

## Emergency Operations Center (EOC) Skillset: Supply Unit

**Task Category:**

- Supply Unit Activation Phase Checklist
- Supply Unit Operational Phase Checklist
- Supply Unit Demobilization Phase Checklist

**Task Categories: Complete Supply Unit SEOC Activation Phase Checklist**

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

**Task Categories: Complete Supply Unit SEOC Operational Phase Checklist**

2. Establish and maintain an Activity Log (ICS 214) and other necessary files (e.g., resource request forms).	C, E, F, I, T, A		
3. Determine procurement spending limits with the Purchasing Unit in Finance/Admin Coordination Section. Obtain a list of pre-designated emergency purchase orders as required.	C, E, F, I, T, A		
4. Process resource requests (for all off-incident ordering) to ensure all forms are accurately completed and to validate the resource request. Communicate resource request validation outcomes with requesting party.	C, E, F, I, T, A		
5. Communicate with the requesting party to identify actual need, to clarify the types and amount of equipment and supplies, and to verify the request has not been previously filled through another source.	C, E, F, I, T, A		
6. Communicate progress with the requesting party throughout the fulfillment process.	C, E, F, I, T, A		
7. Determine if requested types and quantities of supplies and materiel are available in inventory. Fill request locally if possible.	C, E, F, I, T, A		
8. Determine if the procurement item can be provided without cost from another jurisdiction or via mutual aid.	C, E, F, I, T, A		

<b>Tasks</b>	<b>Code</b>	<b>Evaluation Record #</b>	<b>Evaluator Initials and Date</b>
9. If resources are unavailable in local inventory or without cost from another jurisdiction, oversee the procurement and allocation of equipment and supplies not normally provided through mutual aid channels.	C, E, F, I, T, A		
10. Prior to completing the order, determine unit costs of equipment and supplies from suppliers and vendors and if they will accept purchase orders as payment.	C, E, F, I, T, A		
11. Coordinate procurement with the Purchasing Unit in the Finance/Admin Coordination Section.	C, E, F, I, T, A		
12. Ensure that orders exceeding the purchase order limit are approved by the Finance/Admin Coordination Section before the order is completed.	C, E, F, I, T, A		
13. If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Admin Coordination Section for development of necessary agreements.	C, E, F, I, T, A		
14. Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.	C, E, F, I, T, A		
15. In coordination with the Personnel Unit, provide food and lodging for SEOC staff and volunteers as required.	C, E, F, I, T, A		
16. Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.	C, E, F, I, T, A		
17. Ensure requesting parties are notified in a timely manner of the arrival of resources, equipment, and other materials.	C, E, F, I, T, A		
18. In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.	C, E, F, I, T, A		
19. Keep the Support Branch Director and Logistics Coordination Section Chief informed of significant issues affecting the Supply Unit.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
20. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

**Task Categories: Complete Supply Unit SEOC Operational Phase Checklist**

21. Ensure all open resource requests are closed out with final disposition and inform requesting party.	C, E, F, I, T, A		
22. Document and relay the status of open orders (i.e., purchased but not received resources) to appropriate agency/ organization representatives and the Resource Tracking Unit.	C, E, F, I, T, A		
23. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		