**Logistics response checklist**

This checklist is optional, and is intended to:

* be used alongside the Logistics Response procedure
* be used at the ECC, or at the EOC if the ECC is not activated. If it is used for an EOC when the ECC is activated, the tasks will need to be amended appropriately
* be amended to reflect actual processes used by the Logistics team
* have *grey text* replaced with the required information, and brown text deleted

Ensuring tasks are carried out is the responsibility of the Logistics Manager. The tasks may be assigned to Logistics personnel, unless stated otherwise.

**Start up**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Done**  **(tick)** | **Assigned to** | **Started (date/time)** | **Finished**  **(date/time)** |
| **Logistics Manager is informed of the emergency** |  | CDEM Duty Officer |  |  |
| **Logistics Manager is briefed** by the Controller about current situation and the response |  | Logistics Manager |  |  |
| **Logistics Manager sets up Logistics team:** |  |  |  |  |
| Determine how many Logistics personnel are needed initially |  | Logistics Manager |  |  |
| Recruit people for Logistics team from pool using agreed process and set up a short term roster |  | Logistics Manager |  |  |
| **Set up the Logistics workspace:** |  |  |  |  |
| Determine initial location of Logistics team workspace |  | Logistics Manager |  |  |
| Set up Logistics workspace with resources and personnel as available |  |  |  |  |
| **Logistics Manager attends Incident Management Team (IMT) briefing** |  | Logistics Manager |  |  |
| **Set up communication with other coordination centre** |  |  |  |  |

**On-going response work**

|  |  |
| --- | --- |
| **Logistics Manager’s on-going tasks** | **Assigned to** |
| Liaise with Operations, Planning, Welfare and Intelligence Managers | Logistics Manager |
| Liaise with Logistics staff at other ECCs/EOCs, and at emergency services | Logistics Team |
| Carry out daily tasks as listed in following section | Logistics Manager and Team |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Print off, or cut and paste as required to last duration of emergency* | |  | |  | |  | | | *Indicate with a tick* | | |
| **Daily checklist** | **Date:** |  |  | |  | |  |  | |  |  |
| **Logistics Manager daily tasks** | |  |  | |  | |  |  | |  |  |
| Attend CDEM/IMT briefings at coordination centre, present progress and any issues or concerns | |  |  | |  | |  |  | |  |  |
| Review Logistics team requirements (personnel, resources, spaces) | |  |  | |  | |  |  | |  |  |
| Ensure tasks recorded in task log are being assigned and completed in good time | |  |  | |  | |  |  | |  |  |
| Track expenditure, and raise variances with the Controller | |  |  | |  | |  |  | |  |  |
| Track progress of major procurements | |  |  | |  | |  |  | |  |  |
| Liaise with Logistics Managers in other coordination centres | |  |  | |  | |  |  | |  |  |
| Lead handover briefings at shift changes | |  |  | |  | |  |  | |  |  |
| **Daily checks – Logistics Manager to carry out remedial actions if not occurring** | |  |  | |  | |  |  | |  |  |
| Information used by Logistics personnel to update resource requirements is current | |  |  | |  | |  |  | |  |  |
| All Logistics tasks are written in the task log, and signed off when completed | |  |  | |  | |  |  | |  |  |
| Critical resources are being identified and managed effectively | |  |  | |  | |  |  | |  |  |
| Approval processes for Resource Requests are being followed | |  |  | |  | |  |  | |  |  |
| Records of all information (incoming, or released) is being stored so it is easily retrievable for archiving, and is following naming conventions | |  |  | |  | |  |  | |  |  |
| Logistics personnel are having regular breaks during their shifts | |  |  | |  | |  |  | |  |  |
| There are sufficient Logistics personnel being included in the pools for the rosters to:  cover the required skills  ensure Logistics personnel are getting days off for rest and recuperation | |  |  | |  | |  |  | |  |  |
| Staff handovers at the transition from one shift to another are completed with new information and outstanding tasks passed on | |  |  | |  | |  |  | |  |  |
| Logistics personnel are managing stress, and getting enough nourishment and refreshment. | |  |  | |  | |  |  | |  |  |

**Winding down**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Done**  **(tick)** | **Assigned to** | **Started (date/time)** | **Finished**  **(date/time)** |
| Ensure all unused resources are stored for use during BAU, returned, or disposed of |  |  |  |  |
| Return any facilities used to their BAU state |  |  |  |  |
| Debrief Logistics personnel before they return to their BAU roles, as teams and/or individuals |  |  |  |  |
| Provide Logistics issues and learnings to CDEM debriefing sessions |  |  |  |  |
| Ensure new resources are ordered to replace used stock |  |  |  |  |
| Ensure plans and procedures are updated to reflect debriefing lessons |  |  |  |  |
| Ensure all records are archived, following the requirements of the *Public Records Act 2005* |  |  |  |  |