**CONVOY CHIEF CHECKLIST**

* **Pre-Deployment**
	+ Inspect convoy vehicles
		- Fuel level
		- Loose equipment
* Confirm Incident Location
* Obtain directions (Dispatch /LOGS chiefs)
* Provide Convoy leader cell phone number to LOGS and RED Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Reception/Staging Area Location
* Determine Convoy communications plan Security Code Word for reception/staging access \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Any change in Out of Division Box Card apparatus assignment due to fill-in for unavailable, additional transport vehicles requested, etc.
	+ As units arrive at POD:
	+ Check In Personnel & Equipment
	+ Verify that all personnel have a Velcro name tag
	+ Verify that all personnel have completed the Emergency Contact Information form
	+ Verify that all personnel have the mandatory PPE
* Assemble and issue personnel Go-Kits (may follow response)
* Deploy Communications Go-Kits in responding apparatus
* Conduct briefing for departing units
	+ Route
	+ Reception/Staging area location
	+ Refueling Locations
	+ Convoy Comms (disseminate comms plan)
	+ Emergency procedures
		- Breakdown
		- Accident
		- Injuries
	+ Obtain Division debit card/ cash
		- Start Expense Log
	+ Check with LOGs chiefs for route/ fuel update
	+ Log starting vehicle mileage
	+ Start ICS 214 Unit Log Form to record Convoy progress and events
	+ Notify RED Center of Convoy Departure from POD
* **Convoy Operations**
	+ Monitor Comms for mission updates
	+ Keep convoy together
	+ Monitor fuel and vehicle status
	+ Monitor Driver/ Personnel status