

HRS CHECKLIST

The following is a brief check-list designed to help you get started when you arrive at fire camp. The list is not intended to be exhaustive, nor does it include the routine check-in procedures such as time, supply, etc.:

- Check in with Plans Chief. Determine to whom you will report (IC, D/IC, PLANS). What problems they might be concerned about. What expectations are, yours and theirs (Be positive). Explain your experience, qualifications, how you prefer to operate, etc. Find out in which briefings you are to participate. Find out status of incident, spike camps, expected assignment duration, etc.
- Check in with Incident Commander (IC). Determine how the IC views the role of the HRS. Discuss size of incident and number of HRS positions required. Discuss chain of command. Find out: how the IC wants to be kept informed (directly, or through Plans Chief); who has the authority to authorize a Critical Incident Stress Debriefing.
- Check in with Facilities. If you are the first Specialist on the incident, set-up an office. Your office should be visible and accessible. Consider not being in the center of activities. Some people need confidentiality and don't want to be seen going into the HRS tent. Therefore, some degree of privacy is needed. When ordering furniture, order one table and at least four chairs. Using the office as sleeping quarters is very effective.
- Establish a bulletin board, or designate a portion of an existing board(s).
- Post pictures of yourself (if you have them), introduction, location, posters, and other appropriate material.
- Determine whether or not you need a radio.
- Meet LEOs, Safety, Medical, and other unit leaders. Find out their concerns.
- Check with Documents Unit to find out desired procedures for HRS Unit Log.
- Order HRS kit from supply if available and needed.
- Find out if a Union Representative is assigned, who it is, and introduce yourself. If one is not assigned, find out how to contact one if needed.
- Find out who the Agency Reps are, and meet them.
- Find out what crews are assigned; how long they've been out, and unique conditions, and when they are expected to rotate.
- Develop a visibility strategy. How are you going to make yourself accessible, and let people know who and where you are?
- Determine from IC whether or not sexual harassment training is needed, particularly for the camp crews. If so, schedule and provide.
- Is any other training necessary?
- Find out who provides and procedures for requesting Critical Incident Stress Debriefing. This can save you valuable time if a debriefing is needed.