

VIII. OPERATIONAL CHECKLISTS

A. COMMAND STAFF.....	1
B. OPERATIONS.....	19
C. PLANNING.....	25
D. LOGISTICS.....	34
E. ADMINISTRATIVE/FINANCE	44

VIII. OPERATIONAL CHECKLISTS

Operations Checklists have been developed for all of the positions outlined for use by the MST. If the position designated has not been filled the responsibility for action rests with the normal supervisor. Think job functions not position when considering the completion of the tasks outlined in both the Position Descriptions and the Operational Checklists. A general checklist that applies to all positions as common responsibilities precedes these position specific checklists.

A. COMMAND STAFF

Mission operational checklists have been developed for the following Command Staff positions on the MST.

- Chief of Field Operations;
- MST Leader;
- MST Deputy Leader;
- Safety Officer;
- Medical Officer; and
- Liaison Officer.

CHIEF OF FIELD OPERATIONS OPERATIONAL CHECKLIST

Upon Activation

- [] Receive notification of assignment and instructions from OEP;
- [] Inquire as to:
 - Current situation (event, location, magnitude);
 - Mode of transportation;
 - Reporting time and location;
 - Point of departure;
 - Point of arrival contact person and possible phone number;
 - Name of MST Leader;
 - MST positions assigned; and
 - Special clothing or equipment needed.
- [] Make contact with the RHA to get situation report and other pertinent information;
- [] Establish communications with the MST Leader to share travel, initial meeting, and other information;
- [] Monitor disaster related information from local sources such as radio and television;
- [] Review personal/team/specialized equipment checklists;
- [] Obtain position description and any related materials for assigned position;
- [] Report to the assigned Point of Departure at the prescribed time. If time delays are anticipated, update estimated time of arrival advise the OEP/EOC, MST Leader, or contact person; and
- [] In conjunction with the MST Leader and the OEP/EOC, check to make sure that all health and medical personnel have in their possession a copy of the current license required for the position, assignment location prior to beginning travel to the assignment.

CHIEF OF FIELD OPERATIONS OPERATIONAL CHECKLIST (CONTINUED)

On site Operations

Due to the diverse circumstances associated with MST activation, all members may or may not fully assemble prior to travel to the assigned location. Some members may meet up with the MST later. The following Point of Departure issues would be addressed:

- [] Meet with RHA and lead agency to receive briefing and expectations for MST.
Briefing should include:
 - Current disaster situation and projection for next operational period(s);
 - Organizational structure for MST operations;
 - Strategic goals for the MST;
 - Meeting and briefing timetable;
 - Required documentation and time schedule;
 - Relationship with local responders;
 - Ordering procedures and authorities; and
 - Infrastructure briefing.
- [] Prepare briefing for the MST Leader and Team;
- [] Receive appropriate issue of supplies and equipment (portable radio, cellular phone, etc.). Discuss with MST Leader any shortages;
- [] Review latest disaster related information as it becomes available and share with the MST Leader;
- [] Discuss any changes in procedures of reporting chain and disaster organization structure with the MST Leader;
- [] Attend MST operational period briefings and planning meetings and provide latest overall disaster information;
- [] Review SITREPs from MST prior to submission to lead agency and OEP/EOC;
- [] Meet with senior lead agency health and medical officials, and those from assisting and cooperating agencies working with the MST to resolve any coordination issues;
- [] Periodically meet with RHA and provide briefing on latest MST activities and recommended changes to HHS health and medical strategic goals and tactical objectives of significance;
- [] Be available to MST Leader to provide assistance on issues related to procurement and fiscal matters;
- [] Review latest demobilization issues with the MST Leader and reach agreement on MST Demobilization Plan framework and release priorities;
- [] Brief RHA and OEP/EOC on Demobilization Plans for the MST; and
- [] Make sure all MST strategic and tactical actions and reports are completed or in step with Demobilization Plan requirements.

CHIEF OF FIELD OPERATIONS
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation Phase

- [] Receive performance rating from RHA and give performance rating to MST Leader;
- [] Participate in any AARs with lead agency and assisting and cooperating agencies;
- [] Discuss individual performance evaluation with MST Leader. Note any performance problems of individual team members;
- [] Set schedule, format, and documentation needs with MST Leader for Phase I AAR;
- [] Brief RHA on current activities and schedule for AAR;
- [] Discuss with MST Leader any unsatisfactory performance rating for command, general staff members, or team leaders; and
- [] Set in motion process for final Phase II AAR within 45-days of return of HHS health and medical personnel.

MST LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment request the information outlined in the general requirements section for all MST members;
- [] Receive verbal and written notification of assignment from OEP or CFO;
- [] Receive briefing from the CFO;
- [] Brief MST Deputy Leader of roles and responsibilities;
- [] Establish communications with the assigned MST members and provide an initial briefing and identify POA;
- [] Identify and initiate appropriate logistical requirements for the team personnel and equipment (i.e. air transportation, car rental, etc.);
- [] Establish chain of command and performance expectations for the MST. Share this with members at the appropriate time;
- [] Meet with assigned team members and ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment. Assemble personnel for a briefing, to include:
 - Reporting location;
 - MST organizational structure and chain of command;
 - Latest event information and environmental conditions;
 - Media issues and procedures;
 - Identification of the affected State or local emergency management structure;
 - Pertinent unique/cultural local considerations;
 - Individual and MST performance expectations including work and activity schedules;
 - Problem-solving processes and methods for establishing or changing MST priorities;
 - Information flow and reporting requirements; and
 - Split shift considerations and assignments if known.
- [] Ensure development of Communications Plan and identify reporting requirements for the MST (i.e., periodic schedule, means, type of information, etc); and
- [] Ensure that Logistics has considered logistical requirements (i.e. transportation, communications, etc.) with the team members prior to arrival at the assigned location.

MST LEADER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations

- [] Notify the CFO of your arrival and provide current information as available. Also establish callback numbers and information update schedule;
- [] Review work schedule and specific assignment for Deputy MST Leader;
- [] Meet with appropriate officials at the assigned reporting location and receive a briefing. Define how the MST is integrated into the disaster management structure and State or local response effort;
- [] Assist CFO in briefing Federal, State or local officials regarding MST resources, capabilities, and limitations;
- [] Identify and determine availability of assistance for MST resource reception and support (POA/MOB center) in conjunction with the appropriate Federal, State or local officials;
- [] Ensure that MST collects information for a directory of contact phone numbers (i.e. DFO, the lead agency base, ROC, State Operations Center (SOC), Local EOC, Command Post, Mob Center etc.);
- [] Ensure that MST work space requirements and support needs are provided including telephones, FAX, computer, and administrative needs (i.e. office supplies etc.);
- [] Establish reporting requirements for SITREPs and Action Plans with the CFO;
- [] Obtain from CFO a copy of disaster organization chart. Determine hours of operations for MST and provide coverage as needed;
- [] Ensure that all needed contact directories are established and posted for HHS health and medical personnel (i.e., telephone, pager and cellular phone numbers, etc.) including after hour call back numbers;
- [] Ensure that contacts are made to the appropriate State health and medical representatives and that resource needs are discussed;
- [] Ensure that proper documentation is maintained for all HHS health and medical activities;
- [] Ensure that a resource accountability system (personnel and equipment) is established and maintained;
- [] Coordinate procurement and expenditure actions in accordance with CFO direction;
- [] Ensure that all reports and actions are completed and submitted as required (i.e., SITEPs, Action Plans, action tracking, financial summaries, and medical resource resupply requests);
- [] Establish time schedule for planning meeting, briefings and team meetings;
- [] Review Demobilization Plan with CFO; and
- [] Maintain Unit Log.

