

Staffing Unit Leader (SUL) Checklist

Responsible for the overall conduct and operation of the ESF8 Logistics Staffing Unit. Ensure that work only takes place on missions that have been assigned to the Staffing Unit, through EM Constellation, by the Mission Unit.

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. Confirm with Logistics Section Chief ESF8 Staffing Unit work location (e.g. at home, desk or 4052-301, EOC etc).		
3. Establish work location as assigned.		
4. Activate Deployment Activation Specialist (DAS). Delegate tasks to DAS as appropriate.		
5. Conduct ESF8 just-in-time training as needed.		
6. Brief Unit personnel regarding the situation status and expectations.		
7. Obtain ESF8 e-toolkit, ESF8 go-kit, and SUL phone (Responder Management Program Manager's office).		
8. Confirm that Units equipment/technology is available and fully functioning (go-kit, laptops, air cards, copier/cords adapters,"z drive- Z:\ESF 8 Logistics\Staffing", Mailbox - StateESF8_LogSTAFFING mailboxes, landlines at ESF8 Logistics Staffing worksite). Report issues to the Logistics Section Chief.		
9. Confirm that the Staffing Specialist have logged into SERVFL-following the SERVFL process flow map and step-by-step SERVFL mission creation detailed instructions as noted in the ESF* Logistics Staffing Unit toolkit (Z:\ESF 8 Logistics\Staffing).		
10. Confirm that the Staffing Unit has the correct contact information for the Mission, Equipment & Supply and Materials Units. Confirm that contact numbers and e-mails are working properly.		
11. Confirm creation of SERVFL event/incident initial mission, and sub-missions e.g. ESF8 Logistics Staffing Unit.		
12. Confirm that Staffing Specialist tasks are performed according to their checklist.		
13. Distribute ESF8 Logistics Staffing work schedule. Provide safety brief, and discuss break, time/attendance reporting details.		
14. Determine current and future operational period ESF8 Logistics Staffing unit manpower needs. Develop and submit to the Logistics Section Chief a Unit staffing roster for a 14 day activation (e.g. number of DAS, SUL, number of shifts, etal).		
15. Update "z" drive folder/files/templates for current incident-share with Logistics Staffing team.		
16. Confirm that Unit is monitoring EM Constellation/ESF8 mailboxes/SUL cell/ESF8 Logistics Staffing landlines/satellite,radio/TV etc. for event updates related to staffing missions.		
17. Confirm that incident sub-missions are created in SERVFL to correspond with EM Constellation approved staffing requests.		
18. Confirm that ESF8 staffing requests are sent to ESF8 Staffing Point of Contacts (POC) for processing.		
19. Review responses from POCs and confirm that scheduling of responders is occurring in SERVFL incident sub-missions.		
20. Complete ACTIVITY LOG (ICS 214) for each operational period and complete or assist with other ICS forms as needed - Demobilization Check-Out (ICS 221), Team Performance Evaluation ICS Form 224 , ICS 225 Individual Performance Evaluation, ICS 215 Operational Planning Worksheet, ICS 215A Incident Action plan safety analysis.		
21. Provide face-to-face/phone/email/radio updates to ESF8 Missions Unit Leader.		

