



Boston MRC Activation Checklist

Incident Information

Incident Name: _____

Activation Date: _____

Activation Time: _____

Use this form as a guide as you respond to an activation to:

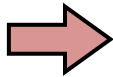
- Decide if you can respond, and submit your availability
- Remember what to do at home before reporting to Just-in-Time training
- Pack what you need in your activation bag

You may also save this form as a personal record of activations.

Are you available to respond? Keep in mind any work, school, or family obligations.

Yes 

Submit your availability as directed. Make plans to attend Just-in-Time training (see reverse side of this form).

No 

Submit your availability as directed to let the volunteer coordinator know that you are unable to attend.

Unsure 

You should submit your availability within 12 hours.

- If it will take less than 12 hours to decide if you can respond, submit your availability when you can make the decision.
- If it will take more than 12 hours to decide if you can respond, submit yourself as “unavailable” for now and resubmit your availability if your status changes.

Availability Submitted

Available: Yes No

Date: _____

Time: _____

Notes: _____

Just-in-Time Training Information

Date: _____

Time: _____

Location: _____

Notes: _____

Steps to Prepare for Activation

1. Complete these tasks:

- Activate your family communication plan
- Notify school or work
- Arrange childcare
- Evaluate transportation options
- _____ *(use these spaces to add your own notes)*
- _____
- _____
- _____

2. Pack your activation bag:

Note: There may not be a secure place to keep your belongings during an incident. This bag should contain only what you need and should be easy to keep with you. A fanny pack or small backpack works well.

- Information about the event (directions to Just in Time Training, etc.)
- Photo ID (drivers license or state issued ID)
- Snacks
- Weather appropriate clothes (in case you will be working outside)
- _____
- _____
- _____
- _____

3. Dress appropriately for work in a patient care environment:

- Closed-toe shoes
- Long pants
- MRC shirt *(if you have one)*

4. Report to Just-in-Time training as directed.

Check in with your supervisor upon arrival.