

SUPPORT UNIT LEADER

Mission: Organize and manage the services required to maintain the TMTS supplies facilities, transportation, and labor pool. Ensure the provision of logistical, psychological, and medical support of TMTS staff and their dependents.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initials: _____	
Position Reports to: Logistics Chief	Signature: _____
TMTS Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Logistics Section Chief. Obtain packet containing Support Branch Director Job Action Sheet.		
Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided).		
Receive assigned radio and establish communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed.		
Brief team members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Assess Support Branch areas capacity to deliver needed: <ul style="list-style-type: none"> • Responder health care • Mental health support to staff • Family support to staff • Medical equipment and supplies • Facility cleanliness • Internal and external transportation support • Supplemental personnel management 		
In collaboration with the Safety Officer determine need for staff personal protective equipment; implement protective actions as required.		
Regularly report Service Branch status to the Logistics Section Chief.		
Instruct all Unit Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs; report status to the Supply Unit Leader.		
Assess mental health status concerns and; determine need for expanded support.		
Assess problems and needs in each Unit area; coordinate resource management.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Continue assessing and coordinating Support Branch's ability to provide needed personnel and support services.		
Ensure prioritization of problems when multiple issues are presented		
Continue to evaluate the need for staff personal protection measures, in coordination with the Safety Officer and the Medical Director and implement actions as indicated.		
Assign mental health personnel to visit patient care areas and evaluate staff needs; in coordination with the Medical Director and report issues to the Logistics Section Chief.		
Coordinate use of external resources to assist with service delivery.		
Advise the Logistics Section Chief immediately of any operational issue you are not able to correct or resolve.		
Meet routinely with the Logistics Section Chief for status reports, and relay important information to staff.		
Assess environmental services needs in all staff activity areas.		
Report equipment needs to the Supply Unit Leader.		
Ensure staff health and safety issues being addressed; resolve with the Safety Officer when appropriate.		

Demobilization/System Recovery	Time	Initial
As needs for Support Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Assist the Logistics Section Chief and Unit Leaders with addressing staff health and medical concerns.		
Ensure return/retrieval of equipment and supplies.		
Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Logistics Section Chief.		
Upon deactivation of your position, brief the Logistics Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments in the after action report.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<input type="checkbox"/> Incident Action Plan <input type="checkbox"/> HICS Form 213 – Incident Message Form <input type="checkbox"/> HICS Form 214 – Operational Log <input type="checkbox"/> TMTS organization chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments <input type="checkbox"/> Local resource numbers <input type="checkbox"/> Inventory list and vendor supply list