* **Reporting- Location**: *report to the designated location at the appointed time*
* **Chain of Command**- *know who you report to and have names- numbers- emails, etc*
* **Accountability: Sign in each day**- *You are required to log in and out each day- VERY IMPORTANT for payment*
* **Deputized**: You Need to be deputized: *required to be deputized by jurisdiction which allows you to post placards*
* **Resource Number**- Funding for mutual aid: *Need number to bring back to your jurisdiction- provides your funding*
* **Meals-** *be aware of where and when*
* **Forms**: *One should be very familiar with these forms- check with jurisdiction if other info required (for example: do they want you to request insurance information if owners on site)*
  + ATC 20/45 Rapid Assessment vs Detailed Assessment- *Required for inspections*
  + ICS Unit Log Form 214- *Required to be completed each time you work and turned in*
* **In Case of Emergency**- *know where and what you need to do if you should become injured*
* **Handouts**- *any pertinent info on disaster- road closures- resources- phone no.s – etc*
  + *Locations of security check points or roadblocks and credentials necessary to gain entry into secured areas.*
* **Media-** *Know expectation if you encounter the media (what you should or should not say or do)*
* **Dress appropriately** for the field and for the weather.
  + *Work clothes*
  + *Boots or appropriate footwear (generally tennis shoes or similar footwear are not appropriate...there may be nails or other debris that can easily penetrate soft sole footwear)*
  + *Rain jacket or other appropriate jacket*
  + *Gloves*
  + *Hard hat (may be issued when report)*
  + *Safety vest (may be issued when report)*
* **Equipment/Tools/Resources**- what is required
  + Transportation- *is it provided -where do you obtain vehicle – keys gas (is there a card for fueling)- document mileage*
  + Maps- ***General description of suspected damage area***
    - **Safety and security.** *know where you are going -* Be sure to learn about potential dangers in the area (i.e. downed power lines, loose animals, etc.).
    - Understand your route and exactly what you are supposed to do.
  + Writing tools
  + Devices: I phone- Ipad- computers- copiers-scanners-etc
  + ID/Sap badges
  + Paperwork
  + Daily briefing information
  + Tools- hard hat- screwdrivers- staplers- tape- disaster box
  + Water- snacks
  + Phone number list- be sure to obtain local resource numbers/call center- coworkers numbers, etc
  + Placards – means to post
  + Personal “Go Bag” *including but limited to; a sleeping bag, a change of clothes, nonperishable foods/snacks, drinks/bottled water, toiletries, prescription medicines, extra eyeglasses, flashlight, portable radio/batteries, etc.*
  + Camera- *photos of placards and damage required*
* **Assessments**: Confirm you have all necessary information available before you leave a location/site/structure and move on to the next. **Write it down!**
* **Be polite and professional, but expedite gathering the information necessary to assess the damage.**
* Tell your immediate family where you are going and (if known) the approximate time of your return