

# Mobilization Check-in & Processing

## ❖ Check-In Station

- [ ] Once you begin the check-in process, you must stay at the Cache Warehouse unless performing an assignment for a member of the mobilization staff.
- [ ] Stage your gear bags on the racks next to the mobilization entrance door.
- [ ] Move your magnetic name strip from the “Team Roster” side of the status board to the “Arrived Can Deploy” column or the “Arrived Mobilization Only” column.
- [ ] Move to the “Check-in Station” and complete the information on the ICS-211.
- [ ] If “Mobilization Only”, go to “Mobilization Staging Area” section and follow the steps as indicated.
- [ ] Move to the “Paperwork Station” and complete the “Medical Check-In”, “Family Notification” forms and enter your cell phone information on the 205T. Any personnel not wishing to list contact names and numbers must place their name in the appropriate space and write “No Contact Desired” across the “Family Notification” form.
- [ ] Place your completed “Family Notification” form in the appropriate tray on the Paperwork Table.
- [ ] Move to the “Medical Check In Station” at the back right of the warehouse and place your completed “Medical Check-In” form in the appropriate tray on the table.
- [ ] Report to the “Mobilization Staging Area” next to the Medical Screening Station.

## ❖ Mobilization Staging Area

- [ ] Remain in the Mobilization Staging Area until given an assignment or called to the Medical Check In Station.
- [ ] Cease talking and extraneous noisemaking when announcements are made over the PA, as some mobilization assignments will be made via public address.
- [ ] Give attention to runners and those appointed to mobilization leadership positions and follow their directions when they report in person to the Mobilization Staging Area.
- [ ] Once you receive a mobilization assignment, retrieve a copy of the checklist for your position from your immediate supervisor. Mobilization supervisors shall also obtain and don a Position Vest from the Mobilization Command Post for the position to which they have been assigned.
- [ ] Complete the specific tasks listed on your checklist, until relieved or transferred from this position. Upon completion of all tasks, report to listed supervisor for your next assignment.
- [ ] When so directed, report back to the Mobilization Staging Area for updated situation reports.
- [ ] If chosen to deploy, report to the equipment-issue stations receiving your mobilization-issue gear when directed.

## ❖ Medical Check In Station

- [ ] Receive medical screening and baseline medical exam from Medical Officers.
- [ ] Review immunization record with the Medical Officer.
- [ ] Assure 21-day supply of your prescription and Over the Counter medications are packed in personal gear bags. Maintain at least a 7 day supply with your hotel bag.

- ] **Receive orange wristband to visually signify medical clearance to deploy.**
- ] Report back to the area of your previous assignment.

❖ **Mobline-Issue Station**

- ] Receive ICS position vest as appropriate
- ] Receive Position Number Tags
- ] Receive MRE
- ] Receive water bottles x 2

❖ **Communications-Issue Station**

- ] Receive walkie-talkie w/battery
- ] Receive speaker/microphone
- ] Receive radio chest harness

❖ **Hazmat-Issue Station (Items are tracked via “Hazmat Mobilization Issue Inventory Sheet) Items are issued as appropriate to the deploying mission.**

- ] Receive NBC shroud
- ] Receive MPC cartridges x 2
- ] Receive personal dosimeters x 3
- ] Receive SCBA bag shoulder/waist strap

❖ **Gear Stowage**

- ] After processing thru the mobilization gear issue stations, deploying personnel will check the rear of the Check-in Station chalkboard for their vehicle assignment. (Skip this step if traveling by air.)
- ] If traveling by ground, deploying personnel will load their personal-issue and mobilization-issue gear bags onto their assigned convoy vehicle or other locations as directed.
- ] If traveling by air, deploying personnel will transfer their non-carry-on gear bags to the designated location.
- ] Deploying personnel will retrieve any cache items considered “carry-on” for their position per team internal SOPs. NOTE: If traveling by air, make sure hazardous cache materials are transported in their designated and properly labeled containers, boxes, etc. (If unsure, consult with Logistics Team personnel before removing hazardous items from containers.)  
Personal Items carried aboard aircraft are subject to restrictions as established by the TSA regardless if air travel is be commercial or military aircraft.

❖ **Personal Item Security**

- ] At the Mobline Issue Station receive an envelope for storage of your personal items
- ] Place keys, wallet other personal items not taken on the deployment in the envelope
- ] Seal and return to Mobline Issuer
- ] This person will place the envelope in a container to be secured in the safe