Appendix A: Deployment & Operations Checklists

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Commander's Top Ten Checklist

1. Execute a response TDA designed for rapid mob/demob (including augmentation) as missions evolve.

2. Coordinate with the Team Leader/Assistant Team Leader cadre at key ESF #3 positions (EST, RRCC, ERT-A, ERT). Assign trained, experienced personnel to assist/staff ESF #3, Planning Response Teams (PRTs), and other key response TDA positions.

3. Request activation of trained National teams as needed. Use organic PRTs and/or request augmentation of additional PRT from the UOC.

4. Establish liaison with all appropriate Federal, State, and Local agencies.

5. Assign separate trained information and reporting team(s) at all USACE operating sites.

6. Do not overload a "victim" district with initiation of critical NRF missions.

7. Double-check capability of pre-identified contractors to meet mission requirements. Use the Mission and Function Guidebooks for mission execution.

8. Execute an aggressive Public Affairs/Congressional Affairs campaign from the outset.

9. Assure all responders understand the basic policies of PL 84-99 and the NRF.

10. Keep financial management processes well oiled to facilitate rapid fiscal closeout.

Team Leader Checklist

Team Leader Checklist
(June 2009)

COMMUNICATIONS

Division Commander/Division, District EM's/DFC

- ☐ Communicate your TL responsibilities, TL relationship with permanent cadre, funding flow, mission scoping, Federal level coordination, and FOS missions
- ☐ Layout of battlefield…key FEMA personnel, RRCC, JFO structure, and DFO/EFO relationships
- ☐ Information flow, conference calls, stat reports, SITREPS, 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

ROC

- ☐ ROC to JFO communications/hand-off, verbal, emergency, Pre- and Post-Declaration Mission Assignment

RESOURCES

- ☐ Special Action Officers for PL 84-99 or large O&M projects
- ☐ Admin Support
- ☐ Ask about Modeling, Remote Sensing and GIS products
- ☐ Additional ATL's for night shift and FOS mission management
- ☐ Permanent Cadre support
- ☐ RFO support, RSOI (RM, LM), EM (night shift)
- ☐ SMEs, mission and functional
- ☐ ATL support to staging operations
- ☐ ACI Contractor reps
- ☐ 249th Activation
- ☐ DTOS Support - RRCC, JFO, EFO, & Staging Operations
- ☐ ENG*Link* Strike Team (EFO, staging operations)

OPERATIONS (Key items of interest)

Power

- ☐ Assessment Team communications - DTOS Iridium Phones, FEMA cell, or V-sat
- ☐ ACI contractor install equipment must be in Pre-Dec MA to execute early installs (i.e. lift and haul capability)
- ☐ ENGLink LT SME
- ☐ Movement of large KW gensets
- ☐ Have a Power SME on board early to assure all necessary contract line items are activated and teams are postured for success

Team Leader Checklist

Water and Ice

- ☐ Does the state have a distribution plan?
- ☐ Does the state have the resources?
- ☐ Assure 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 Debris Mission for direct Federal assistance 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.

Verbal Mission Assignments

- ☐ Who gave you the Verbal Mission Assignment?
  - Emergency Response Team (ERT) Leader
  - 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 cannot 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.

Mission Scoping Checklist

- Work with FEMA to deploy early to the RRCC/NRCC and activate Planning Response Teams early to enhance initial mission scoping processes.
- Work with State and Local governments in developing mission scope.
- Use models to assist in scoping disaster needs. Adjust as necessary. For example, ask states how many distribution points will be set up and determine how much ice and water can be distributed at each point.
- In general, estimate ice and water for approximately 30 days (adjust as needed to fit the disaster).
- When estimating scope of missions, put caveats in when information is lacking and make adjustments as information becomes available.
- Rapid Needs Assessments may provide initial indicators of types of missions the USACE may receive.
- Census information can assist (types of housing, languages, and other useful information).
- Use Remote Sensing/Mapping and Photography as tools to assist with scoping missions. Requests for Remote Sensing/ GIS support outside of the MSC goes to the UOC.
- Use American Red Cross (ARC) figures, but take into account that the ARC may be using different measures for determining damage. For example, because of differing definitions, ARC estimates for moderate/heavily damaged homes have been roughly three times the number that USACE would consider moderate/heavily damaged.
- In addition to on-site employees, make use of people outside the disaster area to assist in the scoping mission. Individuals outside of the disaster area may be getting better information regarding the scope and magnitude of the disaster.
- Plan the “end-state” at the beginning.
- Use the Subject Matter Expert support to help scope missions.
- Coordinate early with ESF #12 to get indications of how quickly (and where) the power grid may be restored.
- Actively participate in energy-related meetings.

