



JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) Mobile Medical Unit (MMU) Logistics Manager (LOGS)

Mission: The TX EMTF MMU Logistics Manager is responsible for managing and supervising all logistical aspects of a MMU mission, both operational and managerial, from the time of activation through the return to the home jurisdiction. Responsibilities include accountability of personnel and equipment. The MMU Logistics Manager is responsible for the development and completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirements.

Immediate Response (0 – 2 hours)
<p>Receive appointment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gather intelligence, information and likely impact from the sources providing event notification <input type="checkbox"/> Assume the role of MMU Logistics Manager <input type="checkbox"/> Review this Job Action Sheet <input type="checkbox"/> Review common responsibilities from Deployment Resource Guide
<p>Assess the operational situation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from Task Force Leader and/or MMU Group Supervisor on: <ul style="list-style-type: none"> • Size and complexity of the incident • Expectations • Involvement of outside agencies, stakeholders, and organizations • The situation, incident activities, and any special concerns
<p>Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine logistical load plan in coordination with EMTF Coordinator <input type="checkbox"/> Assist with mustering activities such as equipment and supply quality assurance checks. <input type="checkbox"/> Development of travel plan to include convoy order, route and communications. <input type="checkbox"/> Obtain roster and begin completing assignments and schedules. <input type="checkbox"/> Ensure all staff are in appropriate communications threads. <input type="checkbox"/> Begin assessing site location with TFL, Safety Officer and MMU Group Supervisor to determine layout, ingress, egress, helipad location and resupply. <input type="checkbox"/> Verify any support services such as trash disposal, bathrooms, hygiene, medical resupply, food and lodging are initiated. <input type="checkbox"/> Verify contents of Pharmacy Cache with the designated Pharmacy Tech <input type="checkbox"/> Complete any applicable load-out checklist. <input type="checkbox"/> Participate in any pre-departure safety briefings. <input type="checkbox"/> Verify all vehicle safety checks have been completed prior to departing the mustering site. <input type="checkbox"/> Complete any additional pre-departure assignments from MMU Group Supervisor. <input type="checkbox"/> Verify all safety checks have been completed prior to departing the mustering site <input type="checkbox"/> Seek feedback and further information



Texas Emergency Medical Task Force
Job Action Sheet: TX EMTF MMU Logistics Manager

Documentation

- ICS 201: Review the Incident Briefing form
- ICS 208: Review Safety Briefing
- ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

Resources

- N/A

Communication

- Maintain communication with assigned TX EMTF Supervisor

Safety and security

- Ensure that appropriate safety measures and risk reduction activities are initiated.
- Ensure that ICS 215A – Incident Action Plan Safety Analysis is completed and distributed



Texas Emergency Medical Task Force
Job Action Sheet: TX EMTF MMU Logistics Manager

Intermediate Response (2 – 12 hours)

Activities

- Complete PAR check of assigned personnel and assets upon arrival at MMU site as directed by Safety Officer.
- Conduct site walk-through with Safety Manager and MMU Group Supervisor to verify planned site layout.
- Organize and assign staff to facilitate a safe and efficient buildout of MMU site.
- Assign responsibilities for specialized logistical functions such as HVAC and electrical to the most qualified personnel.
- Participate in team & safety briefing prior to setup.
- Monitor and participate in the safe and efficient buildout of MMU site.
- Develop site security plan with Safety Officer.
- Conduct walk-through of completed site with MMU Group Supervisor and Safety Officer.
- Complete all required checklists and report results to MMU Group Supervisor. Complete PAR check with Safety Officer of all personnel and assets upon arrival at MMU site.
- Verify assignments and schedule of staff.
- Conduct staff briefing and communicate assignments and objectives prior to site becoming operational.
- Identify objectives for next operational period

Documentation

- Incident Action Plan (IAP)
 - ICS 204: Assign or complete the Assignment List as appropriate
 - ICS 207: Assign or complete the Organizational Chart for assigned positions
 - ICS 213: Document all communications on a General Message Form
 - ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

