



Volunteer Checklist: Deployment Process

Advisory		Notes
<input type="checkbox"/>	1. Notify Family/Employer of ADVISORY & Known Information	_____
<input type="checkbox"/>	2. Assess ability to deploy based on:	_____
<input type="checkbox"/>	<input type="checkbox"/> *Family Issues	_____
<input type="checkbox"/>	<input type="checkbox"/> *Personal Health Status	_____
<input type="checkbox"/>	3. Check Personal Equipment	_____
<input type="checkbox"/>	4. Notify Team Leadership as instructed in Advisory Message	_____
	<i>*Please do not call/text/email team leadership for additional info</i>	_____
<input type="checkbox"/>	5. Monitor Phone/Text/Email/Website/Social Media for updates	_____

Alert		Notes
<input type="checkbox"/>	6. Notify Family/Employer of probable deployment, and timelines	_____
<input type="checkbox"/>	7. If requested by Team Leadership, confirm availability	_____
<input type="checkbox"/>	8. Finalize preparations of your personal gear	_____
<input type="checkbox"/>	<input type="checkbox"/> * 24 Hour Bag	_____
<input type="checkbox"/>	<input type="checkbox"/> * 72 Hour/Deployment Bag	_____
<input type="checkbox"/>	9. Activate your personal deployment/family preparedness plan	_____
<input type="checkbox"/>	10. Monitor for requests to assist at Warehouse, and respond accordingly	_____

Activation		Notes
<input type="checkbox"/>	11. Report to identified location at indicated time. Please be EARLY.	_____
<input type="checkbox"/>	12. Park in the designated area.	_____
<input type="checkbox"/>	13. Enter through identified Entrance and SIGN IN before doing anything else	_____
<input type="checkbox"/>	14. Drop off 72Hr Bag at identified spot (Maintain control of your 24Hr Bag)	_____
<input type="checkbox"/>	15. Receive Health Screening	_____
<input type="checkbox"/>	16. Follow directions related to:	_____
<input type="checkbox"/>	<input type="checkbox"/> * Permission Paperwork	_____
<input type="checkbox"/>	<input type="checkbox"/> * Just in time training	_____
<input type="checkbox"/>	<input type="checkbox"/> * Packing/Loading	_____
<input type="checkbox"/>	<input type="checkbox"/> * Other assignments	_____
<input type="checkbox"/>	17. Attend Pre-deployment/Safety Briefing	_____