



Wisconsin
Department of Health Services

Self-Care
Pocket
Reference Guide
for
Emergency
Response
Deployment

Daily To Do List

Morning

Prepare for the day—Gather clothes, logistics, equipment, and other necessary supplies (e.g., map, cell-phone, sunblock, medication, journal, water, and a snack.)

Exercise—Go for a walk or run, do yoga or calisthenics, dance, stretch, or simply move about, even if it is for five minutes.

Take any daily medication

Do something that energizes you—Look at favorite photos, listen to a favorite playlist, or call a friend for support.

Eat breakfast—It's the most important meal of the day! You may not know when you will eat again.

Drink water—If you are not drinking enough water, you will likely feel lethargic and tired.

Midday

Take time to use the bathroom—Everyone needs to take breaks to tend to personal matters.

Take a break—When you have time, take a break to take care of yourself: take deep breaths, eat nutritious food, get off your feet, and check your Daily To Do List.

Connect with your buddy—talk to someone on your team about your experiences, stresses, or anything on your mind.

Drink water—If you are not drinking enough water, you will likely feel lethargic and tired.

How much?

Adequate intake for men =
13 cups/day;

Adequate intake for women =
9 cups/day.

(Institute of Medicine)



End of Day

Complete deployment-related tasks—Sign out, submit paperwork, turn in equipment, etc.

Connect with family or a friend—Call a family member or close friend—they can give you some extra support that you may need.

Self reflection activity—Take time to reflect however works best for you (e.g., journal, Self-Care Pocket Guide Self-Reflection Activity (pages 18-19), voice recorder, drawing, talking to a friend).

Drink water—If you are not drinking enough water, you will likely feel lethargic and tired.

Self assessment—Monitor your emotional health throughout the response. If you have any concerns, discuss them with your buddy or supervisor.

Personal spiritual or religious practice (if desired)—Pray, meditate, go outside, or whatever is meaningful for you.

End of Day, cont'd.

Charge electronics—charge your laptop, phone, communications radio, etc.

Do Daily Review Activity—How did you do today in taking care of yourself? Do the Self-Care Pocket Guide Daily Review Activity (page 10). Note changes over time.

Relax—Read, listen to music, meditate, exercise, or engage in another activity that helps you unwind.

Get a good night's sleep—Take steps to get a healthy night's sleep.

Good strategies for sleep include:

- Avoid naps during the day.
- Get regular exercise.
- Avoid going to bed hungry.
- Have a routine: go to bed and get up about the same time every day.
- Do something relaxing for one hour before you go to bed (e.g., listen to music, read).
- Use earplugs and an eye mask if your sleep location is not quiet and dark.
- If you don't fall asleep within 15 minutes, get out of bed for at least 30 minutes.

Pre-Deployment Checklist

___ **Self assessment**—Consider your current emotional health and how it may impact your ability to respond. If you are experiencing burnout from your regular duties, you may not be an effective volunteer responder. *It is okay to decide not to volunteer.*

___ **Evaluate your personal readiness to respond**—Consider personal and family obligations (e.g., important upcoming events, child care, illness).

___ **Evaluate your professional readiness to respond**—Consider work and or school obligations (e.g., deadlines, meetings).

___ **Get instructions from incident command**—Determine logistical details including specific items you should or should not bring. Edit your packing list as needed.

___ **Customize your daily “to do” list**—Your daily to Do List can be modified based on what you know about this deployment.

Pre-Deployment Checklist, cont'd.

___ **Gather reminders of home**—For example, you might pack a photo of family or friends in your “go” bag.

___ **Pack your stuff**—Check items off the packing list as you prepare.

___ **Self Reflection Activity**—Take time to reflect however works best for you (e.g., journal, the pocket guide’s Self-Reflection Activity [pages 18-19], voice recorder, drawing, talking to a friend).

___ **Connect with family or a friend**—Talk to someone about what you are about to experience. Be sure to establish or verify emergency contact information.



Post-Deployment Checklist

___ **Closure ritual**—Exchange phone numbers, say goodbye to people, reflect with your buddy, etc.

___ **Self Reflection Activity**—Take time to reflect however works best for you (e.g., journal, the pocket guide’s Self-Reflection Activity [pages 18-19], voice recorder, drawing, talking to a friend).

___ **Self Assessment Activity**—As you return from deployment, it is not uncommon to experience exhaustion, fatigue, irritability, insomnia, or other such symptoms. However, if you have any concerns about your emotional or physical health, seek help from responder support resources or other resources available to you.

___ **Complete deployment-related tasks**—Submit paperwork, turn in equipment, etc.

___ **Re-enter your regular life**—Think about what things you need to do in order to effectively re-enter your regular life. Decide what obligations need to be taken care of immediately and what can wait.

Post-Deployment Checklist, cont'd.

___ **Rekindle relationships**—As you return from deployment, figure out how to reconnect to those at home who are important to you.

The people who mean the most to us are often the people we take most for granted. Take extra care to reconnect with your partner, children, friends, etc.

You have had very different experiences over the past days/weeks and it will take some time to share these experiences. Remember that your deployment, while probably difficult for you, was most likely difficult for your family as well.



___ **Personal spiritual or religious practice (if desired)**—Resume your typical personal spiritual or religious practice. Pray, meditate, go outside, or whatever is meaningful to you.

Daily Review

How did you do today in performing self-care? Mark the number that best reflects your experiences using the rating scale 1 through 10.

