When placed on standby for potential deployment:

- ➢ Inform the notifying Emergency Management Mutual Aid (EOC MANAGEMENT TEAM) Coordinator of any special accommodations you may need
- ➢ Check work and personal schedules for potential conflicts; develop plans or strategies to clear conflicts
- ➢ Follow proper protocol within your agency to gain approval for the potential deployment
  - o Check deployment personal 'Go Kit' to ensure readiness
  - o Ensure that you have a two-week supply of prescription medications
  - o Ensure you have adequate travel cash
  - o Ensure personal identification is included
- ➢ Charge and pack cell phone, pack charger
  - o If you plan on bringing your personal electronics consider rules regarding replacement of items not requested as part of your deployment
- ➢ Monitor media and other information sources to develop situational awareness

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Once requested to deploy:

- ➢ Contact the appropriate SEMS level EOC MANAGEMENT TEAM Coordinator to do the following:
  - o Request a copy of the most recent Situation Summary to establish operational awareness
  - o Identify assigned position/role, deployment location, special route or other travel instructions (e.g., preferred mode of travel)
  - o Identify assigned supervisor and phone/e-mail contact information
  - o Identify travel arrangement process (e.g., has the Requesting jurisdiction blocked hotel rooms? (If applicable)
  - o Request a copy of the completed EOC MANAGEMENT TEAM Form 1 - Resource Request and Assignment
  - o Request briefing on any special work site security or access procedures and any special environmental or health concerns for the area where you are being deployed
  - o Exchange cell phone and other contact information
- ➢ Notify your employer of your deployment schedule, change voicemail and e-mail messages to reflect your absence
- ➢ Inform key business contacts of your deployment

EOC MANAGEMENT TEAM FORM 5 –DEPLOYMENT CHECKLIST (2 OF 3)
(May not apply if only responding within Stanislaus County)

- ➢ **Non-state personnel: Log on to the Federal General Services Administration website, www.gsa.gov (see Policy & Regulations – Travel, Transportation & Relocation) to access the travel allowance schedules for the assigned city**

- ➢ **Make travel, rental car and lodging reservations, provide travel and lodging information to local and Regional EOC MANAGEMENT TEAM Support Coordinators**

- ➢ **Complete packing and travel**

Upon arrival at assigned location:

- ➢ **Notify Providing Jurisdiction EOC MANAGEMENT TEAM Coordinator and family of safe arrival**

- ➢ **Sign in through the appropriate location and obtain any security passes/identification that may be required**

- ➢ **Whenever possible obtain a copy of your 'sign in sheet', this may be an ICS-211 Incident Check-in List or other similar form**

- ➢ **Notify the Requesting EOC MANAGEMENT TEAM Coordinator of your arrival and verify assigned location (requesting EOC MANAGEMENT TEAM Coordinator should inform Regional EOC MANAGEMENT TEAM Coordinator)**

- ➢ **Check in with your assigned supervisor for an assignment briefing, including:**

  - o **Your position, operational period and shift assignment**

  - o **Delegation of authority, resource request and financial commitment approval procedures**

  - o **Personnel list for assigned staff**

  - o **Information security protocols**

  - o **Potential political issues or sensitivities**

  - o **Workstation location**

  - o **Point of contact to set up computer network and voicemail system access, acquire phone number directory, e-mail address lists and Emergency Operations Center (EOC) software tip sheets or operational software training**

  - o **Copy of the current Incident Action Plan/EOC Action Plan, including:**
    - • **Daily meeting and conference call schedules**

    - • **Reporting deadlines**

    - • **Situation status**

    - • **Current priority activities**

EOC MANAGEMENT TEAM FORM 5 –DEPLOYMENT CHECKLIST (3 OF 3)

- o **Request a copy of available EOC orientation/operations information,**

including incident-specific safety briefing materials

- ➢ **Set up workstation, including files to track assignment information:**
    - o Copy of the *EOC MANAGEMENT TEAM Form 4 - Resource Request and Assignment*
    - o **Timesheets to track hours worked (unless otherwise specified, deployed EOC MANAGEMENT TEAM personnel should track time and hours as done at home agency)**
- ➢ **Maintain Duty Log (May use ICS 214-1 & 214-2) for reference after deployment, maintain copy.**
- ➢ **Note lessons learned and suggestions for improvement of the EOC Management Team plan**
- ➢ **Obtain *EOC MANAGEMENT TEAM Form 7 - Exit Survey* to build a useful summary of after action items specifically aimed to build a better EOC MANAGEMENT TEAM Plan.**