



Deployment Checklist



In preparation for deployment, FAST members should:

1. Pack personal items needed while on assignment for a 10-15 day deployment.
2. Check on what the capacity is for your FAST coordinator (or supervisor) to get cash advances, hotel/car/flight arrangements.
3. Get a hard copy list of important/key telephone numbers and program them into your cell phones. It's very useful to have them loaded into a cell phone as well as a copy to keep with you.
4. Pack FAST-related materials needed while on assignment, including FAST ID badge and any other administrative forms needed from the FAST website.

Before deployment, be sure to have the following:

1. The Point of Contact (POC) at the site and contact info, the address, phone number.
2. Ask the person who is deploying you if there is any other information that is available about where you will be working (lodging, power, internet access, area-roads, law enforcement barriers)
3. Names and contact info, including pager, cell phone number, email address and land line number if available, of other FAST members that will be assigned to the same site
4. Get maps of the vicinity and location of deployment work site and hotel before deploying and carry hard copy maps because computer generated maps are not always reliable. Thomas Guides are still a good resource unless roads are closed or no longer exist.
5. Resource or mission tasking number and information. No FAST should self-deploy. The FAST coordinator or your supervisor should have the mission tasking information for your assignment.
6. FAST member should stay in regular contact with your supervisor or FAST coordinator while deployed. For example, the FAST member should provide your Department Point of Contact (DPOC) with the phone numbers of their deployment work site, mobile phones, and hotel.