

Event Planning Task Checklist

Incident Commander (IC)/Planning Leader

Most of these items can be delegated to event staff but the IC is responsible.

- Determine Scenario/Goals & Objectives/Purpose (ICS-202)
- If working with a served agency meet and review with their planners/staff
- Based on Scenario what communication activities will take place?
 - Field Ops, Packet, Shadowing, Net Control, Damage Surveys, others
- Determine and evaluate possible location(s)
- Confirm date and time.
- Evaluate possible weather conditions
- Do you need a city/agency sponsor
 - Insurance requirements
 - Facilities
- Reserve/confirm use of locations (facilities/parks/restrooms/buildings/power/parking/vehicle access, etc.)
- Obtain Activation Number for RACES Events
- DSW Registration needed at event? (who/when/how)
- Request Mutual Aid if needed (minimum of 6-8 weeks in advance)
- Create event Sign-up on SCCo activities page if appropriate
- Confirm use and delivery of SCCo RACES Communications Van if needed
- Maps and directions for staff and participants.
- Obtain permission to use any repeaters (is linking needed)
- What Event Staff will be required?
 - Incident Commander (who's in charge)
 - Planners/Area Managers (Net Control / Field Ops / Packet / Shadow)
 - Check-in/Staging (Is a staging net needed)
 - Logistics
 - PIO
 - Safety Officer
- Forms/Documents
 - ICS Forms
 - T-Cards and T-Card Rack(s)
 - Briefing Handouts
 - Safety documents/handouts
 - Participant activity documents to distributed if needed

Event Planning Task Checklist

Incident Commander (IC)/Planning Leader

- Are Credential Evaluators needed?
 - Contact Credential Program Manager to discuss
 - Is an Evaluation Coordinator assigned?
 - What Evals are anticipated? (Packet, Net Control, Shadow, Field Ops)
 - How many Evaluators?
 - What Levels?
- Other staff needed based on the Scenario/Objective
- Schedule planning meeting(s) with key staff/planners
- Create agenda with meeting objectives and action items for each meeting
- Share planning documents with key personnel/planners (Groups.io)
- What frequencies will be needed? (ICS 205)
 - Packet
 - Resource Net
 - Tactical Net(s)
 - Command Net
 - Staging Net(s)
 - Simplex
 - Other frequency needs (RDF, HF, etc)
 - Consider Intermod issues
 - Have backup frequencies planned and documented
 - Generate ICS-205
 - With frequencies (for participant use)
 - With cell phones of staff (for staff use only)
 - Include emergency contact numbers for Fire/Police/Medical/
- What Tactical Call signs will be needed?
 - Staff
 - Participants
- What equipment will be needed by Staff and where is it coming from?
 - Radios
 - Headphones
 - Audio Splitters
 - Antennas/ Masts/Weights
 - Coax and connectors
 - Computers/TNC (packet)/BBS (packet)/Sun screen (packet)
 - Power and power distribution (generators & fuel, fire ext., cables)

Event Planning Task Checklist

Incident Commander (IC)/Planning Leader

- Pop-Up/Tables/Chairs/Weights
- Traffic Cones/Caution Tape/Signage
- Clipboards
- Forms
- What will be needed by participants?
 - Equipment – their own or provided for their use
 - Forms (ICS-214, ICS 213, etc.)
 - Inform participants prior to event (drill page on website and email)
 - What pre-defined Message traffic is needed?
 - Voice/Packet
 - Informal Messages
 - Other Message Traffic
- Mobilization
 - Resource Net (hours, staffing, linking repeaters)
 - Staging – briefing documents, job assignments, tracking
- Demobilization
 - Collect and verify forms/documentation
 - Resource Net (hours, staffing, un-linking repeaters)
- During Event
 - Deal with issues and provide solutions
 - Interface with other organizations/served agency as needed
 - Manage by walking around (observe/comment/praise)
 - IC should have DSW paperwork/forms if someone is injured
- After the event
 - Participant evaluations collected when checking-out of staging
 - Plan Hot wash for staff
 - Create and distribute After-Action-Report (AAR)
 - All staff
 - County Staff (DEC/ADECs)
 - Others as directed or requested.
 - Add copy to Groups.io file section for event
 - Thank staff for their work and identify those capable to take on additional rolls for the next exercise/event
 - Take a well-deserved break

