

SUPPLY UNIT LEADER JOB AID

Position: Supply Unit Leader

Section: Logistics Section

Mission:

To order personnel, equipment, and supplies; to receive and store all supplies for the incident; to maintain an inventory of supplies; and to service non-expendable supplies and equipment.

Duties:

- Obtain a briefing from the Support Branch Director or Logistics Section Chief.
 - Participate in Logistics Section/Support Branch planning activities.
 - Liaise with Staging Area Manager to maintain minimum resource requirements.
 - Provide kits to Planning, Logistics, and Finance Sections.
 - Determine the type and amount of supplies en route.
 - Arrange for receiving ordered supplies.
 - Review Incident Action Plan for information on operations of the Supply Unit.
 - Develop and implement safety and security requirements.
 - Order, receive, distribute, and store supplies and equipment.
 - Coordinate contracts and resource orders with the Finance Section.
 - Receive and respond to requests for personnel, supplies, and equipment.
 - Maintain inventory of supplies and equipment.
 - Coordinate service of reusable equipment.
 - Submit reports to the Support Branch Director.
 - Maintain unit/activity log (ICS form 214).
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