MST LEADER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation Phase

- [] Ensure that logistics requirements (air transport, etc.) for MST return are provided. Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Periodically review Demobilization Plan and recommend changes with the CFO as needed;
- [] Conduct exit review with the CFO and other appropriate officials;
- [] Ensure clean up of work space, purge of computer files and store diskettes. Records and reports are handed off to the CFO. The MST Administrative/Support Kit is inventoried and prepared for shipment;
- [] Ensure that an Phase I AAR occurs and is documented for follow up action;
- [] Develop the MST AAR Report draft for OEP within 10 days addressing issues, background and recommendations for future improvements;
- [] Participate in after action review meetings, as required;
- [] Ensure that MST Administrative/Support Kit is returned to a state of readiness within 10 days;
- [] Receive performance rating from CFO; and
- [] Ensure that command and general staff members have completed individual performance appraisals for each employee. Review any ratings reflecting outstanding or unsatisfactory performance.

DEPUTY MST LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment request the information outlined in the general requirements section for all MST members;
- [] Receive notification of assignment and written instructions from MST Leader;
- [] Receive briefing from MST Leader;
- [] Assist MST Leader in establishing communications with the assigned MST members. Provide an initial briefing and identify POA;
- [] Identify and initiate action on appropriate logistical requirements for the team personnel and equipment (i.e. air transportation, car rental, etc.) as directed;
- [] Assist MST Leader in meeting with assigned team members and ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment. Assist MST Leader in briefing to cover:
 - Reporting location;
 - MST organizational structure and chain of command;
 - Latest event information and environmental conditions;
 - Media issues and procedures;
 - Identification of the affected State or local emergency management structure;
 - Pertinent unique/cultural local considerations;
 - Individual and MST performance expectations including work and activity schedules;
 - Problem-solving processes and methods for establishing or changing MST priorities;
 - Information flow and reporting requirements; and
 - Split shift considerations and assignments if known.

If directed by the MST Leader, the MST Deputy Leader may:

- [] Ensure development of Communications Plan and identify reporting requirements for the MST (i.e., periodic schedule, means, type of information, etc); and
- [] Ensure that Logistics has considered logistical requirements (i.e. transportation, communications, etc.) with the team members prior to arrival at the assigned location.

DEPUTY MST LEADER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations

Any or all of the checklist items for on-site operations and demobilization may be assigned to the MST Deputy Leader.

- [] Notify the MST Leader of your arrival and provide current information as available;
- [] Meet with appropriate officials at the assigned reporting location and receive a briefing. Define how the MST is integrated into the disaster management organization and State or local response effort;
- [] Brief Federal, State or local officials regarding MST resources and capabilities and limitations;
- [] Identify and determine availability of assistance for MST resource reception and support (POAs, mob. center) in conjunction with the appropriate Federal, State or local officials;
- [] Ensure that MST collects information for a directory of contact phone numbers (DFO, the lead agency base, ROC, SOC, EOC, Command Post, Mob Center etc.)
- [] Ensure that the MST work space requirements and support needs are provided including telephones, FAX, computer, and administrative needs (office supplies etc.);
- [] Gather information on lead agency meetings and briefing schedule from CFO;
- [] Establish reporting requirements for SITREPs, Action Plans, and other required reports;
- [] Obtain from MST Leader a copy of lead agency organization chart. Determine hours of operations for MST and provide coverage as needed;
- [] Ensure that all needed contact directories are established and posted for MST members (telephone, pager, cellular numbers, etc.) including after hour call back numbers;
- [] Contact the appropriate State health and medical representatives and discuss resource needs;
- [] Ensure that proper documentation is maintained for all HHS health and medical activities;

DEPUTY MST LEADER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations (Continued)

- [] Ensure that a resource accountability system (personnel and equipment) is established and maintained;
- [] Coordinate procurement and expenditure actions in accordance with CFO direction;
- [] Ensure that all reports and actions are completed and submitted as required (i.e., SITEPs, Action Plans, action tracking and financial summaries and medical resource resupply requests);
- [] Resolve problem as requested; and
- [] Maintain Unit Log.

Deactivation Phase

- [] Ensure that logistics requirements (air transport, etc.) for MST return are provided;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Review demobilization progress against approved plan and make recommendations as necessary;
- [] Conduct exit review with the CFO and other appropriate officials;
- [] Ensure clean up of work space, purge computer files and store diskettes. Records and reports are handed off to the CFO. The MST Administrative/Support Kit is inventoried and prepared for shipment;
- [] Ensure that an Phase I AAR occurs and is documented for follow up action;
- [] Develop the MST AAR Report draft for OEP within 10 days addressing issues, background and recommendations for future improvements;
- [] Participate in after action review meetings, as required.;
- [] Ensure that the MST Administrative/Support Kit is returned to a state of readiness within 10 days;
- [] Ensure that individual performance ratings are completed for each team member;
- [] Receive performance rating from MST Leader; and
- [] Ensure that Command and General Staff members have completed individual performance appraisals for each employee. Review any ratings reflecting unsatisfactory performance and discuss with MST Leader.

MST SAFETY OFFICER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Upon arrival at the incident, obtain briefing from MST Leader;
- [] Participate in planning meetings and briefings to ensure that safety considerations are a part of the Action Plan and briefings;
- [] Meet with other safety personnel assigned to the MST area of operation;
- [] Identify and make known to MST and specialty teams any dangers from indigenous animals, plants and insects. Ensure that appropriate measures are taken;
- [] Review sanitation requirements with the Medical Officer and Facilities Unit Leader;
- [] Review with the Logistics Section Chief food and potable water requirements and safeguards for assigned personnel;
- [] Review the Medical Plan to ensure that the plan addresses potential injuries most common to known hazards, and that a comprehensive medical risks assessment is completed for all areas within the scope of the MST;
- [] Ensure that evacuation signals and routes are known to all;
- [] Work with the Transportation Unit Leader to ensure that safety considerations are part of the planning for vehicle traffic and vehicle operation;
- [] Meet with the Compensation/Claims Unit Leader to keep accident reports current; and
- [] Ensure that accidents are investigated;

Deactivation Phase

- [] Complete Statements and other records pertaining to accidents and deliver to Compensation/Claims Unit Leader;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Identify safety issues for AAR;
- [] Receive individual performance evaluation from the MST Leader; and
- [] Participate in the Phase I AAR.

