

## Initial Response Checklist

### Purpose

The initial response guide was developed to support Statewide Interoperability Coordinators (SWICs) during initial deployment to Emergency Operations Center (EOC) and provide a checklist of recommended items to bring during the response.

### Basic EOC Deployment List

#### Office Supplies

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Pens/pencils      | <input type="checkbox"/> Dry erase markers  | <input type="checkbox"/> Multi-tool             |
| <input type="checkbox"/> Permanent markers | <input type="checkbox"/> Business cards     | <input type="checkbox"/> Stapler                |
| <input type="checkbox"/> Note pads         | <input type="checkbox"/> Label maker        | <input type="checkbox"/> Clear tape             |
| <input type="checkbox"/> Clipboard         | <input type="checkbox"/> Duct/gaffer's tape | <input type="checkbox"/> Extension/power strips |
| <input type="checkbox"/> Envelopes         | <input type="checkbox"/> Painter's tape     | <input type="checkbox"/> 3x5 notecards          |
| <input type="checkbox"/> Highlighters      | <input type="checkbox"/> Sticky notes       |   |
| <input type="checkbox"/> Printer paper     | <input type="checkbox"/> Rubber bands       |   |

#### Forms and Reference Documents

- |  |   |
|--|---|
| <input type="checkbox"/> Incident Command System (ICS) forms (i.e., ICS 201, ICS 205, ICS 214, ICS 213, ICS 213rr, T-cards, t-card holders)  | <input type="checkbox"/> Inventories or other lists of local and regional communications response equipment   |
| <input type="checkbox"/> Emergency Support Function #2 (ESF-2) Position Checklist  | <input type="checkbox"/> Local system coverage maps   |
| <input type="checkbox"/> Agency-specific forms   | <input type="checkbox"/> Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Specialists |
| <input type="checkbox"/> Contact lists   | <input type="checkbox"/> National Interoperability Field Operation Guide (NIFOG)  |
| <input type="checkbox"/> Job aids  | <input type="checkbox"/> State Field Operation Guide (FOG)  |
| <input type="checkbox"/> Unit identifiers/credentials  | <input type="checkbox"/> Communications Unit Leader (COML) Mobilization Guide (specific to locality)  |
| <input type="checkbox"/> Current Tactical Interoperable Communications Plan (TICP) Statewide Communications Interoperability Plan (SCIP), Regional TICP/RICP, State Communication Plan | <input type="checkbox"/> COML/All-Hazards Communications Technician (COMT) Position Task Books  |

#### Communications Equipment

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Cellphone and extra charged batteries and charger | <input type="checkbox"/> Portable radio(s) as appropriate for the region and batteries - preprogrammed with NIFOG channels | <input type="checkbox"/> Cache of Government Emergency Telecommunications Service (GETS) cards/handouts |
| <input type="checkbox"/> Mi-Fi or similar device                           | <input type="checkbox"/> GPS   | <input type="checkbox"/> External, secure electronic storage device (hard drive, thumb drive)           |
| <input type="checkbox"/> Laptop w/air card, charger, extra battery         | <input type="checkbox"/> Headsets  |   |
| <input type="checkbox"/> Small printer/scanner with extra cartridges       |  |   |

#### Personal Items (Self-sustain for 48 hours or more)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Driver's license/credentials | <input type="checkbox"/> Extra clothing | <input type="checkbox"/> Cash             |
| <input type="checkbox"/> Food                         | <input type="checkbox"/> Toiletries     | <input type="checkbox"/> Extra eyeglasses |
| <input type="checkbox"/> Beverages                    | <input type="checkbox"/> Medications    |   |

#### Miscellaneous Supplies

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Extension cord and power strip | <input type="checkbox"/> Flashlight and batteries (charger, if batteries rechargeable) | <input type="checkbox"/> Digital watch/timer attached to clipboard |
|   |  | <input type="checkbox"/> Facemask                                  |

