

## SUPPLY UNIT LEADER

**Mission:** Acquire, inventory, maintain, and provide medical and non-medical care equipment, supplies, and pharmaceuticals.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Logistics Chief** Signature: \_\_\_\_\_

TMTS Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Receive assignment and briefing from the Logistics Chief. Obtain packet containing Supply Unit Leader Job Action Sheets.		
Read entire Job Action Sheet and review the organizational chart. Put on position identification (if provided).		
Receive assigned radio and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed.		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Dispatch any pre-designated supplies and equipment to patient care areas, including triage and discharge areas. Request transportation assistance from the Transportation Unit Leader.		
Establish and communicate the operational status of the Supply Unit to the Logistics Chief and Finance Chief.		
Determine on hand inventory of the following, based on the type of event. May include, but is not limited to: <ul style="list-style-type: none"> <li>• Airway equipment</li> <li>• Dressings/bandages</li> <li>• Chest tubes</li> <li>• Burn kits</li> <li>• Suture material</li> <li>• IV equipment and supplies</li> <li>• Sterile scrub brushes, normal saline, anti-microbial skin cleanser</li> <li>• Waterless hand cleaner and gloves</li> <li>• Fracture immobilization, splinting and casting materials</li> <li>• Backboard, rigid stretchers</li> <li>• Non-rigid transporting devices (litters)</li> <li>• Oxygen, administration masks, ventilators and suction devices</li> <li>• Personal protective clothing/equipment/masks/respirators.</li> </ul>		
Place emergency order(s) for the critical supplies, equipment and pharmaceuticals needed to the Logistics Chief.		

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Prepare to receive additional equipment, supplies, and pharmaceuticals. Collaborate with Logistics Chief and Planning Chief to track arriving supplies.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Receive assigned radio and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Planning Chief/MST.		
Participate in briefings and meetings as requested.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Work through the Logistics Section Chief to request external resource acquisition assistance.		
Closely monitor equipment, supply, and pharmaceutical usage.		
Notify Security Branch Director to insure control of medications, equipment and supplies, as needed.		
Restock carts and treatment areas per request and at least every 8 hours.		
Advise the Logistics Chief immediately of any operational issue you are not able to correct or resolve.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Ensure your physical readiness through proper nutrition, water intake, and rest		
Continue to provide regular situation briefings to Unit staff.		
Anticipate equipment, supplies, and pharmaceuticals that will be needed for the next operational periods, in consultation with the Medical Operations Section. Place orders in collaboration with the Logistics Chief and Finance Chief.		
Continue effective inventory control and replacement measures		
Continue to document actions and decisions on HICS Form 214 and send a copy to the Planning Chief/MST at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
Coordinate return of all assigned equipment to appropriate locations and restock TMTS supplies.		
Coordinate re-supply ordering and restocking.		
Repair/replace broken equipment.		
Ensure return/retrieval of equipment and supplies.		
Coordinate reimbursement issues with the Finance Section Chief.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Submit comments to the after action report.		
Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief/MST.		
Upon deactivation of your position, brief the Logistics Chief on current problems, outstanding issues, and follow-up requirements.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		
Upon deactivation of your position, brief the Logistics Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Section Chief.		
Submit comments to the after action report.		
Participate in stress management and the after-action debriefings. Participate in other briefings and meetings as required.		

### **Documents/Tools**

- Incident Action Plan
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- HICS Form 256 – Procurement Summary Report
- HICS Form 257 – Resource Accounting Record
- TMTS organization chart
- TMTS telephone directory
- Radio/satellite phone – phone numbers and radio assignments
- Local resource numbers
- Inventory list and vendor supply list