

Food/Facilities Unit Leader**Position Log**

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Logistics Section
Primary	Social Services Director
Potential Alternate(s)	Education Executive Assistant Facilities Manager
Supervisor	Logistics Section Chief
Overview	<ul style="list-style-type: none"> ● Provide food, water, and facilities for EOC and other response personnel and volunteers ● Manages and/or supports ESF-6 Care and Shelter
Description	The Food/Facilities Unit is responsible for securing facilities for EOC personnel and supplying the food needs for the entire incident.
Responsibilities	<ol style="list-style-type: none"> 1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission. 2. Ensure acquired buildings, building floors, and or work spaces are returned to their original state when no longer needed.
Forms and Job Aids	<ul style="list-style-type: none"> ○ Phone books ○ Feeding Plan ○ Purchase Order and Requisition Forms ○ ESF-7 Emergency Logistics and Resources Annex ○ ESF-6 Care and Shelter Annex
Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Identify yourself as the Food/Facilities Unit Leader (Orange Vest). ○ Report to the Logistics Section Chief or other assigned Supervisor. ○ Set up your workstation and review your position responsibilities. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. ○ Contact the ESF-6 Care and Shelter Coordinator and/or Care and Shelter Unit and identify coordination efforts that can be undertaken.

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Checklist - Operational Phase	<ul style="list-style-type: none">○ Establish and maintain a time card, position log, and other necessary files.○ Work closely with other sections in determining facilities and furnishings required for effective operation of the EOC.○ Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.○ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.○ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.○ Develop and maintain a status board or other reference which depicts the location of each facility being used and/or available; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.○ As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.○ Keep the Logistics Section Chief informed of significant issues affecting the Food/Facilities Unit.○ Determine food and water requirements for response and recovery personnel and volunteers.○ Determine the method of feeding to best fit each facility or situation.○ Obtain necessary equipment and supplies and establish cooking facilities.○ Ensure that well-balanced menus are provided.○ Order sufficient food and potable water from the Supply/Procurement Unit.○ Maintain an inventory of food and water.○ Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.○ Supervise caterers, cooks, and other Food Unit personnel as appropriate.
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Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate and close out time card and logs when authorized by the Logistics Section Chief.○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate.○ Be prepared to provide input to the hot wash and after action report.○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Transition support to ESF-7 Emergency Logistics and Resources, ESF-17 Volunteer and Donations Management.○ Work with any other Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.