

Resource Net Travel Tracking (SCCo ARES/RACES)

Purpose: The Travel Net Tracking form is used by the Net Control Operator to track the status of individuals participating in a travel net for drills and public service vents. This form is intended to be used along with the ICS 309-SCCo Communications Log. Up to five health and welfare checks are accommodated. A notes column is provided if additional information needs to be recorded. Attach a separate sheet if additional space is needed for notes.

Preparation: The Travel Net Tracking form is initiated and maintained by the Net Control Operator. Completed forms are submitted to the County Chief Radio Operator

Instructions for completing the form:

Time, odometer reading, and street location should be recorded in the ICS 309-SCCo Communications Log each time the person is contacted. This form simply makes it simple to see the status of all travelers and to easily identify who has yet to begin, who is en route, and who has arrived or otherwise checked out.

Field #	Field Title	Instructions
1	Incident Name	Enter the name of the event (if any), such as the epicenter. This information may come somewhat later
2	Operational Period	Enter the date and time of the start and end of the operational period or shift
3	Call Sign	Enter the call sign of the person being tracked
4	Traveler Status	Enter the time, in 24-hour format, in each box, as appropriate. A check mark can also be used, but entering the time will make it possible to determine when the next health and welfare check is needed without consulting the ICS 309 log. Check-In: Place the time or a check mark in the box when they check-in Depart: Place the time or a check mark in the box when they begin their travel (began their travel). In many cases, check-in and departure are the same thing. In some cases, a person checks-in prior to being ready to depart. Use these two fields as convenient for you. H&W 1-4: Place the time or a check mark in the box for each health and welfare check performed Arrive: Place the time or a check mark in the box when they arrive at their destination Check-Out: Place the time or a check mark in the box when they check-out. In most cases, arrival and check-out are the same thing. In some cases, the person checks-out on the way home without being tracked all the way home. Use these two fields as convenient for you.
5	Notes	Record any notes as necessary. For example, record destination if multiple travel destinations are in use.
6	Prepared by	Enter the name and call sign of the person completing this form
7	Date & Time Prepared	Enter the date and time the form was prepared (24-hour clock)
8	Page Numbers	Enter the page number and total number of pages