

## **Deployment: What You Need to Know**

When a disaster occurs and public health is part of the response, the CNYMRC may be asked to assist. Deployment could take place within the Central New York region or elsewhere in New York State. Here are some important things to think about before deploying.

### **Talk to your employer in advance**

Find out your employer's policy on employees assisting with disaster response and recovery. Some employers allow participation without using personal leave. Ask how much notice you need to give for time off and whether you'll need to use leave. Deployments outside our region typically last at least three days, and many run up to two weeks.

### **Talk to your family in advance**

Being away for several days can affect your household. Discuss how daily responsibilities will be handled while you're gone. If you have children, talk about how you'll stay in touch. Make arrangements for pets and your home if needed.

### **Keep your contact information current**

If your information is outdated, we can't reach you. Please update your details with the CNYMRC Coordinator at [cnymrc@ongov.net](mailto:cnymrc@ongov.net) or (315) 435-5262.

### **Pay attention to alerts**

The media is a good source for updates about potential disasters, especially severe weather. When it looks like New York may be severely affected, CNYMRC sends an alert. Alerts may place you on standby and give you time to start conversations with your family and employer about possible deployment.

### **Transportation**

For responses within Central New York, you'll need to arrange your own transportation. For deployments elsewhere in the state, you may be asked to meet at a pickup site or, for longer recovery efforts, travel directly to the disaster location. Save receipts for fuel, parking, or tolls—you may be able to claim them as charitable donations on your taxes.

### **Pack your deployment bag**

Have a bag ready so you can leave quickly when activated. For deployments outside our region, the requesting county usually provides only meals and basic accommodations. (See the suggested packing list on Page 2.) Don't wait until the last minute to gather essentials like bottled water or batteries. Pack enough to sustain yourself for the entire deployment—you don't want to become someone who needs assistance.

### **Only deploy when activated and scheduled**

It's essential that you deploy only when officially activated and scheduled by the CNYMRC or the state. This ensures you're covered by liability protections. Liability coverage applies only when you're formally scheduled by the requesting agency.

### **Want to help but weren't asked?**

It can be hard to watch others in crisis and not be called. Requests from other counties often focus on very specific roles. If you weren't activated but still want to assist, you have options. Make sure you're registered as a state volunteer through ServNY. Some counties may allow additional volunteers from outside their area. In that case, you would temporarily register with the county in need, and they decide whether to activate you. Keep in mind you may be responsible for your own travel and possibly housing.

### **When You Return**

If you deploy outside the CNY region, check in with the Unit Coordinator once you're back—even if your activation came through the state. A short debrief helps us learn from your experience and ensures you get any support you need.

Deploying to help others is a generous act of service. By planning ahead, you can make the experience smoother for yourself, your family, and the people you serve.

## **Suggested Deployment Packing List**

Below is a suggested list of items to bring with you. Aim to pack light, but be prepared. These items should be gathered and kept ready as soon as you receive an alert that the CNYMRC may deploy. Don't wait until you are officially scheduled—by then, you may not have enough time to collect what you need.

### **Identification & Documentation**

- Driver's License / Photo ID
- CNYMRC Badge
- Copy of Professional License
- Contact information for CNYMRC Unit Coordinator
- If requested by state: Contact information for state coordinator

### **Clothing & Footwear**

- Clothing appropriate for weather and length of deployment
- Extra pair of comfortable shoes (no open-toed shoes or sandals)
- Seasonal items (as needed): bug repellent, sunscreen, raingear, coat, hat, gloves, boots

### **Personal Hygiene & Health**

- Personal hygiene items: soap, shampoo, deodorant, toothbrush, toothpaste, brush/comb, feminine products
- Towels, washcloth
- Prescription medications, medical alert jewelry
- OTC medications
- Alcohol-based hand sanitizer
- Small first aid kit
- Spare eyeglasses or contacts

### **Sleeping & Rest**

- Sleeping bag or blanket
- Pillow
- Ear plugs and eye mask

### **Food & Water**

- Additional bottles of water
- Energy bars or non-perishable food, favorite snacks

### **Tools & Supplies**

- Flashlight and batteries
- Small writing pad (for notes)
- Pens
- Small plastic bags / trash bags
- Charger for cell phone

### **Entertainment & Miscellaneous**

- Off-duty entertainment (books, cards, music, etc.)
- CASH (in case there are no ATMs)

Keep your valuables at home!