





■ Deployment Readiness Guide

OP-Get Ready!

CFMWS.ca/Edmonton/MFRC

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MFSP
MILITARY FAMILY
SERVICES PROGRAM



PSFM
PROGRAMME DES SERVICES
DES FAMILLES DES MILITAIRES



MFRC
CRFM
Edmonton

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USE OF DEPLOYMENT READINESS GUIDE

Once completed, this binder will contain much of your personal information. To ensure that this information is kept secure, think about doing the following:

- Keep this binder in a secure location.
- Shred any information removed from the binder due to the personal content.
- Do not advertise that you have the binder. The information is to assist you during a deployment. If you know of someone who could use this binder, please refer them to the Edmonton MFRC and we will provide them with information about the binder.
- You may want one or two friends or relatives to know about this binder and its whereabouts in case of emergencies. Make sure they understand the implications of sharing information with others.

This document was inspired by the Family Readiness binders developed by the Petawawa, Shilo and Wainwright MFRCs. The goal is to provide CAF loved ones the tools they need to be deployment ready.

MFRCs encourage families to plan and prepare for any emergencies that may arise while their CAF member is away on a work-related absence.

** If you use a pencil, this document can be used over the course of many postings and deployments. ✎*

We understand every family is unique. Use this guide as a starting point to prepare for your family's specific needs and requirements.

Should you have any questions or want a copy of this document, please contact the Edmonton Garrison MFRC Deployment Coordinator at :

- Phone: 780-973-4011 ext. 528-6304
- Facebook: @EdmontonMFRC
- Website: CFMWS.ca/Edmonton/MFRC

CANADIAN FORCES MEMBER INFORMATION

DESCRIPTION	INFORMATION
Name	
Rank	
Service number	
Home unit	
Unit attached to (<i>if different</i>)	
Deployment dates	
Name of mission or operation	
Birth date	
Allergies/Medications	

FAMILY SUPPORT NETWORK

The Family Support Representative (FSR) is a designated military member who remains at the unit home location during deployment. These individuals are responsible for bridging communication between the family and the deployed member in the event of an emergency. Your FSR can also answer questions about the mission.

NAME	PHONE NUMBERS	EMAILS

FAMILY MEMBER INFORMATION

Fill in details for the primary adult contact. If needed, add a page with information for additional important contacts (eg. co-parent, member's parents).

DESCRIPTION	INFORMATION
Name	
Relationship to member	
Date of Birth	
Cell Number	
Home Number	
Email Address	
Health Card Number	
Allergies	
Employer One	
Name of Supervisor	
Business Address	
Contact Information	
Employer Two	
Name of Supervisor	
Business Address	
Contact Information	

CHILDREN AND DEPENDENT INFORMATION

DESCRIPTION	INFORMATION
Name	
Relationship	
Date of Birth	
Health Card Number	
Address	
Allergies	
Name	
Relationship	
Date of Birth	
Health Card Number	
Address	
Allergies	
Name	
Relationship	
Date of Birth	
Health Card Number	
Address	
Allergies	
Name	
Relationship	
Date of Birth	
Health Card Number	
Address	
Allergies	

IMPORTANT CODES

DESCRIPTION	INFORMATION
Home Wifi	
Cell phone	
Voicemail	
Cell Phone Account	
Spouse/Partner Email	
Computer	
Laptop	
Tablet	
Streaming Services (eg. Netflix, Crave, Amazon, Disney+)	
Social Media Accounts (eg. Facebook, Instagram, Twitter)	
Online Banking	
Security System	
Garage Door Keypad	

RESOURCE LIST

RESOURCE	PHONE NUMBER	EMAIL	WEBSITE
Edmonton MFRC	780-973-4011 ext. 528-6300	information@mfrcedmonton.com	CFMWS.ca/ Edmonton/MFRC
Family Information Line	1-800-866-4546	FIL@cafconnection.ca	CFMWS.ca/Edmonton
CF Member Assistance Program	1-800-268-7708		canada.ca
Chaplains Office	780-973-4011 ext. 528-4999	edm.chapels@forces.gc.ca	CFMWS.ca/Edmonton
After Hours Emergency Duty Chaplain	780-973-4011 ask for the Duty Chaplain		CFMWS.ca/Edmonton
Military Police (Emergency)	780-973-4011 ext. 528-4044		CFMWS.ca/Edmonton
Base Fire Hall (Emergency)	780-973-4011 ext. 528-4333		CFMWS.ca/Edmonton
Poison Control	1-800-332-1414		albertahealthservices.ca
Mental Health Intake MFRC	780-973-4011 ext. 528-6300	intake@mfrcedmonton.com	CFMWS.ca/Edmonton/MFRC
AHS - Mental Health	1-877-303-2642 (24 hr)		albertahealthservices.ca
AHS - Health Link	811		myhealth.alberta.ca
Alberta Help Lines	211		ab.211.ca
SISIP	1-800-267-6681 (National) 780-973-3130 (Edmonton Branch)		sisip.com

SENDING MORALE MAIL

Family and friends can send care packages to those deployed overseas free of charge. To receive this service, all packages **MUST** be addressed to the Belleville, ON address and taken to the Canada Post outlet located in the Base Mail room. Packages taken to other Canada Post locations will require paid postage to Belleville, ON.

Base Mail Room: 3 CDSG (Building 181) Churchill Ave.

Hours: Monday to Friday, 9:00 am to 4:00 pm

Packages will require a Customs Declaration form. For information on package size, prohibited items and more, visit Canada.ca.

