

Resources Status Unit Leader

Position Log

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

Functional Checklist

Organization	Planning Section
Primary	Public Works Director
Potential Alternate(s)	Public Works Manager Transportation Manager Facilities Manager
Supervisor	Planning Section Chief
Overview	<ul style="list-style-type: none"> ● Coordinates with check in activities with Admin. ● Prepare and process resource status change information. ● Maintain master check in list of resources assigned to the EOC. ● Prepare and maintain displays, charts, and lists, which show status and location of all assigned resources
Description	The Resource Status Unit Leader is responsible for maintaining the status of all assigned resources (primary and support) to the EOC. This is achieved by overseeing the check-in/ out of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources (e.g., key supervisory personnel, primary and support resources, etc.).
Responsibilities	<ol style="list-style-type: none"> 1. Maintain record of all resources assigned to support EOC operations. 2. Keep T-Card System Rack up-to-date. 3. Coordinate with other units in the Planning and Intelligence Section and units in the Logistics Section to capture and centralize resource status information. 4. Develop and maintain resource status boards. 5. Supervise any assigned personnel.
Forms and Job Aids	<ul style="list-style-type: none"> ○ White Boards ○ Resource Status Logs ○ T-Cards ○ T-Card System overview ○ Planning cycle job aid

Resources Status Unit Leader

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 Resource Status Unit Leader (Blue Vests)○ Report to the Planning Section Chief, or other assigned Supervisor.○ Set up your workstation and review this checklist.○ Establish and maintain a time card and position log that chronologically describes your actions taken during your shift.○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
Checklist - Operational Phase	<ul style="list-style-type: none">○ Establish the T-Card Rack and accountability of personnel and equipment.○ Prepare assignment list and maintain master EOC organization chart.○ Coordinate closely with all units in the Logistics Section particularly supply/procurement, personnel, and transportation○ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.○ Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.○ Work closely with other Planning Section and Logistics Section units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.○ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.○ Coordinate demobilization of resources to providing organizations (whether internal or external).

Resources Status Unit Leader

Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out logs when authorized by the Planning 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-was 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">○ Coordinate any equipment resource rehabilitation with ESF-1 Transportation.○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.