

# PRE-DEPLOYMENT CHECKLIST

## DEPLOYMENT READINESS

Military families face many unique challenges, one of the biggest being deployments or work-related absences. The H&R MFRC offers a variety of resources and information that support military families throughout the cycle of deployment. We have prepared this checklist to help you and your family prepare for the deployment or work-related absence of a loved one. For more information and support, please email [deployment@hrmfrc.ca](mailto:deployment@hrmfrc.ca).

## IMPORTANT INFORMATION TO HAVE

- Complete mailing address for the ship/unit, including your loved one's rank and service number
- Information about how to send mail/packages if your deployment is receiving mail
- Aware of how to get updates & information
- Signed up for MFRC deployment email

## IN THE EVENT OF EMERGENCY

- Family Doctor \_\_\_\_\_
- Family Dentist \_\_\_\_\_
- Local Walk-in Clinic \_\_\_\_\_
- Home Emergency Kit
- Family Care Plan

## MEDICAL

- Up-to-date provincial Health Card
- Up-to-date immunizations for each family member
- Signed health plan claim forms
- Health and dental records for each family member
- Information for Public Service Health Care Plan:

Health & Dental Care and Drugs: [www.CanadaLife.com](http://www.CanadaLife.com)

## FINANCE

- Account numbers/bank information
- Safe deposit box? Where is the key?
- Payments (due dates, account numbers, etc.)  
Examples: house/rent, telephone, water, electricity, insurance, taxes, gas, credit cards, other debts

Military pay problems? Call 902-427-CASH

SISIP Financial Services: [www.cfmws.ca/insurance-finance](http://www.cfmws.ca/insurance-finance)

## HOUSING

- Location of the electrical box (fuse/circuit breaker), water or gas control valves
- Duplicate keys
- Plan for home heating or fuel
- Plan for snow removal, lawn care, power outage, generator, etc.
- Have you arranged temporary accommodation for your pets if needed?
- Useful numbers:  
Electrician \_\_\_\_\_  
Plumber \_\_\_\_\_  
Housing Office \_\_\_\_\_  
Other \_\_\_\_\_

## VEHICLE/TRANSPORTATION

- Contact information for the company financing your personal vehicle
- Vehicle registration (Power of Attorney is required to renew registration)
- Vehicle insurance policy
- Renewal date for the license plate tabs
- Duplicate keys
- Emergency repairs (roadside protection plan)

## LEGAL/ADMINISTRATION

- Up-to-date Power of Attorney
- Birth certificates for all family members
- Marriage certificate/common law designation
- Insurance policies & up-to-date wills
- Passport and notarized letter from the deployed member authorizing international travel with children
- Location of all important papers & documents

## DO YOU NEED TO...

- Arrange to have someone take care of your vehicle and home? Paperwork, payments and insurance? Make sure that things like insurance, registration, etc. do not expire while you are away.
- Have your mail forwarded to an alternate address, cancelled, newspaper, etc?
- Give your bank, credit card companies, landlord, etc. a way to contact you?

## DON'T FORGET...

- Inform your children's daycare or school teacher about the deployment and be sure to provide them with an updated family emergency contact list
- Keep a current list of immediate family members' addresses and telephone numbers

## DEPLOYMENT RESOURCES

- Family Care Plan
- Deployment workshops
- Social activities
- Deployment mail services
- Pre-deployment briefings
- Deployment email list

**H&R  
MFRC**

24/7 Information Line 902-427-7788 | Toll-Free 1-888-753-8827

For more information on our programs and services, please visit: [www.halifaxmfrc.ca](http://www.halifaxmfrc.ca)