RANK / INITIALS / NAME

UNIT / SECTION

OPERATION

PO BOX #### STN FORCES

BELLEVILLE ON

POSTAL CODE

CAF MEMBER'S OVERSEAS ADDRESS

--

LEGAL & IDENTIFICATION CHECKLIST

IDENTIFICATION CARDS

- ☐ Military ID
- ☐ Drivers' licenses

BIRTH CERTIFICATES

- ☐ For all family members

COPY OF CURRENT WILL

- ☐ For the member and spouse

POWER OF ATTORNEY

- ☐ Military and Civilian (have a Power of Attorney following the provincial guidelines where you reside)
- ☐ Have a specific Power of Attorney for children and dependents

COURT PAPERS

- ☐ Marriage Certificate/ Common Law Declaration
- ☐ Divorce papers
- ☐ Adoption papers
- ☐ Guardianship papers
- ☐ Single parent serving members may need to fill out guardianship paperwork depending on child care needs.
- ☐ Travel Authorization letter for children: Have a signed letter by both parents authorizing travel with minor children out-of-country

VEHICLE REGISTRATION

- ☐ Registration for all vehicles (including recreational vehicles)
- ☐ Current auto insurance for all vehicles

REAL ESTATE

- ☐ All real estate paperwork including deeds and mortgages (primary residence, cottage and/or investment properties)
- ☐ Lease agreements
- ☐ Current insurance policies with adequate coverage (house or content insurance)

RHU

- ☐ Have a signed CFHA authorization form to authorize work orders

INCOME TAX RETURNS

- ☐ Signed authorization for Canada Revenue Agency so both spouses can access the other's tax accounts

LIFE INSURANCE POLICIES

- ☐ Current life insurance policies with adequate coverage
- ☐ Signed authorization form to make account changes

■ POWER OF ATTORNEY

Power of Attorney is a legal document that authorizes someone to act as an agent on one's behalf. The document provides the security that you may need to make decisions for your family, whether it is financial, medical, educational or legal. You should keep a photocopy of the document, along with the original, in a safe place in your home. You should understand what your Power of Attorney covers. The Power of Attorney document can be obtained from a lawyer. A Power of Attorney completed with the military will not cover all civilian matters, and vice versa. A good idea would be to ask questions, and apply for both. Power of Attorney is usually provincially governed, so it is important to research its validity prior to relocating to another province.

Different types of Power of Attorney:

- **General Power of Attorney** is only valid while you continue to have mental capacity. If this is lost, the general Power of Attorney is no longer valid.
- **Enduring or Continuing Power of Attorney** specifies that it will continue to be in effect even if you lose mental capacity.
- **Personal Directive** will enable a representative of your choosing to make personal decisions for you if you suffer a serious injury or illness and you are unable to. Be aware that all necessary medical decisions will be made by the CAF medical team if an injury occurs during a deployment.

Banks and financial institutions also have separate but similar documents that need to be completed if a member wants to give their spouse Power of Attorney for financial transactions.

■ LEGAL CONTACT LIST

DESCRIPTION	INFORMATION
Legal Firm	
Name of Lawyer	
Contact Information	
What does it cover?	

PASSPORT INFORMATION

It is important that all family members have a current passport as well as a SIGNED CONSENT LETTER FOR CHILDREN TRAVELING ABROAD before a deployment in case of an emergency or HLTA. The letter can be found online at travel.gc.ca.

DESCRIPTION	INFORMATION
Name	
Passport Number	
Expiry Date	
Name	
Passport Number	
Expiry Date	
Name	
Passport Number	
Expiry Date	
Name	
Passport Number	
Expiry Date	
Name	
Passport Number	
Expiry Date	
Name	
Passport Number	
Expiry Date	

INSURANCE

TYPE	PROVIDER	POLICY NUMBER	DUE DATE	PAYMENT AMOUNT	CONTACT NUMBER
Automobile					
Automobile					
Property/ Rental					
Medical					
Medical					
Dental					
Dental					
Life					
Life					

FINANCIAL CHECKLIST

HOUSEHOLD BUDGET

- ☐ Passwords and access numbers for online banking
- ☐ Arrange automatic payments where possible
- ☐ Open a joint account with the person who will need to access finances
- ☐ Ensure Power of Attorney includes finances
- ☐ Breakdown of when bill payments are due and payment method

CREDIT CARDS

- ☐ Aware of how to report and replace lost or stolen credit cards
- ☐ Be aware of all credit card limits and who will be using which card
- ☐ Ensure both card holders have access with the credit card company

INVESTMENT INFORMATION

- ☐ List of all investments (RRSP, GIC, RDSP, etc.)
- ☐ List of all securities or bonds including value
- ☐ Stock Portfolio
- ☐ Name and number of financial advisor (if applicable)

INSURANCE INFORMATION

- ☐ Signed document to allow spouse signing authority on the account

ADDITIONAL INFORMATION

- ☐ Income tax information, authorize a representative



BANKING INFORMATION

BRANCH/ NAME	ACCOUNT TYPE & NUMBER	PASSWORD	CREDIT LIMIT	PIN	PHONE NUMBER

MONTHLY BILL INFORMATION

BILL	COMPANY	ACCT NUMBER	PIN	PHONE	DUE DATE	AMOUNT
Mortgage/Rent						
Electric						
Natural Gas						
Water/Sewer						
Cell phone						
Home phone						
Cable/Internet						
Car payment						
Child care						
Pet care						
Property tax						
Home insurance						
Car insurance						
Credit card						
Credit card						
Line of credit						
Savings						
RRSP						
TFSA						
Investment						
Debt payment						
Life insurance						

