

MOBILIZATION CHECKLIST

Incident Name/Mission Number:

**Pacific Northwest Emergency Management Arrangement (PNEMA)**

Your PNEMA mission is:

You are being deployed to the State/Province 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 from PNEMA Coordinator and required information from the EOC Supervisor (Assisting State).

[ ]  Obtain travel information from the PNEMA Coordinator. (Assisting State)

 [ ]  Flight information (flight #, departure time, airline)

 [ ]  Rental car information (reservation #, state contract#, carrier/agency)

[ ]  Hotel (Name, confirmation number, address, phone)

[ ]  Sign out EMAC credit card (approved on case-by-case basis) from Duty Officers and annotate which card was issued:       (Last four digits)

[ ]  Prepare go-kit (Duty Officer) for specific assignment. (If an A-Team member, inventory the PNEMA Go-Kit and sign accountability document if necessary).

[ ]  Notify State Emergency Operations Officer of the destination and expected function. Provide a cell phone or other contact numbers if known. (Provide copy of the Personnel Information sheet)

[ ]  Perform communications check with **all** assigned communications equipment prior to departure.

[ ]  Obtain location and persons to contact at the assigned destination and notify the State Emergency Operations Officer of this information.

[ ]  Ensure all expenditure accountability documents are understood and identified before departure, and are provided to the Assisting State PNEMA Coordinator upon request and/or availability of the completed reports:

[ ]  Timesheets or other time worked record signed by a Team Leader or other authorized individual, updated daily with actual hours worked

[ ]  Work records documenting tasks completed (i.e. Planning Section Chief, Logistics Section Chief, etc.)

[ ]  Payroll documentation (Assisting State timesheet and copy of paystub)

[ ]  Travel expense reports and copies of travel reimbursement vouchers

[ ]  ORIGINAL receipts for all expenses, including use of the EMAC credit card, with copies provided to the Assisting State PNEMA Coordinator

[ ]  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

[ ]  Copy of Mission Order

[ ]  Copies of other documents evidencing costs incurred

*IF THERE ARE ANY CHANGES TO RESERVATIONS RESULTING IN MODIFICATIONS TO ESTIMATED COSTS, CONTACT THE ASSISTING STATE PNEMA COORDINATOR, AUTHORIZED REPRESENTATIVE, OR DESIGNATED CONTACT IMMEDIATELY FOR INSTRUCTIONS.*

## Upon Arrival at Deployment Station:

[ ]  Notify the Requesting State Point of Contact (Name – information on Mission Order) of your arrival at point of assignment and obtain mission briefing. Provide personal contact information for home station in case of emergency.

[ ]  Notify home state EOC Supervisor and/or State Emergency Operations Officer 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.

[ ]  Plan for continued operations, establish work shift to support the operations, report required information and input to A-Team.

[ ]  Maintain Contact with A-Team to keep them informed of location, mission, and contact information. Establish reporting schedule.

[ ]  Fill out Personnel Resource Information Sheet and provide to A-Team.

[ ]  Maintain timesheets or other time worked record signed by a Team Leader or other authorized individual, updated daily with actual hours worked

[ ]  Maintain a folder for all ORIGINAL receipts for all expenses, including use of the PNEMA credit card (label receipts as expenses occur for ease in reference)

**A-Team Specific Checklist Items:**

[ ]  Check in with requesting state POC (i.e. PNEMA Authorized Representative or Designated Contact) and obtain specific information pertaining to the resources currently needed.

[ ]  Attend Requesting State operations briefings.

[ ]  Establish computer interface within State EOC.

[ ]  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.

[ ]  Plan for continued operations, establish work shift, and insure that your schedule is posted at your assigned workstation.

[ ]  Maintain every other day contact with deployed PNEMA assets within your Area of Operations. Transfer the data from the PNEMA Personnel Information Form onto the PNEMA Deployed Personnel Tracker for this purpose.

[ ]  Maintain contact with assisting states 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 Assisting State PNEMA Coordinator for this deployment.

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Printed Name Date

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