



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