MONTHLY VARIABLE EXPENSES

EXPENSES	DETAILS	AMOUNT
Groceries		
Gas		
Medical/Prescriptions		
Auto Maintenance		
House Maintenance		
Children's Expenses		
Pet Supplies		
Emergency Fund		
Entertainment		
Clothing		
Personal Care Items		
Gifts		
Postage		
Travel		

HOUSING & VEHICLE CHECKLIST

HOME INSURANCE

- ☐ During periods of absence, how often does a house need to be visited to ensure coverage
- ☐ Renew policy prior to known absence
- ☐ Be aware of all the exceptions in the insurance policy

HOUSE SAFETY

- ☐ Have power outage plan
- ☐ Have flashlights, batteries, candles and matches
- ☐ Change all the batteries in all smoke detectors and carbon monoxide detectors
- ☐ Have a fire extinguisher
- ☐ Have an emergency evacuation plan

UTILITIES

- ☐ All adults in the home should have authorization from the companies to make changes

HOUSE ALARM CODE

- ☐ How to use the household security system and the password

CONTACT NUMBERS

- ☐ Contact numbers for base housing or landlord

MAINTENANCE

- ☐ Complete the maintenance lists
- ☐ Have all warranties in one place

AUTO INSURANCE POLICY

- ☐ Renew policy prior to known absence
- ☐ Be aware of all exceptions in the insurance policy
- ☐ Complete the vehicle information form
- ☐ Be aware of changes in policy if vehicle is in storage

VEHICLES

- ☐ Lease agreements and all vehicle and warranty documents
- ☐ Vehicle(s) registration(s) renewal dates
- ☐ Storage allowances

DRIVERS LICENCES

- ☐ Driver's license renewal dates

VEHICLE INFORMATION AND MAINTENANCE

INFORMATION	VEHICLE 1	VEHICLE 2	VEHICLE 3
Make			
Model			
Year			
Plate Number			
Type of Gas			
Vin Number			
Insurance Premiums			
License and Registration Dates			
Estimated Value			
Emergency Roadside Member #			
Emergency Roadside Contact Information			
BASIC MAINTENANCE			
Mileage of next oil change			
Tire change plan			
Location of car manual			
How to check oil			
How to add windshield washer fluid			
How to check tire pressure			

CONTACT LIST OF MAINTENANCE AND SERVICES

SERVICE	NAME	PHONE	WEBSITE	BUSINESS HRS
Plumbing				
Electrical				
Contractor				
Landscaping				
Lawn mowing				
Snow removal				
Computer repair				
Appliances repair				
Exterminator				
House cleaner				
Home phone				
Cell phone				
Internet				
Cable/tv				
Water/sewage				
Gas/Heat				
Power				
Alarm system				
Auto dealership				
Auto mechanic				

SPRING/SUMMER MAINTENANCE CHECKLIST

VEHICLES

- ☐ Change tires on vehicles

AIR CONDITIONER

- ☐ Ensure air conditioner is running/annual inspection
- ☐ Contact information for a technician

WATER LINE

- ☐ Turn on outside water line

FURNACE FILTER

- ☐ Change furnace filter. The furnace filters need to be changed when they are dirty. On average, it needs to be changed every 3 months

GAS LINE INSPECTION

- ☐ Have the date of the last inspection as well as the date of when the next inspection is required name and contact information for the inspection company

RAIN GUTTERS

- ☐ Clean the gutters of debris
- ☐ Name and contact information for chosen company

PREPARE THE GARDEN

- ☐ Have the name and contact information for a landscaper
- ☐ Make a plant and flower budget
- ☐ Get tools and equipment ready

LAWN CARE

- ☐ Arrange lawn care services
- ☐ Learn how to use lawnmower and perform lawnmower maintenance

RECREATIONAL VEHICLES

- ☐ Prepare all recreational vehicles to be used and contact marina if needed
- ☐ Contact your insurance provider to get coverage

OPENING TRAVEL TRAILER

- ☐ Have the name and contact information for the trailer park or storage facility
- ☐ Have specific instructions for what needs to be done

OPENING POOL

- ☐ Name and contact information for the pool maintenance company
- ☐ Have specific instructions for what needs to be done

HOT TUB

- ☐ Know hot tub maintenance procedures
- ☐ Have contact information for a technician

CHILDREN'S TOYS

- ☐ Bring out and set-up all outdoor toys (eg. trampoline and sandbox)

FALL/WINTER MAINTENANCE CHECKLIST

RAIN GUTTERS

- ☐ Clean the gutters of debris
- ☐ Name and contact information for chosen company

PUT AWAY AIR CONDITIONER

- ☐ Cover unit prior to snowfall (if required)

OUTSIDE WATER

- ☐ Turn off outside water line
- ☐ Disconnect and empty hoses

PREPARE THE GARDEN

- ☐ Have the name and contact information for a landscaper
- ☐ Cover plants (if required)
- ☐ Cut down and bring in the plants (if required)
- ☐ Put sprinklers and yard equipment away

GAS LINE INSPECTION

- ☐ Date of the last inspection as well as the date the next inspection is required. Name and contact information for the inspection company

FURNACE INSPECTION

- ☐ Furnaces need to be inspected every year while the filters need to be changed when they are dirty. On average it needs to be changed every 3 months

RECREATIONAL VEHICLES

- ☐ Store boat and/or recreational vehicles
- ☐ Name and contact information for the storage company and/or marina
- ☐ Have specific instructions for what needs to be done

CLOSING TRAVEL TRAILER

- ☐ Name and contact information for the trailer park or storage facility
- ☐ Have specific instructions to winterize such as antifreeze, turning off the propane, removing batteries, etc.

