

## **INCIDENT ORDERING CHECKLIST**

This guide will help the Incident Management Team gather needed information to successfully complete their mission. The Agency Administrator should have this information readily available for the Logistic Section of the team when they arrive.

### **Cache Items (NFES Items)**

Who is responsible to receive orders? (Dispatch, Expanded, Buying Team, Cache, Other \_\_\_\_\_) Name \_\_\_\_\_

Where are they located? (Town / office) \_\_\_\_\_

Contact Name (Person in Charge) \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Hours of Operation \_\_\_\_\_ to \_\_\_\_\_ Supply lag time for shipment \_\_\_\_\_ hours Specific order times \_\_\_\_\_

### **Supply (local purchase) Items**

Who is responsible to receive orders? (Dispatch, Expanded, Buying Team, Other \_\_\_\_\_) Name \_\_\_\_\_

Where are they located? (Town / office) \_\_\_\_\_

Contact Name (Person in Charge) \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Hours of Operation \_\_\_\_\_ to \_\_\_\_\_ Supply lag time for shipment \_\_\_\_\_ hours Specific order times \_\_\_\_\_

### **Overhead**

Who is responsible to receive orders? (Dispatch, Expanded, Other \_\_\_\_\_) Name \_\_\_\_\_

Where are they located? (Town / office) \_\_\_\_\_

Contact Name (Person in Charge) \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Hours of Operation \_\_\_\_\_ to \_\_\_\_\_ Specific order times \_\_\_\_\_

### **Crews**

Who is responsible to receive orders? (Dispatch, Expanded, Other \_\_\_\_\_) Name \_\_\_\_\_

Where are they located? (Town / office) \_\_\_\_\_

Contact Name (Person in Charge) \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Hours of Operation \_\_\_\_\_ to \_\_\_\_\_ Specific order times \_\_\_\_\_

### **Equipment**

Who is responsible to receive orders? (Dispatch, Expanded, Other \_\_\_\_\_) Name \_\_\_\_\_

Where are they located? (Town / office) \_\_\_\_\_

Contact Name (Person in Charge) \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Hours of Operation \_\_\_\_\_ to \_\_\_\_\_ Specific order times \_\_\_\_\_

### **Aircraft**

Who is responsible to receive orders? (Dispatch, Expanded, Other \_\_\_\_\_) Name \_\_\_\_\_

Where are they located? (Town / office) \_\_\_\_\_

Contact Name (Person in Charge) \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Hours of Operation \_\_\_\_\_ to \_\_\_\_\_ Specific order times \_\_\_\_\_

Who is the Agency contact, should ordering questions arise? \_\_\_\_\_

Is there an Area Command Team assigned? Yes / No

Who will be managing the master set of order numbers? (Assigning numbers) \_\_\_\_\_

Other Information: \_\_\_\_\_

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