Event Planning Task Checklist

Field Operations

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
 - Overall Event Plan
 - Description of the event
 - Map/Diagram of event venue and surrounding area
- What type of field communications will be needed
 - Fixed location
 - Mobile in vehicle
 - Mobile on foot or bicycle
- Is a Crossband repeater needed
- Equipment
 - Radios (frequency bands needed, dual band, etc.)
 - Headsets & audio splitters
 - Antennas, mast, tripod (weights for tripod)
 - Coax and connectors
 - Traffic Cones, Caution Tape
- Power Needs
 - AC power available
 - 12 DC Power Supplies
 - Generators (drip pans) / Fire Extinguishers / Batteries
 - Power Distribution
- Antenna Placement (separation, safety)
- Tables, chairs, forms control, paper weights
- Forms, T-cards, clipboards, pens, maps
- Shelter from: rain, wind, noise, sun light, crowds (weights for pop-ups)
- Lighting if working after dark
- What quantity and nature of message traffic is expected
- Schedule of operators
 - Pre-scheduled
 - On demand
 - Limitations on number of participants at any one time
- Briefing documents for participants

Event Planning Task Checklist

Net Control

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
 - Overall Event Plan
 - Description of the event
 - Map/Diagram of event venue and surrounding area
- What nets are needed (simplex/repeater)
 - Resource Net (local or on-site) – repeater linking
 - Field/Tactical Net(s)
 - Shadow Net
 - Command Net
 - Staging Net (will it be run by Staging or Net Control)
 - Command Net
 - Level 2 Eval Net (may be needed for Credential Evaluations)
 - Other nets
 - Produce the ICS-205 documents, review with other planners
- Confirm/Coordinate frequencies with IC and other planners (ICS-205)
 - Repeaters
 - Simplex
 - Backup Frequencies
 - Consider Intermod – conduct study
 - Use 440 where possible to reduce 2M frequencies
 - Use 220 for Packet
- Equipment
 - Radios
 - Headset & audio splitters/Foot switches if needed
 - Antennas/Masts/Weights
 - Coax and connectors
 - Traffic Cones, Caution Tape
- Power Needs
 - AC power available
 - AC Power Supplies
 - Generators & Fire Extinguishers (drip pans) / Batteries
 - Power Distribution
- Net Control location is away from crowds and noise
- Antenna Placement (separation)
- Tables, chairs, forms control, paper weights
- Forms, T-cards, clipboards, pens, maps
- Shelter from: rain, wind, noise, sun light, crowds (weights to pop-ups)
- Lighting if working after dark
- Staffing
 - Net Control Operator Schedules
 - Net Manager (supervisor)

Event Planning Task Checklist

Net Control

- Message runners (if needed)
- Who conducts Health and Welfare checks (Net Control, Staging, other)
- Scripts
 - Opening Net
 - Periodic Net Announcement
 - Closing Net
 - Other scripts as appropriate to event
- Briefing Documents
- Credential Evaluations needed – coordinate evaluation messages with Evaluators
- Signage for NC location

Example – Radio Room Supplies

Supplies	Resource	Staging	Tac A	Tac B	Shift Super	Net Manager	Eval	Total
ICS 309	10	10	10	10		5	5	50
ICS 213			5	5			5	15
Scripts	x	x	x	x			x	
Travel Tracking Tool	5	5						10
Status Summary Tool	5	5	10	10				30
RACES Activation	1				1	1		3
T Cards	30	30	30	30				120
Form 1	1	1	1	1	1	1	1	7
Clipboard	2	1	2	2	1	1	1	10
Pencils	5	5	5	5	5	5	5	35
Info								
Sign Ups	1	1			1	1	1	5
ICS 205	1	1	1	1	1	1	1	7
ICS 205 - Staff		1			1	1	1	4
Event Map	1	1	1	1	1	1	1	7
Event Briefing	1	1	1	1	1	1	1	7
Eval Sign Ups		1					1	2
Net Control Plan					1	1		2
Eval Tng Record							1	1
Eval Form							6	6
Signage	1	1	1	1	1	1	1	

