Supply UNIT LEADER

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

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| Date: Start: End: Position Assigned to: Initial:  **Position Reports to: Support Branch Director** 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 Support Branch Director. Obtain packet containing the Unit’s Job Action Sheets. |  |  |
| 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 Personnel Staging Team members and in collaboration with Support Branch Director, complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. |  |  |
| Meet with and brief the hospital’s Materials Management, Procurement and Central/Sterile Supply Personnel, as appropriate. |  |  |
| Dispatch pre-designated supply carts to activated triage and treatment areas. Request transportation assistance from the Transportation Unit Leader. |  |  |
| Establish and communicate the operational status of the Supply Unit to the Support Branch Director and Procurement Unit Leader. |  |  |
| Determine on hand inventory of the following, based on the type of event. May include, but is not limited to:   * Airway equipment * Dressings/bandages * Chest tubes * Burn kits * Suture material * IV equipment and supplies * Sterile scrub brushes, normal saline, anti-microbial skin cleanser * Waterless hand cleaner and gloves * Fracture immobilization, splinting and casting materials * Backboard, rigid stretchers * Non-rigid transporting devices (litters) * Oxygen, administration masks, ventilators and suction devices * Personal protective clothing/equipment/masks/respirators. |  |  |
| Place emergency order(s) for the critical supplies, equipment and pharmaceuticals needed to the Supply Unit Leader and notify the Support Branch Director. |  |  |
| Prepare to receive additional equipment, supplies, and pharmaceuticals. Collaborate with Staging Manager to track arriving supplies. |  |  |
| 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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| Work through the Support Branch Director, Logistics Section Chief and Liaison Officer 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 Support Branch Director 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 Unit personnel’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| 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 Care Branch Director. Place orders in collaboration with the Procurement Unit Leader and notify the Support Branch Director. |  |  |
| Continue effective inventory control and replacement measures. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed. |  |  |
| 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 the 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 Unit’s staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| Coordinate re-supply ordering and restocking for the hospital. |  |  |
| Repair/replace broken equipment. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Coordinate reimbursement issues with the Finance Section Chief. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate. |  |  |
| Submit comments to the Support Branch Director 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 |  |  |
| 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 – Resource Accounting form * HICS Form 257 – Hospital Resource Directory Form * Hospital emergency operations plan * Hospital organization chart * Hospital telephone directory * Radio/satellite phone * PC with internet access, as available * Inventory list and vendor supply list |