HOT TUB MAINTENANCE

- ☐ Be aware of all hot tub and pool maintenance procedures

VEHICLES

- ☐ Winter tire installation

SNOWMOBILE

- ☐ Regular maintenance of snowmobiles during the winter

SNOW REMOVAL

- ☐ Snow blower and/or shovels
- ☐ Name and contact information of snow removal company

CHILDREN'S TOYS

- ☐ Bring in all children's outdoor toys
- ☐ Prepare the outdoor toys to stay outside for winter (disassemble trampoline, properly cover the sandbox, etc.)

MEDICAL CHECKLIST

- ☐ Alberta Health Care Card Number
- ☐ Doctors Name and Contact Information
- ☐ Emergency Care Plan
- ☐ Current Medical Information
- ☐ Medical Insurance Policy numbers
- ☐ Dental Insurance Policy numbers
- ☐ Insurance Forms
Pre-signed supply of medical and dental insurance claim forms and a letter authorizing payment (when member is away, they will not be there to sign the forms as needed).
**If using APPS, have log in information.*
- ☐ Children's Medical Information
If children are living away from home during the deployment, ensure all medical information is with the child.

DOCTORS/DENTISTS/SPECIALISTS

NAME	CONTACT INFO	TYPE	FAMILY MEMBER	IMPORTANT INFO

CURRENT MEDICAL INFORMATION

DESCRIPTION	INFORMATION
Family member name	
Medication name	
Name and number of prescribing doctor	
Pharmacy name and number	
Dosage: time, amount and duration	
Number of refills	
Family member name	
Medication name	
Name and number of prescribing doctor	
Pharmacy name and number	
Dosage: time, amount and duration	
Number of refills	
Family member name	
Medication name	
Name and number of prescribing doctor	
Pharmacy name and number	
Dosage: time, amount and duration	
Number of refills	
Family member name	
Medication name	
Name and number of prescribing doctor	
Pharmacy name and number	
Dosage: time, amount and duration	
Number of refills	

STRONG RELATIONSHIPS: 5 LOVE LANGUAGES

Relationships with strong connections can make handling the stress of military life easier. A popular tool to create connections is from the worldwide best-selling book *The Five Love Languages* by Dr. Gary Chapman. Discovering what makes your significant other feel loved and how they show love will grow your communication and appreciation with one another.

Below are a few suggestions on how to create strong connections within your relationship. For more information about program dates and times, contact the MFRC.

CONNECTING WITH WORDS

- Before deployment, write notes and secretly put them in various places in the CAF member's bags. The CAF member can do the same by writing notes and hiding them around the house or labeling them "for when you're lonely" or "for when your overwhelmed," etc.
- Remind your spouse of what initially attracted you to them.
- Share what you love, admire or respect about your spouse in a letter, call, or email.
- If your spouse is stressed during a call, allow them to vent. Don't try to fix the problem unless asked. Just allowing them to vent may help the situation.
- Remember to say "I love you" during every conversation.

CONNECTING WITH QUALITY TIME

- Create a personal email together where you can post weekly pictures and write journals to each other as often as possible.
- Write down the things you want to talk about with your spouse during the next call so you don't forget.
- Plan regular video chats, calls or emails when possible. The time invested in any type of communication will be appreciated.
- Read a book together and discuss it during calls, such as a chapter a week.
- Remember to share how you are feeling if you do not want to discuss what is going on.

CONNECTING WITH GIFTS

- Send packages with favourite items to your deployed spouse. Be sure to check regulations.
- Deployed spouse: get your spouse a gift from where you were and tell them when you purchased it. This lets them know you were thinking of them.
- Create a coupon book to be redeemed when deployment is over.
- If the deployment is during Christmas, send your spouse some goodies and/or something meaningful.
- Don't forget important days such as birthdays or anniversaries.

STRONG RELATIONSHIPS: 5 LOVE LANGUAGES

COMMUNICATING WITH ACTS OF SERVICE

- To reduce stress, ensure all required paperwork is completed before deployment. (eg. Complete the OP: Get Ready! Deployment Readiness Guide)
- Make sure all vehicles are in good working order before deployment.
- Deployed spouse: arrange for prepaid childcare, maid service, or gift cards for when your spouse needs them.
- Instead of waiting for the deployed spouse to take care of things when they get home, try to accomplish the tasks that you can.
- Deployed spouse: if your spouse is sick, arrange for family and friends to help.
- Deployed spouse: prerecord bedtime stories for the children to help at bedtime as well as to stay connected to the children.

CONNECTING WITH PHYSICAL TOUCH

- When talking or emailing, use physical words like “I wish I could hug you right now” or “If I was home, I would give you a back massage.”
- Spray perfume or cologne on things that you send to your spouse.
- Trace your hands so when you are apart you can still high five.
- Deployed spouse: arrange a massage for your spouse because they could be going several months without human touch.
- Sleep with a heated blanket or beside pillows. You can spray your spouse’s pillow with their perfume or cologne, so nights don’t feel so lonely.

