

IOWA TRANSCAER 2008

Site Checklist



Location: _____

Date(s): _____

Local Team (name & phone number)

Railroad contact: _____

LEPC Contact: _____

Hazmat Contact: _____

PLANNING TEAM

Team leader: _____

Identify location for: yes: no: comments:

<u>Identify location for:</u>	yes:	no:	comments:
Parking			
Site check-in			
Welcome/Introductions tent			
Power supply			
Restrooms			
Equipment/demonstrations			
Lighting if needed			
Back-up location/shelter			

Identify volunteers for: yes: no: comments:

Parking directions			
Directing to registration			
Help with registration			

Advertise the event: yes: no: comments:

Fire Department meetings			
Mutual aid meetings			
LEPC Meetings			
Town council meetings			

OPERATIONS TEAM

Team leader: _____

Coordinate (prior to event): yes: no: comments:

Site clean-up			
Rock grading			
Tent set-up			
Establish a perimeter			
Oversee locating port-a-potties			

Coordinate (following the event) yes: no: comments:

Site clean-up			
Tent removal			
Port-a-potty removal			

LOGISTICS TEAM

Team leader: _____

Coordinate (during the event): yes: no: comments:

Concessions (coffee/rolls,etc.)			
Post directions			
Site access			
Site security/safety			

FINANCE TEAM

Team leader: _____

Coordinate:

yes: no: comments:

<u>Coordinate:</u>	yes:	no:	comments:
LEPC Mini-grants			
TRANSCAER grant			
Get/keep receipts			
Make sure bills are paid			

OTHER CONSIDERATIONS:

Radios

Microphone/speakers

Safety plan