Event Planning Task Checklist

Packet

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
 - Overall Event Plan
 - Description of the event
 - Map/Diagram of event venue and surrounding area
- What type of packet communications will be needed
- Equipment
 - BBS Utilization - remote or local BBS
 - Radios
 - TNCs
 - Antennas/Masts/Tripods/Weights
 - Coax and connectors
 - Printer for printing messages
 - Paper
 - Ink/Toner
 - Special power needs
 - Traffic Cones, Caution Tape
- Power Needs
 - AC power available
 - AC Power Supplies
 - Generators & Fire Extinguishers / Batteries
 - Drip Pans for generators
 - Power Distribution
- Antenna Placement (separation)
- Tables, chairs, forms control, paper weights
- Shelter from: rain, wind, noise, sun light, crowds (weights for pop-ups)
- Sunscreen for laptops if working outside
- Lighting if working after dark
- What quantity and nature of message traffic is expected
- Schedule of operators
 - Pre-scheduled
 - On demand
 - Limitations on number of participants at any one time
- Briefing documents for participants

Event Planning Task Checklist

Shadow

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
 - Overall Event Plan
 - Description of the event
 - Map/Diagram of event venue and surrounding area
- What is shift length
- Who are the principles that can use or might need a Shadow
- Determine potential traffic levels for principles
- Determine potential quantity of all traffic
- Determine how mobile the Principles might be (fixed vs highly mobile)
- Frequency selection – coordinate with IC and Net Controller planner
 - Simplex or Repeater
 - Is a Crossband repeater needed
- Plans to deal with Stuck Mike or Jammers
- Assign Shadows to Principles based on expected traffic levels and Shadows ability/experience.
 - Are principles duties compatible with the shadow (dressing rooms, medical issues, etc.)
- Publish list of Tactical Calls for all Shadows
 - IE: Pete's Shadow, IC's Shadow, Police Liaison, etc.
- Have plan to deal with stuck mics and cover in briefing
- Create Briefing for Shadows (could be a handout)
- Determine if Credential Evaluations will be offered
 - Assign Shadows being evaluated to appropriate traffic level positions
 - Coordinate with Credential Evaluator/Evaluation Coordinator
- Conduct briefing, answer any questions
- Plan for relief operators if needed

Event Planning Task Checklist

Logistics

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
- Determine equipment needs from each planner and IC
- Develop list of what is available and who will supply
- Seek out items still needed and arrange to borrow/obtain them prior to the event.
- Use Spread Sheet to document all equipment needs and who will provide
- Share updated spreadsheet frequently with planning staff

Logistics - Equipment - Name Of Exercise

1	A	B	C	D
2	Staging			
3	Equipment	Qty	Provided By	Notes
4	Pop-Up	1	name	
5	Table	2	name	
6	Chairs	2	name	
7	Clip Boards	2	name	
8	Signs identifying stations	3	name	
9	T-Cards	25	Trailer	Record assignment of participants to Teams
10	HTs	1 each	All Staff	Maintain contact on Command Net
11				
12				
13	Location 1 -Evaluators			
14	Equipment	Qty	Provided By	Notes
15	Pop-Up	1	Evaluators	
16	Table	1	Evaluators	
17	Chairs	2	Evaluators	
18	Dual Band Radio for evaluations	1	Evaluators	
19	Clip Boards	2	Evaluators	
20	Sign identifying evaluators	1	Evaluators	
21	Evaluation forms and documents		Evaluators	
22				
23				
24	Location 1			
25	Equipment	Qty	Provided By	Notes
26	list of equipment here	4	name	3 for exercise
27	Traffic Cone	2	name	
28				
29	Location 2			
30	Equipment	Qty	Provided By	Notes
31	Pop-Up	1	name	
32	Table	1	name	
33	Chairs	2	name	

