

## Checklist: Identifying Your Assigned Responsibilities

Make sure you know your assigned duties. Remember, however, that your work may turn out to be totally different than what you were told when you were first deployed. Personnel needs often change during the course of a disaster. It is critical to remain flexible.

To identify your assigned responsibilities:	Check When Done
<ul style="list-style-type: none"> <li>▪ <b>Review written materials.</b> Begin by reviewing all written documentation, including the relevant:               <ul style="list-style-type: none"> <li>✓ Task book</li> <li>✓ Position description</li> <li>✓ Standard operating procedures</li> <li>✓ Field operations guide</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ <b>Meet with your supervisor.</b> Discuss:               <ul style="list-style-type: none"> <li>✓ Your responsibilities</li> <li>✓ Delegations of authority</li> <li>✓ Work schedules</li> <li>✓ Performance expectations</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ <b>Know your limits.</b> Disaster assistance eligibility is complex. If you are asked about a program, refer the individual to the helpline. Never speak to the press unless you have been authorized to do so. Clarify any questions about your limits with:               <ul style="list-style-type: none"> <li>✓ Your supervisor on the scene</li> <li>✓ Your agency's representative who deployed you to the incident</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ <b>Get oriented.</b> Become familiar with:               <ul style="list-style-type: none"> <li>✓ The facility (including its emergency exits)</li> <li>✓ The phone system</li> <li>✓ Computers and Internet access</li> <li>✓ Office support</li> </ul> </li> </ul>	<input type="checkbox"/>