Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End		Op Period	

Functional Checklist

Organization	Logistics Section
Primary	Transportation Manager
Potential Alternate(s)	Fleet Maintenance Manager Transportation Driver
Supervisor	Logistics Section Chief
Overview	● Provide transportation for ESF personnel, tribal members, employees, volunteers and others supporting disaster operations ● Maintain a list of transportation sources and mutual aid partners ● Manages ESF-1 Transportation and supports vehicle requests of other ESFs ● Maintain emergency vehicles in support of response and recovery operations
Description	The Transportation Unit supports out-of-service resources and provides for transportation of personnel, supplies, food, and equipment.
Responsibilities	1. Develop a transportation plan to support EOC operations. 2. Arrange for the acquisition or use of required transportation resources. 3. Maintain all vehicle resources supporting response and recovery.
Forms and Job Aids	○ Trip tickets and Master Log ○ Support Vehicle Inventory, ICS 218 ○ Blank T-Cards for equipment and vehicles to provide to Resources Status Unit in Planning ○ ESF-1 Transportation annex
Checklist - Activation Phase	○ Upon arrival at the EOC check in at the designated check in location. ○ Identify yourself as the Transportation Unit Leader. ○ Report to the Logistics Section Chief or other assigned Supervisor. ○ Set up your workstation and review your position responsibilities. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. ○ Contact the ESF-1 Transportation Coordinator.

Checklist - Operational Phase	○ Establish and maintain a time card, position log, vehicle master log, and other necessary files. ○ Routinely coordinate with the Situation Status Unit to determine the status of transportation routes. ○ Develop and modify the operational Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and material. ○ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed. ○ Support of out-of-service equipment and transportation resources. ○ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.
Checklist - Demobilization Phase	○ Deactivate your assigned position and close out time card and logs when authorized by the Logistics Section Chief. ○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate. ○ Be prepared to provide input to the hot wash and after action report. ○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave. ○ Clean around your work area before you leave. ○ Leave your contact information.
Checklist - Recovery Phase	○ Transition support to ESF-1 Transportation. ○ Work with any other Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.