# Santa Clara County ARES®/RACES Field Operations Checklist

Last Revised: 26-Jan-2024

## Alert

- ☐ Provide damage report to county Resource Net Level 1 (or city net, as directed by local city procedures)
- ☐ Monitor for escalation - Resource Net level 2, 3
- ☐ Verify home and family are safe
- ☐ Verify vehicle is fueled and ready
- ☐ Verify go kit is ready, batteries charged
- ☐ Verify you are ready

## Assignment and Activation

- ☐ For city activation:
  - o Check into city net and request assignment
- ☐ For county activation:
  - o Get released by city EC
  - o Check into county Resource Net and request assignment
- ☐ Copy assignment details including travel information
- ☐ Copy activation number
- ☐ Update ICS-214

## Travel to Assignment

- ☐ Contact Resource Net Control
  - o "Ready to Depart", Provide location & odometer  (3 digits)
- ☐ Obey all traffic laws
- ☐ Pay attention and respond to Health & Welfare checks
- ☐ Do not go into areas that you feel are unsafe

## Arrival

- ☐ Stay in vehicle
- ☐ Update ICS-214
- ☐ Advise net control of arrival
- ☐ Receive any final arrival instructions
- ☐ Check out of Resource Net
- ☐ Stay in your vehicle
- ☐ Check into staging (or other local) net
- ☐ Follow instructions of staging or local officials.  They may have you travel to a different location.

## Check-in / Setup

- ☐ Arrive at staging location
- ☐ Sign in on ICS-211
- ☐ Attend briefing or get one is not offered
- ☐ Review other material provided (ICS-205, maps, procedures, etc.)
- ☐ Program radio with frequencies on ICS-205
- ☐ Set up station
  - o Convenient , Quiet , Safe
  - o Antenna location
  - o Power
  - o Near those you need to communicate with
  - o Consider noise issues!
  - o Conduct FCC RF Safety Evaluation

## Operations

- ☐ Check out of staging net
- ☐ Check into assigned net
- ☐ Update ICS-214 Unit Activity Log
- ☐ Log all communications on ICS-309 Communications Log
- ☐ Monitor net continuously while checked in
- ☐ Pay attention and respond to health & welfare checks
- ☐ Perform assignment per "Performance Standards and Best Practices"

## Safety

- ☐ Stay hydrated
- ☐ Watch for signs of problems for yourself and others
- ☐ Perform RF Exposure evaluation
- ☐ Works at a pace to prevent fatigue
- ☐ Take proper precautions to deal with heat and cold
- ☐ Takes breaks as needed
- ☐ Do not go anywhere if you feel unsafe.
- ☐ Avoids overhead wires when setting up masts/antennas

## Shift Change and Shutdown

- ☐ If being relieved
  - o Conduct relief briefing
  - o Inform Net Control of operator transfer  and check out of assigned net
- ☐ If not being relieved
  - o Check out of assigned net
  - o Let Net Control you have been relieved and are shutting down
- ☐ Check into staging net
- ☐ Pack up station
- ☐ Leave the location as good or better than you found it
- ☐ Return to Staging

## Departure

- ☐ After returning to  Staging
- ☐ Complete any procedures requested by staging
  - o Debriefing, review forms, time accounting, etc.
- ☐ Close out ICS-214
- ☐ Turn in all paperwork as instructed
- ☐ Sign out on ICS-211
- ☐ Check out of Staging Net
- ☐ Check into Resource Net

## Travel from Assignment

- ☐ Contact Resource Net Control
  - o "Ready to Depart", Provide location & odometer
- ☐ Obey all traffic laws
- ☐ Pay attention and respond to Health & Welfare checks
- ☐ When arriving home check-out of the Resource Net

## Post Deployment

- ☐ Recharge batteries
- ☐ Recheck go-kit
  - o Equipment
  - o Wash and repack clothes
  - o Restock food/water
  - o Replenish forms
- ☐ Provide any feedback requested from Served Agency or IC