



# OR-TF 1 LOGISTICS MANAGER CHECKLIST

FORM  
011LOG

Logistics Manager (LM) is part of the Advance Team, and reports directly to the Task Force Leader (TFL). LM responds within 30 minutes of notification, preferably with the other Advance Team members. If not, maintain contact via radio or phone with other Advance Team members. The LM is responsible for equipment check out and check in, and determining and requesting other logistical needs for the Task Force.

## MOBILIZATION

- Determine Location of Point of Departure (POD) jointly with TFL at briefing. (Form 003TFL)
- Depart within 30 minutes of notification as an Advance Team member. May depart individually, or with other Advance Team members, only government agency vehicles may be utilized.
- Determine Travel Route through ODOT (Form 003TFL) and relay to Advance Team. **Call 511 for Road closure information or contact regional offices:**
  - Station 1 -TMOG / PORTLAND  
Public (503) 283-5859      Region 1
  - Station 2 TOC / SALEM  
Public (503) 362-0457      Region 2
  - Station 4 TOC / BEND  
Public (541) 388-6232      Region 4 + 5
  - Station 3 TOC / MEDFORD  
Public (541) 858-3103      Region 3
- At the incident, coordinate with US&R Safety Officer to determine best location for cache trailer and Base of Operations (BoO). Convey request to reserve this area to IC through TFL.
- Request a local liaison from IC through TFL. Obtain or establish a local resource list with liaison for specialized equipment, e.g. cranes etc.
- Based on on-site equipment, and responding US&R cache equipment, anticipate additional tools, heavy equipment, etc needed, and relay to TFL.
- Supervise state cache trailer location and set-up of BoO upon arrival of task force. Request assistance from local agencies, or task force members through the TFL

- Implement cache resource tracking to ensure equipment is checked out, and scarce resources are shared or prioritized. (ICS 213 General Message Form/ T cards)
- Maintain records on damaged or missing equipment, and disposables used, e.g. blades, bits, etc

### **DEMOBILIZATION**

- Return equipment to operational readiness, and compare check out to check in to insure no equipment is left on scene. Accurately record all equipment that can not be accounted for. Purge fuel from tools, and replace bits/ blades as needed
- Arrange through TFL for ODOT driver, if not on scene, and/or ODOT van(s) if needed, for transport of task force personnel back to POD. No vehicles or personnel shall leave without being checked out by OSFM/ IMT. Whenever possible the entire task force shall convoy together to the POD. At the minimum, all task force elements shall remain in contact by phone or radio.
- At POD, solicit help for thorough cleaning and drying of tools, and make sure all tools are put in their proper location

### **POST INCIDENT CONSIDERATIONS**

- Within 48 hours of return to POD, the Logistics Manager will prepare a written report to document any tools, equipment, and supplies that were used, damaged, or missing. Forward this report to the TFL to request re-imbursement on all Governors approved activations.
- Report status of cache to cache manager
- Be responsible for providing de-briefing comments regarding the mobilization and issues with tools, etc.

### **NOTES:**