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Multi-purpose knife | <input type="checkbox"/> Batteries and chargers | <input type="checkbox"/> Personal protective equipment (PPE) |
| <input type="checkbox"/> Hand Sanitizer      | <input type="checkbox"/> Disposable gloves      |  |
| <input type="checkbox"/> Sanitizing wipes    |   |  |

### Field/Technical Deployment

In addition to the above, the following may be needed for a field deployment or an assignment requiring more technical assistance:

#### Safety Gear

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Reflective safety vest with position-specific markings | <input type="checkbox"/> First-aid kit    | <input type="checkbox"/> Plastic bags (various sizes, zipper sealable) |
| <input type="checkbox"/> Heavy gloves   | <input type="checkbox"/> Sunscreen        | <input type="checkbox"/> Security pouch (money belt)                   |
| <input type="checkbox"/> Disposable Gloves                                      | <input type="checkbox"/> Bug Spray        | <input type="checkbox"/> Zip cable ties                                |
| <input type="checkbox"/> PPE  | <input type="checkbox"/> Waterproof watch |  |

#### Lifelines

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Meal, Ready-to-Eat (MRE) | <input type="checkbox"/> Tent               | <input type="checkbox"/> Common medications  |
| <input type="checkbox"/> Life straw/water         | <input type="checkbox"/> Baby wipes         | <input type="checkbox"/> Goggles/face shield |
| <input type="checkbox"/> Sleeping bag             | <input type="checkbox"/> Disinfectant wipes |  |

#### Miscellaneous Supplies

- |   |  |
|---|--|
| <input type="checkbox"/> Folding chair(s) | <input type="checkbox"/> Awning              |
| <input type="checkbox"/> Folding table    | <input type="checkbox"/> Multi-purpose knife |

### Communications Unit List

#### Tools

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Telephone butt set | <input type="checkbox"/> Torx set              | <input type="checkbox"/> Crimp ALL crimper – rg58/59/62 & cent |
| <input type="checkbox"/> Telephone banjo    | <input type="checkbox"/> Can wrench            | <input type="checkbox"/> Splicing scissors                     |
| <input type="checkbox"/> Multimeter         | <input type="checkbox"/> EZ45 crimper          | <input type="checkbox"/> Telephone emulator                    |
| <input type="checkbox"/> Punch-down tool    | <input type="checkbox"/> RJ crimper            | <input type="checkbox"/> Security torx bit set                 |
| <input type="checkbox"/> Cable tester (kit) | <input type="checkbox"/> Multiple screwdrivers | <input type="checkbox"/> Door stop – 1 pair                    |
| <input type="checkbox"/> Tone & probe (kit) | <input type="checkbox"/> Clamp                 | <input type="checkbox"/> Cable cutter                          |
| <input type="checkbox"/> Allen set          | <input type="checkbox"/> Needle nose pliers    | <input type="checkbox"/> Universal stripper                    |

