**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