

Equipment/Fuel Unit Leader**Position Log**

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

Functional Checklist

Organization	Logistics Section
Primary	Fleet Manager
Potential Alternate(s)	Landscaping/Grounds Supervisor Facilities Supervisor
Supervisor	Logistics Section Chief
Overview	<ul style="list-style-type: none">● Maintains and repairs all mobile ground equipment.● Fills requests for equipment.● Fuels all mobile ground equipment, generators, and specialized equipment
Description	The Equipment/Fuel Unit provides service, repair, and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.
Responsibilities	1. Ensure that adequate equipment and equipment services (maintenance and POL) are provided.
Forms and Job Aids	<ul style="list-style-type: none">○ ESF-7 Emergency Logistics and Resources Annex to the EOP○ Purchase Orders and Requisitions○ Blank Resource Order Forms (ICS-308)
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 Equipment/Fuel 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 identify mutual coordination efforts that can be undertaken.

Equipment/Fuel Unit Leader

Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Establish and maintain a position log, time card, and other necessary files. ○ Obtain the Incident Action Plan (IAP) to determine locations for assigned resources, Staging Area locations, and fueling and service requirements for all resources. ○ Maintain contact and coordination with the Transportation Unit Leader. ○ Obtain necessary equipment and supplies to support equipment maintenance and operations. ○ Provide maintenance and fueling according to schedule. ○ Prepare schedules to maximize use of available transportation. ○ Provide transportation and support vehicles for incident use. ○ Coordinate with supporting agency representatives on service and repair policies, as required. ○ Inspect equipment condition and ensure coverage by equipment agreement. ○ Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in an efficient operating condition), and place orders with the Supply Unit. ○ Maintain Support Vehicle Inventory and share with Resources Status Unit in the Planning Section. ○ Maintain equipment rental records. ○ Maintain equipment service and use records. ○ Check all service repair areas to ensure that all appropriate safety measures are being taken.
Checklist - Demobilization Phase	<ul style="list-style-type: none"> ○ Deactivate your assigned position and close out 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-1 Transportation and continue to service response and recovery vehicles and equipment. ○ Work with any other Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.