MOBILIZATION CHECKLIST

Incident Name/Mission Number:  _____

Your WAMAS mission is:  _____

You are being deployed to the jurisdiction of:  _____

The deployment location address is:

_____  

You are to report to (location and person):  _____

Your scheduled reporting time/date is:  _____

Expected duration of assignment  _____

Expected operating environment, communication protocol, assignment details:  _____

Before Deployment:

☐ Obtain situational briefing and gain required information from the EOC Supervisor (Responding Jurisdiction).

☐ Obtain travel information, where applicable from the Requesting and/or Responding Jurisdiction.
  ☐ Flight information (flight #, departure time, airline)
  ☐ Rental car information (reservation #, Jurisdiction contract#, carrier/agency)
  ☐ Hotel (Name, confirmation number, address, phone)

☐ Prepare go-kit for specific assignment.

☐ Perform communications check with all assigned communications equipment prior to departure.

☐ Obtain location and persons to contact at the assigned destination and notify the Responding Jurisdiction Emergency Operations Officer of this information.

☐ Ensure all expenditure accountability documents are understood and identified before departure, and are provided to the Responding Jurisdiction upon request (where applicable) and/or availability of the completed reports:
  ☐ Timesheets or other time worked record signed by an authorized individual from the requesting jurisdiction, updated daily with actual hours worked and completed tasks
  ☐ Payroll documentation (Responding Jurisdiction timesheet and copy of paystub)
  ☐ Travel expense reports and copies of travel reimbursement vouchers
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☐ Copies of hotel receipts, air fare, baggage fees, parking, shuttle, and other authorized and allowable expenditures (meal receipts not necessary, as local per diem rates apply)

☐ Copy of travel authorization/mission orders, where applicable

☐ Copies of other documents evidencing costs incurred

Upon Arrival at Deployment Station:

☐ Provide personal contact information for home station in case of emergency.

☐ Notify home Jurisdiction of your arrival at the point of assignment and provide an estimated date of departure and arrival back to home station.

☐ Perform communications check and confirm contact numbers with home station.

☐ Report to your work area supervisor.

☐ Attend Requesting Jurisdiction operations briefings.

☐ Establish computer interface within Jurisdiction EOC.

☐ Maintain timesheets or other time worked record signed by an authorized individual, updated daily with actual hours worked.

☐ Maintain a folder for all ORIGINAL receipts for all expenses, labeling receipts as expenses occur for ease in reference.

☐ Obtain latest press releases.

☐ Obtain and read the daily Action Plan and Situation Reports.

☐ Attend Incident Action Plan meetings.

☐ Participate in conference calls as scheduled.

☐ Maintain contact with Responding Jurisdictions on a regularly scheduled basis to keep them informed of personnel status and update contact information as needed.

☐ As your assignment comes to an end, follow Demobilization Procedure Checklist.

☐ After signing below indicating acknowledgment of this Mobilization checklist, provide a copy of this checklist to the Responding Jurisdiction WAMAS Coordinator for this deployment.

Printed Name ___________________________ Date ____________

Signature ________________________________

WAMAS Mobilization Checklist
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