MST MEDICAL OFFICER
OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the following information in addition to that information outlined in the general requirements section for all MST members;
- [] Receive briefing from MST Leader including the following:
 - Pre-existing health care;
 - Damage to infrastructure;
 - Victims/injuries;
 - Epidemics and disease;
 - Environmental hazards; and
 - Local or State POCs.
- [] Obtain list of all MST resources being deployed and obtain medical history of MST personnel;
- [] Review MST pharmaceutical cache delivery and security arrangements with OEP/EOC and MST Logistics Section Chief;
- [] Review the affect of the incident on local medical infrastructure. Complete medical situation assessment;
- [] Review inventory of MST medical equipment to ensure completeness; and
- [] List all facilities including Mob Center location.

On-site Operations

- [] Upon arrival report to MST Leader and receive instructions;
- [] Establish MST member medical plan:
 - Establish designated MST member medical treatment area and staff to meet anticipated needs;
 - Individually assess MST members for signs of stress, injury or illness; and
 - Discuss with Safety Officer MST operational work period, food, hydration, rest, and recreation.
- [] Meet with Operations Section Chief and leaders of specialty teams to gather information for Health and Safety Medical Plan;
- [] Monitor need for Extended Incident Stress Syndrome (EISS) Debriefing and request Mental Health Technical Specialist as needed;

MST MEDICAL OFFICER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations (Continued)

- [] Contact local Emergency Medical System (EMS) agency for:
 - Telephone and pager number for 24-hour access;
 - Operational radio frequency;
 - Advanced Life Support (ALS), Basic Life Support (BLS) availability for MST members and local community and air transport availability;
 - Average response time to operations sites and average transport to appropriate medical facility from operations site(s);
 - Number of transport units available;
 - Location of EMS staging area; and
 - Name and telephone/pager number for EMS Medical Director.
- [] Contact local EOC, IC, Health Department, or emergency manager for:
 - Telephone and pager number for 24-hour access;
 - Provide the Communications Unit Leader with all contact numbers; and
 - Discuss epidemic disease.
- [] Contact local hospital(s) for:
 - Most direct route of travel from operations site(s);
 - Trauma status (level, accepting, re-route); and
 - Bed availability (consider reported number of potential patients).
- [] Emergency department:
 - Number of beds, staffing;
 - Physician qualifications;
 - Sub-specialty availability (burn unit, neuro, eye, ortho, hyperbarics, CAT, MRI); and
 - Point of contact name, telephone/pager number.
- [] Review Pharmaceutical cache ordering, distribution security and accountability with Logistics Section Chief and Medical Supply Unit Leader;
- [] Contact other medical services for:
 - Ancillary services including podiatrist, chiropractor;
 - Dentists, oral surgeons; and
 - Pharmacies, medical equipment, medical suppliers.
- [] Ensure that status is collected for all medical resources assigned to MST operations;

MST MEDICAL OFFICER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations (Continued)

- [] Tabulate and establish priorities for all medical resources;
- [] Develop MST Medical Action Plan covering MST organization for each operational period using ICS Form 206 that includes:
 - Lists of medical aid stations and locations;
 - Ambulance Services, phone numbers, and planned locations;
 - Hospital addresses, travel times, phone numbers, and other pertinent information; and
 - MST heliport and helispots.
- [] Perform disaster site medical risks assessment with Safety Officer:
 - Physical, chemical, and biological hazards;
 - Public health concerns; and
 - Extended incident stress factors.
- [] Provide input to MST Safety Officer to ensure that MST Safety Message includes:
 - Anticipated environmental considerations (weather, airborne and blood borne pathogens, etc.);
 - Potential vector, rodent, animal, reptile and plant problems;
 - Level of Personal Protective Equipment (PPE) required for MST operations, including, clothing, airway, and footwear;
 - Injury and disease trends observed with other MST members, locals;
 - Hand washing and latrine locations;
 - Decontamination station and type;
 - Protective health measures recommended, including sunscreen, insect repellent, a hydration plan;
 - Provide assistance to Medical Supply Unit Leader to ensure that medical supply requests are promptly filled;
 - BoO locations:
 - Have adequate food, water, shelter and sanitation; and
 - Have adequate re-supply of necessary health and welfare requirements after 72-hours.
- [] Maintain MST Injury/Illness Log;
- [] Maintain database of all Supervisor's First Report of Injury - Form CA-2;
- [] Check for medical accuracy of compensation and related forms;
- [] Track hospitalized MST members;

MST MEDICAL OFFICER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations (Continued)

- [] Obtain information from the Center for Disease Control and Prevention (CDC) regarding affected area that includes:
 - Endemic disease threats and countermeasures;
 - Environmental threats and countermeasures;
 - Immunization recommendations;
 - Decontamination procedures; and
 - Consider deployment of a CDC Assessment Team.
- [] Conduct medical briefing with medical specialty team managers at each shift exchange:
 - Collect task force Injury/Illness Log. Provide to MST Comp/Claims Unit Leader;
 - Collect and disseminate medical surveillance information;
 - Victim:
 - Pertinent medical care issues from previous operational period;
 - Consider and anticipate special medical needs for current operational period;
 - MST members: (disseminate updated Medical Assessment Form);
 - Disseminate collected Injury/Illness Log from previous operational period;
 - Document and report significant injury or illness trends; and
 - Recommend corrective preventive and protective measures.
- [] Ensure that MST personnel death procedures are followed if fatality occurs;
- [] Identify medical support and/or other needs of medical specialty team managers;
- [] Collect final Injury/Illness Log from each the MST and specialty team as it demobilizes;
- [] Prepare situation and resource status summary at conclusion of mission; and
- [] Maintain Unit Log.

MST MEDICAL OFFICER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation Phase

- [] Document issues for AAR. Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Participate in AAR and prepare MST medical portion of the AAR Report that includes:
 - Documentation of care provided to MST members;
 - Compilation of Injury/Illness Logs of MST members;
 - Compilation of Supervisor's First Report of Injury — Form CA-2;
 - Compilation of victim morbidity/mortality summary;
 - Report status of mental health of health and medical personnel; and
 - Work with the Medical Supply Unit Leader to compile a list of medical supplies used, re-ordered by type and amount.
- [] Receive performance rating from the MST Leader.

MST LIAISON OFFICER
OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment request the following information, in addition to the information outlined in the general requirements section for all MST members;
- [] List of all MST resources being deployed with emphasis on assisting agencies and their working location; and
- [] Local emergency services contacts.

