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
- Pens/pencils
- Permanent markers
- Note pads
- Clipboard
- Envelopes
- Highlighters
- Printer paper
- Dry erase markers
- Business cards
- Label maker
- Duct/gaffer’s tape
- Painter’s tape
- Sticky notes
- Rubber bands

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

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

Personal Items (Self-sustain for 48 hours or more)
- Driver’s license/credentials
- Food
- Beverages
- Extra clothing
- Toiletries
- Medications
- Cash
- Extra eyeglasses

Miscellaneous Supplies
- Extension cord and power strip
- Flashlight and batteries (charger, if batteries rechargeable)
- Digital watch/timer attached to clipboard
- Facemask
### 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
- Reflective safety vest with position-specific markings
- Heavy gloves
- Disposable Gloves
- PPE

#### Lifelines
- Meal, Ready-to-Eat (MRE)
- Life straw/water
- Sleeping bag

#### Miscellaneous Supplies
- Folding chair(s)
- Folding table
- Awning
- Multi-purpose knife

#### Communications Unit List

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

**Equipment/Supplies**
- Phone cache
- Wireless router
- Portable printer
- USB multi-adapter kit
- Unadapt kit
- Antenna kit
- Magnetic mount kit
- Radio frequency (RF) antenna jumper cables
- 40’ USB cable
- Carrying case
- AT&T slimline phone
- 110 connectors
- Cable making supplies
- Scotchlok™ connectors (100 pk)
- Bridging clips (50pk)
- RG-58 cable (feet)
- UHF/PL259 male crimp connector (RG58)
- 66 punch-down block (50 pair)
- 110 block, 50 pr w/ legs
- 119 connecting blk, 4pr
- Phone jack surface mount
- Viewtainer 5”
- Viewtainer 4”
- Zipper bags (3 pack)
- 9-volt batteries
- Mounting tape (roll)
- RJ45 connector (50 pk)
- RJ 11 connector (100 pk)
- Vinyl electrical tape
- Flagging tape
- CAT5e cable
- 25 pair telco cable
- 7.5” wire ties (50 pk)
- Amplified speaker system
- Pelican Storm™ case
- N Pluck™ foam set
- Cradlepoint with dual sims
Below is a version of the Initial Response Checklist for you to print and laminate at your convenience.

<table>
<thead>
<tr>
<th>Office Supplies</th>
<th>Lifelines</th>
<th>Misc. Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pens/pencils</td>
<td>MREs</td>
<td>Baby wipes</td>
</tr>
<tr>
<td>Permanent markers</td>
<td>Dry erase markers</td>
<td>Baby wipes</td>
</tr>
<tr>
<td>Note pads</td>
<td>Highlighters</td>
<td>Rubbers bands</td>
</tr>
<tr>
<td>Clipboard</td>
<td>Printer paper</td>
<td>Rubber bands</td>
</tr>
<tr>
<td>Envelopes</td>
<td>Duct/gaffers tape</td>
<td>Rubber bands</td>
</tr>
<tr>
<td>Sticky notes</td>
<td>3x5 notecards</td>
<td>Rubber bands</td>
</tr>
<tr>
<td></td>
<td>Hightlights</td>
<td>Rubber bands</td>
</tr>
<tr>
<td></td>
<td>Printer paper</td>
<td>Rubber bands</td>
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<td>3x5 notecards</td>
<td>Rubber bands</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Forms &amp; Reference Documents</th>
<th>Tools</th>
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</thead>
<tbody>
<tr>
<td>ICS forms</td>
<td>Telco butt set</td>
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<tr>
<td>ESF-2 Position Guide</td>
<td>Telco banjo</td>
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<tr>
<td>Agency specific forms</td>
<td>Multimeter</td>
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<tr>
<td>Contact lists</td>
<td>Punch tool</td>
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<tr>
<td>Response equipment</td>
<td>Cable &amp; probe kit</td>
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<tr>
<td>NIFOG &amp; State FOG</td>
<td>Allen wrench set</td>
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<tr>
<td></td>
<td>Telephone emulator</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment/Supplies</th>
<th>Communications Equipment</th>
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<tbody>
<tr>
<td>Wireless router</td>
<td>Cellphone</td>
</tr>
<tr>
<td>Portable printer</td>
<td>Chargers/batteries</td>
</tr>
<tr>
<td>USB mini-adaptor kit</td>
<td>Thumb/external hard drive</td>
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<tr>
<td>Adapter kit</td>
<td>Laptop &amp; accessories</td>
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<tr>
<td>Antenna kit</td>
<td>Wi-Fi Router</td>
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<tr>
<td>Magnetic mount kit</td>
<td></td>
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<tr>
<td>RF antenna jumper cables</td>
<td>GETS card cache</td>
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<tr>
<td>40' USB cable</td>
<td></td>
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<tr>
<td>Carry case</td>
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<tr>
<td>ATT Slimline phone</td>
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<tr>
<td>Scotch lock connectors</td>
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<tr>
<td>Viewtainer 4&quot;</td>
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<table>
<thead>
<tr>
<th>Personal Items</th>
<th>Safety Gear</th>
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</thead>
<tbody>
<tr>
<td>IDs/Credentials</td>
<td>Safety Vest</td>
</tr>
<tr>
<td>Food &amp; Beverages</td>
<td>Bug Spray</td>
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<tr>
<td>Extra clothing</td>
<td>Ziplock bags</td>
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<tr>
<td>Cash</td>
<td>Security pouch</td>
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<tr>
<td>Spare glasses</td>
<td>Cable ties</td>
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<tr>
<td>Toiletries</td>
<td>PPE</td>
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<tr>
<td>Medications</td>
<td>Waterproof watch</td>
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<tr>
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<tbody>
<tr>
<td>Cell phone cache</td>
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<tr>
<td>Charger</td>
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<tr>
<td>Car battery</td>
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<tr>
<td>USB drive</td>
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<tr>
<td>Headset</td>
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<tr>
<td>Glove</td>
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<tr>
<td>Mask</td>
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<tr>
<td>Sunscreen</td>
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