

**Exhibit 6365.1 CYA AGENCY REPRESENTATIVE (6200)**  
**ARRIVAL ACTIVITY CHECKLIST**  
(December 2002)

- If required, notify Facility Captain or Institution of arrival on scene (provide a preliminary report)
- Verify order number and check in with Time Recorder
- Verification and introduction
  - Liaison Officer (go to first, if available)
  - Incident Commander (if Liaison Officer is not present)
  - ICS Command and General Staff
  - CYA Staff on scene
  - Security Manager (under Logistics Section Chief)
  - Facilities Unit Leader (for Incident Base/Camp set up)
  - CDF Agency Rep and/or Crew Tech Specialist
  - Los Angeles Fire Department Crew Coordinator
  - Medical Unit Leader
  - Law enforcement and other custodial Agency Reps
- Establish Agency Rep work location
- Obtain radios, phones and fax from Communication Unit
- Verify phone numbers for hospital/medical center (found in IAP)
- Make contact and obtain phone numbers of local County Jail (there may be a problem with nearest jail capacity)
- Obtain crew information sheets (from C/O's or supervisors)
  - Record crew information on "Incident Work Force Roster" form
  - Verify crew information with CDF Technical Specialist Crews/LAC Crew Coordinator
- Check-in Status Recorder (needed for logistics, operations, finance)
- Verify meeting/briefing times
- Review and verification of all arrival information (the need to "catch up")

- Give staff "Incident Base/Camp expectations (hand out)
- Advise CYA personnel to obtain authorization prior to leaving base/camp
- Discuss uniform expectations with CYA personnel
- Delegate responsibilities to your supervising staff (develop Organizational chart)
- Discuss inmate staff and movement
- Require your supervisors to supervise
- Discuss responsibilities of CYA personnel (when crew is on line assignments)
- Develop Incident Base/Camp map for CYA staff with proper signs (if not done already by Facilities)
- Maintain Camp Register
- Confirm that all required forms, reports, and documents are completed (including FC-33C's for all CYA staff members)

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