

SUPPLY UNIT LEADER

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

Position Reports to: Support Branch Director		Command Location: _____
Position Contact Information: Phone: (____) _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: (____) _____		Fax: (____) _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Support Branch Director on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Supply Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Evaluate current inventories of patient care, pharmaceutical, linen, and hospital support supplies • Anticipate increased demand for supplies as indicated by situation • Evaluate internal or external supply distribution system; coordinate issues with the Liaison Officer, Labor Pool and Credentialing, and Transportation Units, as needed • Verify vendors' ability to continue to support hospital operations per contract or agreement • Verify availability of secondary vendors, if needed 		
<p>Determine unit objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Document unit objectives, tactics, and assignments on the HICS 204: Assignment List • Based on the incident objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Appoint Supply Unit personnel in collaboration with the Support Branch Director ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing 		

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<p>Activities</p> <ul style="list-style-type: none"> • With the Logistics Section Chief and the Support Branch Director, coordinate supply issues with the Operations Section Medical Care and Infrastructure Branches as well as hospital materials management, pharmacy, etc., as needed to develop anticipated supply needs list and resolve issues <ul style="list-style-type: none"> ○ Include potentially affected specialty departments (e.g., emergency department, operating rooms, critical care units) ○ Make recommendations on use reduction measures to preserve existing stockpiles ○ Review existing contracts and Memoranda of Understanding (MOU) to ensure needs are met as expected • Replace or increase inventories of patient care supplies, as indicated and include patient care supplies, oxygen, pharmaceuticals, food, water, and linen • Replace or increase inventories of office supplies, as indicated • With the Operations Section Medical Care Branch Director and appropriate Medical-Technical Specialists, determine specialty supplies necessary for response (e.g., pediatric, burn, chemical, radiological, etc.) not routinely on hand • Place emergency orders of supplies, pharmaceuticals, etc., using existing protocols or special procedures identified by the Finance/Administration Section Procurement Unit • Assure distribution of reserve supplies to areas as indicated in the operational plan, such as carts containing additional: <ul style="list-style-type: none"> ○ Airway equipment ○ Dressings and bandages ○ Chest tubes ○ Burn kits ○ Suture materials ○ Intravenous (IV) equipment and fluids ○ Antimicrobial skin cleanser; waterless hand cleaner ○ Immobilization equipment (backboards, non-rigid transporting devices, litters) ○ Splinting materials ○ Oxygen with administration masks ○ Airway and ventilation support and suction devices ○ Pharmaceuticals ○ Personal protective equipment (PPE) such as clothing, masks, and respirators • Prepare to receive additional equipment, supplies, and pharmaceuticals from vendors; collaborate with the Planning Section Materiel Tracking Manager to track arriving supplies • Obtain information and updates regularly from the Support Branch Director • Maintain current status of all unit areas • Inform the Support Branch Director of activities that have occurred; keep updated with status and utilization of resources and anticipated resource needs • Consider development of a unit action plan; submit to the Support Branch Director if requested • Consider use of outside contract personnel and equipment as needed; coordinate with the Service and Support Branch Directors 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period 		

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<ul style="list-style-type: none"> • HICS 256: As directed by the Finance/Administration Section Procurement Unit Leader, log all purchases on a Procurement Summary Report • HICS 257: As directed by the Logistics Section Chief, use the Resource Accounting Record to track equipment used during the response 		
Resources <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Supply Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Work through the Support Branch Director and the Liaison Officer to request external resource acquisition assistance (e.g., specialized or operational vendors) • With the Planning Section Materiel Tracking Manager, monitor equipment, supply, and pharmaceutical usage • Monitor the operational integrity and inventory of all dispensing machines • Notify the Operations Section Security Branch Director to ensure security of medications, equipment, and supplies, as needed • Restock carts and treatment areas per request, normal protocol, or as indicated in operational plan • Project prolonged capacities to provide supplies and equipment based on current information and situation • Meet regularly with the Support Branch Director for status reports • Advise the Support Branch Director immediately of any operational issue you are not able to correct • Designate times for briefings and updates with unit personnel to develop or update the unit action plan and demobilization procedures 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 256: As directed by the Finance/Administration Section Procurement Unit Leader, log all purchases on a Procurement Summary Report 		

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<ul style="list-style-type: none"> • HICS 257: As directed by the Logistics Section Chief, use the Resource Accounting Record to track equipment used during the response 		
Resources <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Employee Health and Well-Being Unit • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Supply Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Continue to monitor the ability of the Supply Unit to meet workload demands, personnel health and safety, resource needs, and documentation practices • Continue to project food, water, and unit staffing needs; coordinate requests with the Support Branch Director • Provide updates to the Support Branch Director • Meet with unit personnel to address ongoing issues 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 256: As directed by the Finance/Administration Section Procurement Unit Leader, log all purchases on a Procurement Summary Report • HICS 257: As directed by the Logistics Section Chief, use the Resource Accounting Record to track equipment used during the response 		
Resources <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced 		

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<p>Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Supply Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Ensure the return, retrieval, and restocking of equipment and supplies • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Notify the Support Branch Director when demobilization and restoration is complete • Coordinate reimbursement issues with the Finance/Administration Section • Upon deactivation of your position, brief the Support Branch Director on current problems, outstanding issues, and follow up requirements • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit 		

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Documents and Tools

- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- HICS 256 - Procurement Summary Report
- HICS 257 - Resource Accounting Record
- Hospital Emergency Operations Plan
- Hospital Incident Specific Plans or Annexes
- Hospital organization chart
- Supply, equipment, and personnel vendor directories and support agreements
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication