Appendix A:
Deployment & Operations Checklists

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Initial HQ USACE Checklist

- ☐ **Team Leaders (TLs) / Assistant Team Leaders (ATLs):** Assign ESF#3 TLs/ATLs for threatened states, RRCC(s), IMAT-N(s), and NRCC. Pre-position TLs/ATLs as required.
- ☐ **Mission Models:** Run mission models and post results to ENGLink Public website. Coordinate availability of model results with Intergovernmental partners.
- ☐ **PRT Capability Assessment:** Confirm readiness. When required, place PRTs on alert for immediate deployment.
- ☐ **Subject Matter Experts (SMEs):** Identify SMEs to support operations. As required, pre-position SMEs to support threatened areas.
- ☐ **DTOS:** Confirm that DTOS systems are ready for immediate deployment and, if tasked, are pre-positioned.
- ☐ **249th Engineering Battalion "Prime Power":** Assess capability of Prime Power to immediately deploy in support and assess plans for addressing any unmet needs.
- ☐ **Conference Calls:** Initiate USACE Division and Team Leader conference calls as required to address actions related to threat condition.
- ☐ **FEMA HQ Coordination:** HQ USACE conducts initial coordination meeting with FEMA HQ leadership.
- ☐ **PSMAs:** Ensure PSMAs are in place to support mission and execution timelines.
- ☐ **ACI Readiness:** As situation warrants, alert ACI contractors and determine readiness for deployment.

Team Leader Checklist

Communications

Division Commander/Division EM/RCO Chief, District Commander(s), District EM(s)

- ◻ Communicate your TL responsibilities, TL relationship with supported organizations, funding flow, mission scoping, federal level coordination, and FOS missions
- ◻ Layout of battlefield… key FEMA personnel, ROC, JFO structure and DFC/ERRO relationships
- ◻ Information flow, conference calls, ESF #3 Status Reports, Situation Reports, and mission assignments
- ◻ Communicate FCO's priorities to USACE entities and incorporate USACE's efforts in FEMA's Action Planning Process
- ◻ Relationship between Action Officers, Mission Managers, and CT
- ◻ Relationship between Mission Assignments and taskers.
- ◻ PL 84-99, emergency dredging, and military customers

RRCC

- ◻ RRCC to JFO communications/hand-off, verbal, emergency, pre- and post-declaration mission assignment

Resources

- ◻ Special Action Officers for PL84-99 or large O&M projects
- ◻ Administrative support
- ◻ Ask about modeling, remote sensing and GIS products
- ◻ Additional ATLs for night shift and FOS mission management
- ◻ Permanent Cadre support
- ◻ RFO/EFO support, RSOI (RM, LM), EM (night shift)
- ◻ SMEs, Stafford Act Mission and Functional
- ◻ ATL support to staging operations
- ◻ ACI Contractor reps
- ◻ 249th Activation
- ◻ DTOS Support - RRCC, JFO, RFO/EFO, and Staging Operations
- ◻ ENGLink Strike Team (RFO/EFO, Staging Operations)

Team Leader Checklist

Operations (Key items of interest)

Power
- ◻ Assessment Team communications – Cellular and B-GAN
- ◻ ACI contractor install equipment must be in Pre-Dec MA to execute early installs, i.e. haul and install capability
- ◻ ENGLink Power Module SME
- ◻ Movement of large KW generators
- ◻ Have a Power SME on board early to ensure all necessary contract line items are activated and teams are postured for success

Water and Ice
- ◻ Does the State have a distribution plan?
- ◻ Does the State have the resources?
- ◻ Ensure FEMA knows the State's capabilities.
- ◻ Adjust Pre-Declaration mission to provide adequate pre-positioned commodities based on potential damage, population impacted and power outages.
- ◻ Assure the ACI contractors and logistics are part of the supply and distribution planning.
- ◻ Beware of weekend start-ups.
- ◻ Planning must include ability to turn around trucks quickly; consider stockpiling ice at forward staging areas, drayage, and storage.
- ◻ The RSC/ENGLink can produce planning support for locating state staging areas if requested.

