations applicable to 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 Logistics Section Chief.		
2. Sign-in/out at the beginning and ending of shift.		
3. Establish work location at SEOC.		
4. Brief Unit personnel regarding situation status and expectations.		
5. Conduct ESF8 just-in-time training as needed.		
6. Ensure that Mission Unit is monitoring/managing missions in EM Constellation (Z:\ESF 8 Logistics).		
7. Confirm that DEM Technology including access to EM Constellation is functioning properly. As needed, notify DEM IT of computer needs/issues. Report issues to the Logistics Section Chief.		
8. 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.		
9. Confirm that a mission is entered into EM Constellation noting the activation of State ESF8.		
10. Develop and provide to the Logistics Section Chief a Mission Unit Staffing Roster for a fourteen (14) day activation period.		
11. Obtain the Critical Resource List and distribute it to the Mission Specialist.		
12. Confirm that the Mission Unit has contact information for Staffing, Equipment & Supply, 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. Confirm that the Logistics Section Chief has the most current Action Request Form (ARF) template. It can be obtained from the Federal ESF 8 point of contact in the SEOC.		
14. Confirm that the Mission Unit Mission Specialist tasks are performed according to their checklist (Z:\ESF 8 Logistics).		
15. Plan for demobilization of staff and recovery of deployed assets and equipment.		
16. Provide update/shift report to on coming Mission Unit Leader.		
<i>Within Two Operational Periods</i>		
1. Re-assess original staffing plan.		
2. Re-assess needs for additional work space.		
<i>Each Operational Period</i>		
1. Sign-in/out at the beginning and ending of shift.		
2. Receive briefing from Logistics Section Chief.		
3. Participate in ESF8 and DEM Logistics IAP process as needed.		
4. Brief unit of current situation and expectations.		
5. Assign IAP operational period tasks to unit personnel.		
6. Confirm that the Mission Unit tasks are performed (refer to their specific checklists - Z:\ESF 8 Logistics).		
7. Work with Logistics Section Chief and Planning Section to update the Critical Resources List.		
8. Distribute Critical Resources List to Mission's Unit.		

Activities to be completed	Complete	N/A
9. Confirm that missions are being managed/executed/completed in the appropriate timeframe.		
10. Anticipate materiel and staffing needs of the next operational period(s).		
11. Anticipate work staffing and work space needs. Make recommendations to the Logistics Section Chief.		
12. Request additional staffing / demobilize unnecessary for each operational period.		
<i>Upon Demobilization</i>		
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. Confirm with Resource Unit the recovery of deployed personnel, assets, equipment, and supplies.		
3. Lead ESF8 Logistics Section Hotwash.		
4. Participate in After Action Process.		
5. Return any equipment issued during activation.		
6. Ensure that Unit's workspace is cleaned before departure.		
7. De-activate Unit personnel with the approval of the Logistics Section Chief.		
8. Complete time sheet, notify everyday supervisor of return-to-duty status (date/time).		
9. Get rest- self-care.		
10. 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)