

Addendum 2.1



Seattle ACS Deployment Check List *Revised 11-12-2010*

- Confirm that you have been authorized to deploy - what is the State DEM Mission Number? _____
- Confirm where you are going – what is the facility name and street address?

- Plan your route of travel and obtain up-to-date weather and situational information about current conditions.
- Who are you to report to? Name, Title, Phone number and radio information

- If this is a Winter Driving Mission – use Winter Driving Guidelines
- Dress for the weather and how it may change and bring extras.
- Confirm your Go-Kit is complete and take it with you. Make sure it contains your Mobilization Guide Book with up-to-date procedures and forms.
- Remember – be prepared to live off your own resources e.g. water, food and your essentials.
- Take your radio equipment which contains the current list of frequencies and bring a large supply of fresh batteries.
- Notify a family member or a friend as to where you are going and when you will check in with them.
- Before leaving – check in by radio with the Command net control (generally 146.96 MHz) and inform them you are in route to your assignment and confirm what frequency you should be on. Check back in when you arrive at your destination.
- Check in at the location and find the person you are to report to.
- Request a situational briefing and copies of any reports and updates.
- Ask for a safety briefing concerning any known risks or considerations regarding the location or assignment.
- Ask for and get clear direction on what you are to do and what are the polices and guideless you are expected to follow. Confirm the duration of your shift.
- Make sure you are comfortable with your ability to perform what is being asked of you based on your skills and experience. If you are not – say so and work with your supervisor to gain clarification or modify your assignment to fit within your zone of comfort.
- If you observe any safety issues or improper behavior or conduct – report these to your supervisor or their supervisor – management is responsible to address these issues and provide for a safe work place.
- You should maintain a log of your activities while deployed –turn in the original to your supervisor and keep a copy for your self – you may use ICS Form 214.
- Demobilization – before leaving your assignment confirm that you have been discharged by your supervisor, sign out on the log or complete required paper work and notify net control that your assignment is complete and you are traveling home. Check back in with net control to confirm your safe arrival at your destination. Complete a mission report with times and miles as required.