Communication

- Maintain communication with assigned TX EMTF Supervisor

Safety and security

- Ensure that patient and personnel safety measures and risk reduction actions are followed



Texas Emergency Medical Task Force
Job Action Sheet: TX EMTF MMU Logistics Manager

Extended Response (greater than 12 hours)

Activities

- Transfer the Logistics Manager role, if appropriate
 - 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 local jurisdiction.
 - Address any health, medical, or safety concerns.
 - Address political sensitivities, when appropriate.
 - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Review IAP.
- Ensure facilities are physically activated with all necessary support services.
- Make daily staff assignments for medical unit staff and provide supervision for personnel and other medical resources.
 - Assign responsibilities for specialized logistical functions such as HVAC and electrical to the most qualified personnel.
- Develop plans for inventorying supplies daily and ensure resupply plan is initiated.
- Verify adequate storage and supply of Pharmacy Cache and verify a resupply plan is in place.
- Confirm resource ordering process with MMU Group Supervisor and/or TFL.
- Monitor for any threats and/or hazards during daily operations and report to Safety Officer.
- Ensure adequate sanitation and safety in food storage and food service in coordination with Safety Officer.
- Participate in any planning meetings as designated by the MMU Group Supervisor.
- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.
- Identify future operational needs (both current and contingency), to anticipate logistical requirements.
- Account for and monitor health, safety, and welfare of personnel.
- Ensure compliance with all safety practices and procedures in coordination with Safety Officer.
- Ensure all staff are kept informed of mission objectives and status changes.
- Account for and monitor health, safety, and welfare of assigned personnel.
- Conduct briefing with Safety Officer and verify all Safety quality assurance inspections are completed.



Texas Emergency Medical Task Force
Job Action Sheet: TX EMTF MMU Logistics Manager

Documentation

- Incident Action Plan (IAP)
 - ICS 204: Assign or complete the Assignment List as appropriate
 - ICS 207: Assign or complete the Organizational Chart for assigned positions
 - ICS 213: Document all communications on a General Message Form
 - ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

Resources

- Authorize resources as needed or requested by Command Staff

Communication

- Maintain communication with assigned TX EMTF Supervisor

Safety and security

- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Manager
- Provide for personnel rest periods and relief.
- Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques



Texas Emergency Medical Task Force
Job Action Sheet: TX EMTF MMU Logistics Manager

Demobilization/System Recovery

Activities

- Transfer the MMU Logistics Manager role, if appropriate
 - 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 local jurisdiction.
 - Address any health, medical, or safety concerns.
 - Address political sensitivities, when appropriate.
 - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Receive Demobilization Order from TFL and/or MMU Group Supervisor.
- Participate in development of Demobilization Plan as requested by MMU Group Supervisor.
- Organize and assign staff to facilitate a safe and efficient demobilization of MMU site.
 - Assign responsibilities for specialized logistical functions such as HVAC and electrical to the most qualified personnel.
- Monitor and participate in the safe and efficient demobilization of MMU site.
- Develop travel plan In coordination with Safety Officer, MMU Group Supervisor and/or TFL.
- Complete all required demobilization checks prior to departing the MMU site.
- Complete PAR check for assigned personnel and assets upon returning to original mustering location.
- Participate in final briefing prior to release of staff and preform "hot wash" of incident and provide any final demobilization instructions.
- Complete an ICS 225 for any assigned personnel.
- Participate in any formal the after-action processes as request by MMU Group Supervisor, EMTF Coordination Center and/or TX EMTF SCO.

Documentation

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis



Texas Emergency Medical Task Force
Job Action Sheet: TX EMTF MMU Logistics Manager

Links

- [Resource Folder](#)
- [WebEOC](#)
- [Asset Trak](#)
- [NOAA/NWS TX Briefing Graphics](#)
- [NOAA/NWS Forecast Maps](#)
- [NOAA/NWS Hurricane Center](#)
- [NOAA/NWS Storm Prediction Center](#)
- [TX EMTF Website](#)
- [TDEM Situation Reports](#)
- [TDEM Region Map](#)

Notes