

## **POSITION #13, TITLE: Supply**

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**Direct Supervisor: Logistics Section Chief**

**Mission: Ensure that EDS is stocked with appropriate supplies. Check supplies and notify supervisor when re-ordering necessary. Pick up supplies at vendors if directed.**

**Qualifications: Non-medical, must be able to be on feet for long periods. Must have current driver's license and car.**

### **POSITION RESPONSIBILITIES**

#### **Initial Action/Planning Phase**

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with EDS supply list and storage areas

#### **Primary Responsibilities During Site Operation**

- SIGN IN FOR SHIFT
- Take supplies to required stations as directed
- Check supply availability and notify supervisor when running low
- Pick up supplies from local vendors if vendors are unable to deliver
- Notify supervisor of any new supply requests by station staff
- Brief incoming shift replacement
- SIGN OUT

#### **Deactivation Phase**

- Assist with the teardown and re-packing of the assigned area.
- Identify issues for After Action Report.
- Participate in de-briefing.