



**ESF8
Forward Logistics
Standard Operating Guideline**

Version 1.0
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Bureau of Preparedness and Response
Division of Emergency Preparedness and Community Support
Florida Department of Health

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1. PURPOSE

In order to assist in the rapid deployment of health and medical assets to the field, it is necessary to have an Emergency Support Function 8 (ESF8) Forward Logistics element comprised of a Logistics Support Team (LST) dedicated to the support of ESF8 personnel. These standard operating guidelines will provide a description of the concept of operation and personnel necessary for the ESF8 LST.

2. SITUATION

A. Logistics Support Team

The LST is comprised of personnel, standards, procedures, equipment, supplies, and facilities designed to support the provision of public health and medical services when authorized by the Florida Department of Health (FDOH) in its role as the lead agency for ESF8 – Health and Medical Services – under the State of Florida Comprehensive Emergency Management Plan (CEMP). Although planned, sized, and funded to support all-hazards disaster response, the LST may support other non-emergency (i.e., special events) activities, provided that such support is permitted by FDOH policies and does not adversely affect the primary mission.

B. Logistics Support Team Scope

This Standard Operating Guideline (SOG) applies to ESF8 forward logistics support through the establishment of facilities, services, and materiel in support of ESF8 personnel and assessment teams. The LST works in cooperation and coordination with State ESF8 Logistics.

3. ASSUMPTIONS

In order to support responder safety and health, and to maximize the limited resources available to support local operations, an appropriately credentialed LST is needed to support response activities.

The State of Florida utilizes the National Incident Management System (NIMS) to manage resources through all emergency management phases. The ESF8 LST will be NIMS compliant and all personnel will demonstrate Incident Command System (ICS) competencies relevant to their assigned positions.

The ESF8 LST will be led by a credentialed Forward Logistics Branch Director. The Forward Logistics Branch Director responsibilities on all incidents are to supervise and manage the following units:

- Communications
- Food
- Supply
- Facilities

- Ground Support
- Medical

The following units coordinate with the Forward Logistics Branch Director but directly report to their respective Unit Leaders at the SEOC.

- Resource
- Demobilization

The following unit coordinates with the Forward Logistics Branch Director, but is part of the Command Staff and directly reports to the ESF8 ECO.

- Safety Officer

4. OPERATIONS

A. Logistics Support Team Capability

A LST will establish and set up facilities, and provide logistic service and support functions allowing the forward ESF8 personnel and assessment teams to more quickly initiate and sustain mission operations for the survivors of the incident, and/or to assess the impact on the health and medical infrastructure.

B. Management and Positions

A LST will be deployed and work under the supervision of the Forward Logistics Branch Director. All LST personnel will be credentialed according to NIMS for the position to which they will be assigned, as listed below. At a minimum, staffing will be:

1. **Forward Logistics Branch Director** - The Forward Logistics Branch Director is responsible for providing facilities, services, and materials in support of ESF8 personnel. The Forward Logistics Branch Director will have successfully completed a Logistics Section Chief course (E, or L-967). The Forward Logistics Branch Director has duties prior to, and after deployment, therefore, the position is a permanent assignment. This position directly reports to the State ESF8 Logistics Section Chief.
2. **Communications Unit Leader (COML)** - The COML is responsible for establishing communications networks for tactical, regional, and long distance communications, and tracks and maintains communications equipment. This position is responsible for developing the incident Communications Plan (ICS Form 205). It is desirable that the COML will have successfully completed the E or L-969 course. The COML role is primarily filled by a FDOH IT Disaster Preparedness Consultant (DPC). This position directly reports to the Forward Logistics Branch Director.

3. **Communications Technician (COMT)** - The COMT assists the COML in designing communications systems to meet incident operational needs. The COML determines resource needs; orders necessary equipment, identifies locations for equipment, issues and retrieves communications equipment to and from incident personnel, and tests components of communications equipment to ensure the incident's systems are operational. The COMT role is primarily filled by a FDOH IT Disaster Preparedness Consultant (DPC). The position directly reports to the COML.
4. **Ground Support Unit Leader (GSUL)** - The GSUL is primarily responsible for providing for the transportation of personnel, supplies, food, and equipment. The GSUL provides for the fueling, service, maintenance, and repair of vehicles and other ground support equipment as well as developing and implementing the Traffic Plan for the incident. It is desirable that the GSUL will have successfully completed the S-355 course. This position directly reports to the Forward Logistics Branch Director.
5. **Supply Unit Leader (SPUL)** - The SPUL is responsible for ordering equipment, personnel, supplies, and medical supplies; stores supplies/equipment and maintains an inventory. It is desirable that the SPUL will have successfully completed the E or L-970 course. This position directly reports to the Forward Logistics Branch Director.
6. **Facilities Unit Leader (FACL)** - The FACL is responsible for the layout and operation of facilities, sanitation and security needs for the incident. It is desirable that the FACL will have successfully completed the E or L-971 course. This position directly reports to the Forward Logistics Branch Director.
7. **Safety Officer (SOFR)** - The primary responsibilities of the SOFR are to ensure ESF8 personnel are properly safeguarded from hazards. This position supervises and executes all safety functions in support of the LST. It is desirable that the SOFR will have successfully completed the E or L-956 course. This position coordinates with the Forward Logistics Branch Director and the Medical Unit Leader, and is part of the Command Staff. This position directly reports to the ESF8 Emergency Coordination Officer (ECO).
8. **Resource Unit Specialist** - The Resource Unit Specialist is responsible for maintaining the status of all assigned resources (primary and support) at an incident and supporting other units of the Logistics Support Team as needed. This is achieved by overseeing the check in/check out of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources. The Resource Unit Specialist coordinates with the Forward Logistics Branch Director and reports directly to the Resource Unit Leader at the SEOC.
9. **Demobilization Unit Specialist** - The Demobilization Specialist is responsible for

coordinating demobilization of field personnel and supporting other units of the Logistics Support Team as needed. The Demobilization Unit Specialist coordinates with the Forward Logistics Branch Director and reports directly to the Demobilization Unit Leader at the SEOC.

Based on the need for additional support during deployments, as determined by the ESF8 Logistics Section Chief, the following units may be stood up.

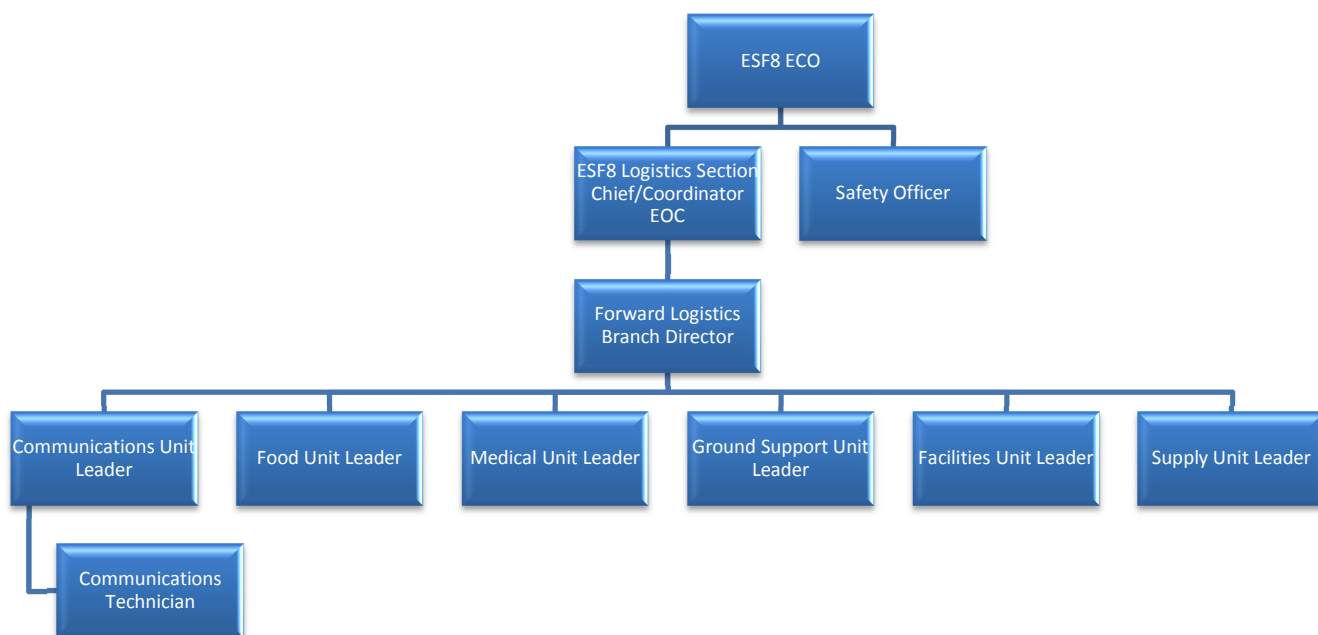
10. **Food Unit Leader (FDUL)** – The FDUL is responsible for determining feeding and cooking facility requirements at all incident facilities, menu planning, food preparation, serving, providing potable water, and general maintenance of the food service areas. It is desirable that the FDUL will have successfully completed the S-357 course. This position directly reports to the Forward Logistics Branch Director.

