

Deployment: What You Need to Know

When a disaster occurs and public health resources are activated, the Central New York Medical Reserve Corps (CNYMRC) may be requested to respond. Deployments may occur within the Central New York region or elsewhere in New York State. The following guidance will help you prepare.

Coordinate with Your Employer

Review your employer's policies regarding participation in disaster response. Some organizations permit deployment without requiring personal leave. Clarify notice requirements, leave usage, and expectations in advance. Deployments outside the region typically last a minimum of three days and may extend up to two weeks.

Plan with Your Household

Discuss potential deployments with your family to ensure continuity of daily responsibilities. Make arrangements for childcare, pet care, and household needs. Establish a plan for communication during your absence.

Maintain Current Contact Information

Accurate contact information is essential for activation. Update your details with the CNYMRC Coordinator at cnymrc@onondaga.gov or (315) 435-5262.

Monitor Alerts and Communications

Stay informed through media and official communications. When a potential emergency may impact New York State, CNYMRC may issue alerts placing volunteers on standby. Use this time to prepare and notify your employer and family.

Transportation

For local deployments, volunteers are responsible for their own transportation. For out-of-region assignments, you may be directed to a designated pickup location or instructed to travel directly to the deployment site. Retain receipts for travel-related expenses, which may be eligible for tax deduction as charitable contributions.

Prepare a Deployment Kit

Maintain a ready-to-go deployment bag. For out-of-region responses, only basic meals and accommodations are typically provided. Pack sufficient personal supplies to sustain yourself for the duration of the assignment.

Deploy Only When Activated

Volunteers must deploy only when officially activated and scheduled by CNYMRC or the State. This ensures eligibility for liability protection, which applies exclusively to authorized deployments.

If You Are Not Activated

Deployment requests are often role-specific, and not all volunteers may be selected. If you wish to assist, ensure you are registered with ServNY. Some jurisdictions may accept additional volunteers; however, you may be responsible for your own travel and lodging, and activation is at the discretion of the requesting agency.

Post-Deployment Requirements

Upon returning from an out-of-region assignment, notify the Unit Coordinator, even if deployed through the State. A brief debrief supports program improvement and ensures appropriate follow-up.

Suggested Deployment Packing List

The following is a recommended list of items to bring during deployment. Pack efficiently, but ensure you are adequately prepared. Begin assembling these items as soon as you receive an alert indicating a potential CNYMRC activation. Do not wait until you are officially scheduled, as there may be limited time to gather necessary supplies.

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!