

# Event Planning Task Checklist

## Incident Commander (IC)/Planning Leader

**Most of these items can be delegated to event/planning staff, but the IC is responsible.**

- Determine Purpose/Scenario/Goals & Objectives (ICS-202)
- If working with a served agency meet and review with their planners/staff
- Based on Scenario what communication activities will take place?
  - Field Ops, Packet, Shadowing, Net Control, Damage Surveys, others
- Determine and evaluate possible location(s)
- Confirm date and time--Op Period.
- Research the possible weather conditions on event date
- Do you need a city/agency sponsor
  - Insurance/DSW requirements
  - Facilities
- Reserve/confirm use of locations  
(facilities/parks/restrooms/buildings/power/parking/vehicle access, etc.)
- Obtain Activation Number for RACES Events
- DSW Registration needed at event? (who/when/how)
- Request Mutual Aid if needed (minimum of 6-8 weeks in advance)
- Create event Sign-up on SCCo activities page if appropriate
- Confirm use and delivery of SCCo RACES Communications Van if needed
- Maps and directions for staff and participants.
- Obtain permission to use any repeaters (is linking needed)
- What Event Staff will be required?
  - Incident Commander (who's in charge)
  - Planners/Area Managers (Net Control / Field Ops / Packet / Shadow)
  - Check-in/Staging (Is a staging net needed)
  - Logistics
  - PIO
  - Safety Officer
- Forms/Documents
  - ICS Forms
  - T-Cards and T-Card Rack(s)
  - Briefing Handouts
  - Safety documents/handouts
  - Participant activity documents to distributed if needed

# Event Planning Task Checklist

## Incident Commander (IC)/Planning Leader

- Are Credential Evaluators needed?
  - Contact Credential Program Manager to discuss
  - Is an Evaluation Coordinator assigned?
  - What Evals are anticipated? (Packet, Net Control, Shadow, Field Ops)
  - How many Evaluators?
  - What Levels?
- Other staff needed based on the Scenario/Objective
- Schedule planning meeting(s) with key staff/planners
- Create agenda with meeting objectives and action items for each meeting
- Share planning documents with key personnel/planners (Groups.io)
- What frequencies will be needed? (ICS 205)
  - Resource Net
  - Tactical Net(s)
  - Command Net
  - Message Net
  - Packet BBS
  - Staging Net(s)
  - Simplex
  - Other frequency needs (RDF, HF, etc.)
  - Consider Intermod issues
  - Have backup frequencies planned and documented
  - Generate ICS-205
    - With frequencies (for participant use)
    - With cell phones of staff (for staff use only)
    - Include emergency contact numbers for Fire/Police/Medical/
- What Tactical Call signs will be needed?
  - Staff
  - Participants
- What equipment will be needed by Staff and where is it coming from?
  - Radios
  - Headphones
  - Audio Splitters
  - Antennas/ Masts/Weights
  - Coax cables and connectors
  - Computers/TNC (packet)/BBS (packet)/Sunscreen (packet)

# Event Planning Task Checklist

## Incident Commander (IC)/Planning Leader

- Power and power distribution (generators & fuel, fire ext., cables)
- Pop-Up/Tables/Chairs/Weights
- Traffic Cones/Caution Tape/Signage
- Clipboards
- Forms
- What will be needed by participants?
  - Equipment – their own or provided for their use
  - Forms (ICS-214, ICS 213, etc.)
  - Inform participants prior to event (drill page on website and email)
  - What pre-defined Message traffic is needed?
  - Voice/Packet
  - Informal Messages
  - Other Message Traffic
- Mobilization
  - Resource Net (hours, staffing, linking repeaters)
  - Staging – briefing documents, job assignments, tracking
- Demobilization
  - Collect and verify forms/documentation
  - Resource Net (hours, staffing, un-linking repeaters)
- During Event
  - Deal with issues and provide solutions
  - Interface with other organizations/served agencies as needed
  - Manage by walking around (observe/comment/praise)
  - IC should have DSW paperwork/forms if someone is injured
- After the event
  - Participant evaluations collected when checking-out of staging
  - Plan Hot wash for staff
  - Create and distribute After-Action-Report (AAR)
    - All staff
    - County Staff (DEC/ADECs)
    - Others as directed or requested.
    - Add copy to Groups.io file section for event
  - Thank staff for their work and identify those capable to take on additional rolls for the next exercise/event
  - Take a well-deserved break

