MATERIEL TRACKING MANAGER

**Mission:** Maintain information on the status, location, and availability of equipment and supplies within the hospital inventory and additional materiel received from outside agencies in support of the incident.

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| Date: Start: End: Position Assigned to: Initial: Position Reports to: **Resources Unit Leader** Signature: Hospital Command Center (HCC) Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment and briefing from the Resources Unit Leader.  |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Appoint Team members as needed and complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief team members on current situation; outline team action plan and designate time for next briefing. |  |  |
| Establish initial inventory of equipment and supplies on hand, including materiel that has been received or ordered in support of the incident, in collaboration with:* Operations Section
	+ Staging Manager
	+ Vehicle Unit Leader
	+ Equipment Supply Unit Leader
	+ Medication Unit Leader
	+ Clinical Support Services
	+ Medical Gases Unit Leader
	+ Medical Devices Unit Leader
* Logistics Section – Supply Unit Leader
 |  |  |
| Develop a consolidated list of all necessary materiel or alternatives that are not already on hand in the hospital supply system, in collaboration with the above Units. |  |  |
| Establish a contact list with just-in-time supply vendors/contractors, in coordination with Finance/Administration’s Procurement Unit. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Meet regularly with the Resources Unit Leader for status reports, and relay important information to team members. |  |  |
| In conjunction with the Finance/Administration Section’s Procurement Unit Leader, complete Procurement Summary Report (HICS Form 256) for newly obtained materiel. |  |  |
| Maintain regular contact with all Sections to ensure necessary materials are provided in a timely manner and returned when no longer needed. |  |  |
| Monitor and report to the Resources Unit Leader, projected shortages of critical supplies or equipment that may affect response capacity or strategy. |  |  |
| Monitor incident status factors such as early discharge, evacuation, or contamination that may alter assumptions about materiel needs and impact supplies. |  |  |
| Develop and submit an action plan to the Resources Unit Leader when requested. |  |  |
| Advise the Resources Unit Leader immediately of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor the Materiel Tracking team’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |  |  |

| **Demobilization /System Recovery** | **Time** | **Initial** |
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| As needs for the Materiel Tracking team’s staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Resources Unit Leader or Planning Section Chief, as appropriate.  |  |  |
| Upon deactivation of your position, brief the Resources Unit Leader or Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Resources Unit Leader for discussion and possible inclusion in the after-action report; topics include:* Review of pertinent position descriptions and operational checklists
* Recommendations for procedure changes
* Section accomplishments and issues
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| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| * Incident Action Plan
* HICS Form 204 – Branch Assignment List
* HICS Form 207 – Incident Management Team Chart
* HICS Form 213 – Incident Message Form
* HICS Form 214 – Operational Log
* HICS Form 256 – Procurement Summary Report
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
* Access to IT systems, specially materiel tracking systems
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