

Santa Clara County Resource Net – Dispatch Template

(Use portions and order as appropriate for situation)

Assignment (if appropriate):

- (Use as appropriate: for most drills and events, people already know their assignment)
- [Optional] I have an assignment for you. Are you ready to copy?
- [Optional] Your assignment is: *{duties of assignment}*
- [Optional] You should report to:
 - Location: *{name of staging area, park, shelter, school, etc.}*
 - Address: *{street address, city, special directions (if needed)}*
 - Local Contact: *{name, phone number, local frequency, [tone, offset]}*
- [Optional] Your start time will be: *{time}*
- [Optional] Operational period is expected to be [about]: *{#}* hours. Please be prepared (with any food, water, clothing or supplies you may need.)
- Do you accept this assignment?

Activation:

- Your activation number is: *{activation number}*

Pre-departure Instructions and Frequencies:

- Monitor this net as you travel
- Call net control about every 15-20 min. to report your location and last 3 digits of your odometer.
- When you arrive, stay in your vehicle and contact me
- [Optional] Frequency Information:

The following repeaters are linked:

 - AA6BT (Primary): 146.115 MHz (+) 100.0 Hz
 - W6ASH (North): 145.270 MHz (-) 100.0 Hz
 - K6SNY (South): 443.275 MHz (+) 107.2 Hz
 - Other: _____

Reminder - when you get to *{location}* switch to *{freq, [offset, tone]}*
- [Optional] Travel Restrictions and Hazards (if any):
 - Advise them of any weather hazards
 - Advise them of any road closures or hazards
 - Advise them if electricity or telephones are out – may affect gas stations, ATMs, etc.
 - Advise them if any special access credentials are required

Departure:

- Get departing location and odometer reading
- Verify that they copied all instructions
- Wish them safe travel

Arrival Instructions:

- Remain in your vehicle and contact *{name or net control}* on *{freq, [offset, tone]}*
- Other _____