11. **Medical Unit Leader (MEDL)** – The MEDL is responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records. It is desirable that the MEDL will have successfully completed the S-359 course. This position directly reports to the Forward Logistics Branch Director. State ESF8 will coordinate the deployment of a Medical Unit.

Note:

- “E” courses are resident courses offered at the Emergency Management Institute
- L courses are the same courses offered through the states.
- Adopting common NIMS credentialing expands the potential cadre of qualified logistics personnel that can be tasked in support of the team.
- Additional personnel may be considered to perform additional logistics functions as necessary.
- FEMA and the Emergency Management Institute (EMI) have not developed curricula for Ground Support, Food, or Medical Unit Leaders.
- The “S” series courses listed above are curricula developed by the National Wildfire Coordinating Group (NWCG).
- Position checklists can be found in Attachment 1 – 8

C. Logistics Support Team Organization Chart



D. Cache Resupply

Caches are managed on scene by the SPUL (see Attachment 4), under the supervision of the Forward Logistics Branch Director. The SPUL is responsible for establishing a store on site and for the distribution of supplies/equipment as needed. The SPUL will maintain a running inventory to establish the usage rate of supplies/equipment that are in high demand and anticipate the need for resupply. The running inventory will be tracked using the IRMS database to allow the State to monitor supply usage.

The SPUL will develop a supply order that is approved by the Forward Logistics Branch Director. The supply order is submitted on ICS 259-3 and reviewed by the State ESF8 Logistics Section Chief, or designee, for determination of resupply acquisition. Supply orders are developed during the incident for the resupply of those items in high demand. Supply orders are also developed during demobilization to bring the cache back to pre-deployment readiness as determined by the State ESF8 Logistics Section Chief.

The cache may be resupplied by any of the following or in combination of the following:

- Reallocation of another cache with similar capability.
- The Logistics Response Center (LRC), Tallahassee, or the State Logistics Response Center (SLRC), Orlando.
- SERT Logistics (ESF 7)
- Local emergency management by the appropriate support function, or agency.
- Through procurement from approved vendors.

The State ESF8 Logistics Section Chief will be notified when the cache has been resupplied and is ready for subsequent deployment.

5. AUTHORITIES AND REFERENCES

- DHS National Incident Management System (NIMS) December 2008
- *Sections 252.35 - 252.36, F.S., DEM and Governor Emergency Authorities.*
- *Sections 252.36(2), F.S.: Executive Order for State of Emergency.*
- *Sections 381.0011(13), 381.00315(1)(b), F.S., FDOH emergency authorities.*
- 2012 State of Florida Comprehensive Emergency Management Basic Plan

6. REVIEW AND UPDATE CYCLE

The Bureau of Preparedness and Response (BPR) is responsible for development and maintenance of the Forward Logistics Standard Operating Guidelines (SOG) and its attachments.

At a minimum, the Forward Logistics SOG will be reviewed and updated every two years to reflect changes in procedures and capabilities as well as correcting any deficiencies identified in After Action Reports that require corrective action. The update will be completed by July 1 of every odd-numbered year beginning July 1, 2015 to ensure the SOG is aligned with updates to the **FDOH Emergency Operations Plan** and the **ESF 8, Public Health and Medical Appendix** to Florida's **CEMP**; However, the LST SOG may be reviewed and revised as often as needed during any year.

The Chief of the Bureau of Preparedness and Response or his/her designee distributes approved original and/or updated plan components. The distribution list includes, at a minimum, those disciplines and positions specified in section 7 of this plan.

7. RECORD OF CHANGES AND APPROVALS

A. Record of Document Review and Maintenance

Prepared by: Sherry Watt
Logistics Program Manager
July 25, 2013

Reviewed by: Bobby Bailey
Medical Logistics Unit Leader
August 1, 2013

Reviewed by: Mike McDonald
Government Operations Consultant III
August 1, 2013

Reviewed by: Joshua Blood
Supply Data Control Specialist
August 25, 2013

Reviewed by: Nicole Kellett
Supply Data Control Specialist
August 25, 2013

Approved by: Mike McHargue
Emergency Coordination Officer

Signature of Approval: Signature on file Date: September 5, 2013
Mike McHargue
Emergency Coordination Officer
Bureau of Preparedness and Response

B. Distribution List

DEPCS Regional Responders	Forward Logistics Team
Disaster Preparedness Coordinators	DEPCS Leadership
State Planning Leadership Team	BPR Leadership
Medical Logistics Unit	

8. ATTACHMENTS LIST

Attachment 1: Forward Logistics Branch Director Initial Activation and Deployment Checklist

Attachment 2: Forward Logistics Branch Director on Site and Demobilization Checklist

Attachment 3: Communications Unit Leader Checklist

Attachment 4: Supply Unit Leader Checklist

Attachment 5: Facilities Unit Leader Checklist

Attachment 6: Safety Officer Checklist

Attachment 7: Food Unit leader Checklist

Attachment 8: Ground Support Unit leader Checklist

Attachment 9: Medical Unit leader Checklist

Attachment 10: Acronyms

Attachment 11: Cache Resupply Flow Chart

Attachment 1: Forward Logistics Branch Director Initial Activation and Deployment Checklist

**Forward Logistics Branch Director
Initial Activation & Deployment Checklist**

Instructions: The checklist below presents the minimum requirements for a Facilities Unit Leader.

Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position.

Activities to be completed-Forward Logistics Branch Director Initial Activation & Deployment	Complete	Not Applicable
1. Receive initial briefing from Logistics Section Chief to include: <ul style="list-style-type: none"> • Mission Number from EM Constellations • Situational Information • Initial Instruction concerning work activities and timeframes • Personnel/Equipment to be deployed • Reporting Location w/ Date and Time • Responder Safety and Health issues 		
2. Discuss wrap around requirements with the Logistics Section Chief to include security, housing, food, water, fuel, sanitation, trash removal, etc.		
3. Develop preliminary Medical Plan(ICS Form 206) and Safety Plan		
4. Alert Logistics Support Team (LST) personnel and provide them with: <ul style="list-style-type: none"> • Rally location. • Rally time. • Deployment duration. 		
5. Provide LST personnel names to the Logistics Section Chief.		
6. Assemble LST personnel at Logistics Response Center and brief them on situation and mission expectations.		
7. Collect necessary mission intel <ul style="list-style-type: none"> • ESF8 IAP • Travel Route (obtain road closures and fuel stations-DOT) • Aerial site map • Local Point of Contact for Site • Communications Instructions (Radio Frequencies, Phone Numbers, and check-In procedures) • Terrain • Weather 		

Activities to be completed-Forward Logistics Branch Director Initial Activation & Deployment Continued	Complete	Not Applicable
8. Assign LST personnel to their roles.		
9. Confirm that the Ground Support Unit Leader completes Operational Checks on Trailers/Vehicles/Generators prior to departure.		
10. Confirm that the Supply Unit Leader has loaded Radios/Deployment Laptops/Satellite Phones into Vehicles and/or Trailers.		
11. Confirm that the Supply Unit Leader checks load plans for all vehicles and trailers to be deployed and ensure that all required equipment is loaded.		
12. Confirm that the Ground Support Unit Leader checks to make sure that the vehicles and trailers are loaded correctly according to Load Plan.		
13. Confirm that the Forward Logistics Branch Director approves Load Plan Inspection for all Vehicles and Trailers		
14. Move deploying Vehicles and Trailers to outside parking Lot		
15. Hook up Trailers to appropriate Vehicles		
16. Complete Vehicle/Trailer Operational Checks		
17. Conducts Final Inspection on all vehicles/trailers/equipment		
18. Report to Logistics Section Chief LST readiness to deploy and receive final Instructions.		
19. Conduct convoy safety briefing and communications instructions		
20. Initiate travel to site.		
21. Confirm dispatch of vehicle and personnel to the Logistics Section Chief. Report estimated time of arrival on site.		
22. Report any issues encountered while enroute to the Logistics Section Chief.		
23. Report arrival on Site to Logistics Section Chief.		
24. Initiate the LST site activation checklist.		