#### Equipment/Supplies

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Phone cache                                | <input type="checkbox"/> Scotchlok™ connectors (100 pk)        | <input type="checkbox"/> 9-volt batteries           |
| <input type="checkbox"/> Wireless router                            | <input type="checkbox"/> Bridging clips (50pk)                 | <input type="checkbox"/> Mounting tape (roll)       |
| <input type="checkbox"/> Portable printer                           | <input type="checkbox"/> RG-58 cable (feet)                    | <input type="checkbox"/> RJ45 connector (50 pk)     |
| <input type="checkbox"/> USB multi-adapter kit                      | <input type="checkbox"/> UHF/PL259 male crimp connector (RG58) | <input type="checkbox"/> RJ 11 connector (100 pk)   |
| <input type="checkbox"/> Unadapt kit                                | <input type="checkbox"/> 66 punch-down block (50 pair)         | <input type="checkbox"/> Vinyl electrical tape      |
| <input type="checkbox"/> Antenna kit                                | <input type="checkbox"/> 110 block, 50 pr w/ legs              | <input type="checkbox"/> Flagging tape              |
| <input type="checkbox"/> Magnetic mount kit                         | <input type="checkbox"/> 119 connecting blk, 4pr               | <input type="checkbox"/> CAT5e cable                |
| <input type="checkbox"/> Radio frequency (RF) antenna jumper cables | <input type="checkbox"/> Phone jack surface mount              | <input type="checkbox"/> 25 pair telco cable        |
| <input type="checkbox"/> 40' USB cable                              | <input type="checkbox"/> Viewtainer 5"                         | <input type="checkbox"/> 7.5" wire ties (50 pk)     |
| <input type="checkbox"/> Carrying case                              | <input type="checkbox"/> Viewtainer 4"                         | <input type="checkbox"/> Amplified speaker system   |
| <input type="checkbox"/> AT&T slimline phone                        | <input type="checkbox"/> Zipper bags (3 pack)                  | <input type="checkbox"/> Pelican Storm™ case        |
| <input type="checkbox"/> 110 connectors                             |  | <input type="checkbox"/> N Pluck™ foam set          |
| <input type="checkbox"/> Cable making supplies                      |  | <input type="checkbox"/> Cradlepoint with dual sims |

Below is a version of the Initial Response Checklist for you to print and laminate at your convenience.

Office Supplies			Lifelines		Misc. Supplies
Pens/pencils	Printer paper	Highlighters	MREs	Baby wipes	Folding chair(s)
Permanent markers	Dry erase markers	Rubber bands	Lifestraw/water	Disinfectant wipes	Folding table
Note pads	Business cards	Stapler	Sleeping bag	OTC medications	Awning
Clipboard	Label maker	Clear tape	Tent	Goggles/face shield	Pocket knife
Envelopes	Duct/gaffers tape	Power strip			
Sticky notes	Painters tape	3x5 notecards			
Forms & Reference Documents			Tools		
ICS forms	Steady-state comms maps		Telco butt set	RJ crimpert	Univ. strippers
ESF-2 Position Guide	List of COMTs and capabilities		Telco banjo	Screwdrives	Torx wrench set
Agency specific forms	Position Task Books		Multimeter	Clamps	Can wrench
Contact lists	COMM Unit Leader (COML) Mobilization Guide		Punch tool	Needle nose pliers	ES45 crimper
Response equipment	List of local & regional comms		Cable tester	Crimp ALL multiple	Security torx bits
NIFOG & State FOG			Tone & probe kit	Splicing scissors	Door stop
			Allen wrench set	Telephone emulator	Cable cutter

Equipment/Supplies			Communications Equipment		
Cell phone cache - multiple carriers	Phone jack surface mount	Amplified speaker system	Cellphone	Small printer	GETS card cache
Wireless router	UHF/PL259 male	Flagging tape	Chargers/batteries	Printer ink/tonor	
Portable printer	Crimp connector	Cat 5e cable	Thumb/external hard drive	NIFOG Preprogrammed radios	
USB mini-adaptor kit	Bridging clips	7.5" wire ties	Laptop & accessories	GPS	
Adapter kit	RG 58 cable	Cradlepoint/SIMs	Wi-Fi Router	Headsets/mics	
Antenna kit	66 punch bloc 2 legs	N-Pluck foam set	Personal Items		Safety Gear
Magnetic mount kit	119 connect block	Pelican storm case	IDs/Credentials	Safety Vest	Bug Spray
RF antenna jumper cables	Viewtainer 5"	RJ11 connectors	Food & Beverages	Protective head gear	Ziplock bags
40' USB cable	Storage bags	110 connectors	Extra clothing	Gloves	Security pouch
Carry case	9v batteries	RJ45 connectors	Cash	Disposable gloves	Cable ties
ATT Slimline phone	Mounting tape		Spare glasses	PPE	Waterproof watch
Scotch lock connectors	Cable making supplies		Toiletries	First-aid kit	
Viewtainer 4"	Electrical tape		Medications	Sunscreen	