Event Planning Task Checklist

Staging

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
- Documentation
 - DSW List (County Staff can provide – DEC/ADECs)
 - Event Sign-up/position lists
 - Event planning documents as appropriate
 - Participant materials (one for each participant including staff)
 - ICS-205 if not supplied in advance (normally not supplied for drills and real activations)
 - Safety Briefing (2 copies, one copy to be signed and returned to Staging)
 - Map of event location/facilities if appropriate
 - Any overall briefing documents based on scenario ISC-201, ISC-202
 - Position specific briefing documents provided by area planners
 - For pre-planned events the material could be placed in packets and labeled with the participants name.
 - For planned or non-preplanned events materials can be provide to participants as stacks of documents. However, some method to control who gets each document may be needed. For example, a person working Packet would not need briefing documents for a Shadow position.
- Forms/supplies
 - ICS-211
 - ICS-214 (In case participants forget to bring one)
 - T-Cards (Post a sample of how it should be filled out)
 - Clipboards & pens used at staging (participants should have their own but plan for those that forget)
 - File Folders
 - Paper weights
 - Weatherproof container for documents
 - Plan to collect and sort documents collected at end of event and turn over to IC or as instructed
- Equipment
 - Tables and chairs
 - Pop-up or other shelter (weights for pop-ups)

Event Planning Task Checklist

Staging

- Radio, antenna, power, headphone, etc. if the staging net will be run from the Staging location
- Signage to identify Staging Location
- T-card Rack and blank cards
- Lighting if needed

Suggested Staging Operations

- Upon arrival at the event site, the participant checks out of the Resource Net and into the Staging Net prior to leaving their vehicle.
- Suggested three areas to be used within Staging: Check-in, Assignment, and Check-out

Check-In Desk

- Participant signs in on ICS-211
- Staging Admin checks for
 - Event sign up
 - DSW verification or registration
 - Participant has Safety Vest per Go-Kit requirements or provided based on event plans
- Participant reads and completes Safety Briefing Form, returning one signed copy to Staging
- Participant completes T-Card using examples

Assignment Desk

- Participants pick-up their assignment materials based on sign-ups or other established needs
- The Assignment Desk is responsible for maintaining the T-card rack. The T-Card Rack will have columns for all activities/assignments. Columns may be added or omitted depending on the event
- Path A – “Pull” Assignments
 - Upon receiving a request for personnel, a colored dot is placed in the corresponding T-card column to indicate an open request is pending.

Event Planning Task Checklist

Staging

- Participant T-cards are selected from the In Staging column and the participant notified of the assignment via voice or the Staging Net.
- Path B – “Push” Assignments
 - Staging Admin signed up events and assigns participant first available event.
 - Field positions are generally available immediately
 - Net Control positions may be pre-assigned by name and shift time.
 - Packet positions may be pre-assigned by name and shift time.
 - The participant notified of the assignment via voice or the Staging Net.
- Both Paths
 - When an assignment is accepted, the T-card is annotated with the assignment, current time, and is placed in T-Rack; and the colored dot is removed for that position to indicate the position has been filled.
 - Participant is instructed to proceed to the assignment location.
 - During transit from the Staging Area to the assignment location, the participant remains on the Staging Net.
 - Upon arrival at the assignment location, the participant signs in on the location ICS-211 and checks out of the Staging Net.
 - Upon completion of the assignment the participant signs out of the location ICS-211 and returns to staging.
 - When they return to staging at end of assignment the T-card is placed in the In Staging column

Event Planning Task Checklist

Staging

Assignment Desk (continued)

- If requests are pending, the assignment process is repeated.
- If no requests are pending and/or the participant requests to be released from the event, the participant is directed to the Check Out Desk.
- Otherwise, the participant is directed to a convenient waiting area to wait for a new assignment.

