CDC Supervisor’s checklist

This template is intended as a prompt only. It includes elements that all CDEM Groups must consider, but may be customised according to CDEM Group size, structure, and resources. Brown text can be deleted.

These tasks are performed by the CDC Supervisor, who activates, manages, and closes a CDC in consultation with coordination centre personnel, including the Group or Local Welfare Manager. For large responses, or at larger CDCs, the role of CDC Supervisor may be performed by more than one person. Alternatively, a CDC Supervisor may appoint Assistant CDC Supervisors, and delegate specific tasks to them.

| Activation tasks |  |
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| Liaise with the owner/operator of the facility to ensure that the building is safe, and that all utilities are switched on and operational.  |  |
| Activate CDC staff, providing them with an initial situation overview and relevant access information for the CDC facility. |  |
| Activate and/or brief security personnel, as required.  |  |
| Brief staff as they arrive, including any health and safety procedures. |  |
| Provide staff with initial resources, including ID badges or vests. |  |
| Establish the CDC layout according to plans and available resources. |  |
| Allocate staff to set up designated areas according to plans and the directions of the Controller, which may include:* a meet-and-greet area (attended by CDC staff who can direct people to the right areas)
* public information area (set up and managed under the direction of the PIM team)
* volunteer coordination (set up and managed under the direction of the Volunteer Coordination or Operations team)
* catering areas (set up and managed by the Logistics team, or a team from another agency or organisation)
* the welfare services sub-functions (set up under the direction of the Group or Local Welfare Manager, and representatives of the agencies responsible for each sub-function)
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| Ensure that each area has appropriate and accessible signage. |  |
| Ensure that communications systems and equipment are set up and operational. |  |
| Advise the Group or Local Welfare Manager that the CDC is operational, and provide an initial situation report. |  |
| Advise the Local Welfare Manager of any resourcing or staffing shortfalls. |  |
| Liaise with additional CDC staff as they arrive, as well as representatives of other welfare services agencies. |  |

| Ongoing tasks |  |
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| Maintain regular contact with the Group or Local Welfare Manager. |  |
| Liaise regularly with all function and sub-function representatives that are active in the CDC. May include:* representatives of welfare services agencies
* Volunteer Coordination personnel
* Members of other CIMS function teams, including PIM, Operations, or Logistics
* Representatives of NGOs or community-based organisations.
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| Liaise with other activated CDC supervisors. |  |
| Oversee rostering, breaks, and appropriate record-keeping for CDC staff. |  |
| Ensure that CDC staff are fed (liaise with Logistics personnel). |  |
| Brief or debrief CDC staff as appropriate. |  |

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| Final tasks |  |
| Ensure all CDC staff have been debriefed and stood down.  |  |
| Ensure all documentation and records have been collected and stored appropriately. |  |
| Ensure that resources have been returned to their original locations, or to their original owners. |  |
| Ensure the facility is left clean, tidy, and secure. |  |