On-site Operations

- [] Receive briefing from MST Leader;
- [] Participate in MST planning meetings providing information on cooperating and assisting agencies and their capabilities and limitations;
- [] Provide a point of contact with the MST in the field and maintain visibility for assisting and cooperating agency representatives;
- [] Prepare an assisting and cooperating agency contact directory and distribute copies to other staff functions;
- [] Work with the Planning Section Chief to identify and provide other agency capabilities and limitations for strategic and tactical planning;
- [] Provide specific information on HHS health and medical activities to cooperating and assisting agencies relative to:
 - MST assignments;
 - Anticipated duration of MST resources assigned to incident;
 - Expected demobilization schedule; and
 - MST operating procedures.
- [] Assist cooperating and assisting agencies in contacting MST members or field personnel;
- [] Obtain assisting and cooperating agency demobilization preferences, needs and priorities and provide this information in demobilization planning meetings; and
- [] Maintain Unit Log.

MST LIAISON OFFICER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation Phase

- [] Ensure that all cooperating and assisting agencies are notified of the planned and actual demobilization of HHS health and medical response resources;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Meet informally with agency representatives to get AAR issues for the MST meeting;
- [] Package all pertinent reports and records and submit to MST Planning Section for inclusion in historical files;
- [] Receive performance evaluation from MST Leader; and
- [] Participate in the AAR.

VIII. OPERATIONAL CHECKLISTS

B. OPERATIONS

Mission operational checklists have been developed for the following Operations positions on the MST.

- Operations Section Chief;
- Branch Director; and
- Division Supervisor.

MST OPERATIONS SECTION CHIEF OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the following information in addition to the information outlined in the general requirements section for all MST members;
- [] Receive location of point of departure;
- [] Find out what resources, including MST Operations Section personnel, are en-route; and
- [] Determine if the Rapid needs assessment process is operational or if a Federal reconnaissance team is deployed. If so, inquire as to the name and location of the Medical Specialist on the team.

On-site Operations

- [] Report to the MST Leader for initial briefing and planning schedule;
- [] Ensure that an appropriate number of operational personnel have been activated during the initial deployment of the MST to meet anticipated needs;
- [] Brief members of the Operations Section;
- [] Determine the ground assessment process to be used, the organizational structure on scene, and discuss with the Planning Section;
- [] Brief Section on the use of time forms;
- [] Identify and determine the availability of assistance to receive incoming resources and support in conjunction with the Logistics Section Chief, Medical Officer, and appropriate Federal, State or local officials;
- [] Consider intelligence gathering to meet needs of strategic and tactical planning and discuss with the Planning Section Chief. Consider the following:
 - Potential operations for present and future operational periods;
 - Identification of general and specific work site(s);
 - Need for additional resources including technical specialists;
 - Adequacy of support facilities;
 - Identification of additional operational support facilities; and
 - Affects on local emergency response infrastructure.
- [] Evaluate the need for additional Operations Section personnel to meet anticipated needs. Make this need known in the initial and subsequent planning meeting;

MST OPERATIONS SECTION CHIEF
OPERATIONAL CHECKLIST (CONTINUED)

- [] Periodically check with the MST Liaison Officer, Branch Directors or Division Supervisors to ensure that other agency needs are being met;
- [] Evaluate the capacity of assigned resources to complete the current assignment. Make recommendations to the MST Leader;
- [] Contact Logistics Section Chief after discussion with Branch Directors to ensure that all needs of assigned field team members are met including communications, transportation, billeting, general subsistence (food and water), and welfare;
- [] Resolve any coordination, communications, and operational problems as appropriate;
- [] In conjunction with the MST Medical Officer make recommendations to Federal, State or local officials on assignment of medical resources;
- [] If requested, assist Federal, State or local officials with briefings about MST operations;
- [] Ensure that Operations Section resources at Mob Center(s) and POAs are properly briefed and have necessary logistical support;
- [] Make periodic reports to the MST Leader and Planning Section Chief of work accomplishments, and needs for future operational periods;
- [] Set up procedures for maintaining records of victim locations;
- [] Participate in planning meetings with the MST personnel;
- [] Participate in the development of the Action Plan through planning meetings and informal contacts with other Command and General Staff members;
- [] Execute the Operations portion of the Action Plan. Advise the MST Leader if it is necessary to deviate from the established plan;
- [] Continually assess the status and suitability of resource assignments and advise the MST Leader and Planning Section Chief when changes are required;
- [] Brief the MST Liaison Officer on mission status and reassignment or demobilization for assisting and cooperating agencies;
- [] Ensure that all property assigned to the Operations Section has been accounted for and returned to the issuing source. Prepare documentation for property that is missing, damaged or destroyed; and
- [] Maintain Unit Log.

MST OPERATIONS SECTION CHIEF
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation Phase

- [] Coordinate with Demobilization Unit Leader to ensure that all Operations Section personnel are in the demobilization process;
- [] Coordinate with MST Finance Section to ensure that Operations Section personnel time is submitted and that any leased or contracted equipment or services is recorded and accounted for;
- [] Follow-up to see all assigned equipment is returned to the responsible section;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] In conjunction with the Liaison Officer, inform cooperating organizations and agencies of the departure of Operations Section personnel;
- [] Give performance evaluations to Branch Directors and discuss Division Supervisor ratings prior to their evaluations by their Branch Directors;
- [] Receive performance evaluation from MST Leader; and
- [] Work with Operations personnel to identify issues for discussion at the AAR.

MST BRANCH DIRECTOR
OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Receive briefing from the Operations Section Chief;
- [] Brief Division Supervisors and Specialty Team Leaders of the plan for operational period. Involve the Safety Officer in Branch activities;
- [] Monitor accomplishments during the operational period and make recommendations to the Operations Section Chief for modification of the Action Plan;
- [] Determine if the BoO is secure and meets needs. Get logistics support to make improvements;
- [] Meet with Division Supervisors and Team Leaders to determine accomplishments and priorities for the next operational period, and report to the Operations Section Chief;
- [] Monitor logistics needs and report needs to the Operations Section Chief for coordination with the Logistics Section;
- [] Complete all forms and reports for the operational period including Unit Log ; and
- [] Continue to monitor the need for EISS debriefings . Make a report to the Operations Section Chief.

Deactivation Phase

- [] Complete an inventory of tools and equipment. Document all lost, damaged, or destroyed equipment and provide paperwork to the Logistics Section Chief;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Make sure daily time and use records are up to date for personnel and equipment;
- [] Give performance evaluations to Division Supervisors and receive an evaluation from the Operations Section Chief; and
- [] Debrief Branch personnel to identify issues for AAR.

MST DIVISION SUPERVISOR OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Receive briefing from the Branch Director;
- [] Brief Team Leaders and others of plans for the operational period including safety considerations;
- [] Meet with Team Leaders to get accomplishments and recommendations for next operational period;
- [] Keep assessing accomplishments and the need for plan modification;
- [] Advise Branch Director of branch needs for EISS; and
- [] Complete Unit Log.

