

## FAST Member Activation Checklist

- Notification of deployment occurs; respond with availability
  - . Identify location, team lead, meeting time and location within shelter, shelter's point of contact, shelter conditions, length of deployment (if available)
- Contact at-work supervisor; secure permission for deployment if it will be part of your work response
- Get your FAST Go-Kit ready (see Go-Kit checklist)
- Pack with necessary clothing and safety items (see Packing checklist)
- Arrive at shelter; locate team leader or other team members first. If you are first to arrive, make contact with the shelter's point of contact or shelter manager.
- Set up FAST station, if area is available.
- Talk with shelter manager about people who may have been identified with accommodation needs during registration process.
- Work with team to determine plan of action
- Assess using the Quicknotes
- Work through FAST Team Leader for resource requests
- Document resource requests in Quicknotes – who, what, when, and receipt
- Work with FAST Team Leader for demobilization