■ MENTAL HEALTH CONTINUUM

The mental health continuum shows that our mental wellness is fluid. We can move along the continuum based on the stressors and supports in our lives. Deployments and work-related absences can challenge military families and their mental wellness. Certain days, or even moments within days, are harder than others. These shifts can occur before, during and after the CAF member leaves.

Often our time for self-care goes out the window when we need it the most. When we feel ourselves moving into the reacting zone, it's time to make an adjustment.

A simple reminder for a quick self-care fix is HALT. Ask yourself, am I:

- Hungry (or dehydrated)?
- Angry?
- Lonely?
- Tired?

Food, water, sleep and emotional support are critical elements of self-care that are often overlooked.



■ SELF CARE ACTIVITIES

Self-care is the practice of taking action to preserve or improve our physical, mental, emotional and spiritual well-being.

- | | | |
|--|---|---|
| <input type="checkbox"/> TALK TO A FRIEND | <input type="checkbox"/> BUY SOMETHING YOU REALLY WANT | <input type="checkbox"/> WRITE YOUR FAVORITE QUOTES ON STICKY NOTES AND LEAVE THEM PLACES |
| <input type="checkbox"/> GET A MASSAGE/FACIAL | <input type="checkbox"/> THINK OF SOMETHING TO SMILE ABOUT | <input type="checkbox"/> FIND SOMETHING TO GET UP FOR |
| <input type="checkbox"/> VISIT A MUSEUM OR GALLERY | <input type="checkbox"/> DANCE LIKE NO ONE'S WATCHING | <input type="checkbox"/> BE KIND TO YOURSELF |
| <input type="checkbox"/> DO A PUZZLE | <input type="checkbox"/> PLAN YOUR NIGHT IN | <input type="checkbox"/> PRACTICE DEEP BREATHING |
| <input type="checkbox"/> GO FOR COFFEE | <input type="checkbox"/> SIT OUTSIDE | <input type="checkbox"/> GO TO BED EARLY |
| <input type="checkbox"/> VOLUNTEER | <input type="checkbox"/> THINK OF SOMETHING YOU ARE GRATEFUL FOR | <input type="checkbox"/> SAY NO |
| <input type="checkbox"/> PEOPLE WATCH | <input type="checkbox"/> GO TO THE GYM | <input type="checkbox"/> DOWNLOAD A MEDITATION APP |
| <input type="checkbox"/> PLAY A BOARD GAME WITH A FRIEND | <input type="checkbox"/> GET YOUR HAIR DONE | <input type="checkbox"/> LIGHT A CANDLE |
| <input type="checkbox"/> GO TO A MOVIE | <input type="checkbox"/> BORROW A BOOK | <input type="checkbox"/> WORK IN A GARDEN |
| <input type="checkbox"/> RIDE A BIKE | <input type="checkbox"/> LISTEN TO DIFFERENT MUSIC | <input type="checkbox"/> SPEND TIME IN NATURE |
| <input type="checkbox"/> TAKE A CLASS | <input type="checkbox"/> TAKE PHOTOGRAPHS | <input type="checkbox"/> SPEND TIME WITH FAMILY |
| <input type="checkbox"/> LEARN A NEW CARD GAME | <input type="checkbox"/> TAKE A BUBBLE BATH | <input type="checkbox"/> TREAT YOURSELF |
| <input type="checkbox"/> HOST A DINNER PARTY | <input type="checkbox"/> KNIT OR SEW SOMETHING | |
| <input type="checkbox"/> GO FOR A SWIM | <input type="checkbox"/> MAKE A LIST OF PEOPLE YOU ADMIRE & WHY YOU ADMIRE THEM | |
| <input type="checkbox"/> WRITE A LETTER TO YOUR HIGHER POWER | <input type="checkbox"/> MAKE A CUP OF TEA | |
| <input type="checkbox"/> MAKE A LIST OF ALL THE THINGS YOU LIKE ABOUT YOURSELF | <input type="checkbox"/> GET IN TOUCH WITH YOUR INNER CHILD | |
| <input type="checkbox"/> YOGA | <input type="checkbox"/> MAKE A SCRAPBOOK | |
| <input type="checkbox"/> READ A BOOK | <input type="checkbox"/> MAKE A BUCKET LIST | |
| <input type="checkbox"/> COOK YOUR FAVORITE MEAL | <input type="checkbox"/> BREAK DOWN A BIG TASK INTO SMALLER PIECES | |
| <input type="checkbox"/> JOURNAL | <input type="checkbox"/> PRACTICE 10 MIN MEDITATION | |
| <input type="checkbox"/> EAT ICE CREAM | <input type="checkbox"/> SELF CHECK-IN "WHAT DO I NEED RIGHT NOW" | |
| <input type="checkbox"/> CLEAN THE HOUSE | <input type="checkbox"/> BINGE WATCH A NETFLIX SHOW | |
| <input type="checkbox"/> TEACH YOUR PET A TRICK | <input type="checkbox"/> WRITE YOURSELF AN INSPIRATIONAL LETTER | |
| <input type="checkbox"/> SING OUT LOUD | | |
| <input type="checkbox"/> GO FOR A WALK SOMEWHERE PEACEFUL | | |
| <input type="checkbox"/> TRY SOMETHING NEW | | |
| <input type="checkbox"/> LAUGH OUT LOUD | | |
| <input type="checkbox"/> LEARN AN INSTRUMENT | | |
| <input type="checkbox"/> TAKE A NAP | | |

■ GOAL SETTING

Goal setting can help motivate as well as provide direction. This helps the brain turn off the panic button. Writing goals down and talking about them increases the likelihood of success.