Deactivation Phase

- [] Complete inventory of tools and equipment for the Logistics Section. Document all lost, damaged or destroyed equipment;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Make sure daily time and use records are up to date for personnel and equipment;
- [] Receive evaluation from the Branch Director and give performance evaluations to Team Leaders; and
- [] Debrief Division personnel to identify issues for the AAR.

VIII. OPERATIONAL CHECKLISTS

C. PLANNING

Mission operational checklists have been developed for the following Planning positions on the MST.

- Planning Section Chief;
- Situation Unit Leader;
- Resource Unit Leader;
- Demobilization Unit Leader;
- Documentation Unit Leader; and
- Technical Specialist.

MST PLANNING SECTION CHIEF
OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the following information, in addition to that information outlined in the general requirements section for all MST members;
- [] Obtain a listing of all HHS health and medical response resources being deployed from the MST Leader or MST Deputy Leader;
- [] Obtain list of facilities including Mob Center location;
- [] Obtain maps of the affected area; and
- [] Obtain list and assignment of personnel reporting to Planning Section.

On-site Operations

- [] Upon arrival report to MST Leader and receive briefing;
- [] Set up work area with supplies and equipment from MST Support Kit;
- [] Determine equipment and supplies shortfalls and order through MST Logistics;
- [] Brief subordinates on overall mission, priorities, performance expectations, work schedules and assign task as needed;
- [] Have a meeting and planning schedule prepared and posted with copies to all staff. Make sure this schedule is coordinated with the lead agencies planning cycle and is approved by the MST Leader;
- [] Ensure that status is collected and maintained for all critical resources assigned to MST operations including equipment and transportation assets;
- [] Evaluate strategic plans and staffing needs to determine if additional resources are needed;
- [] Ensure set up and maintenance of wall displays (maps and T-Card system for viewing);
- [] Ensure that status is entered into an electronic database and post the printout;
- [] Maintain contact with staff officers to ensure that resources status changes are obtained in a timely manner;
- [] Conduct planning meeting according to planning process checklist;
- [] Supervise the development of the Action Plans and the SITREP;
- [] Continue to coordinate with lead agency Planning Section Chief on information reporting requirements;
- [] Continue to identify resource surplus for Section Chiefs and discuss recommend release priorities;
- [] Set up briefings and follow established briefing form;

MST PLANNING SECTION CHIEF
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations (Continued)

- [] Prepare situation and resource status summary at conclusion of mission;
- [] Keep MST Leader informed of significant events and any potential problems;
- [] Ensure that all documentation is processed and filed for historical records;
- [] Provide a Demobilization Plan draft in conjunction with the Demobilization Unit Leader for staff review and MST Leader and CFO approval. Assist the Demobilization Unit Leader as needed in the plan execution; and
- [] Maintain Unit Log.

Deactivation Phase

- [] Ensure removal of displays and return all property to Administrative/Support Kit for shipment;
- [] Ensure that historical records are properly prepared and turned over to MST Leader;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Collect information from Phase I AAR and prepare draft of MST AAR Report; and
- [] Receive performance evaluation from MST Leader and then rate Unit Leaders.

MST SITUATION UNIT LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Receive briefing from Planning Section Chief including the following items:
 - Work schedule;
 - Activity schedule for SITREPs, action planning and briefings;
 - Display requirements;
 - Anticipate workload; and
 - Lead agency Planning Section personnel.
- [] Obtain necessary maps and photos of the affected area;
- [] Set up work area with supplies and equipment from MST Administrative/Support Kit;
- [] Work with Liaison Officer to get SITREPs from other agencies;
- [] Collect and analyze situation data for all HHS health and medical activities and complete and keep current status display;
- [] Provide MST SITREPs to lead agency planning section as required;
- [] Set up walls displays (maps and charts as needed);
- [] Provide briefing on current situation as requested;
- [] Provide information to the ERT Joint Information Center (JIC) or other lead agency information center as authorized by the Planning Section Chief;
- [] Obtain needed information from the other MST personnel to complete required portions of the Action Plan for the next planning meeting;
- [] Prepare summary status report at conclusion of mission;
- [] Submit copies of all records for each operational period to the Documentation Unit Leader; and
- [] Maintain Unit Log.

Deactivation Phase

- [] Break down work area, remove displays and return items to Administrative/Support Kit;
- [] Identify issues for AAR;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization; and
- [] Receive performance evaluation from the Planning Section Chief.

MST RESOURCE UNIT LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment , request the information outlined in the general requirements section for all MST members; and
- [] If possible, obtain a list of resources deployed from the Planning Section Chief.

On-site Operations

- [] Receive briefing from the Planning Section Chief. Determine which resources will be tracked;
- [] Set up resource status work area with supplies and equipment from MST Administrative/Support Kit;
- [] Make contact with the lead agency Situation Unit Leader, MST Liaison Officer and Time Unit leader to keep current status of resources;
- [] Collect and maintain status on all resources assigned to health and medial operations including personnel, equipment, and transportation assets;
- [] Maintain contact with the Time Unit Leader to obtain current resource database for MST personnel;
- [] Set up and maintain wall displays to display resource status of those assigned, available and out of service;
- [] Key resource status into electronic database and post printout, if required;
- [] Maintain contact with incident facilities (POAs, Mob Centers, etc), and MST field personnel to ensure that resources status changes are obtained in a timely manner;
- [] Assists in developing the Action Plan and the SITREP;
- [] Provide resource summary for planning meetings;
- [] Prepare status summary at conclusion of mission; and
- [] Maintain Unit Log.

Deactivation Phase

- [] Remove displays and return to MST Administrative/Support Kit. Note any kit shortages and give list to the Planning Section Chief;
- [] Submit all documentation and records and reports to the Documentation Unit Leader prior to demobilization;
- [] List issues for discussion during team AAR; and
- [] Receive performance evaluation from the Planning Section Chief.

MST DEMOBILIZATION UNIT LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the information outlined in the general requirements section for all MST members;
- [] Determine location of the Mob Center and POA; and
- [] Determine the type of facility where the Mob Center is located.

On-site Operations

- [] Obtain briefing from the Planning Section Chief;
- [] Check with the Time Unit Leader and Transportation Unit Leader to determine the size and complexity of the demobilization;
- [] Check with the Resource Unit Leader and Situation Unit Leader to determine the possible demobilization dates and priorities;
- [] Meet with the Liaison Officer to determine the cooperative and assisting agency demobilization needs;
- [] Determine personnel check out needs as part of the demobilization process. This includes: completion of time and equipment use records, property accountability and rehabilitation, completion of reports and forms and performance evaluations;
- [] Draft a Demobilization Plan for staff well in advance of need and review after discussion with the Planning Section Chief; and
- [] Maintain Unit Log , reports, and other documentation as required.

