

# MRC PRE-DEPLOYMENT CHECKLIST

12/2008

The following items should be considered and reviewed when deploying to a disaster area.

**NOTE:** The impacted area may have few to no amenities (electricity, air conditioning, potable water, hotel accommodations, transportation or communication), so plan accordingly.

## **NOTE #2: TAKE THIS CHECKLIST WITH YOU WHEN YOU DEPLOY**

A successful deployment experience will depend on your ability to accurately evaluate your current circumstances; it is imperative that you consider the effects of a deployment on you personally. Even if you have already accepted a deployment, if you have concerns about the timing of the deployment as it relates to your life circumstances, please consider delaying your deployment. It is better for you to change your mind about your deployment **before** you leave than after you've arrived at your assigned area.

Thoroughly evaluate the requirements (physical, cognitive, emotional) of deploying to an incident area that may lack comfort amenities.

Thoroughly evaluate your responsibilities:

- 1- to your family
- 2- at your job
- 3- in your community that may affect your ability to successfully deploy at this time.

Review the expected deployment conditions and visualize what each condition will mean for you personally. (Lack of electricity will mean some sleep apnea machines will not be useable. On-site or limited food service will mean that special diets may not be feasible, etc.)

Consider delaying deployment until another time if you are experiencing any of the following:

- Recent illness, injury or surgery
- Divorce, marital separation, very recently married, getting married very soon
- Major projects/ responsibilities at work
- Recent birth or adoption of a child
- You or your significant other is pregnant
- Recent death of a family member or close friend
- Financial issues
- Illness of family member
- You've recently been deployed to a disaster or on a medical mission
- Other significant event that requires your time and attention or is stressful

**Remember, declining to deploy for this event will NOT affect when you will be contacted for another possible deployment. You will be notified any time there is a request for someone with your skills and abilities as long as you remain an active volunteer.**

Check the box when action is completed **DEPLOYMENT PROCEDURES**

<input type="checkbox"/>	<p>As soon as possible, obtain and document the following information:</p> <ul style="list-style-type: none"> <li>➤ Your assignment</li> <li>➤ Your contact at assigned site (name/number)</li> <li>➤ Who you will be working for</li> <li>➤ Where to report</li> <li>➤ Length of deployment</li> <li>➤ Living and working conditions <ul style="list-style-type: none"> <li>-Housing</li> <li>-Transportation</li> <li>-Availability of amenities (potable water, electricity, etc.)</li> <li>-Duration and physical demands of shifts</li> </ul> </li> </ul>
<input type="checkbox"/>	Ensure you have current contact phone numbers for the area in which you will be working.
<input type="checkbox"/>	Notify only close relatives, friends or neighbors of your deployment (those you trust with the information). Give them all of the contact numbers you have (both locally and deployed area).
<input type="checkbox"/>	Take care of any personal business before you leave (bills, contact numbers, newspaper delivery, mail delivery, house sitting, pets, power of attorney, living will, child care, etc.).
<input type="checkbox"/>	Determine ID check-in and check-out procedures at assigned location upon arrival.
<input type="checkbox"/>	Keep all receipts for anything you had to pay for on the deployment (that is work related), i.e. airline tickets, rental vehicle, gas, lodging, meals, dry cleaning, etc.
<input type="checkbox"/>	Develop and take a list of emergency phone numbers and contacts, both at home and in the local area.

Check the box when action is completed

**NOTE:** The items on this list are recommended based on living and working conditions that may occur at disaster sites. There may not be any stores, hotels or communications in the area where you are deployed. This list can be tailored based on the actual conditions. Obtain information on living conditions before leaving if possible.

### EQUIPMENT TO TAKE

<input type="checkbox"/>	Identification card (state or agency), drivers license
<input type="checkbox"/>	Credit card – you may have to pay for most or all of your travel and accommodations. Remember to take some cash; ATM machines will not work without electricity.
<input type="checkbox"/>	Medications to last the <i>ENTIRE</i> deployment. (Include any special medical condition identifiers, bracelets, necklace, etc. Include extra prescription medications for a few days in the event your return is delayed or your deployment is extended).
<input type="checkbox"/>	Flashlight and portable NOAA weather radio (or equivalent) with spare batteries
<input type="checkbox"/>	Sleeping bag, sheets or pillow (if required).
<input type="checkbox"/>	Hygiene items (towels, wash cloths, soap, shampoo, etc.).
<input type="checkbox"/>	Shower sandals
<input type="checkbox"/>	Ear plugs, sleep eye shade and appropriate sleepwear. (Sleeping accommodations may be co-ed and barrack-style with many bunks in one room.)
<input type="checkbox"/>	Seasonal items as required (sunscreen, bug repellent, gloves, coat, hat, rain gear, poncho, jacket, boots, etc.).
<input type="checkbox"/>	Any medical equipment you are expected to bring (stethoscope, lab coat, scrubs, etc.)
<input type="checkbox"/>	Comfortable working shoes (+) a pair of spare shoes. (Do not use open-toe shoes or sandals).
<input type="checkbox"/>	Spare eye glasses or contacts
<input type="checkbox"/>	Travel first aid kit
<input type="checkbox"/>	Enough clean clothes to last the duration of the deployment. There may not be laundering facilities at your location.
<input type="checkbox"/>	Map of the local and surrounding area.