How might goal setting help me during the deployment?

While goal setting may come easily to some, others struggle a great deal. However, goal setting is a skill and if you remember these key SMART points it can be learned:

- S** Specific
- M** Measurable
- A** Attainable
- R** Relevant
- T** Time-bound

S Specific: Goals must include a specific behaviour that you take. You cannot make goals for others. The action must focus around you.

M Measurable: You must be able to see progress. If you can't measure it then how do you know when you've achieved it?

A Attainable: Goals must be attainable and possible to achieve.

R Relevant: Goals need to be relevant and motivate you. They must be either desirable or necessary. You must either want it or need it.

T Time-bound: You need to know when you will achieve the goal. It is helpful to break each step down into manageable chunks.

GOAL SETTING

List a goal to manage the upcoming deployment:

How might you break it down into smaller steps?

■ VISUALIZATION

Mental rehearsal is used to rehearse situations and strategy, and to prepare for the challenge ahead. It can also be used to “take you away” from a stressful environment by giving you a mental “break”.

Mental rehearsal involves mentally preparing yourself to face a difficult situation. This technique helps us to see success, motivate us, manage the stress level experienced, perfect skills, refocus and prepare.

Here are some tips to help you better utilize this skill:

1. Be calm and relaxed
2. Use all senses
3. Control the mental images
4. Keep it simple
5. Use movement
6. Practice, practice, practice

My “What if?” scenarios include:

VISUALIZATION PRACTICE EXERCISE

For your first visualization exercise, choose an event that you would like to happen, a situation in which you would like to find yourself, etc. Choose something simple that can be achieved in the short term and is easy to imagine.

Make yourself comfortable in a sitting or lying position. Find a quiet place where you won't be disturbed. Relax each muscle in turn, inhale deeply, and exhale slowly two or three times using your diaphragm (see deep breathing).

When you are relaxed, begin to imagine the anticipated situation down to the last detail. Put yourself in that setting and imagine that everything is unfolding as you wish. See the setting, space, things and the people there. Observe their posture, their position with respect to each other, their movements, etc. Hear the sounds and what the people are saying. Include as many details as possible to make the picture as real as possible.

Next, imagine the situation that you want to achieve. See the objects and people moving about, talking and reacting. Now, imagine yourself reacting and feeling as you would like to in that situation, continuing in this manner until what you want to happen does.

When the goal has been achieved in your imagination, conclude the visualization with a positive statement such as "I am getting what I want", "I am responding as I would like in that situation or in that location", and/or "Everything is coming off without a hitch and I am succeeding."

Taken from Dr. Routhier, PERM Participants Manual

SELF-TALK

It is not an event that leads to our emotions and behaviour but rather our thoughts about this event. We continuously talk to ourselves. If these words are negative rather than positive, this greatly undermines our ability to be successful. The key to self-talk is to make the messages positive rather than negative.

There are some common negative thoughts and thinking errors that affect all people and are accompanied by a lot of emotion. Identifying and challenging these can make a big difference in changing the messages.

THREE COMMON THINKING ERRORS:

- 1. Mind reading:** occurs when you assume you know what someone else is thinking. Without individuals saying so, we know what they are thinking and feeling and why they act the way they do. We can determine how people are feeling toward us. *Example: A person may conclude that someone is reacting negatively toward them but doesn't bother to find out if they are correct. Remedy: the key to challenging mind reading is to check it out by asking the person directly if your interpretation is correct.*
- 2. All-or-nothing thinking:** you see things in black or white categories; wonderful or awful; perfect or a total failure. There is no middle ground. *Examples: If I am not perfect, I have failed. Either I do it right or not at all. Remedy: Key to challenging this thinking error is to think in shades of grey. Remind yourself that things are usually somewhere between 0 and 100 per cent.*
- 3. Catastrophizing:** when you predict the future negatively without considering other more likely options. Catastrophic thoughts often start with the words "What if?" *Example: What if I can't cope? What if a major event happens and I can't deal with it alone? Remedy: the key to challenging this type of negative thought is to consider the evidence. Ask yourself "what are the odds that this would actually happen?"*

■ DEEP BREATHING

Deep breathing is based on the observation that many people breathe shallowly or irregularly when anxious or tense. These breathing patterns lead to an imbalance of oxygen and carbon dioxide in the body which can cause physiological symptoms of anxiety.

The diaphragm is a kind of mobile partition that separates the lungs from the other organs. It does not move much with shallow breathing, but with deep breathing. The lungs fill more completely, and the diaphragm moves down, stimulating the organs like the stomach and the kidneys to enhance their functioning. This eases up on the “accelerator” effect that intense stress has, and is the most natural way to find the inner “brake”. Basically, it is one of the most portable and effective tools we must reduce or turn off stress reactions and regain control of our physiology.

It is important to practice deep breathing for at least four minutes because this is roughly how long it takes to restore the balance of oxygen and carbon dioxide. The balancing works most effectively if you breathe deeply in and out in equal amounts of time. If you put one hand on your upper chest and one hand on your stomach, the hand on your stomach moves out as you breathe in.