Deactivation Phase

- [] Gather all documents and records and turn in to the Planning Section Chief
- [] Account for all property under your control;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Receive performance rating from the Planning Section Chief;
- [] List issues for the AAR; and
- [] Remain on scene until all health and medical response resources have returned to their headquarters as verified by the OEP/EOC.

MST DOCUMENTATION UNIT LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Collect copies of all MST documentation previously prepared on current disaster and maintain master files for HHS health and medical activities;
- [] Initiate contact with the lead agency Documentation Unit Leader to establish coordination/communications;
- [] Set up filing system and conduct operational check on computer system when installed;
- [] Set up in advance and ensure that provision for duplication and fax services as requested;
- [] Prepare memos and forms as directed to initiate actions and for follow-up documentation;
- [] Collect and file copies of all but not limited to:
 - Action Plans;
 - SITREPs;
 - Mission assignments;
 - Request for Assistance forms;
 - Memos;
 - Property Accountability forms;
 - Contact list;
 - MST and specialty team organization charts;
 - Requisitions for equipment and supplies;
 - Press releases;
 - Operational/planning maps; and
 - Unit Logs.
- [] Assist in developing the Action Plan and the SITREP;
- [] Assist in recording at planning meetings, briefings and other team meetings;
- [] Establish duplication service, and respond to requests to meet time schedules; and
- [] Maintain Unit Log.

MST DOCUMENTATION UNIT LEADER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation Phase

- At conclusion of mission, complete files and submit to MST Planning Section Chief;
- Identify issues for team AAR;
- Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- Assist Planning Section Chief in preparing AAR Reports;
- Return equipment and supplies to MST Administrative/Support Kit; and
- Receive performance evaluation from the Planning Section Chief.

MST TECHNICAL SPECIALIST OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Upon arrival report to the Planning Section Chief for initial briefing and instructions;
- [] Contact MST staff assigned to review priority area for evaluation;
- [] Make written on-site evaluations and prepare recommendations within established time frames and review with Section Chiefs involved;
- [] Attend planning meetings and briefings to make recommendations and brief personnel on functional areas;
- [] Inspect work sites to make sure mitigation or other measures are being made in accordance with Action Plan;
- [] Review functional staffing and recommend changes to meet strategic and demobilization planning; and
- [] Complete Unit Log.

Deactivation Phase

- [] Receive performance evaluation from the Section Chief;
- [] Document after action items for section and team review with other specialists as appropriate;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization; and
- [] Participate in MST after action evaluation process.

VIII. OPERATIONAL CHECKLISTS

D. LOGISTICS

Mission operational checklists have been developed for the following Logistics positions on the MST.

- Logistics Section Chief;
- Communications Unit Leader;
- Medical Supply Unit Leader;
- Transportation Unit Leader;
- Housing Unit Leader; and
- POA/MOB Center Specialist.

MST LOGISTICS SECTION CHIEF OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the following information in addition to that information outlined in the general requirements section for all MST members;
- [] Ensure shipment of MST Administrative/Support Kit, and other cache items;
- [] Ensure that ground transportation is ordered and available when team reaches POA;
- [] Identify any special logistics needs of the team and obtain if possible before departing; and
- [] Request necessary maps of the local and regional area if possible and coordinate the request with the Planning Section Chief.

On-site Operations

- [] Obtain briefing from the MST Leader and brief the Logistics Section;
- [] Obtain information on condition of highways, rail lines, airports, bridges, parks, and other local infrastructure details which may affect support to field operations;
- [] Check out and sign for support equipment and supplies from MST Administrative/Support Kit or lead agency supply system;
- [] Work with Medical Officer and Medical Supply Unit Leader to make sure that the security, ordering, inventory and resupply of the pharmaceutical cache meets standards;
- [] Work with MST Leader and general staff to determine work space and related support requirements for BoO, lead agency base and field operations;
- [] Ensure that appropriate number of phones and other forms of communications are in place to facilitate field operations;
- [] Ensure that all HHS health and medical personnel have adequate billeting;
- [] Establish a resource ordering process with the Administrative/Finance Section Chief and communicate process to MST Leader and General Staff;
- [] Coordinate procurement actions before forwarding to Administrative/Finance Section;
- [] Ensure adherence to Federal financial and procurement practices and procedures;
- [] Monitor Logistics Section to ensure adequate staffing to meet current and future needs;

MST LOGISTICS SECTION CHIEF
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations (Continued)

- [] Ensure that security needs are in place at all location where HHS health and medical response resources are located;
- [] Provide information to the Planning Section on location and status of all logistics support facilities;
- [] Maintain contact with incident facilities, POA, mob centers, and technical specialist to ensure that logistics needs are being met;
- [] Make sure that sufficient food and potable water is provided;
- [] Ensure that Logistics Section staff develop communication, and transportation plans for your review prior to submission to the Planning Section;
- [] Ensure that property accountability system including tracking system is being utilized for all property issued from the Administrative/Support Kit and/or procured during the operation;
- [] Ensure that logistics requirements are incorporated into the Demobilization Plan;
- [] Coordinate with lead agency transportation requirements for demobilization of task forces in accordance with the demobilization plan; and
- [] Maintain Unit Log.

Deactivation Phase

- [] Break down work area, remove displays and inventory and prepare MST Administrative/Support Kit for shipment;
- [] Ensure that that all shipments are provided with property shipping and identification labels to avoid customs delays;
- [] Gather from Logistics Section personnel all appropriate documentation and information needed for the AAR Report including the identification of issues, discussion of each issue and recommendations;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Arrange transportation for HHS health and medical personnel and equipment; and
- [] Receive performance evaluation from MST Leader. Give evaluations to Logistics Section personnel.

MST COMMUNICATIONS UNIT LEADER
OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the following information in addition to the information outlined in the general requirements section for all MST members;
- [] Determine resources deployed and what their operating frequencies and needs are;
- [] Determine disaster area communication system survivability;
- [] Consider amateur radio systems contacts in disaster area;
- [] Determine location and arrival time and location of MST communications cache; and
- [] Coordinate with available communications expertise in the OEP.

On-site Operations

- [] Upon arrival report to MST Logistics Section Chief and receive situation update and instructions;
- [] Set up work area with equipment from MST Administrative/Support Kit;
- [] Obtain information for a directory of significant contact phone/fax/pager numbers;
- [] Establish contact with lead agency and other cooperating agencies;
- [] As needed obtain on-site operational radio frequencies for MST;
- [] Determine on-site disaster communication system capabilities, limitations, and radio frequencies;
- [] Prepare for the Logistics Section Chief's approval the MST Radio Communications Plan;
- [] Establish and manage a message system for HHS health and medical response resources to and from the lead agency;
- [] Set up, test, and maintain and arrange for repair of MST radio and telecommunication equipment;
- [] Issue radio and telecommunication equipment to MST personnel using the established equipment accountability system;
- [] Maintain records on all radio and telecommunications equipment as appropriate;
- [] Make contact with and request technical assistance from lead agency personnel as needed;
- [] Receive issued equipment from MST personnel being released or reassigned; and
- [] Maintain a Unit Log.