1=strongly disagree; 10=strongly agree

I drank enough water.	
I ate well (e.g., nutritious foods, regular meals, avoided sugary snacks).	
I took adequate breaks.	
I got adequate sleep.	
I managed my stress effectively today.	
I sought and received support from my buddy or coworker on deployment.	
I sought and received support from my family or friends.	
I collaborated well with my team and supervisor.	
I feel grounded and solid enough to continue to help those who need it.	
I feel good about my work today given the circumstances I worked within.	
Score=Total of all responses	

Watch your scores and track how/if they change over time. If you feel the need, talk to your buddy or supervisor about these changes in the daily review list.

Packing List—Extended Deployment

Identification/Credentials	
	Photo ID
	ID Badge
	Credentialing information (e.g., license, registration)
	Vaccination information
	Emergency contact information
Clothing	
	Appropriate working clothes (with pockets if possible)
	Comfortable, close-toed shoes (e.g., tennis shoes or hiking boots)
	Sweater/sweatshirt
	Light rain jacket/gear
	Hat with brim
	Shirts
	Long pants and/or shorts (with pockets if possible)
	Underwear and socks
	Pajamas
	Shower flip flops

Packing List-Extended Deployment, cont'd.

Equipment	
	Exam kit (e.g., stethoscope, thermometer, tongue blades, BP cuff, gloves)
	Required personal protective equipment (PPE)
	Leatherman or other multi-purpose tool
	Work gloves
	Other equipment for job as needed
	Watch
	Travel alarm
	Pen
	Flash light/head lamp with batteries
	Cellphone and charger
	Small backpack or fanny pack
	Personal first aid kit
	Other personal electronics and chargers
Sleeping Gear	
	Sleeping bag/blankets/bed linens/pillow
	Air mattress

Packing List-Extended Deployment, cont'd.

Food	
	Snacks (e.g., power bars, granola bars, trail mix)
	Water bottle
Miscellaneous	
	Personal medications
	Small amount of cash for food and incidentals
	ATM/Credit card
	Money belt
	Hand sanitizer
	Sunglasses and case
	Contact information for most important people and other crucial information
Optional	
	Reading material/playing cards
	Envelopes and stamps
	Sunscreen
	Insect repellent
	Foot powder or spray
	Small ziploc bags
	Pens/paper
	Personal journal

Packing List-Extended Deployment, cont'd.

Optional, cont'd.	
	Personal items (e.g., pictures, books)
	Add other items below that are important for you to bring
Deployment Specific Items	
Each deployment is unique. Incident command will identify additional items you should or should not bring with you. You can list them below.	

Packing List—One Day Deployment

Identification/Credentials	
	Photo ID
	ID Badge
	Credentialing information (e.g., license, registration)
	Emergency contact information
Clothing	
	Appropriate working clothes (with pockets if possible)
	Comfortable, close-toed shoes (e.g., tennis shoes or hiking boots)
	Sweater/sweatshirt
	Light rain jacket/gear
	Hat with brim
Equipment	
	Exam kit (e.g., stethoscope, thermometer, tongue blades, BP cuff, gloves)
	Required personal protective equipment (PPE)
	Leatherman or other multi-purpose tool
	Other equipment for job as needed

Packing List-One Day Deployment, cont'd.

Equipment, cont.	
	Watch
	Pen
	Flashlight/head lamp and batteries
	Cellphone and charger
	Small backpack or fanny pack
	Personal first aid kit
Food	
	Snacks (e.g., power bars, granola bars, trail mix)
	Water bottle
Miscellaneous	
	Personal medications
	Small amount of cash for food and incidentals
	Hand sanitizer
	Eye care if needed (e.g., lenses/glasses, lens solution, lens case, eye drops)
	Sunglasses and case
	Feminine hygiene supplies

Packing List-One Day Deployment, cont'd.

Optional	
	Sunscreen
	Insect repellent
	Add other items below that are important for you to bring
Deployment Specific Items	
Each deployment is unique. Incident command will identify additional items you should or should not bring with you. You can list them below.	

Self Reflection Activity

Writing Prompts

Pre-deployment

What do you need to do to best prepare for this deployment?

What might be difficult for you in this deployment?

What do you need to make sure you stay at your best during this deployment?

During Deployment

What has been the hardest thing for you today?

What has been the most rewarding thing for you today?

What do you feel good about?

What inspired you today?

What gave you hope today?

Is the work that you are doing what you expected to be doing?

Are the stories you are hearing what you expected to hear?

What can you do now to make sure you are grounded and at your best?

Do you need to take a break?

Do you need to talk or process something with your buddy?

What questions do you have? Who can help you with these questions?

Who inspired you today?

Who gave you hope today?

What did you learn today?

What did you learn about yourself today?

What is going to be different for you now?

What is the last thing you are going to think about tonight before you go to sleep?

What are you going to dream about tonight?

What is the first thing you are going to think about when you wake up tomorrow?

Writing Prompts, cont'd.

During Deployment, cont'd.

- What do you need to do to best take care of yourself tomorrow, knowing what you know now?
- What would you tell the person who replaced you on this deployment?
- Are you doing what you need to in order to take care of yourself?
- What could you do better?
- What do you need to begin your work again tomorrow?

Post Deployment

- What do you want to process or talk about now that your work is finished?
- What is going to be different for you now?
- Have you noticed anything new about your work, family, etc., now that you are back?
- How have you changed?
- Is there something that you need to talk with someone about?
- What would you do differently next time to make post deployment easier?
- How are you doing at reentering your world? Is there more you need to do to help you adjust to being back?
- What did you learn about yourself during deployment?
- What was the most inspiring thing you experienced?
- Who was the most inspiring person you met?
- What was the hardest thing you experienced?
- Do you have any loose ends to tie up from your deployment?
- What has been the most rewarding part of your deployment?
- What do you feel good about regarding your deployment?

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