

Checklist: Packing Work-Related Items for Deployment

Most Joint Field Offices will be well-stocked with supplies, though some things maybe scarce early in a disaster. It may be wise to bring whatever things are essential for you to perform your assignment immediately upon arrival.

<input checked="" type="checkbox"/> When Packed	Office Supplies
<input type="checkbox"/>	Paper and pens
<input type="checkbox"/>	Paperclips and tape
<input type="checkbox"/>	Scissors
<input type="checkbox"/>	Stamps
<input type="checkbox"/>	USB memory device
<input type="checkbox"/>	Laptop (Computers may be available so check to see if a laptop is necessary.)
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
Documents and Files	
<input type="checkbox"/>	Hardcopies of all critical files, checklists, procedures, and information (There may not be power and time to print off critical information.)
<input type="checkbox"/>	Electronic copies of forms, samples, and information
<input type="checkbox"/>	Personal and professional address book and contact information
<input type="checkbox"/>	Personal documentation (power of attorney, living will, insurance card, emergency contact card, license, Government ID, passport,—if needed)
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
Tools of the Trade	
<input type="checkbox"/>	Specialized tools and equipment related to your assignment
<input type="checkbox"/>	Safety equipment (safety goggles, gloves, hardhat, etc.)
<input type="checkbox"/>	Camera, film, camcorder (if required for assignment)
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other: