

# Resource Unit Leader Checklist

Responsible for tracking, reporting, and forecasting resources for the incident.

**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 Planning Section Coordinator		
2. Activate unit staff.		
3. Establish work location for Resource Unit and request any facility needs through Logistics.		
4. Provide check-in instructions to the Staffing Unit for inclusion in Mobilization Orders.		
5. Establish check-in function.		
6. Make assignments to unit staff.		
7. Brief Unit staff on incident status, unit priorities and reporting timelines		
<i>Within Two Operational Periods</i>		
1. Establish triggers for Mission Tracking Specialists to monitor regarding: <ul style="list-style-type: none"> <li>• Timeframes for acting on Missions</li> <li>• Total # of Missions</li> <li>• # of Missions by Type</li> </ul>		
2. Establish a Resource Status Meeting schedule, ensuring meetings are held each operational period.		
<i>Each Operational Period</i>		
1. Provide comprehensive resource status report at the ESF8 IAP meeting including any potential resource shortfalls.		
2. Verbally, alert PSC of time sensitive/critical information gathered by Resource Unit		
3. Conduct a resource status meeting in coordination with the Logistics Section to verify status of all public health and medical resources.		
4. Forecast potential resource shortfalls and gaps.		
5. Identify critical resources for the incident and produce a critical resource list.		
6. Prepares ad hoc reports as requested by PSC		
7. Participate in Planning Section Meeting.		
8. Coordinate with Logistics on Resource prioritization issues.		
9. Coordinate with Logistics on integration of federal resources		
10. In coordination with the PSC, develop contingency plans for alternate resource acquisition methodologies, resource re-allocations, emergency demobilization of resources as required by the incident.		
11. Provide a daily written resource status report to the Situation Unit by 1500 hrs.		
12. Assist Logistics with the development of ARFs and REQ-As when Florida's resources have been exhausted.		
13. Monitor mission timelines and alert PSC, Logistics Section coordinator and Mission Unit Leader of resource request that have stalled.		
14. Coordinate with PSC and ECO to handle issues regarding staff who have not checked-in / checked out as expected.		
15. Disseminate resource status and mission status information to ESF8 team twice daily.		
16. Request additional staffing / demobilize unnecessary for each operational period		
17. Provide report to PSC regarding completion of any incident objectives.		
18. Save incident documentation in established incident file on z drive.		
<i>Upon Demobilization</i>		
1. De-activate Resource Unit personnel		
2. Complete evaluations for direct reports to Resource Unit Leader		
3. Complete demobilization paperwork		

Activities to be completed	Complete	NA
4. Provide information for after-action report		
5. Assure incident archive includes all: <ul style="list-style-type: none"> <li>• Organizational Assignment Lists (203s)</li> <li>• Mission Tracking Logs</li> <li>• Resource Tracking Logs</li> <li>• Critical Resource Lists</li> <li>• Check-In Sheets (ICS 211)</li> <li>• Incident Organization Charts (ICS 207)</li> </ul>		