

DEPLOYMENT PROCEDURES FOR EMERGENCIES

PLANNING

SOURCING

SELECTION AND DEPLOYMENT

ARRIVAL AT EVENT SITE AND SUPPORT DURING DEPLOYMENT

MONITORING HR REQUIREMENTS

Application of these steps differs depending on type of roster

Define HR Requirements



RESPONSIBLE
(Grade 1, 2 or 3)
IM for acute emergencies
WR for protracted emergencies

Confirm Funding



RESPONSIBLE
IM/EMS/Finance Focal Point/
PMO

Approve HR Plan



RESPONSIBLE
WR (Grade 1, 2 or 3)
RED & RD (Grade 2 or 3)
EXD (Grade 3 & HQ)

Define Security, Medical Requirements and Admin Arrangements



RESPONSIBLE
IM/WR/AO (OO)/HR
Lead SHW
SEC

END RESULTS

- HR Plan defined
- Funding secured
- SEC/MEDEVAC defined

Determine Deployment Priorities and Confirm HR Sourcing Mechanisms



RESPONSIBLE
IM/HR Lead

Identify Candidates from Various Sourcing Mechanisms



RESPONSIBLE
HR Lead

Recommend Candidates



RESPONSIBLE
HR Lead

END RESULTS

- Deployment waves and sourcing mechanisms defined

Approve Candidates (Surge Capacity)



RESPONSIBLE
IM up to 3 months (acute)
WR up to 6 months Above 6 months.
RD (Grade 1 and 2)
or EXD (Grade 3)

Inform Candidates (Surge Capacity) of Decision to Deploy



RESPONSIBLE
HR Lead

Prepare Surge Capacity for Deployment and Process Deployment Formalities



RESPONSIBLE
HR Lead

END RESULTS

- Surge capacity identified
- Contract Issued
- Travel documents issued
- Surge support ready for deployment

Prepare Event Site For Arrival of Surge Capacity



RESPONSIBLE
AO (OO)/HR Focal Point

Receive Surge Capacity at Event Site



RESPONSIBLE
AO (OO)/HR Focal Point

Brief and Support Surge Capacity upon Arrival at Event Site

RESPONSIBLE

AO (OO)/HR focal Point/designated
SEC/SHW focal point/
first level supervisor/
manager

END RESULTS

- Surge capacity arrive and are briefed at the event site

Review HR Requirements



RESPONSIBLE
IM/WR/HR Lead

Approve and Request for Extension of Surge Capacity



RESPONSIBLE
IM/WR

Process Extension of Surge Capacity



RESPONSIBLE
HR Lead

Identify Gaps, Review HR Plan, Request Additional Resources

RESPONSIBLE

IM/WR

END RESULTS

- PMDS/PER evaluation completed
- Deployment finished
- Roster Updated
- New HR requirements identified

End Of Deployment of Surge Capacity



Performance Evaluation



RESPONSIBLE
1st level Supervisor/
Manager

Separation Formalities



RESPONSIBLE
HR Lead

And/or