DEEP BREATHING EXERCISE

Try breathing into a slow count of four and breathing out to a slow count of four for four minutes right now and see if you become more relaxed. It doesn't matter if you breathe through your mouth or your nose, breathe whichever way is comfortable for you. Be sure to breathe gently and slowly. If you feel dizzy, take it as a signal that you are breathing too fast. As a guideline, you are doing fine if you can slow your breathing down to around four breaths a minute.

You may notice that after you exhale, the next breath does not come right away but starts up again automatically a few seconds later. That is a very good sign. It means you are doing this correctly and that the relaxation response (the brake) is engaged.

To summarize, the number to remember is 4. 4 seconds in and out for 4 minutes at least, and about 4 breaths a minute.

After you have practiced this systematically every day for a few weeks, you will have the hang of it. It will then take only two or three breaths for you to regain control of your physiology at times when you are under pressure.

PET CARE PLAN

Just like with children, you should have a plan in place for your pets should your significant other be unable to care for them.

PET 1	PET 2	PET 3
Name:	Name:	Name:
Breed/colour/markings:	Breed/colour/markings:	Breed/colour/markings:
Tattoo/micro-chip #:	Tattoo/micro-chip #:	Tattoo/micro-chip #:
Tag info:	Tag info:	Tag info:
Feed instructions:	Feed instructions:	Feed instructions:
Medications:	Medications:	Medications:

Important information:

EMERGENCY CONTACTS

Contact 1	Phone:
Contact 2	Phone:
Veterinarian	Phone:

COMMON BEHAVIOURS IN CHILDREN EXPERIENCING WORK-RELATED ABSENCES

PRESCHOOL/KINDERGARTEN AGE

- Changes in eating and sleeping patterns
- May want to be held or cling to you
- May seem fussy
- May show signs of regression in walking, potty training or sleeping through the night

SCHOOL AGE

- Changes in school performance
- Increase in complaints of headaches, stomach ache or other illness when nothing seems to be physically wrong
- More irritable or crabby
- Fascinated with the military and news about the military
- Excessive worry

ADOLESCENCE

- Sudden or unusual problems with school
- Acting out or getting into trouble at school, home or with the law
- Low self-esteem or self-criticism
- Misdirected anger over small things are directed at the parents or sibling(s)
- Loss of interest in usual hobbies or activities

WHAT CAN YOU DO?

- **Encourage your children to talk about how they feel** and have open conversations. This helps children with regulating and identifying their own emotions.
- Monitor adult conversations around absences and be mindful that they are age appropriate for the child.
- **Keep a routine** to help children know what to expect and makes them feel safe. This includes bedtime and mealtimes.
- **Look for the little things** and share enjoyable experiences like listening to music and going for walks. This encourages bonding time for you and your child.

Do you have more questions about deployment?

Connect with the Edmonton MFRC.
780-973-4011 ext. 528-6304 | deployment@mfrcedmonton.com

MILITARY LIFE VS. CHILD DEVELOPMENT

Fosters maturity: military children encounter more situations and have broader and more varied experiences than children from non-military families.

Induces growth: military children learn more about the world and how to function within a community at an earlier age. Taking on additional responsibilities in a parent's absence provides a chance to develop new skills, hidden interests and abilities.

Encourages independence: military children tend to be more resourceful and self-starters.

Prepares for separations: in a lifestyle filled with greetings and farewells from deployments and relocations, being prepared helps for future farewells and building new friendships.

Strengthens family bonds: military families make emotional adjustments during a separation which often lead them to discover new sources of strength and support among themselves. A major function of family readiness is assuring that the family is aware of all supports available to them and how to access these services. It is imperative that the family realize that they are not alone, and chances are that whatever problem or situation they will encounter has been addressed before.

EDMONTON MFRC PROGRAMS AND SERVICES

- Relocation Services- Community Integration
- Absence Support
- Veteran Family Program
- Mental Health and Wellness
- Child and Youth Development and Parenting Support
- Employment Assistance
- Special Needs Information and Referral
- Second Language Training and Services
- MFRC Daycare

For more information about specific programs and services available at any time, visit CAFconnection.ca/EdmontonMFRC or call 780-973-4011 ext. 6300

NATIONWIDE DEPLOYMENT SUPPORT RESOURCES

- Road to Mental Readiness App: Google Play & Apple App Store
- Guide to Working with Military Kids
- Canadian Forces Deployment Handbook
- Preparing for Deployment Stress
- Preparing for Reunion Stress

PREPARING YOUR CHILDREN FOR DEPLOYMENT

PRE-DEPLOYMENT

- Be the one to tell the children about deployment. They should be told well ahead of time and more than just once.
- Talk face-to-face with children while being open and honest concerning feelings about deployment.
- Allow talking about separation to be a part of regular conversation during dinnertime, at bedtime, or while driving around.
- Give children heads-up about situations that may occur during deployment missing birthdays, holidays or changes in routine.
- Work at building an emotional bond. Spend quality time with each child. Younger children (8 and under) respond to shorter periods of time (½ hour) and physical contact. Give them lots of hugs!
- Emphasize the priority of safety (especially for 9–11-year-olds). Express the sense of pride you have in your work.
- Respect and support the non-deployed parent in their role as disciplinarian.
- Allow children to assist in packing by helping to roll socks in balls, count T-shirts, etc.
- Swap a small token of your child's that can be easily packed into your bag for something in return of yours such as a key ring, hat, or an old shirt to sleep in.
- Children may enjoy helping deploying parents decorate the inside of their clothing lockers by giving them pictures to hang that they have drawn or photographs of themselves with their deployed parent.
- Have the deployed parent write caring notes before the deployment to be given to the children at a variety of intervals after they have left.

