Attachment E: Sample Checklists

TERT Request Checklist Interstate (state to state)

    Request forwarded to County EMA
    Ensure request forwarded to State EMA
    Ensure request forwarded to EMAC
    Retrieve TERT packages
    Assign TERT liaison
    Ensure completion of TERT request form
    Ensure completion of MOUs

TERT Request Checklist Intrastate (within Alabama)

    Request forwarded to County EMA
    Ensure request forwarded to State EMA
    Retrieve TERT packages
    Assign TERT Regional Coordinator
    Ensure completion of TERT request form
    Ensure completion of MOUs

TERT Arrival Checklist

    TERT Regional coordinator initiates contact with responding taskforce
    Taskforce arrives and checks in
    TERT packages provided to the taskforce
    Taskforce have assigned duties
    Taskforce have current chain-of-command
    Taskforce have comfort facilities

TERT End of Shift Checklist

    Taskforce leader - checks out with responding TERT command
    Regional coordinator - assures taskforce leader questions/concerns are answered
    Taskforce leader - response form completed for operational period

TERT Deactivation Checklist

- Incident Commander - officially deactivates TERT response
- Taskforce is relieved of duties
- Regional Coordinator - assures responders question/concerns are answered
- Taskforce - completes checks-out
- County EMA notified of deactivation
- State EMA notified of deactivation
- TERT response form copied and forwarded to Requesting PSAP after all responders arrive at home base
- Operational debriefing/CISM
- After action report completed