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1. **CONCEPT**

    a. In the event of an actual incident, CRESA/EOC will make a determination of the use of CCARES/RACES resources to assist. This may come via a supported agency request to CRESA for our help or directly from CRESA.

    b. If the need for CCARES/RACES assistance is desired, the EC or Alternate will be contacted by a competent authority to begin the call out process. Our primary authority is the Duty Officer at CRESA/EOC.

    c. We may also be contacted by the ARRL WWA DEC, SEC or SM for assistance (ARESMAT).

2. **CRESA DIRECTED ACTIVATION PROCESS**

    a. If CRESA directs our activation, go to step d. below.

    b. If a supported Clark County agency (fire, police, sheriff, medical) requests our service, the agency would contact the 24/7/365 CRESA Duty Officer asking for our services.

    c. If CRESA concurs with the activation, they would get a mission number from the EMD if one has not already been issued.

    d. CRESA will contact the EC (or next in line on a list in order of folks to contact if the EC is not available) advising the person contacted of the mission number and requesting our services. Total or partial activation of not all team involvement would be considered

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e. The EC would contact the effected Team Leaders that team(s) has been requested for service by CRESA and give them the mission number. If the situation has probable larger involvement, The EC would initiate a general alert notification using the standard call out procedure to advise the whole organization what was happening.

f. The Team Leaders would contact their team members to standby or deploy with the necessary equipment (if needed), personal supplies (72 hour personal support kit), and documentation (copy of Amateur License and EW Card) to support the mission.

g. If not downward directed, the EC would notify the DEC, SEC and SM of the situation.

h. Teams report to their operating location, start an EMD-078, State of Washington Emergency Worker Daily Activity Report form, and station log (Tab 11 of Ops Aid)

i. Teams would bring up the station(s) and provide the service requested.

j. Team Leaders would keep the EC advised periodically of your team's situation. (It is possible that if it went multiple shifts that teams would need some cross team augmentation.)

k. Team Leaders would start considering 24/7 operations and make up a shift schedule (Tab 10 of Ops Aid) as required.

l. If not a total activation, the EC would notify the other team leaders/AECs that a partial activation is happening.

m. At the conclusion of our support to an agency(s), the EC will need a copy of all EMD-078 form(s) and an AAR (Tab 12 of Ops Aid) of what were the significant events during the event and other comments on issues like successes and areas of improvement.

n. In a 'hurry up' situation, a lot of the process can be done verbally (such as approval and mission number) and the paperwork catch up soon thereafter.

3. ALERT METHODS

a. When a large scale event occurs where it is clear that something significant has happened, members should attempt to contact their Team Chiefs and report status. This can be done by phone or by coming up on their team simplex frequency or CLRK02 as a last resort.

b. If the event is not significant enough to have obviously happened, then the telephone is the primary contact means for the EC to Team Leaders and then the Team Leaders to Team members.

c. Social media available such as the CCARES-RACES Twitter account will be posted with alert/call out information.

4. CALL OUT PROCEDURES

a. The EC and/or AEC will contact Team Leaders or their Alternate(s) as available notifying them of the call out.

b. Team Leaders or alternates will contact their team members alerting them of the call out and keep status on who was contacted, when, and their availability for further activities.

c. Remember, team members should NOT call the NCS directly on CLRK02 with their status unless they cannot reach their respective Team Leader or Alternate to report the information.

d. For any call out (actual or exercise), the members will provide the following information to their Team Leader as a minimum...

   (1) Any changes to their equipment status as currently posted in their member record on the website.

   (2) Their availability, and for how long, for dispatch and further participation.

e. This information can be reported by the Team Leader or Alternate to our NCS (by FM voice on CLRK02 or PACKET (K7CLL-8 BBS).

f. If the District/Region 4 Net is activated and if requested, our NCS will forward a summary of the CCARES/RACES team results information to the Region 4 NCS station for forwarding to the EMD at Camp Murray.

SPECIAL NOTE: Members and Team Leaders should use the team roster and member equipment information on the website and note any needed updates or corrections. It is important that we keep the website data current as well as our personal contact lists for our assigned members that we carry with us electronically or otherwise.

ATTACHMENTS:
   A – Team Activation Checklist