MST COMMUNICATIONS UNIT LEADER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation Phase

- [] Remove all MST Communication Unit displays and secure work area;
- [] Return all equipment on loan and receive documentation of return and condition;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Ensure that all MST issued equipment has been returned and is correctly repacked in the MST Administrative/Support Kit;
- [] Account for all equipment still issued to MST Staff;
- [] Identify and tag equipment either damaged or in need of repair in Unit Log and fill out necessary property accountability forms;
- [] Identify issues for AAR;
- [] Receive performance rating from Logistics Section Chief; and
- [] Identify issues and participate in AAR.

MST MEDICAL SUPPLY UNIT LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the following information in addition to that information outlined in the general requirements section for all MST members; and
- [] Verify MST Administrative/Support Kits and other cache items are en-route and verify where and when they will arrive.

On-site Operations

- [] Upon arrival report to Logistics Section Chief for briefing;
- [] Request from Resources Unit Leader a copy of all MST resources being deployed and their assignment;
- [] Set up work area with supplies and equipment from MST Administrative/Support Kit;
- [] Set up pharmaceutical cache to assure accountability, security, DEA numbers, ordering and distribution safeguards;
- [] Contact the Procurement/Contract Unit Leader in the MST Finance Section to establish procurement procedures;
- [] Place orders in a timely manner and consolidate orders and when possible, anticipate needs based on strategic plans;
- [] Develop and implement security requirements through the Facilities Unit Leader;
- [] Provide for maintenance of equipment as needed;
- [] Establish contact with POA/MOB Center Specialist and identify any special requirements; and
- [] Maintain Unit Log.

Deactivation Phase

- [] Account for and document disposition of all property or other accountable items on the appropriate forms;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Identify issues for AAR;
- [] Inventory MST Administrative/Support Kits. Prepare them for return shipment and note shortages; and
- [] Receive performance evaluation from the Logistics Section Chief.

MST TRANSPORTATION UNIT LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Upon arrival report to Logistics Section Chief and receive briefing;
- [] Acquire list of personnel and their status with their mode of transportation;
- [] Keep Resources Unit Leader advised of all status changes relative to personnel transportation requirements;
- [] Prepare Transportation Plan showing vehicle identification, drivers, assigned location, approved travel routes and tasks for each operational period;
- [] Maintain inventory of transportation vehicles;
- [] Arrange with Procurement/Contracting Unit Leader for fueling, maintenance, and repair of transportation resources;
- [] Conduct road system survey to determine safe egress and ingress to disaster affected areas;
- [] Ensure that drivers are familiar with transportation system conditions;
- [] Coordinate transportation requirements with the POA/MOB Center Specialist;
- [] Compile transportation manifests for HHS health and medical personnel during demobilization process;
- [] Maintain appropriate documentation on rented transportation equipment. Turn records in daily to the Administrative/Finance Section for review and posting; and
- [] Maintain Unit Log.

Deactivation Phase

- [] Coordinate MST return transportation needs to point of departure for both personnel and equipment in accordance with the Demobilization Plan;
- [] Submit all required records and reports to Logistics Section Chief;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Identify issues for AAR; and
- [] Receive performance evaluation from the Logistics Section Chief.

MST HOUSING UNIT LEADER
OPERATIONAL CHECKLISTS

Upon Activation

- [] Upon initial notification of deployment, request the following information in addition to the information outlined in the general requirements section for all MST and specialty team members; and
- [] Determine the numbers of personnel needing housing and their arrival times.

On-site Operations

- [] Contact Logistics Section Chief for briefing;
- [] Coordinate lodging and storage space needs for MST and specialty teams;
- [] Arrange with local vendors for lodging facilities;
- [] Coordinate with other agencies to avoid competition for available rooms;
- [] Arrange for periodic safety inspections of facilities to ensure compliance with health and safety regulations and fire codes;
- [] Arrange through the Logistics Section Chief for security at all facilities occupied by MST personnel;
- [] Prepare and maintain twenty-four hour contact list for HHS health and medical personnel including pagers, cell phone and billeting locations/numbers;
- [] Determine or establish special requirements or restrictions on facilities;
- [] Ensure that facility equipment is set up and functioning;
- [] Maintain accountability of non-expendable facility equipment;
- [] Assist Logistics Section Chief in preparing AAR Report; and
- [] Maintain Unit Log.

Deactivation Phase

- [] As rooms are vacated, ensure that there are no damages or articles left behind;
- [] Submit all required records and reports to Logistics Section Chief and Procurement Unit Leader;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] List issues for the AAR; and
- [] Receive performance rating from Logistics Section Chief.

MST POA/MOBILIZATION CENTER SPECIALIST OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the following information, in addition to that information outlined in the general requirements section for all MST members;
- [] Location of POA and Mob Center;
- [] Type of facility where Mob Center is located; and
- [] What resources are currently ordered or en-route to Mob Center and their estimated time of arrival.

On-site Operations

- [] Upon arrival report to Logistics Section Chief to receive briefing and instructions;
- [] Sign out needed equipment and supplies from MST Administrative/Support Kit and check equipment for operational readiness;
- [] Proceed to Mob Center location and notify Logistics Section Chief upon arrival. Set up work area and establish contact with participating agency liaisons and inform them of your role and responsibilities;
- [] Obtain information on incoming MST resources;
- [] Brief incoming and departing HHS health and medical response resources to help resolve any concerns or issues;
- [] Collect and post a Mob Center list of key contacts and phone numbers;
- [] Ensure that HHS health and medical response resources are properly cared for (billeting, feeding, transportation, etc.);
- [] Coordinate with the Transportation Unit Leader to meet transportation needs;
- [] Maintain a current status of HHS health and medical response resources at your location;
- [] Keep MST Resource Unit Leader informed of resource status and immediately transmit any status change to MST Planning Section;
- [] Ensure that MST supplies and equipment are properly stored and secure;
- [] Assist Logistics and other Sections in resolving coordination problems with Mob Center Management personnel; and
- [] Maintain Unit Log.

MST POA/MOBILIZATION CENTER SPECIALIST
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation Phase

- Obtain a copy to the demobilization plan;
- Ensure that coordination and logistical support system is in place at the Mob Center for demobilizing resources;
- Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- Identify issues for the AAR;
- Return any assigned equipment or supplies you have checked out;
- Notify participating agencies of your demobilization schedule; and
- Receive performance evaluation from the Logistics Section Chief.

VIII. OPERATIONAL CHECKLISTS

E. ADMINISTRATIVE/FINANCE

Mission operational checklists have been developed for the following Administrative/Finance positions on the MST.

- Administrative/Finance Section Chief;
- Time Unit Leader;
- Compensation/Claims Unit Leader;
- Procurement/Contract Unit Leader; and
- Administrative Specialist.

