

Supply Unit Leader Checklist

Responsible for ordering equipment, personnel, supplies, and medical supplies; stores supplies/equipment and maintains an inventory.

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. This checklist is supported by a Task Book that details the tasks for the position.

Activities to be completed	Complete	NA
<i>Within One Operational Period</i>		
1. Receive assignment from your agency including: <ul style="list-style-type: none"> • Job assignment • Resource Order number (obtained from the Supply Unit) and Mission Number from EM Constellation • Reporting Location • Reporting Time • Assignment duration • Travel instructions • Any special communications instructions, e.g., travel frequency 		
2. Ensure Position Go kit is complete and on person when deployed.		
3. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at: <ul style="list-style-type: none"> • Incident Command Post • Base or Camps • Staging Areas • Helibases • If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor. 		
4. Initiate documentation of Unit activities on ICS 214 (Z:\ESF 8 Logistics).		
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6. Obtain a briefing from Forward Logistics Branch Director: <ul style="list-style-type: none"> • Work Space • Work schedule • Policies and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs 		
7. Determine current status of unit activities.		
8. Confirm dispatch and estimated time of arrival of Supply Unit Staff and supplies.		
9. Obtain a copy of the State ESF 8 Incident Action Plan. <ul style="list-style-type: none"> • Determine support needs to meet the IAP. 		
10. Review the State ESF 8 Incident Action Plan for information affecting and guiding current and future operations of the Supply Unit.		
11. Determine the needs of the Supply Unit.		
12. Organize work area. <ul style="list-style-type: none"> • Acquire table(s); seating; additional supplies • Acquire communications equipment: radio, telephones, data communications equipment. • Establish filing system; card holders or racks organized by operational period and section. 		

Activities to be completed	Complete	NA
13. Develop and implement security requirements for the Supply Unit. <ul style="list-style-type: none"> • Coordinate with the Facilities Unit, for the supply area to provide a secure area, i.e., adequate lighting, security personnel, and barricades. • Monitor security methods to ensure that security of supply area is maintained. • Coordinate any changes in requirements with Facilities Unit Leader, advise Forward Logistics Branch Director. 		
14. Organize and supervise unit. <ul style="list-style-type: none"> • Identify need for subordinates. • Order subordinates as needed. • Brief and keep subordinates informed. • Establish unit timeframes and schedules. • Make assignments. • Spot check work. 		
15. Know your assigned frequency(s) for your area of responsibility and ensure that communications equipment is operating properly. <ul style="list-style-type: none"> • Use clear text and ICS terminology (no codes) in all radio communications. 		
16. Develop and implement accountability, safety and security measures for personnel and resources in the Supply Unit.		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Attend section briefings as required, and provide input and review of the ESF 8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Supply Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of the Supply Unit.		
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF 8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF 8 Incident Action Plan.		
7. Review current situation status, resource status, and prediction information.		
8. Determine current status of unit activities and advise Forward Logistics Branch Director of current capabilities.		
9. Estimate Supply Unit support needs for the next operational period.		
10. Compare estimated future requirements with expected Supply Unit capabilities.		
11. Evaluate needs and order supplies, materials and personnel to keep unit operating. <ul style="list-style-type: none"> • Order materials and supplies using procedures established by the Supply Unit Specialist. ICS Form 213 • Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. 		
12. Maintain accountability of assigned personnel as to exact location(s), personal safety, and welfare at all times, especially when working in or around incident operations.		
13. Receive reports of significant events.		
14. Process all orders for resources and supplies. <ul style="list-style-type: none"> • Identify and submit resource and supply orders for unit operation. (ICS Form 259-3) • Ensure that ordering procedures have been implemented. • Develop and identify list of resources that will be needed for subsequent operational periods, anticipating future needs. 		

Activities to be completed	Complete	NA
15. Receive, store and/or distribute all supplies and equipment. <ul style="list-style-type: none"> Ensure that receiving, storage, distribution, tracking and accountability procedures have been implemented. Provide for proper shipping, storage and handling of hazardous materials. 		
16. Service non-expendable supplies and equipment. <ul style="list-style-type: none"> Ensure that appropriate tool/equipment service facility is established and staffed to meet incident needs. Monitor activity periodically to ensure safety practices are being followed. 		
17. Interact and coordinate with appropriate unit leader and operations personnel. <ul style="list-style-type: none"> Receive and transmit needed information. 		
18. Periodically check work progress on assigned tasks of unit, as appropriate.		
19. Ensure adequate rest is provided to all unit personnel.		
20. Oversee the coordination and processing of resource requests.		
21. Identify excess section resources and supplies. <ul style="list-style-type: none"> Continually monitor unit personnel and other resources to adequately meet incident objectives. Advise Forward Logistics Branch Director of excess personnel, other resources for assignment. 		
22. Ensure Supply Unit records and reports are provided to the State ESF 8 Documentation Unit leader at the end of each operational period.		
<i>Upon Demobilization</i>		
1. Respond to demobilization orders and brief subordinates regarding demobilization.		
2. 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).		
3. Obtain and review the Demobilization Plan from the Demobilization Unit Leader.		
4. List Resources and Supplies recommended for release by type, quantity, location, and time.		
5. Coordinate with the Demobilization Unit Leader on the Demobilization Plan.		
6. Ensure the safe and complete recovery of deployed personnel, assets, equipment, and supplies		
7. Ensure that recovered deployed assets and personnel follow approved decontamination processes as established by ESF 8 Tech Specs.		
8. Participate in the Logistics Section hot wash		
9. Participate in the AAR process.		
10. Supervise demobilization of unit, including storage of supplies.		
11. Coordinate with the Logistics Section Chief and Supply Unit Leader for re-supply to bring all caches up to pre deployment levels.		

General Information

SERT Log-In

- User Name : SERT
- Password : !eoC1997*

ESF 8 Logistics Phones

- 850-617-9040
- 850-617-9041

Floater Phones

- Staffing Unit Leader : 850-694-3180
- Finance and Administration : 850-445-8193

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
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- Address: esf08@em.myflorida.com