General Information

SERT Log-In

- User Name : SERT
- Password : !eoC1997*

ESF8 Logistics Phones:

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

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8_FIN-ADM
- Stateesf8_logstaffing@doh.state.fl.us
- Stateesf8_planning@doh.state.fl.us

Logistics

- <https://mail.myflorida.com>
- User Name: FLEOC\eoecesf08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

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

Attachment 2: Forward Logistics Branch Director On Site and Demobilization Check List

**FORWARD LOGISTICS BRANCH DIRECTOR
ON SITE AND DEMOBILIZATION
CHECKLIST**

Instructions: The checklist below presents the minimum requirements for a Forward Logistics Branch Director activities while on site and during demobilization.

Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position.

Activities to be completed-Forward Logistics Branch Director On Site and Demobilization	Complete	Not Applicable
<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 to a line assignment, check in with the Division/Group Supervisor. 		
4. Initiate documentation of Unit activities on ICS 214 (Z:\ESF8 Logistics).		
5. Receive briefing from State ESF Logistics Coordinator <ul style="list-style-type: none"> • Type of incident • Summary of resources dispatched to the incident (Personnel and equipment) • Expected duration • Terrain • Weather • Initial instructions concerning work activities 		
6. Obtain a State ESF8 Incident Action Plan.		
7. Compare the preliminary State ESF8 Incident Action Plan with personnel requested.		

Activities to be completed-Forward Logistics Branch Director On Site and Demobilization Continued	Complete	Not Applicable
8. Plan the preliminary organization of the Logistics Support Team.		
9. Ensure State ESF8 Logistics is notified of Logistics Support Team units that are activated, including names and locations of assigned personnel by coordinating with the Staffing Unit.		
10. Confirm dispatch and estimated time of arrival of staff and supplies with ESF8 Logistics Coordinator.		
11. Confirm arrival of Logistics Support Team personnel with the Staffing Unit and the Resource Specialist.		
12. Acquire work materials and set up work area.		
13. Coordinate with the Medical Unit Leader to review the Medical Plan (ICS Form 206) and submit to the Planning Unit.		
14. Coordinate with the Safety Officer to review the Safety Plan (ICS Form 208) and submit to the Planning Unit.		
15. Provide input toward and review the Communications Plan (ICS Form 205) in coordination with the Communications Unit Leader and submit to the Planning Unit.		
16. Provide input and review the Traffic Plan in coordination with the Ground Support Unit Leader and submit to the Planning Unit.		
17. Assemble and brief Logistics Support Team Personnel to include: <ul style="list-style-type: none"> • Review of the IAP • Initial Operations • Security concerns • Safety message • Medical Plan • Communications Plan • Traffic Plan • Initial Assignments 		
18. Oversee the assignment of work locations in coordination with the Facilities Unit Leader.		
19. Develop and implement accountability, safety and security measures for personnel and resources.		
20. 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. 		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214)		
3. Attend incident planning meetings as required, and provide input and review of the ESF8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel.		
<i>Each Operational Period</i>		
1. Check In		

Activities to be completed-Forward Logistics Branch Director On Site and Demobilization Continued	Complete	Not Applicable
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of Logistics Support Team.		
4. Receive briefing from State ESF8 Logistics Coordinator. <ul style="list-style-type: none"> • Brief subordinates as necessary. 		
5. Obtain a current State ESF8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF8 Incident Action Plan.		
7. Review current situation status, resource status, and prediction information.		
8. Determine current status of unit activities and advise State ESF8 Logistics of current capabilities.		
9. Estimate team and support needs for the next operational period.		
10. Compare estimated future requirements with expected logistics capabilities.		
11. Determine from the incident briefing what additional Logistics Support Team personnel have been/need to be requested.		
12. Identify and request in coordination with the Supply Unit Specialist additional or surplus personnel, supplies or functions.		
13. Ensure request for additional Logistics Support Team personnel and supplies is initiated.		
14. 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.		
15. Receive reports of significant events.		
16. Periodically check work progress on assigned tasks of units, as appropriate.		
17. Ensure adequate rest is provided to all unit personnel.		
18. Oversee the coordination and processing of resource requests in coordination with the Supply Unit Specialist.		
19. Ensure that resource requests are coordinated with the State ESF8 Logistics Coordinator.		
20. Ensure Logistics Support Team records and reports are provided to the State ESF8 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:\ESF8 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.		

Activities to be completed-Forward Logistics Branch Director On Site and Demobilization continued	Complete	Not Applicable
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 ESF8 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*

ESF8 Logistics Phones:

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

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8_FIN-ADM
- Stateesf8_logstaffing@doh.state.fl.us
- Stateesf8_planning@doh.state.fl.us

Logistics

- <https://mail.myflorida.com>
- User Name: FLEOC\eocef08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

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

Attachment 3: Communications Unit Leader Checklist

Communications Unit Leader Check List

Instructions: The checklist below presents the minimum requirements for a Communications Unit Leader.

Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position

Activities to be completed-Communications Unit Leader	Complete	Not Applicable
<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:\ESF8 Logistics).		
5. Receive 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 		
6. Determine current status of unit activities.		
7. Confirm dispatch and estimated time of arrival of Communications Unit Staff and supplies.		

Activities to be completed-Communications Unit Leader Continued	Complete	Not Applicable
8. Acquire work materials and set up a work area.		
9. Obtain a copy of the State ESF8 Incident Action Plan. <ul style="list-style-type: none"> • Determine support needs to meet the IAP. 		
10. Review the State ESF8 Incident Action Plan for information affecting and guiding current and future operations of the Communications Unit.		
11. Organize and brief subordinates.		
12. Determine the needs of the Communications Unit.		
13. Assign specific duties to staff		
14. Coordinate with the Supply Unit Specialist for additional staffing or supply needs.		
15. Develop and implement accountability, safety and security measures for personnel and resources in the Communications Unit.		
16. Gather information to assess the incident assignment. Examples of important information include: <ul style="list-style-type: none"> • Frequencies and/or talk groups already assigned. • Other mutual aid channels or equipment already in use. • Gateway or other interoperability devices already in use. • Other current incidents or events that may create conflicts in communications plans or tax resources. 		
17. Determine requirements for communications to be established and place the initial order with the Supply Unit Specialist. Using information obtained from IAP, section briefings and agency briefings, immediately order (using proper procedures) supplies, materials and equipment necessary to support projected incident size.		
18. Design communications systems to meet incident operational needs. <ul style="list-style-type: none"> • Prepare Incident Radio Communications Plan, ICS Form 205 and submit it to the Planning Unit. • Request any additional communications vendor services; e.g., telephone, sitcom, microwave and identify costs associated with equipment. • Coordinate, through the chain of command, the locations for equipment to be installed. • Order frequencies following the proper procedures. • Create diagrams of current communications systems(s) 		
19. Install communications equipment. <ul style="list-style-type: none"> • Install and test all components of the communications equipment to ensure the incident's systems are operational. • Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics. • Clone or program radios as necessary and authorized. 		
20. Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs.		

Activities to be completed-Communications Unit Leader Continued	Complete	Not Applicable
21. Assign communications equipment. <ul style="list-style-type: none"> • Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan. • Provide resources and unit leaders with appropriate equipment based on the communications plan. • Provide basic training as needed on equipment being fielded. • Maintain equipment inventory to provide accountability. 		
22. Know your assigned frequency(s) for your area of responsibility and ensure communications equipment is operating properly. <ul style="list-style-type: none"> • Use clear text and ICS terminology (no codes) in all radio communications. 		
<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 ESF8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Communications Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of the Communications Unit.		
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF8 Incident Action Plan.		
6. Attend incident planning meetings as required as the technical expert for communications needs. <ul style="list-style-type: none"> • Determine the feasibility of providing the required communications support. • Provide operational and technical information on communications equipment available for the incident. • Provide operational and technical information on communications equipment and systems capabilities and restrictions. 		
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.		

