



SUPPLY UNIT LEADER

Mission: Organize, manage and support building systems, equipment and supplies. Ensure proper cleaning and disinfection of nursing home environment. Acquire, inventory, and provide medical and non-medical care equipment and supplies.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Positions Reports to: Support Branch Director - Signature: _____				
Nursing Home Command Center (NHCC) Location: _____				
Phone: _____		Fax: _____		Email: _____
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment from Logistics Section Chief or Support Branch Director. Obtain packet containing Group's Job Action Sheets.		
Read this entire Job Action Sheet.		
Put on position identification garment or cap.		
Obtain a briefing from Logistics Section Chief or Support Branch Director. Note time for next meeting.		
Notify your usual supervisor of your emergency incident assignment.		
Receive a comprehensive facility status report as soon as possible from the Infrastructure Branch Director (may also include the Maintenance Unit Leader and the Environmental Services Unit Leader) to learn what supplies/services may need to be ordered to effect repairs. Determine what functions of the facility are: <ul style="list-style-type: none"> • Fully functional 100% operable with no limitations • Partially functional, operable or somewhat operable with limitations • Non-functional, out of commission 		
Document location, reason, and time/resource estimates for necessary repair of any system that is not fully operational.		

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
<p>Coordinate activities and inventories with the Maintenance and Environmental Services Unit Leaders within the Operations Section. For Facility Support, determine on hand inventory of the following:</p> <ul style="list-style-type: none"> • Gasoline and other fuels • Medical gases • Power generators • Water (non-drinkable) • Extension cords • Flashlights • Batteries • Fans • Garbage bags • Duct tape • Masking tape 		
<p>For Resident and Staff Support, determine on hand inventory of the following, based on the type of event. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Blankets, bath towels, washcloths • Pillows, sheets • Biohazard management supplies • Medication cups and straws • Disposable briefs • Plastic draw sheets • Sterile soaps • Catheter kits • Nasogastric tubes and Gastrostomy tubes • Tube feedings and pumps • Lancets for blood sugar • Dressings/bandages • Oxygen, administration masks, ventilators and suction devices • Disposable washcloths • Plastic bags 		
<p>Place emergency orders for the above items, or other critical supplies and equipment as needed. Notify the Support Branch Director of items ordered in response to and/or in preparation for an event. Record any expenses related to the emergency event for the Procurement Unit within the Finance/Administration Section.</p>		
<p>Prepare a staging area to receive additional equipment, supplies, and other critical supplies. Track and dispatch arriving supplies.</p>		

ON-GOING	Time	Initial
Work through the Support Branch Director and/or Logistics Section Chief to request assistance with external resource acquisition.		
Closely monitor building system status, equipment and supply usage.		
Re-stock facility management and support areas, supply closets, and carts per request and at least every 8 hours.		
Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve.		
Meet regularly with Support Branch Director and other Unit Leaders to evaluate Branch status and project needs.		
Develop and submit an action plan to the Support Branch Director when requested.		
Report unexpected problems and unresolved issues immediately.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> • NHICS Form 207: Incident Management Team Chart • NHICS Form 213: Incident Message Form

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee