**Site Operations 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 Logistics Lead to determine location of available supplies and equipment.
* Review applicable reference materials for your section, including plans, annexes, Field Operation Guides and Standard Operating Procedures
* Determine which operational groups/units report to you and brief those staff.
* Oversee site set up to ensure optimal operational efficiency.
* Oversee site operations
* Manage tactical operations to meet incident objectives
* Monitor operational areas and address issues/make changes to increase efficiency
* Communicate with Group Supervisors/Unit Leaders
* Communicate to Site Manager
* Participate in Site Management briefings
* Conduct briefings with Site Operations staff
* Evaluate situation and provide update to Site Planning Lead
* Location, status, and assignment of resources
* Effectiveness of tactics
* Desired contingency plans
* Determine need and request additional resources from Site Logistics Lead
* Ensure coordination of the Operations Section with other Site Leadership throughout incident
* Ensure Operations 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 passed to Logistics in a timely fashion
* Notify Logistics of communications problems
* Keep Planning up-to-date on resource and situation status
* Keep Site Manager apprised of status of operational efforts
* Document key actions, decisions, and communications on ICS Form 214. Complete an end of shift report for incoming Ops Chief, including key activities and pending issues. Ensure documents are also forwarded to the Planning Section for incident filing.
* Brief oncoming Site Operations Lead at change of shift.
* Participate in site demobilization/clean up.