

## **7 FAM 1800 APPENDIX B CONSULAR FLY AWAY TEAM AND CRISIS TDY CHECKLIST**

*(CT:CON-148; 10-04-2006)  
(Office of Origin: CA/OCS/PRI)*

**THIS IS A LIST OF EQUIPMENT AND DOCUMENTATION TO BE USED WHEN RESPONDING TO AN OVERSEAS EMERGENCY. EQUIPMENT NEEDS WILL VARY DEPENDING ON THE NATURE AND LOCATION OF THE CRISIS)**

### **1. Official Documents and Consular Equipment to be Carried Along:**

- U.S. Diplomatic Passport; Tourist passport
- Appropriate Foreign Visa required to enter the country; See Visa Information For Diplomatic and Official Passports.
- Both Department of State Identification Badges and any Post-issued Identification Badge
- World Health Organization Immunization Record. Make sure to check that all inoculations are up to date and what medication you will need to take with you, e.g., malaria pills. Contact M/MED for information. See also the CDC Travelers' Health Vaccinations Page
- Travel Orders
- Airline or other transportation tickets
- U.S. Government Credit Card (with PIN # for cash) or sufficient personal funds for travel needs to be reimbursed later. (Financial transactions may be difficult to handle from the scene of a crisis and a lack of personal finances will only make your stress level rise and hinder your ability to help others.);
- Cash in foreign currency if recommended by post in countries where ATM machines are not used.
- Hand impression and self-inked rubber stamp seal(s)
- Business cards
- Diplomatic Note paper
- Documentation that can be printed from the laptop computer:
  - Blank Evacuation Travel Documents

- Blank Privacy Act waivers
- Blank Promissory Notes
- Blank Travel Letters
- Blank Department of State Letterhead
- Consular CRISIS contact cards
- Consular CRISIS family assistance packets

## **2. Off Site Support Equipment - Communications and Electronic Equipment**

- Cell phone with worldwide availability (quad band) (Not to be used for sensitive transmissions)
- Satellite phone for use when cell phones are not getting a signal
- Laptop with aircard
- Printer
- Satellite dish for broadband internet as well as voice communications
- Biometric device for collecting barcode information as well as facial and fingerprint collection.
- Blackberry or comparable device
- FOB
- Removable Drive Memory Stick(s)
- Miniature High Frequency Radio
- Digital camera; printer
- Camera, Film
- Extra Batteries for all Above
- Extension cord
- Electric Plug Adapters
- Electronic Current Transformer

## **3. Consular Public Visual Aids**

- Consular Affairs Crisis Name Tag or shirt
- Water-Proof and Cloth Consular Signs For Posting
- U.S. Flags, various sizes, including waterproof
- Consular Fly Away T-shirts, jackets, hats, etc.
- Self Adhesive Poster Boards/Sheets

## **4. Supplies**

- Pens
- Paper
- 3" x 5" cards (various colors)
- Spiral Notebooks
- Markers for permanent use
- Masking Tape, Strapping Tape
- Folding Scissors, Swiss Army Knife
- Flashlight, Batteries and charger
- First Aid Kit (Band-Aids, antiseptic, etc.)
- Backpack, Shoulder Bag, waterproof if possible
- Duct Tape

#### **5. Official Briefing Material and Instructions**

- Checklist of Off Site Support Team Goals and Objectives (Prepared by CA Before Team departs)
- Full Briefing on Status of Crisis obtained through CRISIS software
- Documentation that can be loaded onto or found through laptop
  - Copies of Pertinent Cables
  - Phone Lists and other contact information
  - Emergency Phone Numbers for Department and Foreign Service Post Principals and other Key Contacts
  - 7 FAM 1800 Consular Crisis Management (Diskette and loaded on laptop)
  - 7 FAM 1800 Appendix A Managing Stress and Consular Crisis Workers
  - 7 FAM 1800 Appendix B Checklist for Consular Fly Away Team
  - 12 FAH-1 Emergency Planning Handbook

#### **6. Personal Supplies**

- Climate and Job Appropriate Clothing; 1 Formal Business Attire
- Any Personal Medications. Make sure you have enough prescription medication to last at least 30 days. Non prescription medications that you might want to include are: Imodium, Pepto-Bismol; Aspirin, Motrin or Tylenol; Vitamins
- Eye Glasses (Extra Prescription Pair; Sun Glasses)
- Contact lens solution

- Work boots (heavy-duty, comfortable work shoes)
- Gloves (Latex, surgical, heavy-duty gardening)
- Hat (head covering for sun, cold)
- Insect Repellant
- Anti-Itch Medication for Insect Bites & Skin Irritation
- Sun Block
- Food Items
  - Bottled water
  - Any dietary requirements you might have
  - Energy bars
  - Meals Ready to Eat (MREs)
  - Canned or freeze-dried food
  - Manual can opener; bottle opener, cork screw
- Situation Appropriate Water Purification Equipment/Instructions
- Personal Credit Cards, ATM Card, Traveler's Checks, Cash (Situational - Cash may be best alternative in some locations)
- Toiletries Kit Should Include
  - Razor
  - Soap or shampoo
  - Roll of toilet paper or small Kleenex tissue packets
  - Hand cleaning packets
  - Feminine hygiene products
  - Don't assume anything vital to you will be available at the Fly Away Location
- Driver's License (an International Driver's License if available)
- Umbrella

**7. For Fly Away Team Members' Families and Friends:**

- A copy of your itinerary;
- Leave Point of Contact in Office for Your Family/Friends in the event of an Emergency
- Red Cross Guidance for Families/Friends of Disaster Workers link in 7 FAM 1800 Appendix A. (From CA/OCS Intranet)

**8. Be Aware of Your Role as a Member of a Fly Away Team:**

- ❑ You may have significant relevant experience or you may be more senior to the consular managers on the ground when you arrive. Be aware that in many crises you may be asked simply to do “grunt work” or to report to someone subordinate to you. Make your experience and skills known to the coordinator on scene, but be willing and available to serve in any capacity needed, to include the lowest levels.
- ❑ Be aware that when you travel to the scene of a crisis on official orders, you fall under Chief of Mission authority. Your travel plans, such as date of departure or specific location of service, become subject to Chief of Mission approval.