

MATERIALS TRACKING UNIT LEADER

Mission: Maintain information on the status, location, and availability of equipment and supplies within the ACS inventory and additional material received from outside agencies in support of the Alternate Care Site.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Resources Unit Leader			Signature: _____	
Incident Command Post (ICP) Location: _____			Telephone: _____	
Fax: _____		Other Contact Info: _____		Radio Title: _____

Activation (Immediate)	Time	Initial
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.		
Receive and review initial list of needed materials and supplies.		
Assess inventory of equipment and supplies available within the Operational Area, including material that has been received or ordered in support of the incident, in collaboration with: <ul style="list-style-type: none"> • Operations Section <ul style="list-style-type: none"> ○ Medical Care Branch Director ○ Infrastructure Branch Director ○ Security Branch Director • Logistics Section – Supply Unit Leader 		
Develop a consolidated list of all necessary material or alternatives that are not currently available within the OA, in collaboration with the above Branches/Units.		
Ensure that the process for ongoing ordering of needed equipment and supplies is established in conjunctions with the Public Health DOC or County EOC, utilizing the Medical/Health Resource Request Form.		
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.		
Complete the Branch Assignment List (HICS Form 204) for next shift or operational period.		

Operations (Intermediate / Extended)	Time	Initial
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Operations (Intermediate / Extended)	Time	Initial
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 material.		
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 material 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.		
Continue to monitor the Material 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
As needs for the Material 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: <ul style="list-style-type: none"> • 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		

Demobilization /System Recovery	Time	Initial
briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • ACS 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 • Medical/Health Resource Request Form • Radio/satellite phone • Access to IT systems, material tracking systems