DURING DEPLOYMENT

- Put forth extra effort to stay in touch with children.
- Write each child individual letters. In the minds of children, there is no substitute for a letter addressed specifically to them.
- Use distinctive stationery, stickers, stamps, etc. to appeal to varying age groups.
- For children too young to read, send colorful postcards or pictures you've drawn.
- Ask questions in letters to assist them in knowing what to write to you about.
- Show appreciation for the correspondence they send you and refer to things they have said in previous letters to indicate your interest.
- Remember the importance of the amount and frequency of expression of affection.

NON-EMERGENCY CHILD CARE

Individuals who are available for scheduled daytime and evening care.

CAREGIVER #1

Full name:

Phone Number(s):

Address:

Relationship to Family:

Important Information:

CAREGIVER #2

Full name:

Phone Number(s):

Address:

Relationship to Family:

Important Information:

CAREGIVER #3

Full name:

Phone Number(s):

Address:

Relationship to Family:

Important Information:

IMMEDIATE EMERGENCY CHILD CARE (0-72 HRS)

EMERGENCY CHILD CARE

The goal is for your family to have a short term and long term plan in place in the event of an emergency.

Caregivers can be contacted at a moment's notice and would be available for up to 72 hrs, daytime or overnight, until long-term care is available.

CAREGIVER #1

Full name:

Phone Number(s):

Address:

Relationship to Family:

Important Information:

CAREGIVER #2

Full name:

Phone Number(s):

Address:

Relationship to Family:

Important Information:

DOCUMENTS & ITEMS TO INCLUDE IN CASE OF EMERGENCY (OR COMFORT NOTES):

LONG TERM EMERGENCY CHILD CARE (96 HRS+)

Child care provider who can provide long-term (96 hrs+) child care.

Caregivers can be contacted at a moment's notice and would be available for up to 96 hrs, daytime or overnight, until long-term care is available.

CAREGIVER #1

Full name:

Phone Number(s):

Address:

Relationship to Family:

Important Information:

CAREGIVER #2

Full name:

Phone Number(s):

Address:

Relationship to Family:

Important Information:

CAREGIVER #3

Full name:

Phone Number(s):

Address:

Relationship to Family:

Important Information:

EMERGENCY CAREGIVER CHECKLIST

**To be provided to caregiver in the event of an emergency*

Extra-curricular Activities

- ☐ Have a list of all children's extra-curricular activities and contact information
- ☐ List of all payment dates and amounts for extra-curricular activities
- ☐ Have a calendar for all events and appointments for the children
- ☐ Confirm extra-curricular correspondence will be sent to home parent email

Child Care

- ☐ Provide emergency contacts to child care providers and schools
- ☐ Update the CAF member Family Care Plan in their Personnel file
- ☐ Keep a list of your childcare providers' contact information, rules and policies (if applicable)
- ☐ Have a list of reliable babysitters (the Edmonton MFRC has a list of local babysitters)
- ☐ Provide the school and child care provider with an "authorized pick-up list"

In Case of Emergencies for Children (age appropriate)

- ☐ Children know how to make emergency calls (cell and landline)
- ☐ Children know who to call in case of emergency (911 and Emergency Contact Person)
- ☐ Children know the evacuation plan for your home and other homes where they may be staying (meeting place and possible exits)
- ☐ Children know where the OP: Get Ready! binder is in your home
- ☐ Children know where to go and what to do if their parent isn't home and they need help
- ☐ Children have a "secret password" they can use if a stranger must pick them up
- ☐ Children know which neighbours they can trust

Additional Information

- ☐
- ☐
- ☐
- ☐

■ CHILDREN'S IMPORTANT CONTACTS

	CONTACT INFORMATION	TELEPHONE	ADDRESS
Family Doctor			
School			
Daycare			
Family Friend			
Activities			

DAILY SCHEDULE FOR CHILDREN

**To be provided to caregiver in the event of an emergency*

If your immediate Child Care needs to be activated, provide as many details as possible so your child's routine can remain as smooth as possible.

	MON	TUES	WED	THURS	FRI	SAT	SUN
Morning							
Afternoon							
Evening							

ROUTINE AND HABITS FOR CHILDREN

**To be provided to caregiver in the event of an emergency*

If your immediate Child Care needs to be activated, provide as many details as possible so your child's routine can remain as smooth as possible.

Describe your child's eating habits (include food likes/dislikes):

Describe your child's bedtime routine (time, stories, comfort toys, etc.)

Describe any fears or concerns that your child has. How do you help your child in these situations?

■ PRE-DEPLOYMENT ACTIVITY

MAKE A FLAT ME!

ACTIVITY OBJECTIVES:

“Flat Me” representing the child

To give the child an opportunity to see them self with the soldier during adventures and activities. Using the photos that the soldier takes with their “Flat Me” child allows the child to feel included in the deployment.

OR

“Flat Me” representing the deployed soldier

To feel as though the deployed soldier is with them. This gives the child an opportunity to take photos with their “Flat Me” parent and feel as though they’re with them.

Materials required

- “Flat Me” characters (*on following page*)
- An assortment of washable markers, wax crayons and/ or pencil crayons

Instructions

Ask your child to decorate their “Flat Me”. Give your “Flat Me” to the soldier who is leaving on deployment, while the child gets their “Flat Me” of their soldier.