Activities to be completed-Communications Unit Leader Continued	Complete	Not Applicable
9. Estimate Communications Unit support needs for the next operational period.		
10. Compare estimated future requirements with expected Communications 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. • Ensure adequate personnel to support the Communications Unit, technicians, radio operators, etc. • Coordinate with the participating agencies for any additional interoperability resources that may be needed. • Assess current tactical communications equipment needs such as power sources for extended operations. 		
12. Organize and supervise unit. <ul style="list-style-type: none"> • Brief and keep subordinates informed and updated. • Establish unit time frames and schedules. • Assign and monitor work assignments. 		
13. 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.		
14. Receive reports of significant events.		
15. Initiate and maintain accurate records of all communications equipment. <ul style="list-style-type: none"> • Identify and take necessary actions to accomplish minor field repair or place orders for replacement of equipment. • Document geographic locations of equipment and transfer this information to local maps. • Keep records for local and national resources to ensure return to proper locations. 		
16. Perform operational test of communications systems throughout the duration of the incident. <ul style="list-style-type: none"> • Identify and take necessary actions to accomplish minor field repair or place orders for replacement of equipment. • Monitor all gateways in use. • Plan for battery replacement. • Act decisively to minimize interruptions in system operation. 		
17. Periodically check work progress on assigned tasks of units, as appropriate.		
18. Ensure adequate rest is provided to all unit personnel.		

Activities to be completed-Communications Unit Leader Continued	Complete	Not Applicable
19. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> • Coordinate with operations regarding system coverage and needs. • Coordinate with assessment teams and support organizations regarding needed support. • Participate in planning meetings and briefings. 		
20. Ensure Communication Unit records and reports are provided to the State ESF8 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:\ESF8 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 ESF8 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*

ESF8 Logistics Phones:

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

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8_FIN-ADM
- Stateesf8_logstaffing@doh.state.fl.us
- Stateesf8_planning@doh.state.fl.us

Logistics

- <https://mail.myflorida.com>
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- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

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

Attachment 4: Supply Unit Leader Checklist

SUPPLY UNIT LEADER CHECKLIST

Instructions: The checklist below presents the minimum requirements for a Supply Unit Leader.

Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position

Activities to be completed-Supply Unit Leader	Complete	Not Applicable
<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:\ESF8 Logistics).		
5. Initiate documentation of Unit activities on ICS 214 (Z:\ESF8 Logistics).		
6. Obtain a briefing from Forward Logistics Branch Director: <ul style="list-style-type: none"> • Work Space • Work schedule • Polices and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs 		
7. Determine current status of unit activities.		

Activities to be completed-Supply Unit Leader Continued	Complete	Not Applicable
8. Confirm dispatch and estimated time of arrival of Supply Unit Staff and supplies.		
9. Obtain a copy of the State ESF8 Incident Action Plan. <ul style="list-style-type: none"> • Determine support needs to meet the IAP. 		
10. Review the State ESF8 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. 		
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 ESF8 Incident Action Plan.		

Activities to be completed-Supply Unit Leader Continued	Complete	Not Applicable
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 ESF8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF8 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-Supply Unit Leader Continued	Complete	Not Applicable
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 ESF8 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:\ESF8 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 ESF8 Tech Specs.		
8. Participate in the Logistics Section hot wash		

Activities to be completed-Supply Unit Leader Continued	Complete	Not Applicable
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*

ESF8 Logistics Phones:

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

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8_FIN-ADM
- Stateesf8_logstaffing@doh.state.fl.us
- Stateesf8_planning@doh.state.fl.us

Logistics

- <https://mail.myflorida.com>
- User Name: FLEOC\eocef08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

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

Attachment 5: Facilities Unit leader Checklist

FACILITIES UNIT LEADER CHECKLIST

Instructions: The checklist below presents the minimum requirements for a Facilities Unit Leader.

Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position

Activities to be completed-Facilities Unit Leader	Complete	Not Applicable
<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:\ESF8 Logistics).		
5. 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 		
6. Determine current status of Facilities Unit activities.		
7. Confirm dispatch and estimated time of arrival of Facilities Unit Staff and supplies.		

Activities to be completed-Facilities Unit Leader Continued	Complete	Not Applicable
8. Obtain a copy of the State ESF8 Incident Action Plan. <ul style="list-style-type: none"> Determine support needs to meet the IAP. 		
9. Review the State ESF8 Incident Action Plan for information affecting and guiding current and future operations of the Facilities Unit.		
10. Determine the needs of the Facilities Unit.		
11. Determine support needs to meet the Incident Action plan or other relevant plans. Gather information to assess the incident assignment. <ul style="list-style-type: none"> Incident activities Unit briefings Planning meetings 		
12. Determine the requirements for each section to be established and place the initial order using ICS Form 213. <ul style="list-style-type: none"> Use information from the IAP, section briefings, and agency briefings. Use proper procedures, supplies, materials, and equipment necessary to support projected incident size. 		
13. Coordinate with Forward Logistics Branch Director to identify location for incident facilities. <ul style="list-style-type: none"> Incident Command Post Base/Camp(s) Helibase Staging areas Contingency/expansion sites 		
14. Coordinate with the Forward Logistics Branch Director and other functional areas to obtain resources or organize work space and keep unit operating. <ul style="list-style-type: none"> Order material, personnel and supplies using established procedures. ICS Form 213 Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items. Obtain equipment to complete assignment (e.g., radio, telephones, faxes, computers). Ensure appropriate personnel to support unit (e.g., night operational period, increase/decrease staffing). 		
15. 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. 		
16. Coordinate with functional areas within ICS structure.		

Activities to be completed-Facilities Unit Leader Continued	Complete	Not Applicable
17. 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. 		
18. 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. 		
19. 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 ESF8 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 Facility Unit.		
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF8 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 Facility Unit support needs for the next operational period.		

Activities to be completed-Facilities Unit Leader Continued	Complete	Not Applicable
10. Compare estimated future requirements with expected Facility 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/welfare at all times, especially when working in or around incident operations.		
13. Receive reports of significant events.		
14. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • Recognize, mitigate, and communicate potentially hazardous situations. • Monitor condition of assigned resources. • Account for assigned resources. 		
15. Perform the duties of the Security Manager. <ul style="list-style-type: none"> • Establish contacts with local law enforcement agencies as needed. • Contact the facilities representative for crews or to discuss any special custodial requirements that may affect operations. • Request required personnel support to accomplish work assignments. • Ensure that support personnel are qualified to manage security problems. • Develop Security Plan for incident facilities. • Adjust Security Plan for personnel and equipment changes and releases. • Coordinate security activities with appropriate incident personnel. • Prevent theft of all government and personal property. • Document all complaints and suspicious activity. 		
16. Perform the duties of a Camp Manager. <ul style="list-style-type: none"> • Determine personnel support requirements. • Obtain necessary equipment and supplies. • Ensure all sanitation, shower and sleeping facilities are set up and properly functioning. • Make sleeping arrangements. • Provide direct supervision for all facility maintenance and security services at Camp. • Ensure strict compliance is made with all applicable safety regulations. • Ensure all Camp-to-Base communications are centrally coordinated. 		

Activities to be completed-Facilities Unit Leader Continued	Complete	Not Applicable
Perform the duties of a Camp Manager Continued. <ul style="list-style-type: none"> • Ensure all Camp-to Base transportation scheduling is centrally located. • Provide overall coordination of all Camp activities to ensure assigned units operate effectively and cooperatively in meeting incident objectives. 		
17. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.		
18. Develop schedule/assignments based on IAP or relevant plan.		
19. Confirm estimated time of arrival of staff, equipment, and supplies.		
20. Ensure subordinates understand assignments for operational period.		
21. Ensure established guidelines are followed. <ul style="list-style-type: none"> • Work/rest • Agency safety standards and procedures 		
22. Monitor restrictions/work requirements for each resource to maximize safe and efficient assignments and demobilization. <ul style="list-style-type: none"> • Number of days worked in succession. • Rest and recuperation requirements. • Number of days on previous assignment. • Contract limitations. • Restrictions on type of assignment. • Assignment to remote locations. • Assignment to special work periods. • Incident qualifications. 		
23. Ensure facility maintenance services are provided. <ul style="list-style-type: none"> • Sanitation • Lighting • Clean up • Portable water 		
24. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> • Identify needed/excess personnel and facilities. • Receive and transmit needed information. 		
25. Periodically check work progress on assigned tasks of units, as appropriate.		
26. Perform project inspector duties for the administration of the shower contract. <ul style="list-style-type: none"> • Conduct periodic inspections and adjust as necessary. • Review, approve, and submit invoices to Finance/Admin Unit. • Complete evaluations, and submit to Finance/Admin Unit. 		
27. Ensure adequate rest is provided to all unit personnel.		

