###### Logistics readiness checklist

This (optional) checklist is for use by CDEM personnel responsible for preparing for Logistics before an emergency occurs.

References are to sections in the *Logistics in CDEM* Director’s Guideline.

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| Gathering information  | (see *5.1 Gathering information*) |

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| Contact database tasks: |
| database has been set up |  |
| database is accessible to all potential members of a Logistics team during an event |  |
| database is updated every 3 months, any hard copies reissued, and users informed |  |
| appropriate email groups have been set up |  |
| Database includes:  |
| higher response level Logistics contacts |  | lifeline utilities |  |
| nearby CDEM Groups or local authorities |  | hospital and health services |  |
| local CDEM roles that work with Logistics |  | commercial providers |  |
| other local CDEM related organisations  |  |  |  |
| Supporting CDEM information held and understood by Logistics personnel includes: |
| local, regional, and national CDEM structures |  | links to *National CDEM Plan and Guide*  |  |
| link to the *CDEM Group Plan* |  | readiness roles of local CDEM volunteers |  |
| readiness roles of local and CDEM Group staff  |  | response roles of local CDEM volunteers |  |
| response roles of local and CDEM Group staff  |  | recovery roles of local CDEM volunteers |  |
| recovery roles of local and CDEM Group staff  |  |  |  |

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| Planning and or/setting up | (see *5.2 Planning and setting up*) |

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| Tasks completed: (Locations and people identified in this section are available [insert location here]) |
| initial Logistics team (and a back-up team) is identified |  | Logistics workspace default location is identified |  |
| Logistics pool is identified for any required rosters |  | Logistics workspace back-up locations are identified |  |
| Logistics personnel details are updated every 3 months |  | Assembly Area default location is identified |  |
| Logistics personnel have emergency plans for home |  | Assembly Area back-up locations are identified |  |
| means of communication set up |  | required resources are sourced |  |
| hard copies & USBs of required documents set up |  | Logistics response resource boxes are set up |  |
| Staffing shortfall identified, and request for supplementary staffing developed |  |  |  |

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| Developing processes and documentation |  |
| (see *5.3 Developing processes and supporting documentation*) |

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| Documentation and processes developed: |
|  Logistics readiness checklist |  | descriptions of duties for Logistics team members |  |
|  Logistics response checklist |  | required resources list |  |
|  Logistics response procedure(including activation) |  | Logistics role descriptions |  |
| monitoring and evaluation process |  |  |  |

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| Training and development | (see *5.4 Training and development*)  |

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| Training tasks carried out: |
| skill gaps are identified |  | Logistics personnel participating in exercises  |  |
| potential programmes by CDEM and external organisations are identified  |  | Logistics training and development programmes for individual personnel developed |  |
| workshops for CDEM Group Logistics organised |  | mentoring/shadowing exchanges organised |  |