

Medical Supply Coordinator

Reports to: Medical Group Supervisor

Assignment Location: Supply cache on scene, Treatment Area or Bureau of Equipment

Talk Group: _____

Radio call sign: Medical Supply Coordinator

Skills needed: Knowledge of medical supplies and equipment but may be a non-medical person. Knowledgeable about managing and maintaining inventory. Knowledge of local resources, including DMSU and MCU-1/2.

Mission: Coordinate requests, receive, distribute, track and maintain stock for medical supplies and equipment assigned to the Medical Group.

Immediate and On-Going Actions:

- Don vest and PPE.
- If the Logistics Section is established, the Medical Supply Coordinator will coordinate requests through the Logistics Section Chief or Supply Unit Leader. Otherwise, requests are funneled through the Medical Group Supervisor to the Incident Commander.
- Maintain and distribute inventory.
- Coordinate personnel performing medical re-supply.
- Establish secure medical supply cache near incident.
- Oversee retrieval and management of cached supplies.