Activities to be completed-Facilities Unit Leader Continued	Complete	Not Applicable
28. Prepare unit narrative and submit to Forward Logistics Branch Director.		
29. Prepare information for briefings and meetings.		
30. 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. 		
31. Ensure Facility Unit records and reports are provided to the State ESF8 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:\ESF8 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 ESF8 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*

ESF8 Logistics Phones:

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

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8_FIN-ADM
- Stateesf8_logstaffing@doh.state.fl.us
- Stateesf8_planning@doh.state.fl.us

Logistics

- [hhttps://mail.myflorida.com](https://mail.myflorida.com)
- User Name: FLEOC\eoecs08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

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

Attachment 6: Safety Officer Checklist

SAFETY OFFICER CHECKLIST

Instructions: The checklist below presents the minimum requirements for a Safety Officer.

Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position

Activities to be completed-Safety Officer	Complete	Not Applicable
<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:\ESF8 Logistics).		
5. 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 		
6. Determine current status of Safety Officer activities.		
7. Confirm dispatch and estimated time of arrival of Safety Officer and supplies.		

Activities to be completed-Safety Officer Continued	Complete	Not Applicable
8. Obtain a copy of the State ESF8 Incident Action Plan. <ul style="list-style-type: none"> Determine support needs to meet the IAP. 		
9. Review the State ESF8 Incident Action Plan for information affecting and guiding current and future operations of the Safety Officer.		
10. Determine the needs of the Safety Officer.		
11. 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. 		
12. 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. 		
13. Determine support needs to meet the Incident Action plan or other relevant plans. Gather information to assess the incident assignment. <ul style="list-style-type: none"> Incident activities Unit briefings Planning meetings 		
14. Ensure sufficient Assistant Safety Officers (ASOs) to complete necessary tasks. <ul style="list-style-type: none"> Identify need for ASOs. Order ASOs. Assign ASOs. Supervise ASOs. 		
15. Assign Safety assistants to monitor potentially high-hazard areas of operations that will be considered to be of high risk.		
16. Gather information necessary to assess incident assignment and determine immediate needs and actions. <ul style="list-style-type: none"> Incident Commander's/supervisor's name, location. Make contact. Current resource commitments. Current and anticipated situation (hazardous materials, urban interface, etc.). Expected duration of assignment. 		
17. Brief and keep subordinates informed and updated on hazards.		
18. Recognize potentially hazardous situations.		
19. Coordinate with functional areas within ICS structure.		
20. Interact and coordinate with all command and general staff.		

Activities to be completed-Safety Officer Continued	Complete	Not Applicable
21. Conduct initial and ongoing assessments to gather information and determine incident safety needs.		
22. Identify those risks or hazards with the highest potential for serious accident or injury. <ul style="list-style-type: none"> • Identify those types of operations on an incident of this type that most frequently lead to serious injuries or fatalities. • Discuss with Incident Commander. • Identify actions needed to prevent an accident from taking place. 		
23. Develop ICS Form 215A, Incident Safety Analysis, planning matrix. Prepare and post Safety Message for the incident.		
24. Prepare and post Safety Message for the incident.		
25. Interact and coordinate with all command and general staff. <ul style="list-style-type: none"> • Receive and transmit current and accurate information. • Work directly with Medical Unit Leader on Incident Medical Plan ICS 206. 		
26. Discuss ICS 215A at operational briefings as appropriate.		
27. Prepare and present safety briefing. <ul style="list-style-type: none"> • Briefing should contain information to alert incident personnel of potential risk/hazard considered to be most critical. • Answer any questions that may arise. 		
28. Develop and implement accountability, safety and security measures for personnel and resources in the unit.		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214)		
3. Attend incident planning meetings as required, and provide input and review of the ESF8 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 Safety Unit.		

Activities to be completed-Safety Officer Continued	Complete	Not Applicable
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF8 Incident Action Plan.		
6. Attend incident planning meetings and operations meetings as required, and provide input and review of the ESF8 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. 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. 		
10. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.		
11. Develop schedule/assignments based on IAP or relevant plan.		
12. Confirm estimated time of arrival of staff, equipment, and supplies.		
13. Ensure subordinates understand assignments for operational period.		
14. Ensure established guidelines are followed. <ul style="list-style-type: none"> • Work/rest • Agency safety standards and procedures 		
15. Maintain accountability of assigned personnel as to exact location(s), personal safety/welfare at all times, especially when working in or around incident operations.		
16. Receive reports of significant events.		
17. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • Recognize, mitigate, and communicate potentially hazardous situations. • Monitor condition of assigned resources. • Account for assigned resources. 		
18. Complete ICS Form 215A for each operational period. <ul style="list-style-type: none"> • Discuss ICS Form 215A at operational briefings as appropriate. 		
19. Ensure copies of ICS Form 215A are included in documentation package.		
20. Conduct ongoing assessments to gather information and determine incident safety needs.		

Activities to be completed-Safety Officer Continued	Complete	Not Applicable
21. Update and post safety message for the incident.		
22. Develop and implement a safety action plan. <ul style="list-style-type: none"> • Ensure that hazards and risks are identified and adequately monitored for the duration of the incident. • Share action plan with the Incident Commander and incident staff and revise as necessary. • Ensure any changes in incident hazards and risks with relevant corrective actions are reflected in the safety action plan, safety messages, and/or safety briefings as appropriate. • Coordinate elements of the safety action plan to the IAP. 		
23. Recognize limits of knowledge and seek advice or help on safety management as appropriate.		
24. Exercise emergency authority to stop and prevent unsafe acts. <ul style="list-style-type: none"> • Use direct intervention to correct any extremely dangerous act which is being performed outside of agency regulations, policies, standards, and guidelines. • Discuss with Incident Commander and document action in ICS Form 214, Unit Log. 		
25. Initiate accident investigation team for those accidents that occur within the incident area. <ul style="list-style-type: none"> • Assure information, materials, the scene etc. are preserved to support a complete and thorough investigation of the accident. • Ensure that accident investigation report is completed and provided to Incident Commander and local agency • The investigation should not interfere with the primary duties of the Safety Officer. 		
26. Ensure that accident investigation report(s) is/are complete and provided to Forward Logistics Branch Director and Finance/Admin Unit.		
27. Prepare narrative or special reports. <ul style="list-style-type: none"> • When requested by the incident agency and/or Incident Commander, prepare narrative report of incident. • Include the following items: number of injuries and accidents, general safety situation and problems encountered, description of significant incidents or unsafe situations and recommendations for corrective action. 		
28. Distribute accident investigation reports and initiate follow-up action. <ul style="list-style-type: none"> • Follow up to see that all accident investigation reports are completed and include all required information. • Distribute copies of the report to the Incident Commander and finance position assigned as appropriate. 		

Activities to be completed-Safety Officer Continued	Complete	Not Applicable
Distribute accident investigation reports and initiate follow-up action continued. <ul style="list-style-type: none"> • Recommend need for corrective action based on findings of the report to the Incident Commander. Initiate immediate corrective action, if necessary. • Distribute information concerning accidents to Forward Logistics Branch Director and the Finance/Admin Unit. 		
29. Monitor vehicle/operator operational periods. <ul style="list-style-type: none"> • Audit time and equipment records of drivers/vehicles to ensure they have not exceeded the standards set by the agency on which the incident has occurred. • Operators that have been found to exceed these standards will be relieved immediately. • Document. 		
30. Monitor food and sanitation conditions.		
31. Ensure that special precautions are taken when extraordinary hazards exist.		
32. Inspect potable water supplies. <ul style="list-style-type: none"> • Inspect potable water sources, hauling and storage containers. • Document any deficiencies identified and take corrective action. 		
33. Monitor incident personal protective equipment needs.		
34. Inspect incident facilities as appropriate. <ul style="list-style-type: none"> • Conduct a general inspection of the base and camp facilities soon after they become operational and follow up on a periodic basis throughout the incident for compliance to all health and safety standards. • Identify and document all unsafe conditions and provide this information to the Incident Forward Logistics Branch Director or the Base/Camp Manager. 		
35. Monitor Medical Plan to ensure that it addresses current status of incident.		
36. Ensure roads are inspected within the incident area. <ul style="list-style-type: none"> • Ensure that an inspection has been done on all roads that will be used for the transportation of personnel and equipment. • All roads must be of adequate width, grade, and maintenance condition to allow safe use by the vehicles being utilized on the incident. • Any roads that have been identified as unsafe for vehicle travel will be closed and monitored for unauthorized use 		