# Event Planning Task Checklist

## Field Operations

- Review Purpose/Scenario/Goals & Objectives (ICS-202)
  - Overall Event Plan
  - Description of the event
  - Map/Diagram of event venue and surrounding area
- What type of field communications will be needed
  - Fixed location
  - Mobile in vehicle
  - Mobile on foot or bicycle
- Is a Crossband repeater needed
- Equipment
  - Radios (frequency bands needed, dual band, etc.)
  - Headsets & audio splitters
  - Antennas, mast, tripod (weights for tripod)
  - Coax and connectors
  - Traffic Cones, Caution Tape
- Power Needs
  - AC power available
  - 12 DC Power Supplies
  - Generators (drip pans) / Fire Extinguishers / Batteries
  - Power Distribution
- Antenna Placement (separation, safety)
- Tables, chairs, forms control, paper weights
- Forms, T-cards, clipboards, pens, maps
- Shelter from: rain, wind, noise, sun light, crowds (weights for pop-ups)
- Lighting if working after dark
- What quantity and nature of message traffic is expected
- Schedule of operators
  - Pre-scheduled
  - On demand
  - Limitations on number of participants at any one time
- Briefing documents for participants

# Event Planning Task Checklist

## Net Control

- Review Purpose/Scenario/Goals & Objectives (ICS-202)
  - Overall Event Plan
  - Description of the event
  - Map/Diagram of event venue and surrounding area
- What nets are needed (simplex/repeater)
  - Resource Net (local or on-site) – repeater linking
  - Field/Tactical Net(s)
  - Shadow Net
  - Command Net
  - Message Net
  - Staging Net (will it be run by Staging or Net Control)
  - Level 2 Eval Net (may be needed for Credential Evaluations)
  - Other nets
  - Produce the ICS-205 documents, review with other planners
- Confirm/Coordinate frequencies with IC and other planners (ICS-205)
  - Repeaters
  - Simplex
  - Backup Frequencies
  - Consider Intermod – conduct study
    - Use 440 where possible to reduce 2M frequencies
    - Use 220 for Packet
- Equipment
  - Radios
  - Headset & audio splitters/Foot switches if needed
  - Antennas/Masts/Weights
  - Coax and connectors
  - Traffic Cones, Caution Tape
- Power Needs
  - AC power available
  - AC Power Supplies
  - Generators & Fire Extinguishers (drip pans) / Batteries
  - Power Distribution
- Conduct RF Safety Evaluation for each radio/antenna combination being used
- Net Control location is away from crowds and noise
- Antenna Placement (separation)
- Tables, chairs, forms control, paper weights
- Forms, T-cards, clipboards, pens, maps
- Shelter from: rain, wind, noise, sun light, crowds (weights to pop-ups)
- Lighting if working after dark
- Staffing
  - Net Control Operator Schedules

# Event Planning Task Checklist

## Net Control

- Net Manager (supervisor)
- Message runners (if needed)
- Who conducts Health and Welfare checks (Net Control, Staging, other)
- Scripts
  - Opening Net
  - Periodic Net Announcement
  - Closing Net
  - Other scripts as appropriate to event
- Briefing Documents
- Credential Evaluations needed – coordinate evaluation messages with Evaluators
- Signage for NC location

### Example – Radio Room Supplies

Supplies	Resource	Staging	Tac A	Tac B	Shift Super	Net Manager	Eval	Total
ICS 309	10	10	10	10		5	5	50
ICS 213			5	5			5	15
Scripts	x	x	x	x			x	
Travel Tracking Tool	5	5						10
Status Summary Tool	5	5	10	10				30
RACES Activation	1				1	1		3
T Cards	30	30	30	30				120
Form 1	1	1	1	1	1	1	1	7
Clipboard	2	1	2	2	1	1	1	10
Pencils	5	5	5	5	5	5	5	35
<b>Info</b>								
Sign Ups	1	1			1	1	1	5
ICS 205	1	1	1	1	1	1	1	7
ICS 205 - Staff		1			1	1	1	4
Event Map	1	1	1	1	1	1	1	7
Event Briefing	1	1	1	1	1	1	1	7
Eval Sign Ups		1					1	2
Net Control Plan					1	1		2
Eval Tng Record							1	1
Eval Form							6	6
Signage	1	1	1	1	1	1	1	

