|  |  |  |
| --- | --- | --- |
| **ITEM** | **CHECK** | **REMARKS** |
| **Work** | **✓** |  |
| Diary – cancel appointments if required |  |  |
| Person relieving / covering absence |  |  |
| Phone – call forwarding / out of office messages |  |  |
| Email – set up forwarding email / out of office messages |  |  |
| Suitable clothing for travel & work |  |  |
| **Family** |  |  |
| Family contacts information |  |  |
| Does family member have access to essential accounts and documents? |  |  |
| Does partner have understanding of how finances will be handled? |  |  |
| Do you need to leave medical authorisation with a person who will be caring for your children? |  |  |
| If leaving home unattended, let neighbours know that you will be away and ask they keep an eye on your home. |  |  |
| If you have animals – do you need to arrange for someone to feed them? |  |  |
| Is your home secure?  |  |  |
| Arrange for someone to collect your mail or have it redirected |  |  |
| Cancel newspaper deliveries |  |  |
| **Personal** |  |  |
| **Check your own medicine prescriptions for status of refills and expiration dates.** |  |  |
| Ensure you have a spare set of glasses or contact lenses. Hearing aid & batteries. |  |  |
| **Deployment Preparation Briefing**  |  |  |
| Transport. Time and date |  |  |
| Accommodation |  |  |
| Role and time frame deployed, report to |  |  |
| **Other Essentials** |  |  |
| **Cash**. Personal toiletries, hand gel, toilet paperetc. |  |  |