

CLARK COUNTY ARES/RACES OPERATING AID
ATTACHMENT A TO TAB 3 – ACTIVATION CHECKLIST

Table of Contents

1. PURPOSE 1
 2. NOTIFICATION..... 1
 3. INITIAL RESPONSE 1
 A. DEPLOYMENT 1
 B. ARRIVAL 2
 C. SETUP 3
 4. CONTINUOUS OPERATIONS 3
 5. RECOVERY 4

1. PURPOSE

The purpose of this checklist is to be a guide for team leaders and members to ensure all actions necessary to support the mission are accomplished. The items may be added to, modified, or not used as required.

2. NOTIFICATION

✓	Item	Notes
	Obtain State EMD Mission Number	
	Start EMD-078 participating member log	
	Start a station log	
	Determine team mission, location and equipment requirements	

3. INITIAL RESPONSE

A. DEPLOYMENT

✓	Item	Notes
	Personal support 72-hour kit	
	Appropriate equipment for mission	

	Appropriate administrative supplies (pens, paper, message forms, etc.) to perform the mission	
	Copy of valid amateur radio license	
	Copy of valid Washington Emergency Worker Card	
	Operating manuals all mission equipment to include the instructions on how to reprogram the radio(s) and ancillary equipment should the need arise	
	List of key contacts for the event with phone, pager numbers, or other means to contact them	

B. ARRIVAL

✓	Item	Notes
	Report to tasked location on time	
	Establish contact with the supported agency lead or representative upon arrival	
	Confirm mission expectations and associated processes with the agency lead or representative	
	Ensure all fixed amateur radio station equipment was complete, and if not, quickly and effectively augment with other equipment to meet operational requirements	
	Station properly installed with adequate physical, electrical and RF safety considerations	
	Adequate mission documentation to support the mission	

C. SETUP

✓	Item	Notes
	Team Leader: Give a pre-mission briefing to the team that describes how all response locations, agencies, and support organizations would be linked and communicate with each other	
	Team Leader: Give a Safety briefing that outlined general expectations as well as identifying any specific hazards at their operating location	
	Report the members on site to NCS	
	Determine the repeaters that the location cannot hit from the operating location and	
	Report repeater access limitation(s) to NCS	
	Determine the PACKET BBS station(s) that can be accessed from the operating location	
	Report PACKET BBS capability to NCS	
	Determine the Winlink RMS stations (VHF/UHF/HF) that can be accessed from the operating location	
	Report the Winlink capability to NCS	
	Ensure First Aid kit(s) are available	

4. CONTINUOUS OPERATIONS

✓	Item	Notes
	Ensure a station log is maintained throughout the event	
	Monitor the NCS channel throughout the event	

	Identify potential communications problems and take steps to resolve them before they happen	
	If the mission is expected to exceed one operational period ensure a duty schedule is established	
	If available, ensure backup radios are operational in the event of an equipment failure	
	Ensure all members have something to eat or are provided meals	
	adequate sanitation facilities (Toilets, Sinks, etc.) provided at the location	
	Identify garbage disposal procedures	

5. RECOVERY

✓	Item	Notes
	When mission is complete, deactivate station from the net after clearing with the NCS	
	Make an inventory made of expended supplies to refill	
	Team Leader: Ensure site is left in presentable condition	
	Team Leader: Debrief members prior to departure on significant events and thoughts for the after action report	
	Team Leader: Ensure all members arrive home safely	
	Team Leader: Publish after action report in accordance with instructions in Tab 12	