# Event Planning Task Checklist

## Packet

- Review Purpose/Scenario/Goals & Objectives (ICS-202)
  - Overall Event Plan
  - Description of the event
  - Map/Diagram of event venue and surrounding area
- What type of packet communications will be needed: standard forms, spreadsheets, etc.
- Equipment
  - BBS Utilization - remote or local BBS
  - Radios
  - TNCs
  - Antennas/Masts/Tripods/Weights
  - Coax and connectors
  - Printer for printing messages
    - Paper
    - Ink/Toner
    - Special power needs
  - Traffic Cones, Caution Tape
- Power Needs
  - AC power available
  - AC Power Supplies
  - Generators & Fire Extinguishers / Batteries
  - Drip Pans for generators
  - Power Distribution
- Antenna Placement (separation)
- Tables, chairs, forms control, paper weights
- Shelter from: rain, wind, noise, sun light, crowds (weights for pop-ups)
- Sunscreen for laptops if working outside
- Lighting if working after dark
- What quantity and nature of message traffic is expected
- Schedule of operators
  - Pre-scheduled
  - On demand
  - Limitations on number of participants at any one time
- Briefing documents for participants

# Event Planning Task Checklist

## Shadow

- Review Purpose/Scenario/Goals & Objectives (ICS-202)
  - Overall Event Plan
  - Description of the event
  - Map/Diagram of event venue and surrounding area
- What is shift length
- Who are the principles that can use or might need a Shadow
- Determine potential traffic levels for principles
- Determine potential quantity of all traffic
- Consider physical ability of the Shadows based on Principles expected movement. Are the Principles fixed or highly mobile.
- Frequency selection – coordinate with IC and Net Controller planner
  - Simplex or Repeater
  - Is a Crossband repeater needed
- Assign Shadows to Principles based on expected traffic levels and Shadows ability/experience.
  - Are principles duties compatible with the shadow (dressing rooms, medical issues, etc.)
- Publish list of Tactical Calls for all Shadows and Net Control staff
  - IE: Pete's Shadow, IC's Shadow, Police Liaison, Starter's Shadow, etc.
- Have plan to deal with stuck mics or jammers, cover in briefing
- Create Briefing for Shadows (could be a handout)
- Determine if Credential Evaluations will be offered
  - Assign Shadows being evaluated to appropriate traffic level positions
  - Coordinate with Credential Evaluator/Evaluation Coordinator
- Conduct briefing, answer any questions
- Plan for relief operators if needed

# Event Planning Task Checklist

## Logistics

- Review Purpose/Scenario/Goals & Objectives (ICS-202)
- Determine equipment needs from each planner and IC
- Develop list of what is available and who will supply
- Seek out items still needed and arrange to borrow/obtain them prior to the event.
- Use Spread Sheet to document all equipment needs and who will provide
- Share updated spreadsheet frequently with planning staff
- Work with area planners to locate equipment from their staff if possible.

### Logistics - Equipment - Name Of Exercise

	A	B	C	D
1				
2	<b>Staging</b>			
3	<b>Equipment</b>	<b>Qty</b>	<b>Provided By</b>	<b>Notes</b>
4	Pop-Up	1	name	
5	Table	2	name	
6	Chairs	2	name	
7	Clip Boards	2	name	
8	Signs identifying stations	3	name	
9	T-Cards	25	Trailer	Record assignment of participants to Teams
10	HTs	1 each	All Staff	Maintain contact on Command Net
11				
12				
13	<b>Location 1 -Evaluators</b>			
14	<b>Equipment</b>	<b>Qty</b>	<b>Provided By</b>	<b>Notes</b>
15	Pop-Up	1	Evaluators	
16	Table	1	Evaluators	
17	Chairs	2	Evaluators	
18	Dual Band Radio for evaluations	1	Evaluators	
19	Clip Boards	2	Evaluators	
20	Sign identifying evaluators	1	Evaluators	
21	Evaluation forms and documents		Evaluators	
22				
23				
24	<b>Location 1</b>			
25	<b>Equipment</b>	<b>Qty</b>	<b>Provided By</b>	<b>Notes</b>
26	list of equipment here	4	name	3 for exercise
27	Traffic Cone	2	name	
28				
29	<b>Location 2</b>			
30	<b>Equipment</b>	<b>Qty</b>	<b>Provided By</b>	<b>Notes</b>
31	Pop-Up	1	name	
32	Table	1	name	
33	Chairs	2	name	

