

Santa Clara County ARES/RACES Field Operations Checklist

Last Revised: 13-Oct-2022

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

Travel to Assignment

- Contact Resource Net Control
 - “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
- Check into staging (or other local) net
- Follow instructions of staging or local officials. They may have you travel to a different location.

Setup

- Arrive at staging location
- Sign in on ICS-211
- Attend briefing
- Review other material provided (ICS-205, maps, procedures, etc.)
- Program radio with frequencies on ICS-205
- Set up station
 - Convenient , Quiet , Safe
 - Antenna location
 - Power
 - Near those you need to communicate with and for

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
- See "Performance Standards and Best Practices" document for a complete list

Shift Change and Shutdown

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

Departure

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

Travel from Assignment

- Contact Resource Net Control
 - “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
 - Equipment
 - Wash and repack clothes
 - Restock food/water
 - Replenish forms