

Resource Unit Leader

Mission: Maintain information on the status, location and availability of personnel, supplies and major equipment to ensure availability of use during POD operations. Maintain a master list of all resources assigned to POD operations. Ensure staff readiness through JITT and Check-In.

Date: _____ Location: _____ Shift: _____ Reports to: Planning Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214 on a continual basis.		
Establish check-in function for both staff and volunteers at POD site		
Compile, maintain and display resource status information on: all tactical support personnel, equipment and supplies (including agency-owned, mutual aid and hired) and transportation and support vehicles.		
Review ICS Form 201 for resource information		
Review Check In List, ICS Form 211		
Establish and maintain resource tracking system		
Maintain a roster of all resources at POD to include: personnel, resources, and equipment.		
Provide appropriate JITT for volunteers and staff to meet needs of assigned position		
Document all key activities, actions, and decisions in an Incident Briefing Form, ICS Form 201		

Demobilization	Time	Initial
Ensure staff and volunteers sign out and return assigned equipment (i.e. vest, radios, etc.)		
Ensure return/retrieval of equipment and supplies.		
Assist with development of the incident AAR and improvement plan		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Planning Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents

- ICS organization chart
- ICS Form 201
- ICS Form 211
- ICS Form 214

Tools

- Position identification