Activities to be completed-Safety Officer Continued	Complete	Not Applicable
<p>37. Monitor operational period lengths.</p> <ul style="list-style-type: none"> • Identify personnel exceeding the work standards established by the agency responsible for the incident. • Recommend corrective action to Forward Logistics Branch Director. • Ensure work/rest guidelines are followed. 		
<p>38. Monitor incident personnel for general welfare.</p> <ul style="list-style-type: none"> • Monitor personnel to determine if their needs are being met as related to food, water and rest. • Personnel identified as being high risk due to extreme fatigue or poor physical condition will be evaluated and discussed with Incident Commander, and agency representative for final resolution to problem. 		
<p>39. Remove and identify tools and power equipment determined to be unsafe for use.</p> <ul style="list-style-type: none"> • Review on a periodic basis the condition of hand tools being received on the incident and those being reconditioned to determine they are safe for use. • Tool and power equipment determined to be unsafe for use will be removed from use and identified as such. 		
<p>40. Ensure inspection of vehicles, mechanical equipment, and driver/operator qualifications are completed.</p> <ul style="list-style-type: none"> • A periodic inspection of vehicles will be conducted to ensure they meet all mechanical and maintenance standards. • Ensure drivers/operators are properly trained and have a valid license to operate the vehicle/equipment assigned. • Deficiencies will be documented. 		
<p>41. Relieve immediately vehicles/operators that have exceeded operational period standards.</p>		
<p>42. Close any roads that have been identified as unsafe for vehicle travel and monitor for unauthorized use.</p>		
<p>43. Supply PPE to line workers that lack PPE prior to being transported to the line.</p>		
<p>44. Identify potentially unsafe situations.</p> <ul style="list-style-type: none"> • Monitor all incident activities to identify any potentially unsafe situations. • Take appropriate action by contacting the responsible supervisor for corrective action. • If necessary, take direct action. • Report to Incident Commander and General Staff any action affecting the Incident Action Plan. 		
<p>45. Conduct debriefing with off-duty personnel.</p>		

Activities to be completed-Safety Officer Continued	Complete	Not Applicable
46. Debrief with incident Field Observers. <ul style="list-style-type: none"> • Meet with the incident Field Observer(s) to obtain information on potential high-hazard areas or operations that will be considered to be of high risk. • Use this information in preparation of safety messages and for discussions at briefings. • Safety assistants will be assigned to monitor these areas or operations. 		
47. Participate in agency debriefing or closeout as appropriate. <ul style="list-style-type: none"> • As directed by the Incident Commander, provide a debriefing to the Agency Administrator regarding incident safety history, including accidents, hazards, corrective actions, and commendations. 		
48. Periodically check work progress on assigned tasks of unit, as appropriate.		
49. Ensure adequate rest is provided to all unit personnel.		
50. Prepare unit narrative and submit to Forward Logistics Branch Director.		
51. Prepare information for briefings and meetings.		
52. 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. 		
53. Ensure Safety Officer records and reports are provided to the State ESF8 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:\ESF8 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		

Activities to be completed-Safety Officer Continued	Complete	Not Applicable
7. Ensure that recovered deployed assets and personnel follow approved decontamination processes as established by ESF8 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*

ESF8 Logistics Phones:

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

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8_FIN-ADM
- Stateesf8_logstaffing@doh.state.fl.us
- Stateesf8_planning@doh.state.fl.us

Logistics

- <https://mail.myflorida.com>
- User Name: FLEOC\eocef08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

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

Attachment 7: Food Unit Leader Checklist

FOOD UNIT LEADER CHECKLIST

Instructions: The checklist below presents the minimum requirements for a Food Unit Leader.

Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position

Activities to be completed-Food Unit Leader	Complete	Not Applicable
<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:\ESF8 Logistics).		
5. 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 		
6. Determine current status of Food Unit activities.		
7. Confirm dispatch and estimated time of arrival of Food Unit Staff and supplies.		

Activities to be completed-Food Unit Leader Continued	Complete	Not Applicable
8. Obtain a copy of the State ESF8 Incident Action Plan. <ul style="list-style-type: none"> Determine support needs to meet the IAP. 		
9. Review the State ESF8 Incident Action Plan for information affecting and guiding current and future operations of the Food Unit.		
10. Determine the needs of the Food Unit.		
11. Determine support needs to meet the Incident Action plan or other relevant plans. Gather information to assess the incident assignment. <ul style="list-style-type: none"> Incident activities Unit briefings Planning meeting 		
12. Coordinate with the Forward Logistics Branch Director and other functional areas to obtain resources or organize work space and keep unit operating. <ul style="list-style-type: none"> Order material, personnel and supplies using established procedures. ICS Form 213 Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items. Obtain equipment to complete assignment (e.g., radio, telephones, faxes, computers). Ensure appropriate personnel to support unit (e.g., night operational period, increase/decrease staffing). 		
13. 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. 		
14. Coordinate with functional areas within ICS structure.		
15. Plan and establish food unit for contract catering operation. <ul style="list-style-type: none"> If not already ordered, order caterer and mobile food service unit (use Resource Order Form to request food service). Place order with Ordering Manager. Order will be based on: estimated size and duration of incident, equipment and operators assigned to the incident, available personnel and locations for food service. Order kitchen support crew. Arrange wages with finance section, if not done at point of hire. Numbers to be based on size and duration of incident (determine whether 1 or 2 shifts will be needed). 		
16. Establish food service support system. <ul style="list-style-type: none"> In coordination with Facilities Unit Leader, determine space and facilities needed for kitchen and feeding area set up. In cooperation with Facilities Unit Leader, determine utilities needed for support of food unit. Arrange for appropriate ground and air support. In cooperation with Facilities Unit Leader, develop a schedule 		

Activities to be completed-Food Unit Leader Continued	Complete	Not Applicable
<p>Establish food service support system continued.</p> <ul style="list-style-type: none"> • for maintaining, refueling, and inspecting all mechanical equipment. • In cooperation with Facilities Unit Leader, develop a schedule for removal of garbage and gray water. 		
<p>17. Establish Food service support system. (Continued)</p> <ul style="list-style-type: none"> • In cooperation with Facilities Unit Leader, develop a program for pest and dust abatement. • Cooperate with Facilities Unit Leader to establish and initiate security for food unit. • Establish and operate supplemental food system consisting of extra snacks, fruit, beverages and condiments. Also, order items to be stored in the supply unit such as MREs, hot food containers, etc. • Establish and manage proper food storage with a dry storage area for paper products. • Arrange for communication needs of food unit. 		
<p>18. Develop written contingency plans to ensure continuing food service under adverse conditions. It must be understood that food service is one of the most important functions on the incident and that situations may occur that could interrupt food service. The unit leader must plan for these situations and continue to provide food.</p> <ul style="list-style-type: none"> • Weather contingency. Plan and set up food service area with the assumption that there will be high winds or rain sometime during the incident. • Supply break down contingency. Have a three-meal supply of food or rations. Have a three-day supply for camps on hand. Coordinate with ground support unit, procurement unit, Ordering Manager, and Logistics Section Chief to track orders. • Plan for breakdowns in air or ground support driving meal delivery. • Plan for breakdowns of refrigeration units: coordinate with Facilities Unit Leader. • Plan for breakdowns in food preparation unit: i.e., stoves won't work. • Health problem contingency. • Plan for health problems by having enough prepackaged food available (one-day supply) in the event that the main unit has to be shut down for health problems. • Water is the most important commodity. Be assured of continuing supply. Drinking water has the highest priority. Keep a supply of water available. • Have a contingency plan for catering contract noncompliance to assure that incident personnel continue being fed in the event of a transitional period between a dismissed caterer and newly ordered caterer. 		

Activities to be completed-Food Unit Leader Continued	Complete	Not Applicable
19. 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. 		
20. 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. 		
21. 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 incident briefing as required, and provide input and review of the ESF8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Food Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of the Food Unit.		
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF8 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 Food Unit support needs for the next operational period.		
10. Compare estimated future requirements with expected Food Unit capabilities.		

