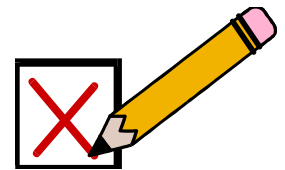


PRE-DEPLOYMENT CHECKLIST



The following is a **checklist** to assist you in preparing for the unexpected as well as the routine aspects of daily life during deployment. It outlines several essential areas families may want to consider when preparing for a deployment. The transition from team to solo can be facilitated by recording all pertinent information for each of the items on the checklist. For help check out the “**Everything Binder**” found on our website at www.esquimaltmfrc.com

Legal

- Will
- Power of Attorney
- Check that your Next of Kin Form is correct and up to date (DND 2587)
- Life Insurance
- List of all important documents and where they are located
- Other relevant Insurance

Financial

- Create a Deployment Budget
- Accounts & Safety Deposit Boxes
 - Banking access PIN #, Keys
- Investments
- Allotments
- Income Tax
- Online Banking Passwords
- Payment Plan for
 - Utilities
 - Phone
 - Cable
 - Rent / Mortgage
 - Credit Cards
- Create an Emergency Fund

Home

- Mortgage/Rent
- Property Tax (Homeowners Grant)
- Home insurance
- Security
- Maintenance & Warrantees
- Computer Password

Travel

- Passport/Visa for all family members
- Immunization

Health

- Insurance claim forms & numbers
- Dental Plan claim forms & numbers
- Medical Records
- Family Care Plan

Car

- Maintenance & Service Records
- Insurance
- Registration & Driver’s License
- Mechanic Phone Number/Roadside Assistance # /Warranty info
- Storage

Phone Numbers for Information/Support

- Military Family Resource Centre
250-363-2640 or 1-800-353-3329
 - **Get your Military Family Identification Card at the MFRC before deployment**
- Parents/In-Laws
- Child's Emergency Contact
- Family Network Email

For Specific Child Related Concerns (All above plus)

- Emergency Childcare Plan
- Requirements for travel abroad with children when one parent is absent
- Relevant school info