MST ADMINISTRATIVE/FINANCE SECTION CHIEF OPERATIONAL CHECKLISTS

Upon Activation

- [] Upon initial notification of deployment, request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Receive briefing from MST Leader and brief Administrative/Finance Section members;
- [] Set up Administrative/Finance work area with supplies and equipment from MST administrative support kit;
- [] Coordinate with the MST Leader on procurement limitations and other incident-specific procedures to be followed;
- [] Establish time keeping procedures for personnel and equipment;
- [] Set up electronic database for cost collection and analysis;
- [] Establish time keeping procedures;
- [] Provide Cost Data Summary Report to the Planning Section after each operational period as requested;
- [] Provide input to lead agency Administrative/Finance Section on administrative and cost analysis matters;
- [] Brief MST on incident related business management issues needing attention;
- [] Review procurement of equipment and supplies for adherence to Federal acquisition regulations;
- [] Establish contacts with vendors as requested and secure contracts if necessary;
- [] Coordinate with Medical Officer regarding medical care and documentation for ill or injured HHS health and medical personnel;
- [] Mitigate or resolve potential claims whenever possible, including workers compensation claims;
- [] Submit all required administrative and financial data to Planning Section for inclusion in the daily Action Plan;
- [] Ensure that time records are posted and are current; and
- [] Maintain Unit Log.

MST ADMINISTRATIVE/FINANCE SECTION CHIEF
OPERATIONAL CHECKLISTS (CONTINUED)

Deactivation Phase

- [] Return all property to the MST Administrative Kit for shipment;
- [] Brief lead agency Administrative/Finance Section on HHS health and medical administrative and financial issues needing attention and follow-up prior to leaving incident;
- [] Develop a summary estimate of costs and submit to MST Leader;
- [] Provide all administrative and financial documents to Planning Section Chief for historical files prior to departure;
- [] Receive database information from the Planning Section Chief;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Give performance rating to Administrative/Finance Section personnel;
- [] Receive performance rating from MST Leader; and
- [] identify issues for the AAR.

MST TIME UNIT LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Obtain briefing from the Administrative/Finance Section Chief;
- [] establish office needs and set up work area for time recording;
- [] Establish individual, crew and equipment time records using agency-specific forms;
- [] Develop an MST personnel database and keep Resource Unit Leader supplied with current information;
- [] Contact Transportation Unit Leader and arrange for daily equipment time records to be sent to the Time Unit Leader for posting on provided forms;
- [] Check with the Resource Unit Leader to ensure that all incident personnel are under time record keeping. Share records to ensure that all personnel have time records and are included in the Planning Section's resource tracking system; and
- [] Track all unit time costs for inclusion in Finance Section reports.

Deactivation Phase

- [] Return time records to processing agency;
- [] Account for all property under Time Unit Leader control;
- [] Provide all historical records to the Administrative/Finance Section Chief for inclusion in the section's package for the Planning Section;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Receive performance rating from the Administrative/Finance Section Chief; and
- [] Identify issues for the AAR.

MST COMPENSATION/CLAIMS UNIT LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the information outlined in the general requirements section for all MST members.

On-site Operations

- [] Obtain briefing from the Administrative/Finance Section Chief;
- [] Determine if compensation and claims will be handled by one person or the work will be done by two;
- [] Establish a work area and ensure that all witness statements, signatures, and other documents are obtained while individuals are still on the scene;
- [] Ensure that compensation forms meet the receiving agency's needs;
- [] Check with the Medical Officer to make sure you receive prompt notification of all injuries;
- [] Work with Medical Officer to follow up on billing procedures with hospitals;
- [] Maintain an injury log with a forms tracking system and review with the Medical Officer for accuracy;
- [] Ensure that an Authority for Treatment Release Statement accompanies all persons seeking treatment;
- [] Maintain a log of potential claims;
- [] Mitigate and resolve potential claims whenever possible;
- [] Initiate claims investigations;
- [] Ensure that site and property being investigated are secured;
- [] Coordinate with the investigation team when necessary;
- [] Obtain witness statements for all claims; and
- [] Review investigation reports for accuracy and completeness.

Deactivation Phase

- [] Turn over claims record folders to the responsible agency and receive a written receipt for tracking stating to, from, date, time, contents, and status;
- [] Account for all property under your control;
- [] Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- [] Receive performance rating from the Administrative/Finance Section Chief; and
- [] Identify issues for the AAR.

MST PROCUREMENT/CONTRACT UNIT LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Upon initial notification of deployment, request the information outlined in the general requirements section for all MST members; and
- [] Contact key agency(ies) at disaster and obtain names and phone numbers for key procurement and contract specialists. Use these people in procurement if possible.

On-site Operations

- [] Receive briefing from the Administrative/Finance Section Chief;
- [] Determine if the position will be shared with another person;
- [] Determine lead agency role in the procurement process, and brief the Section Chief;
- [] Develop procurement procedures and review with the Section Chief, Supply Unit Leader, and lead agency counterpart;
- [] Coordinate all procurements for review by the Administrative/Finance Section Chief and approval by MST Leader;
- [] Explore the possibility of using existing contracts from local agencies;
- [] Ensure that procurement items arrive as scheduled, invoices are entered into accountability records, and that prompt payment is made to the vendors;
- [] If contracts for services are required, obtain draft copies from suppliers and review them with the Section Chief, Medical Supply Unit Leader, and counterpart in the lead agency;
- [] Ensure that that all commitment documents have been delivered to the Procurement Unit Leader for action;
- [] Maintain a log of procurements and contracts and track the flow of goods and services;
- [] Develop and maintain current records of expenditures and have available for Section Chief; and
- [] Contact the Compensation/Claims Unit Leader to assure there are no claims related to contracting or procurement.

MST PROCUREMENT/CONTRACT UNIT LEADER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation Phase

- Complete any sign-off on procurement or contract services;
- For payment to vendors still not received, supply each vendor with the name and phone number to contact the responsible government person for follow up on payment;
- Account for all property under your control;
- Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- Receive performance rating from the Administrative/Finance Section Chief; and
- Identify issues for the AAR.

MST ADMINISTRATIVE SPECIALIST

OPERATIONAL CHECKLIST

Upon Activation

- Upon initial notification of deployment request the information outlined in the general requirements section for all MST members.

On-site Operations

- Receive initial briefing and assignment including the following items from the Administrative/Finance Section Chief or assigned supervisor:
 - Work area and hours;
 - Deadlines, standards and meetings; and
 - Where to get help and report problems.
- Set up work area and report any needs;
- Advise the supervisor when work is completed;
- Brief the supervisor of uncompleted work prior to shift change; and
- Brief any relief personnel as necessary.

Deactivation Phase

- Clean work area and turn in supplies and property;
- Ensure that all records and reports are turned over to the Documentation Unit prior to demobilization;
- Receive performance rating from Administrative/Finance Section Chief; and
- Participate in the AAR.