**Site Logistics Lead**

**Position Checklist**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

* Obtain briefing from Site Manager
* Review incident objectives and recommended strategies.
* Review/determine status of current tactical assignments.
* Review current organization, location of resources, and assignments.
* Work with Site Operations Lead to determine needed supplies and equipment.
* Review applicable reference materials for your section, including plans, annexes, Field Operation Guides and Standard Operating Procedures
* Determine/identify and brief staff that report to you.
* Coordinate with Facility Liaison for site-specific orientation and location of logistical resources available to be used in incident operations
* Participate in site set up and provide operational areas with necessary supplies and equipment.
* Oversee site logistics
* Monitor operational areas and address issues/make changes to increase efficiency
* Communicate to Site Manager on status of resources, issues, and orders for supplies and equipment.
  + Establish ordering thresholds with DOC.
* Participate in Site Management briefings
* Communicate with Logistics Section Chief (at the DOC)
* Notify Site Security of expected deliveries
* Track supplies, inventory, receipts, invoices, etc. and provide them to the Site Planning Section or directly to the Planning Section Chief or Logistics Section Chief at the DOC.
* Evaluate situation and provide update to Site Planning Lead
* Location, status, and assignment of resources
* Coordinate the requests for additional resources from Site Operations and Planning Leads
* Ensure coordination of the Logistics Section with other Site Leadership throughout incident
* Ensure Logistics Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate
* Ensure resource ordering and logistical support needs are fulfilled in a timely fashion
* Identify and correct communications problems
* Keep Planning up-to-date on resource and situation status
* Keep Site Manager apprised of logistical status
* Document key actions, decisions, and communications on ICS Form 214. Complete an end of shift report for incoming Logistics Lead, including key activities and pending issues. Ensure documents are also forwarded to the Planning Section for incident filing.
* Brief oncoming Site Logistics Lead at change of shift.
* Participate in site demobilization/clean up.