Check-Out Desk

- Upon completion of all assignments the participant returns to Staging for demobilization
- The participant's T-Card is removed from the rack and current time noted on the T-card.
- All forms/documents are collected and reviewed for accuracy/completeness.
 - Properly completed forms are collected and sorted by type.
 - Any forms not properly completed are returned to the participant with instructions on how to complete them. This is a chance to educate participants about proper form completion and should be viewed as instructional.
- If an event Evaluation form is available, the participant is asked to complete it.
- Participant signs out of the Staging ICS-211.
- Participant is thanked for their service and directed to check-out of the Staging Net and into the Resource Net

Event Planning Task Checklist

Safety Officer

- Review Scenario/Objectives/Purpose (ICS-202)
 - Overall Event Plan
 - Description of the event
 - Map/Diagram of event venue and surrounding area
- Supplies
 - Caution Tape and Flagging Tape
 - Extra Traffic Cones
 - First Aid Kit
 - Extra Fire Extinguishers
 - Safety Plan
 - Map of venue showing key locations

Identify Safety Issues and mark

- Antenna Systems
 - Antenna elements – mark at both child and adult eye level
 - Guy lines – mark at 4' intervals
 - Guy anchors – mark at ground level
 - Feed lines, elevated – mark at 4' intervals
 - Feed lines, ground level – mark at 4' intervals
 - Masts, tripods – mark at both child and adult eye level
 - Masts, tripods – mark legs with cones
 - Weight required on legs of masts - 15 lbs per leg
 - Verify an FCC RF Safety Evaluation has been completed for all stations
- Power
 - Extension cords, elevated – mark at 4' intervals
 - Extension cords, ground level – mark at 4' intervals
 - Generators
 - Surround with caution tape or multiple cones
 - Place on solid surface, preferably non-flammable
 - A pan may be needed under a generator to catch oil and fuel spills/leaks
 - Place away from public walkways
 - Locate so exhaust is downwind from public areas
 - Keep gas cans 25' away from ignition sources and generators
 - Fire Extinguisher on site for each generator location
 - Protect all electrical connectors from moisture if weather is a concern
 - Some jurisdictions may have other requirements for use of fuel and generators – check in advance.
- Other Site Issues
 - Vehicles / Trailers:
 - Mark corners

Event Planning Task Checklist

Safety Officer

- Keep doors closed or marked
 - Storage bins: Keep out of public walkways
 - Tables / Chairs: Maintain clear walkways, do not block sidewalks
 - Pop-up shelters: Mark legs and add weights to each leg (40 lbs per leg)
 - Mark low overheads
- Emergency Contacts
 - Provide instructions to all staff and participants on procedures to follow
 - Provide alternate phone numbers for non-emergency needs (PD, Fire, EMS)
 - Have cell numbers of all key staff for immediate contact if needed
- Personal Safety – *Make part of safety briefing*
 - Stay hydrated (Note: Coffee is not a substitute for water)
 - Use sun protection
 - Weather related issues - hypothermia, heat exhaustion, etc.
 - All participants wearing a Safety Vest specified for the event
 - Watch out for RF and electrocution hazards
 - Has an FCC RF Safety been conducted (can be done ahead of time)
 - Keep portable radio antennas lower than shoulder height
 - Have staff and participants report any unsafe conditions or activity to IC or Safety Officer
- Create Safety Briefing document for Participant Package to be distributed at Staging
- Move around event area looking for safety concerns during the event
- Keep IC informed of any safety issues that are not quickly and easily resolved

Event Planning Task Checklist Public Information Officer (PIO)

If operating in a park or other public space it is likely that members of the public may ask what is going on when they see personnel wearing vests and carrying radio gear.

A PIO should be assigned and prepared to answer these questions in a responsive and professional manner. This allows the drill participants to quickly say “we are conducting a communications exercise” and then direct the public to the PIO. This is what would be done in a real activation where only the served agency PIO is allowed to provide media or public briefings.

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
- Have your story to tell prepared ahead of time targeted for:
 - Adults
 - Youth
 - General public
 - Emergency Preparedness Interest
 - If appropriate have press kit ready to distribute to media
- Have material/literature to handout about Amateur Radio and Emergency Service (the ARRL provides this for free, just pay the postage)
- Signage, ID Badge, professional appearance – you are representing Amateur Radio to the public – look like a professional