Activities to be completed	Complete	NA
22. Provide update/shift report to incoming SUL.		
23. Ongoing communication and follow-up with DAS and ESF8 Missions Unit Leader.		
24. Assist DAS with responder recruitment/SERVFL entry/EM constellation.		
25. Plan for demobilization of staff and recovery of deployed personnel.		
26. Brief/update on coming SUL.		
27. Complete ACTIVITY LOG (ICS 214).		
<i>Within Two Operational Periods</i>		
1. Receive shift report from outgoing SUL.		
2. Modify ESF8 room setup for optimal function-staff sign-in/out area, rest area, posting of updates, document storage, supplies.		
3. Receive update from ESF8 Missions and attend briefings as assigned.		
4. Meet with team and provide situation update, assign tasks, provide safety brief, discuss breaks, responder stress management and self/team care.		
5. Review/communicate operational objectives.		
6. Distribute ESF8 Logistics Staffing work schedule.		
7. Determine current and future ESF8 staffing mission deployment status e.g. number of missions filled, in progress, on hold etc.		
8. Monitor EM Constellation/ESF8 mailboxes/SUL cell/ESF8 Logistics Staffing landlines/satellite/radio/TV, etc for event updates related to staffing missions.		
9. Delegate tasks to DAS as appropriate.		
10. Send ESF8 staffing requests to ESF8 Staffing Point of Contacts (POC).		
11. Review responses from POCs-Check ESF8 Mailbox [Mailbox - StateESF8_LogSTAFFING]/Phone.		
12. Confirm that staffing missions are being filled and that responders are being scheduled in SERVFL incident sub-missions.		
13. Confirm that there is ongoing communication and follow-up between the DAS and ESF8 Missions Unit Leader.		
14. Assist DAS with responder recruitment/SERVFL entry/EM Constellation.		
15. Conduct ESF8 Logistics Staffing just-in-time training as needed.		
16. Review alternate options for staffing requests in the event SERVFL is unavailable-see "z-drive" back-up documents- Z:\ESF 8 Logistics\Staffing.		
17. Provide updates to ESF8 Missions Unit Leader during operational period and at shift end.		
18. Provide update/shift report to incoming SUL.		
19. Complete ACTIVITY LOG (ICS 214).		
<i>Each Operational Period</i>		
1. Receive shift report from outgoing SUL and Logistics Section Chief.		
2. Brief Unit personnel providing situation update, expectations, work schedule and assign tasks.		
3. Provide safety brief and discuss breaks, responder stress management self/team care.		
4. Confirm everyday supervisor approval is granted for activated/deployed team members.		
5. Delegate ESF8 Logistics Staffing tasks to DAS as appropriate.		
6. Confirm continued functionality of EM Constellation/ESF8 mailboxes/SUL cell/ESF8 Logistics Staffing landlines/satellite/radio/TV, etc.		
7. Confirm that missions are being handled according to policy.		
8. Determine current and future ESF8 staffing mission deployment status e.g. number of missions filled, in progress, on hold etc.		
9. Review and respond to inquiries received from POCs via ESF8 Staffing Mailbox or by phone.		
10. Confirm that Unit continues to fill staffing missions and schedules responders in SERVFL incident sub-missions.		
11. Maintain ongoing communication and follow-up with Logistics Section Chief, ESF8 Missions Unit Leader and DAS.		

Activities to be completed	Complete	NA
12. Assist DAS with responder recruitment/SERVFL entry/EM Constellation.		
13. Provide face-to-face/phone/email/radio update to ESF8 Missions Unit Leader at operational period or shift end.		
14. Provide update/shift report to incoming SUL.		
15. Complete ACTIVITY LOG (ICS 214).		
16. Initiate After Action Report (AAR) flow sheet to capture lessons learned/best practice post event.		
<i>Upon Demobilization</i>		
1. Meet with Staffing Unit team. Provide situation update, and assign demobilization tasks.		
2. Inventory, report broken/lost items, return/replace equipment to normal location(s). provide report to the Logistics Section Chief.		
3. 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.		
4. Provide responder stress management resources to ESF8 Logistics Staffing team members.		
5. Save/scan event documents to "z-drive."		
6. Attend/lead ESF8 Logistics Staffing Unit Hotwash.		
7. Coordinate with Documentation, Demob, Planning, and Operations Units.		
8. Complete time sheet, notify everyday supervisor of return-to-duty status (date/time).		
9. Conduct walk-through of ESF8 Logistics Staffing worksite. Ensure that the work area is cleaned before departure.		
10. Get adequate rest.		
11. Return to normal operations.		
12. Submit award/certificate/letter of recommendations to Logistics Section Chief.		

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