Individual Deployment Checklist/Considerations

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
- Execute Will
- Durable Power of Attorney
- Spouse/Friend
- Bills
- Mail
- Newspapers
- Pets
- Winterize Your Home

Health and Hygiene Considerations

- Non-refrigerated Medicine
- Imodium
- Pepto-Bismol
- Emetrol
- Pain Reliever
- Insect Repellant
- Eye Drops
- Extra Reading Glasses
- Sun Glasses
- Sun Screen
- Chap Stick
- First Aid Kit
- Prep Pads
- Sting-Kill Swipes
- Field Bath
- Wet Ones
- Antibacterial Soap

ESF #3 Supplies and Equipment Checklist

Supplies

- Stapler (1 each)
- Staples (1 box)
- Pens (1 box)
- Clips (1 box)
- Bond paper (1 ream)
- Note pads, steno (2 each)
- Highlighters (1 box)
- Binders, 3-ring, 2” (2 each)
- Index sheets (dividers) (2 sets)
- Post-its 1-1/2 x 2”& 3 x 5” (2 pads of each)

Equipment

- Laptop computer (1 each)
- E-mail, ENGLink internet capability
- Alternate communications programs
- Word processor (MS Word, etc.)
- Telephone extension cord with connections
- 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

ERT-A ESF #3 Equipment Checklist

- Calculator with tape (1 each)
- Fax Machine (1 each)
- Camera 35mm (1 each) and/or Digital Camera
- Cellular Telephones (2 each)
- Computers (Word Processing, database)
  - Laptop/Notebook (1/each person)
  - Memory Stick/Jump Drive
  - Copy Machine (auto feed, programmable, plain paper) (1 each)
  - Laser Printer (2 each)
  - Computer CDs with:
    - 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)

ERT-A/ ESF #3 Supply Checklist

- Batteries, sizes AAA, AA, C, D (1 box each)
- Binder clips, large (1 package)
- Binder clips, small (1 package)
- Boxes, storage (1 package)
- Calendar (2 each)
- Calculator paper roll (1 box)
- Cheese cloth (1 package)
- Cleaner (Windex type) (1 box)
- Clipboards (10 each)
- Coffee pot (1 each)
- Copy machine toner (1 box)
- Correction fluid, white (1 box)
- Correction fluid for copies (1 box)
- Cups, foam 8 oz. (hot) (1 package)
- Dictionary (2 each)
- Diskettes,3 1/2 inch (3 boxes)
- Easel (1 each)
- Envelopes, letter size and brown (1 box)
- Envelopes, interoffice (1 box)
- Extension cords (10 each)
- Facsimile toner (1 box)
- File folders, letter size and legal size (1 box)
- File basket (10 each)
- File labels (1 box)
- Film, 35mm (1 each)
- First aid kit (3 each)
- Flashlights (1 per person)
- Flip chart (1 each)
- ESF #3 operations forms
- Travel orders forms
- Requisition forms
- Time sheets (1 box)
- Hard hats (1 per person)
- Index tabs (1 box)
- Jackets, USACE logo (Various Sizes) (1 box)
- Magnetic signs, USACE logo (1 box)
- Maps of state, county, city, project (as required)
- Markers, permanent red/black/blue (1 box each)
- Markers, highlighter (1 box)
- Note pads (Post-It) 3x5 inch (1 box)
- Note pads (Post-It) 1x2 inch (1 box)
- Notebooks (Steno Type) (2 boxes)
- Paper 8 1/2 x 11 white/blue/ yellow (1 ream each)
- Paper towels (2 rolls)
- Paper 8 1/2 x 14 white/blue/ yellow (1 ream)
- Paper, letterhead (1 ream)
- Paper clips (1 box)
- Pencil, #2 writing (1 box)
- Pencil sharpener, battery operated (1 each)
- Pencil, red (1 box)
- Pens, felt tip red/blue/black (1 box each)
- Pens, ballpoint red/blue/black (1 box each)
- Pins, push (1 packet)
- Pliers (1 each)
- Power strips (12 each)
- Punch, 3-hole (1 each)
- Punch, 2-hole (1 each)
- Regs. and SOPs: Regional FRP, ER 500-1-1, ER 11-1-320, ESF 3 Mission Guides, OF 271, OF 363, SOP for CC Mail, EM., MSC and District Telephone Dir. (1 each)
- Rubber bands, assorted sizes (1 packet)
- Ruler, engineer scale (1 each)
- Scissors (1 each)
- Screwdriver, slot & Phillips (1 each)
- Shirts, EM (White) (various sizes) (2 boxes)
- Staple remover (6 each)
- Stapler (6 each)
- Staples (3 boxes)
- Triangles
- Tape, masking (1 packet)
- Tape, filament (3 rolls)
- Tape dispenser w/ tape(1 each)
- Telephone message pads(1 packet)
- Telephone books: MSC/EM/local (1 each)