# Event Planning Task Checklist

## Safety Officer

- Review Purpose/Scenario/Objectives (ICS-202)
  - Overall Event Plan
  - Description of the event
  - Map/Diagram of event venue and surrounding area
- Supplies
  - Caution Tape and Flagging Tape
  - Extra Traffic Cones
  - First Aid Kit
  - Extra Fire Extinguishers
  - Safety Plan
  - Map of venue showing key locations

### Identify Safety Issues and mark

- Antenna Systems
  - Antenna elements – mark at both child and adult eye level
  - Guy lines – mark at 4' intervals
  - Guy anchors – mark at ground level
  - Feed lines, elevated – mark at 4' intervals
  - Feed lines, ground level – mark at 4' intervals
  - Masts, tripods – mark at both child and adult eye level
  - Masts, tripods – mark legs with cones
  - Weight required on legs of masts - 15 lbs per leg
  - Verify an FCC RF Safety Evaluation has been completed for all stations
- Power
  - Extension cords, elevated – mark at 4' intervals
  - Extension cords, ground level – mark at 4' intervals
  - Generators
    - Surround with caution tape or multiple cones
    - Place on solid surface, preferably non-flammable
    - A pan may be needed under a generator to catch oil and fuel spills/leaks
    - Place away from public walkways
    - Should be located so exhaust is downwind from public areas
    - Make sure the fumes are not going into pop-ups, tents or other enclosed areas. Maintain good air flow or move people and/or the generator.
    - Keep gas cans 25' away from ignition sources and generators
    - Fire Extinguisher on site for each generator location
    - Protect all electrical connectors from moisture if weather is a concern
    - Some jurisdictions may have other requirements for use of fuel and generators – check in advance.

# Event Planning Task Checklist

## Safety Officer

- Other Site Issues
  - Vehicles / Trailers:
    - Mark corners
    - Keep doors closed or marked
  - Storage bins: Keep out of public walkways
  - Tables / Chairs: Maintain clear walkways, do not block sidewalks
  - Pop-up shelters: Mark legs and add weights to each leg (40 lbs. per leg)
  - Mark low overheads
- Emergency Contacts
  - Provide instructions to all staff and participants on procedures to follow
  - Provide alternate phone numbers for non-emergency needs (PD, Fire, EMS)
  - Have cell numbers of all key staff for immediate contact if needed
- Personal Safety – *Make part of safety briefing*
  - Stay hydrated (Note: Coffee is not a substitute for water)
  - Use sun protection
  - Weather related issues - hypothermia, heat exhaustion, etc.
  - All participants wearing a Safety Vest specified for the event
  - Watch out for RF and electrocution hazards
  - Has an FCC RF Safety Evaluation been conducted (can be done ahead of time)
  - Keep portable radio antennas lower than shoulder height
  - Have staff and participants report any unsafe conditions or activity to IC or Safety Officer
- Create Safety Briefing document for Participant Package to be distributed at Staging
- Move around event area looking for safety concerns during setup and during the event
- Keep IC informed of any safety issues that are not quickly and easily resolved

# Event Planning Task Checklist

## Staging

- Review Purpose/Scenario/Goals & Objectives (ICS-202)
- Documentation
  - DSW List (County Staff can provide – DEC/ADECs)
  - Event Sign-up/position lists
  - Event planning documents as appropriate
  - Participant materials (one for each participant including staff)
    - ICS-205 if not supplied in advance (normally not supplied for drills and real activations)
    - Safety Briefing (2 copies, one copy to be signed and returned to Staging)
    - Map of event location/facilities if appropriate
    - Any overall briefing documents based on scenario ISC-201, ISC-202
    - Position specific briefing documents provided by area planners
  - For pre-planned events the material could be placed in packets and labeled with the participant's name.
  - For planned or non-preplanned events materials can be provided to participants as stacks of documents. However, some method to control who gets each document may be needed. For example, a person working Packet does not need briefing documents for a Shadow position.
- Forms/supplies
  - ICS-211
  - ICS-214 (In case participants forget to bring one)
  - T-Cards (Post a sample of how it should be filled out)
  - Clipboards & pens used at staging (participants should have their own but plan for those that forget)
  - File Folders
  - Paper weights
  - Weatherproof container for documents
  - Plan to collect and sort documents collected at end of event and turn over to IC or as instructed
- Equipment
  - Tables and chairs
  - Pop-up or other shelter (weights for pop-ups)