Activities to be completed-Food Unit Leader Continued	Complete	Not Applicable
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/welfare at all times, especially when working in or around incident operations.		
13. Receive reports of significant events.		
14. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • Recognize, mitigate, and communicate potentially hazardous situations. • Monitor condition of assigned resources. • Account for assigned resources. 		
15. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.		
16. Develop schedule/assignments based on IAP or relevant plan.		
17. Confirm estimated time of arrival of staff, equipment, and supplies.		
18. Ensure subordinates understand assignments for operational period.		
19. Ensure established guidelines are followed. <ul style="list-style-type: none"> • Work/rest • Agency safety standards and procedures 		
20. Manage food unit for contract catering operation. <ul style="list-style-type: none"> • Serve as project inspector and work with caterer to ensure catering operation complies with all clauses, specifications, and stipulations contained in contract. • After arrival of caterer, review food unit layout plans with contractor's representative to determine need changes. • Upon arrival of caterer, review suggested menus to determine if changes may be needed for menu content, variety, or serving size. • Monitor food service to determine if changes are needed in: food handling, cooking, food preparation, or storage. • Obtain feedback from incident personnel on adequacy of food service. • Establish quality control standards with periodic inspections for both in camp meals and sack lunches. • Ensure that caterer supplies all equipment and supplies stated in contract. • Ensure contractor meets health and safety requirements for both in camp meals and dated sack lunches as stated in contract. 		

Activities to be completed-Food Unit Leader Continued	Complete	Not Applicable
<p>Manage Food Unit for contract catering continued:</p> <ul style="list-style-type: none"> • Conduct periodic inspections. • Coordinate with contractor on meal counts (establish who will do the counting), number of meals ordered, meal scheduling, and handling requirements. Give adequate lead time for spiked out meals. • Coordinate with contractor on previous day's bills, including accountability for mileage and rental units used by agency. Payments for requested supplement foods and meals served. Bill will be signed by Logistics Section Chief or Food Unit Leader. • Determine, from demobilization plan, when to demobilize caterers or feeding areas. • Coordinate with facilities section. Make recommendation to Logistics Section Chief for demobilization of caterer. <p>Complete evaluation for catering services.</p>		
<p>21. Ensure all appropriate health and safety measures are met.</p> <ul style="list-style-type: none"> • Conduct periodic inspections of food service area and water quality control • Have Medical Unit keep you informed of any unusually large number of reported illnesses that could be related to food service 		
<p>22. Interact and coordinate with appropriate unit leaders and operations personnel.</p> <ul style="list-style-type: none"> • Identify needed/excess personnel and facilities. • Receive and transmit needed information. 		
<p>23. Periodically check work progress on assigned tasks of unit, as appropriate.</p>		
<p>24. Prepare and submit reports pertaining to food unit.</p> <ul style="list-style-type: none"> • Equipment time, turn in to appropriate unit. • Personnel time reports for AD crews; validate, sign, and turn in to finance section. • Keep copy of order(s) placed on message/change forms and turn in to Ordering Manager. • Keep copies of orders filled and not filled and turn in to Ordering and Receiving Managers. • Complete, with contractor, daily meal order/invoice for mobile food service Forms 1276A and 1276B. Have caterer validate and sign – turn in to equipment time. • Complete mobile food service unit evaluation form. • Food catering service evaluation signed by COTR and caterer – turn in to equipment time. 		
<p>25. Ensure adequate rest is provided to all unit personnel.</p>		
<p>26. Prepare unit narrative and submit to Forward Logistics Branch Director.</p>		
<p>27. Prepare information for briefings and meetings.</p>		

Activities to be completed-Food Unit Leader Continued	Complete	Not Applicable
28. 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. 		
29. Ensure Food Unit records and reports are provided to the State ESF8 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:\ESF8 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 ESF8 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*

ESF8 Logistics Phones:

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

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8_FIN-ADM
- Stateesf8_logstaffing@doh.state.fl.us
- Stateesf8_planning@doh.state.fl.us

Logistics

- <https://mail.myflorida.com>
- User Name: FLEOC\ecocesf08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

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

Attachment 8: Ground Support Unit Leader Checklist

GROUND SUPPORT UNIT LEADER CHECKLIST

Instructions: The checklist below presents the minimum requirements for a Ground Support Unit Leader.

Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position

Activities to be completed-Ground Support Unit Leader	Complete	Not Applicable
<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:\ESF8 Logistics).		
5. 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 		

Activities to be completed-Ground Support Unit Leader Continued	Complete	Not Applicable
6. Determine current status of Ground Support Unit activities.		
7. Confirm dispatch and estimated time of arrival of Ground Support Unit staff and supplies.		
8. 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. 		
9. Obtain a copy of the State ESF8 Incident Action Plan. <ul style="list-style-type: none"> • Determine support needs to meet the IAP. 		
10. Review the State ESF8 Incident Action Plan for information affecting and guiding current and future operations of the Ground Support Unit.		
11. Determine the needs of the Ground Support Unit.		
12. Determine support needs to meet the Incident Action plan or other relevant plans. Gather information to assess the incident assignment. <ul style="list-style-type: none"> • Incident activities • Unit briefings • Planning meeting 		
13. Coordinate with the Forward Logistics Branch Director and other functional areas to obtain resources or organize work space and keep unit operating. <ul style="list-style-type: none"> • Order material, personnel and supplies using established procedures. ICS Form 213 • Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items. • Obtain equipment to complete assignment (e.g., radio, telephones, faxes, computers). • Ensure appropriate personnel to support unit (e.g., night operational period, increase/decrease staffing). 		
14. 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-Ground Support Unit Leader Continued	Complete	Not Applicable
15. Coordinate with functional areas within ICS structure.		
16. Arrange for ground transportation of resources and supplies. <ul style="list-style-type: none"> • Determine number of resources on incident and ordered resources. • Review inventory of transportation with resource unit to determine availability of needed vehicles. • Order additional vehicles required giving type, time needed, and location of need. • Appraise Incident Action Plan for planned transportation requirements. For crew transportation, ensure all vehicle assignments and destinations are clearly identified. 		
17. Supply fuel, service, maintenance, and repair of vehicles and other equipment. <ul style="list-style-type: none"> • Review plan to identify routine fueling and maintenance activities. • Provide appropriate instruction to ground support unit personnel to perform these activities. • Identify maintenance and repair resources needed by ground support unit, e.g., machines, tools, and vehicles. 		
18. Coordinate, develop, and implement incident Traffic Plan. <ul style="list-style-type: none"> • Develop traffic plan with the situation unit. • Acquire needed equipment, supplies, and personnel to implement traffic plan. • Assign personnel to implement traffic plan, e.g., post route marking, sign drop points. • Issue traffic plan map to all drivers. • Survey incident plan map to all drivers. • Survey incident road and bridge conditions and weight limits. • Direct road maintenance operation and equipment. • Notify security for special road assignments. 		
19. 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 		
20. 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. 		

Activities to be completed-Ground Support Unit Leader Continued	Complete	Not Applicable
21. 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 incident briefings as required, and provide input and review of the ESF8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Food Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of the Ground Support Unit.		
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF8 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 Ground Support Unit support needs for the next operational period.		
10. Compare estimated future requirements with expected Ground Support 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/welfare at all times, especially when working in or around incident operations.		
13. Receive reports of significant events.		

Activities to be completed-Ground Support Unit Leader Continued	Complete	Not Applicable
14. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • Recognize, mitigate, and communicate potentially hazardous situations. • Monitor condition of assigned resources. • Account for assigned resources. 		
15. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.		
16. Develop schedule/assignments based on IAP or relevant plan.		
17. Confirm estimated time of arrival of staff, equipment, and supplies.		
18. Ensure subordinates understand assignments for operational period.		
19. Ensure established guidelines are followed. <ul style="list-style-type: none"> • Work/rest • Agency safety standards and procedures 		
20. Provide for proper shipping, storage, and handling of hazardous materials.		
21. Notify resources unit when vehicles are out-of-service.		
22. Reassign vehicles as priorities dictate.		
23. Assign incident identification numbers to vehicles for ease in identifying each vehicle.		
24. Provide for unplanned fueling and maintenance requests.		
25. Maintain record of supplies and maintenance provided by unit.		
26. Maintain record of supplies consumed or assigned to ground support unit.		
27. Assemble and record information on the use of rental, contract and agency equipment. <ul style="list-style-type: none"> • Maintain ICS Form 218 (Support Vehicle Inventory). • Maintain daily rental use records; • Ensure all fuel issues/supplies/maintenance costs are turned in daily. • Maintain an update ICS Form 218 as needed and provide a copy to the resource unit. • Ensure all agreements, contracts and inspections are completed and copies are submitted to Finance/Admin section. 		
28. Coordinate equipment inspections, both pre- and post- event.		
29. Coordinate investigations and follow up of claims with Finance/Admin Unit.		
30. Coordinate Traffic Plan development with the Situation Unit Leader.		

