



Checklists

TERT Request Checklist Interstate

- TERT request form completed
- PSAP Survey Completed
- Signed Memorandum of Understanding on file
- Request forwarded to Local EMA
- Request forwarded to State EMA
- Request forwarded to EMAC
- TERT liaison assigned
- TERT packages retrieved
- Travel and Lodging coordinated with responding TERT State Coordinator

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TERT Arrival Checklist

- TERT Liaison initiates contact with responding TERT
- TERT arrives and checks in
- TERT packages provided to responders
- Responders have assigned duties
- Responders have current chain-of-command
- Responders have comfort facilities

TERT End of Shift Checklist

- TERT checks out with TERT Liaison or designee
- TERT Liaison or designee reviews any questions or concerns
- TERT response form completed for operational period

TERT Deactivation Checklist

- Incident Commander officially deactivates TERT response
- Deploying TERT Statewide Coordinator is advised.
- Local and State EMA notified of deactivation
- TERT is relieved of duties
- TERT Liaison reviews any questions or concerns from the deployed TERT
- TERT completes check-out
- TERT response form sent to requesting PSAP after incident
- Operational debriefing/CISM conducted