Debris
- ◻ Request SME and ACI reps early when the potential for a Direct Federal Assistance (DFA) debris mission is high.
- ◻ FEMA's 70 hour rule for time and materials contracts do not apply to USACE.
- ◻ The state/local governments are responsible for providing temporary disposal/reduction sites.
- ◻ USACE will provide monitors for federal oversight of a local contract, but USACE will not provide monitors for direct quality control over a local contract.

Housing
- ◻ The state/local governments are responsible for providing temporary housing sites.
- ◻ Be prepared to provide all environmental clearances and build to meet local codes.

Team Leader Checklist

Verbal Mission Assignments

Who gave you the Verbal Mission Assignment?

- ☐ Incident Management Assistance Team (IMAT) Leader
- ☐ Federal Coordinating Officer (FCO)
- ☐ Operations Section Chief
- ☐ Infrastructure Branch Chief

Funding amount:

What type of funding?

- ☐ Pre-Declaration
- ☐ Emergency Declaration
- ☐ Disaster Declaration
- ☐ Pre-scripted funding amount used
- ☐ Pre-scripted funding amount not used
  - ☐ Have you discussed ramifications of using a lesser amount?
  - ☐ Identify the potential ramifications of using the lesser amount (e.g. items that can not be provided).
  - ☐ Do you know all the requirements for a greater amount?
  - ☐ What does FEMA expect beyond the pre-scripted requirements?

What is the timeframe?

Complete the Verbal Mission Assignment MFR.

Provide copies to:

- ☐ Division Forward Commander (if identified)
- ☐ Division Commander/ Division EOC
- ☐ District EOC responsible for the disaster area of operations.
- ☐ HQ-UOC

Place a copy in your mission notebook.

Deployment Checklist

NRCC-UOC

While responding to a disaster event, these locations are a more formal setting. A stricter dress code may be in effect.

- ☐ Corps visibility items (white shirt, hat, jacket)
- ☐ Upgrade from jeans to khaki/slacks
- ☐ Upgrade from sneakers to loafers
- ☐ Business/Suit jacket to dress up most outfits

See also the following checklists:

- ☐ Documentation-Funding
- ☐ Equipment
- ☐ Office Supply
- ☐ Health & Safety
- ☐ Review Misc.

RRCC

The RRCC as a permanent location will have most supplies available. It tends to be less formal than the NRCC or UOC. Deployments are of a shorter duration, lasting until an IOF transitions to a JFO or the event response is shut down.

See also the following checklists:

- ☐ Documentation-Funding
- ☐ Equipment
- ☐ Office Supply
- ☐ Health & Safety
- ☐ Review Misc.

IFO-JFO-State EOC

During the IOF stage and the initial transition into the JFO, supplies may not be readily available. The list below is comprehensive and can be tailored based upon your experiences. Review the list and pack accordingly. The environment can be transient in nature; initially there could be limited beddown availability.

See also the following checklists:

- ◻ IOF-JFO Overall List
- ◻ Documentation-Funding
- ◻ Equipment
- ◻ Office Supply
- ◻ Health & Safety
- ◻ Review Misc.

IFO-JFO Overall List

- ◻ Current version of Windows
- ◻ Current version of MS Office Suite
- ◻ Mission Guide
- ◻ Function Guide
- ◻ Temporary Housing
- ◻ DeLorme Street Atlas, USA/GPS
- ◻ Copy of ACI Contracts (Water, Ice, Emergency Power, Debris, Temporary Roofing)
- ◻ Red Book
- ◻ ESF #3 Field Guide
- ◻ File cabinet (1 each)

Deployment Checklist

Documentation-Funding

PDF (Stored on computer):
- ☐ Immunization/Medical Records
- ☐ Instructions (examples: Sat phone user manual, How to VPN, etc.)
- ☐ GETS/WPS card access information
- ☐ PSMAs
- ☐ Maps (detailed)
- ☐ Confirmatory travel memo for first responders
- ☐ Updated contact list of key people (State EOC, TL/ATL Cadre, Blackberry PINS, DCO staff)
- ☐ ESF #3 Field Guide

