

CHILDCARE UNIT LEADER POSITION CHECKLIST

Mission: The Childcare Unit Leader is responsible for overseeing the operations and staff of the Childcare Team with respect to providing childcare at the Family Assistance Center (FAC). The Childcare Unit Leader reports to the Social Services Group Leader.

ACTIVATION

- Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.
- Obtain and display the appropriate badge provided by FAC staff and your agency identification.
- Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.
- Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.
- Follow setup guidelines using FAC Toolkit form C-5.
- Report to the Resources Branch to obtain computers or other electronic equipment, workstation phone numbers, and information on web access, communications systems, passwords, and other technology-related procedures to FAC staff. Obtain resources for operating the childcare area (toys, games, etc.).
- Ensure the Childcare team is staffed in an appropriate manner.
- Brief subordinate staff and make task/job assignments.
- Request additional staff and resources as needed.
- Develop an emergency exit plan for childcare staff and clients.
- Facilitate the opening of the childcare area at the FAC.
- Determine the number of clients from FAC leadership and forecast childcare surge from clients based on the size of the disaster.

OPERATION

- Obtain information from Social Services Group Supervisor.
- Provide recreational activities for families.
- Identify reporting requirements and schedules—both internal and external to the FAC.
- Identify and arrange for appropriate procedures to pick up clients from the childcare area using FAC Toolkit form C-6.
- Compile and update information from the PIO and display incident status information for FAC staff.
- Prepare reports of numbers under childcare and other information on a regular basis, or as requested by the Planning Section Chief.
- Attend family briefings, as requested and appropriate.
- Participate in meetings and briefings as needed.
- Maintain Unit/Activity Log (ICS Form 214).
- Brief incoming Childcare Unit Leader at shift change.

DEMOBILIZATION

- Conduct demobilization briefing with staff assigned to you.
- Return equipment and unused supplies issued by the FAC to the Logistics Section.
- Arrange for the return of any agency-owned equipment (computers, etc.).
- Collect activity logs of your subordinates and complete your own. Turn in all activity logs (ICS Form 214) to your supervisor.
- Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio.

Supply Guidelines

Area	Resource	Quantity
Childcare Area	Tables	As resources allow
	Chairs	As needed based on table size
	Childcare-related supplies	Age-appropriate supplies (toys, puzzles, books, video games, video and audio programming), cribs, sleeping area equipment (cots, mats, mattresses), diapers, clothing, snacks, etc.; consult with social services group to determine quantities
	Signage	Directional signage as needed