

# Disaster Response Interpreter (DRI) Deployment Checklist for Community Shelters and Media Events

## In preparation for deployment:

- If applicable, know how to inform your employer both during and after hours of the possible deployment
- Ensure that your personal and family preparedness plans are in place
- Review the **DRI Packing List for One Day and Extended Deployment** (see pages 67-69 in DRI manual)

## During deployment:

### COMMUNITY SHELTERS

- Sign in at community shelter registration desk
- Sign necessary forms, if applicable (confidentiality forms, etc.)
- Keep WI-CAMS badge prominently displayed
- Review this **DRI Checklist** and other materials to ensure your ability to perform job functions
- Attend initial orientation/briefing by shelter staff
- Familiarize yourself with the shelter by walking around
- Connect with people who are deaf
- Attend operational, initial, and periodic briefings, when possible and appropriate
- Ensure that you take care of yourself. Use **Self-Care Pocket Reference Guide**
- As the number of people who are deaf or hard of hearing changes, let interpreter coordinator and the shelter manager know
- Work with shelter manager to ensure appropriate communication accommodations are in the shelter to meet residents' needs
- Work with shelter manager and other shelter staff to ensure that all deaf residents are kept informed as appropriate
- Interpret resident informational sessions as held by shelter staff
- Leave all documentation with the shelter manager at the end of each shift and when deployment ends
- Participate in scheduled debriefing at shift change and/or close of the shelter
- Sign out and promptly leave the site

### MEDIA EVENT

- When on site, contact the media event's point of contact
- Be prepared to answer the question "What do I do with you?" (share copy of "**A Handout to Help Others Best Use DRI at Media Events**")
  - Assert yourself and explain your role
  - Provide logistics and any other requirements for using interpreters.
  - Request list of acronyms, statistical information, if possible
  - Get names and titles of speakers
  - Participate in the "huddle" or any briefings regarding press announcements or media event
  - Go to staging room or holding location until needed
- Leave all documentation behind when deployment ends
- Sign out and promptly leave the media event

## After deployment:

- Call Office for the Deaf and Hard of Hearing (ODDH) to:
  - Complete invoice
  - Share experiences and any lessons learned