# Shadow “First 5 Minutes” Checklist

<table>
<thead>
<tr>
<th>Name, FCC Call Sign:</th>
<th>Tactical Call Sign:</th>
<th>Date and Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event/Incident Name:</td>
<td>Activation Number:</td>
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</tbody>
</table>

1. Introduce yourself.

2. **Principal (Name, Title, Tactical, etc.):**

3. Explain role of shadow, capabilities provided:
   a. To ensure you can always be reached.
   b. I am able to get information for you while you attend to other matters.
   c. I can take messages for you at times you don’t want to be interrupted.
   d. **My services are limited to providing communications.**
   e. Any questions?

4. In addition to using my personal ham equipment, I can use principal/event supplied equipment, too
   a. Mobile Phone  Commercial Radio  FRS/GMRS  Other: ________________________________

5. Roles and Responsibilities of principal:
   a. ____________________________________________________________
   b. ____________________________________________________________
   c. ____________________________________________________________

6. Is there any specific message traffic, or particular events, that you would like to be kept informed about? __
   a. ____________________________________________________________
   b. ____________________________________________________________
   c. ____________________________________________________________

7. Reconnect plan if separated:
   a. ____________________________________________________________
   b. ____________________________________________________________
   c. ____________________________________________________________

8. Principal’s mobile phone number: ________________________________

--------------------------- Fill out -- Tear Here -- Give to Principal ---------------------------

Name: ____________________________
Agency: __________________________
Phone: ____________________________
Notes: ____________________________

______________________________
______________________________
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