

**Appendix K**  
**Guidance for Department Point of Contacts**  
**FAST Program**  
**10/23/08**

**PRE-DEPLOYMENT ACTIVITIES**

When the Disaster & Client Services Bureau (DCSB) becomes aware of an event that might call for Functional Assessment and Service Team (FAST) activities, DCSB will contact Department POCs (DPOC) and brief them of the situation and potential deployment. FAST members will then be contacted to determine availability. FAST members should be contacted by their DPOC first. Members who are available will be placed on alert. Those placed on alert will be briefed either by DCSB or their DPOC on length of duty and the scope of deployment mission.

DPOCs should develop a process for notifying (alerting) FAST members of a potential deployment. The process should include notification/approval of the FAST member's immediate supervisor.

DPOCs should develop a process for communicating availability of FAST members back to the CDSS DOC's Management Section, Logistics Section and Labor Forces Unit.

DPOCs should direct FAST members preparing for deployment to refer to their FAST handbook for procedures (to be developed). The FAST handbook checklists should be developed by the DPOC and FAST members for workability during deployments.

**Member's travel arrangements.**

Each sending agency should be prepared to make travel arrangements for their own FAST member(s). One of the state's authorized travel agencies is the "Travel Store." This agency can be used for booking arrangements. The Travel Store can arrange the mode of transportation and rental cars. DPOCs should check their department's policies to ensure the use of the Travel Store is authorized.

**Member's lodging arrangements.**

DPOCs should develop a training section during FAST orientation to advise FAST members to arrange for their own lodging at or near the deployment site. Historically there are two schools of thought: 1) some deploying government employees choose to make arrangements before deploying, and 2) other employees wait to see what is available at the location. Lodging arrangements depend heavily on the size and type of disaster. Note: Making lodging arrangements sometimes requires a fair amount of time calling hotels at or near the deployment site.

**Point of Contact(s) at Deployment Sites.**

DPOCs should develop a method to contact work locations of deploying FAST members and establish a short list of points-of-contacts at the site. The CDSS DOC staff may assist in this effort as well.

## **Travel Advances.**

A system should be developed by the DPOCs and CDSS and coordinated with the appropriate Accounting Section to provide travel advances for FAST members who need cash advances due to the high cost of hotel rooms and other expenses, if necessary.

Paperwork. DPOCs should develop a list of paperwork for FAST members to carry to the field. The checklist may include:

1. Copies of administrative forms used for travel and time-keeping.
2. Paperwork/copies of forms to accomplish the job.

FAST members will be provided all required forms. The master copies of all required forms should be kept in the FAST handbook in plastic sleeves in a section labeled "Originals".

Points of Contacts. DPOCs should establish a method during each disaster to compile a current list of contacts for deploying FAST members. The list of key persons to contact will be different for each disaster. CDSS may assist with the list.

DPOCs should develop a final check-out list with the FAST member before they begin their travel. The DPOC should contact the CDSS DOC staff, work site, and other involved parties to inform them the FAST member is under way. See sample below.

## **INDIVIDUAL CONSIDERATION BEFORE DEPLOYING FOR A DISASTER**

FAST members and DPOCs should:

Pack personal items needed while on assignment (see attachment for suggested items) for a \_\_\_\_\_ day deployment.

Carry on them a hard copy list of important/key telephone numbers and program them into their cell phones. It's very useful to have them loaded into a cell phone and backed up by a hard copy.

Pack FAST-related materials needed while on assignment, including FAST ID badge and needed sections from the FAST handbook.

Map the vicinity and location of their 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.

The DPOC should advise the member to stay in regular contact with the DPOC while deployed. For example, the FAST member should provide the DPOC with the phone numbers of their deployment work site, mobile phones, and hotel.

# SUGGESTED TRAVELER'S CHECKLIST

## Work Equipment/Info

- FAST manual-needed sections
- Pager
- Spare batteries
- Cell phone/charger
- Phone calling card (for pay phone)
- Support contact numbers (see above?)

## Clothing

- Blouses
- Shirts
- Pants
- Underwear
- Jacket
- Light raincoat
- Sweater
- Socks
- Walking shoes
- FAST vest

## Accessories

- Day pack or fanny pack

## Seasonal Gear

- Sunglasses
- Sunscreen
- Bug Repellant
- Hat/head cover
- Umbrella
- Boots

## Notions

- Tooth brush
- Tooth paste
- Dental floss
- Skin Cleanser
- Bar soap
- Moisturizer
- Compact Mirror
- Deodorant
- Shampoo
- Hair brush/comb
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## Miscellaneous

- Paper
- First aid kit
- Prescription medications
- List of generic names for prescription drugs
- OTC medications
- Chapstick
- Hand sanitizer
- Laundry soap??
- Sewing kit
- Travel alarm
- Mini flashlight
- Battery operated radio
- Food\*
- Water\*\*

## Documents

- Travel documents
- Picture Identification
- Guidebooks of the area (AAA)
- Maps
- FAST ID card

## Other Needs

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* Easy to carry quick energy foods, such as fruit snacks, beef sticks, jerky.

\*\* In some cases, it may be difficult to obtain water once deployed.

NOTE: Carry-on flight bag should contain at least change of clothes, medicines, and documents