Activities to be completed-Ground Support Unit Leader Continued	Complete	Not Applicable
31. Coordinate with Resource Unit Leader and Situation Unit Leader to review accuracy of information on ICS Form 218.		
32. Coordinate with Operations Section on vehicle and equipment use and future expectations.		
33. Coordinate with other logistics section members for short and long term vehicle assignments.		
34. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> • Identify needed/excess personnel and facilities. • Receive and transmit needed information. 		
35. Periodically check work progress on assigned tasks of unit, as appropriate.		
36. Ensure adequate rest is provided to all unit personnel.		
37. Prepare unit narrative and submit to Forward Logistics Branch Director.		
38. Prepare information for briefings and meetings.		
39. 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. 		
40. Ensure Ground Support Unit records and reports are provided to the State ESF8 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:\ESF8 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 ESF8 Tech Specs.		

Activities to be completed-Ground Support Unit Leader Continued	Complete	Not Applicable
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*

ESF8 Logistics Phones:

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- 850-617-9041

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- StateESF8_FIN-ADM
- Stateesf8_logstaffing@doh.state.fl.us
- Stateesf8_planning@doh.state.fl.us

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Floater Phones

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

Attachment 9: Medical Unit Leader Checklist

MEDICAL UNIT LEADER CHECKLIST

Instructions: The checklist below presents the minimum requirements for a Medical Unit Leader.

Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. This checklist is supported by a Task Book that details the tasks for the position

Activities to be completed-Medical Unit Leader	Complete	Not Applicable
<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:\ESF8 Logistics).		
5. 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 		
6. Determine current status of Medical Unit activities.		
7. Confirm dispatch and estimated time of arrival of Medical Unit staff and supplies.		

Activities to be completed-Medical Unit Leader Continued	Complete	Not Applicable
8. Obtain a copy of the State ESF8 Incident Action Plan. <ul style="list-style-type: none"> Determine support needs to meet the IAP. 		
9. Review the State ESF8 Incident Action Plan for information affecting and guiding current and future operations of the Medical Unit.		
10. Determine the needs of the Medical Unit.		
11. Determine support needs to meet the Incident Action plan or other relevant plans. Gather information to assess the incident assignment. <ul style="list-style-type: none"> Incident activities Unit briefings Planning meeting 		
12. Coordinate with the Forward Logistics Branch Director and other functional areas to obtain resources or organize work space and keep unit operating. <ul style="list-style-type: none"> Order material, personnel and supplies using established procedures. ICS Form 213 Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items. Obtain equipment to complete assignment (e.g., radio, telephones, faxes, computers). Ensure appropriate personnel to support unit (e.g., night operational period, increase/decrease staffing). 		
13. 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. 		
14. Coordinate with functional areas within ICS structure.		
15. Determine Level of emergency medical activities performed prior to the activation of the Medical Unit. <ul style="list-style-type: none"> Obtain information on past medical incidents from Safety Officer, previous medical unit logs, and records. Review of incidents will include identification of cause, numbers, severity, disposition, and agency involved. Perform follow-up as needed. 		
16. Prepare Medical Plan ICS Form 206 in consultation with the Safety Officer. Plan will be updated, as necessary, for each operational period, reflecting changes in incident and resource allocation. The plan will include: <ul style="list-style-type: none"> Inventory of area/regional EMS and health care resources in the area and their capabilities. Incident EMS resources, assignment, and procedures for handling medevac and medical calls. 		

Activities to be completed-Medical Unit Leader Continued	Complete	Not Applicable
17. Prepare Medical Unit procedures to be used in the event of a major medical emergency at the incident. Medical Unit Leader will write standard operating procedures for handling multi-casualty events. Those procedures will include allocation of EMS resources as well as procedure for communication notification of command personnel and receiving health care facilities.		
18. 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. 		
19. 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. 		
20. Develop and implement accountability, safety and security measures for personnel and resources in the Medical Unit.		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Attend incident briefings as required, and provide input and review of the ESF8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Food Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of the Medical Unit.		
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF8 Incident Action Plan.		
7. Review current situation status, resource status, and prediction information.		

Activities to be completed-Medical Unit Leader Continued	Complete	Not Applicable
8. Determine current status of unit activities and advise Forward Logistics Branch Director of current capabilities.		
9. Estimate Medical Unit support needs for the next operational period.		
10. Compare estimated future requirements with expected Medical 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/welfare at all times, especially when working in or around incident operations.		
13. Receive reports of significant events.		
14. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • Recognize, mitigate, and communicate potentially hazardous situations. • Monitor condition of assigned resources. • Account for assigned resources. 		
15. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.		
16. Develop schedule/assignments based on IAP or relevant plan.		
17. Confirm estimated time of arrival of staff, equipment, and supplies.		
18. Ensure subordinates understand assignments for operational period.		
19. Ensure established guidelines are followed. <ul style="list-style-type: none"> • Work/rest • Agency safety standards and procedures 		
20. Declare major medical emergency as appropriate. Ensure appropriate actions are taken in the event of a major medical incident to assess severity and magnitude and make proper notifications.		
21. Respond to request for medical aid, supplies and transportation. <ul style="list-style-type: none"> • Individual managers of the medical unit must function in a way that provides personnel appropriate and timely medical care. • Medical inventories are maintained and updated. • Staffing levels reflect incident size and complexity. • Transportation resources are available for rapid response and evacuation of the seriously ill or injured. 		

Activities to be completed-Medical Unit Leader Continued	Complete	Not Applicable
<p>22. Coordinate with Safety Officer and Compensation/Claims Officer in handling significant illnesses and injuries.</p> <ul style="list-style-type: none"> • Periodically brief Safety Officer of trends in medical complaints experienced by personnel in order to identify safety problems. • Medical Unit Leader will inform claims/compensation personnel of injuries/illnesses requiring medical attention. 		
<p>23. Medical Unit Leader should oversee/perform patient assessment and treatment appropriate for the camp setting.</p> <ul style="list-style-type: none"> • Demonstrate a good knowledge base and experience in the assessment and treatment of acute medical or trauma patients. • Evaluate routine health problems and treat appropriately with over-the counter medications. • Know when patient needs to receive further medical evaluation. 		
<p>24. Interact and coordinate with appropriate unit leaders and operations personnel.</p> <ul style="list-style-type: none"> • Identify needed/excess personnel and facilities. • Receive and transmit needed information. 		
<p>25. Periodically check work progress on assigned tasks of unit, as appropriate.</p>		
<p>26. Ensure adequate rest is provided to all unit personnel.</p>		
<p>27. Prepare unit narrative and submit to Forward Logistics Branch Director.</p>		
<p>28. Prepare information for briefings and meetings.</p>		
<p>29. Identify excess section resources and supplies.</p> <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. 		
<p>30. Ensure Medical Unit records and reports are provided to the State ESF8 Documentation Unit leader at the end of each operational period.</p>		
<p><i>Upon Demobilization</i></p>		
<p>1. Respond to demobilization orders and brief subordinates regarding demobilization.</p>		
<p>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:\ESF8 Logistics).</p>		

Activities to be completed-Medical Unit Leader Continued	Complete	Not Applicable
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 ESF8 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.		

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- Password : !eoC1997*

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- 850-617-9041

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- Stateesf8_logstaffing@doh.state.fl.us
- Stateesf8_planning@doh.state.fl.us

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- Address: esf08@em.myflorida.com

Floater Phones

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

Attachment 10: Acronyms

Activated – Notified that the team has been officially tasked with a mission.

BPR – Bureau of Preparedness and Response

CEMP – Comprehensive Emergency Management Plan

COML – Communications Unit Leader

COMT – Communications Technician

DEPCS – Division of Emergency Preparedness and Community Support

ECO – Emergency Coordination Officer

ESF 7 – Emergency Support Function 7 (Resource Support)

ESF8 – Emergency Support Function 8 (Health and Medical)

FACL – Facilities Unit Leader

FDOH – Florida Department of Health

FDUL – Food Unit Leader

GSUL – Ground Support Unit Leader

IAP – Incident Action Plan

ICS – Incident Command System

LRC – Logistics Response Center

LST – Logistics Support Team

MEDL – Medical Unit Leader

NIMS – National Incident Management System

SERT – State Emergency Response Team

SLRC – State Logistics Response Center

SMRS- State Medical Response System

SPUL – Supply Unit Leader

SOFR – Safety Officer

SOG – Standard Operating Guideline

Attachment 11: Cache Resupply Flow Chart

