**Site Manager**

**Position Checklist (PCL)**

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 Operations Section Chief (or designee) at the Department Operations Center (DOC)
  + Receive briefing on incident objectives and recommended strategies.
    - Recommend site-specific objectives and strategies.
  + Identify site organization, location of resources, and assignments.
  + Identify scale and functions at the site. (Note: scale and functions will be determined initially by the DOC).
    - Determine, monitor, and adjust the logistical needs of the site
    - Determine, monitor, and adjust the staffing needs of the site
    - Identify expectations, needs and challenges
* Review applicable reference materials that pertain to your site operations, including plans, annexes, Field Operation Guides and Standard Operating Procedures.
* Ensure site set up. Organize site to ensure operational efficiency, personnel safety and adequate span of control.
* Develop communications protocols
  + Internal to Site
  + Other appropriate partners
* Manage the Site
  + Determine briefing schedule/Conduct briefings
  + Identify, review and communicate goals and objectives for site operations with Site Management leaders
  + Provide direction to site leadership as needed
  + Ensure effective and efficient site operations
  + Ensure accurate and timely information is being provided to the Site management staff, DOC Planning Section or other DOC Command staff according to established timelines
  + Ensure effective on-site agency coordination, through Agency Representatives and Liaison Officer if activated
  + Ensure, with Site Safety Officer, the continued safety of the facility and staff
  + Ensure the necessary sections are activated and staffed appropriately as needed
* Evaluate situation and provide status reports to Planning Section (DOC)
  + Location, status, and assignment of resources
  + Effectiveness of tactics
  + Desired contingency plans
* Ensure coordination of the Site throughout incident
* Ensure 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 passed to Logistics in a timely fashion and enforce ordering process. Determine the ordering approval threshold in coordination with DOC.
* Notify Site Logistics of communications/technology problems
* Keep Site Planning up-to-date on resource and situation status
* Notify Site Liaison of issues concerning cooperating and assisting agency resources
* Keep Safety Officer involved in tactical decision-making
* Keep Operations Section Chief (at the DOC) updated on status of operational efforts
* Hold Site meetings, as necessary, to ensure communication and coordination among Site Leadership.
* Document key actions, decisions, and communications on ICS Form 214. Complete an end of shift report for incoming Site Manager, including key activities and pending issues. Ensure documents are also forwarded to the Planning Section for incident filing.
* Brief oncoming Site Manager at change of shift.
* Assure site demobilization/clean up.