Regulations & Guidance:
- ☐ ER 500-1-1 or mini version (1 each)
- ☐ ER 11-1-320
- ☐ ESF #3 Field Guide
- ☐ OF 271 - Conversation Record
- ☐ OF 363 - Memo of Call
- ☐ SOP for e-mail and alternate commo program
- ☐ USACE EM telephone directory
- ☐ MSC/District phonebook

Equipment

- ☐ Laptop computer (charger, extra batteries)
- ☐ Air card /MiFi communication
- ☐ Portable printer
- ☐ Portable scanner
- ☐ Power strip
- ☐ Blackberry/headphone (charger, extra batteries)
- ☐ USACE identification (flag, laminated placecard, ect.)
- ☐ USB hub (plug in additional USB devices)
- ☐ Cell phone (charger, extra batteries)
- ☐ Business Cards
- ☐ Satellite Phone
- ☐ GPS
- ☐ Calculator
- ☐ External harddrive (eg. 320, 500 gb)
- ☐ E-mail, ENGLink internet capability
- ☐ Alternate communications programs
- ☐ Word processor (MS Word, etc.)
- ☐ Telephone extension cord with connections

Preparation before leaving:
- ☐ Validate your administrator rights on your laptop
- ☐ Validate your ability to connect via aircard/MiFi, webmail, webVPN, VPN
- ☐ Validate your ability to login to laptop with Microsoft 14-character password

Deployment Checklist

Office Supply

- ☐ Staples
- ☐ Pens
- ☐ Clips
- ☐ Bond paper
- ☐ Steno pads
- ☐ Highlighters
- ☐ Binders, 3-ring, 2”
- ☐ Index sheets/tabs (dividers)
- ☐ Post-its 1-1/2 x 2”& 3 x 5”
- ☐ Hole punch
- ☐ File folders/File folder holder
- ☐ Tape
- ☐ Scissors

Health and Safety

- ☐ Antibacterial soap/body wash
- ☐ Hand sanitizer
- ☐ Vitamins
- ☐ Allergy medication
- ☐ Prescriptions

General Hygiene:

- ☐ Toothpaste/brush, floss, mouthwash
- ☐ Hair care
- ☐ Body lotion
- ☐ Tide liquid detergent travel sink packets
- ☐ Eye care (contact lens solution, glasses cleaning)
- ☐ Q-Tips, cotton balls, tissue (TP)
- ☐ Deodorant
- ☐ Brush/comb
- ☐ Razor, tweezers, nail clippers

TL-ATL

Individual Preparedness Checklist:
- ◻ 2-Week supply of clothes
- ◻ Visibility shirts, jacket, hat, etc.
- ◻ Casual dress
- ◻ 2-Day supply of canned/freeze-dried food
- ◻ 2 large trash bags/ties
- ◻ Appropriate Personal Protective Equipment
- ◻ Hearing protectors
- ◻ Safety shoes
- ◻ Hard hat
- ◻ Credit card
- ◻ Travel cash - $500 min; Islands - $1000
- ◻ Driver's License (and/or passport)
- ◻ Rain repellent outerwear

Prepare the family:
- ◻ Execute will
- ◻ Durable Power of Attorney
- ◻ Spouse/Friend
- ◻ Bills
- ◻ Mail
- ◻ Newspapers
- ◻ Pets
- ◻ Winterize your home

Miscellaneous/Comfort

- ◻ IPOD, Ereader
- ◻ Books, music, movies
- ◻ Snacks
- ◻ Portable speakers/batteries
- ◻ Camera/accessories
- ◻ Laundry bag/basket (pop up container)
- ◻ Ear plugs
- ◻ Sewing kit
- ◻ Coins (quarters)
- ◻ Portable water bottle
- ◻ Portable coffee mug
- ◻ Leatherman/pocket knife (with cork screw)
- ◻ Rechargeable night light/flashlight (candle/matches)
- ◻ Safety pins
- ◻ Travel pillow