# Event Planning Task Checklist

## Staging

- Radio, antenna, power, headphone, etc. if the staging net will be run from the Staging location. If so you need an RF Safety Evaluation.
- Signage to identify Staging Location
- T-card Rack and blank cards
- Lighting if needed

### Suggested Staging Operations

- Upon arrival at the event site, the participant checks out of the Resource Net and into the Staging Net prior to leaving their vehicle.
- Suggested three areas to be used within Staging: Check-in, Assignment, and Check-out

### Check-In Desk

- Participant signs in on ICS-211
- Staging Admin checks for
  - Event sign up
  - DSW verification or registration
  - Participant has Safety Vest per Go-Kit requirements or provided based on event plans
- Participant reads and completes Safety Briefing Form, returning one signed copy to Staging
- Participant completes T-Card using examples

### Assignment Desk

- Participants pick up their assignment materials based on sign-ups or other established needs
- The Assignment Desk is responsible for maintaining the T-card rack. The T-Card Rack will have columns for all activities/assignments. Columns may be added or omitted depending on the event
- Path A – “Pull” Assignments
  - Upon receiving a request for personnel, a colored dot is placed in the corresponding T-card column to indicate an open request is pending.

# Event Planning Task Checklist

## Staging

- Participant T-cards are selected from the In Staging column and the participant notified of the assignment via voice on the Staging Net.
- Path B – “Push” Assignments
  - Staging Admin signed up events and assigns participant first available event.
  - Field positions are generally available immediately
  - Net Control positions may be pre-assigned by name and shift time.
  - Packet positions may be pre-assigned by name and shift time.
  - The participant can be notified of the assignment via voice on the Staging Net.
- Both Paths
  - When an assignment is accepted, the T-card is annotated with the assignment, current time, and is placed in T-Rack; and the colored dot is removed for that position to indicate the position has been filled.
  - Participant is instructed to proceed to the assignment location.
  - During transit from the Staging Area to the assignment location, the participant remains on the Staging Net.
  - Upon arrival at the assignment location, the participant signs in on the locations ICS-211 and checks out of the Staging Net.
  - Upon completion of the assignment the participant signs out of the locations ICS-211 and returns to staging.
  - When they return to staging at end of assignment the T-card is placed in the Staging column.

# Event Planning Task Checklist

## Staging

### Assignment Desk (continued)

- If requests are pending, the assignment process is repeated.
- If no requests are pending and/or the participant requests to be released from the event, the participant is directed to the Check Out Desk.
- Otherwise, the participant is directed to a convenient waiting area to wait for a new assignment.

### Check-Out Desk

- Upon completion of all assignments the participant returns to Staging for demobilization
- The participant's T-Card is removed from the rack and current time noted on the T-card.
- All forms/documents are collected and reviewed for accuracy and completeness.
  - Properly completed forms are collected and sorted by type.
  - Any forms not properly completed are returned to the participant with instructions on how to complete them. This is a chance to educate participants about proper form completion and should be viewed as instructional.
- If an event Evaluation form is available, the participant is asked to complete it.
- Participant signs out of the Staging ICS-211.
- Participant is thanked for their service and directed to check-out of the Staging Net and into the Resource Net

# Event Planning Task Checklist

## Public Information Officer (PIO)

For events that are primarily ARES/RACES run a PIO can be a useful member of the team to address public questions thus freeing other participants to continue with their assigned tasks. For events run by a served agency or for real activations any questions from the public should be addressed by the agency PIO.

If operating in a park or other public space it is likely that members of the public may ask what is going on when they see personnel wearing vests and carrying radio equipment.

A PIO should be assigned and prepared to answer these questions in a responsive and professional manner. This allows the drill participants to quickly say “we are conducting a communications exercise” and then direct the public to the PIO. This is what would be done in a real activation where only the served agency PIO is allowed to provide media or public briefings.

- Review Purpose/Scenario/Goals & Objectives (ICS-202)
- Have your story to tell prepared ahead of time targeted for:
  - Adults
  - Youth
  - General public
  - Emergency Preparedness Interest
  - If appropriate have press kit ready to distribute to media
- Have material/literature to handout about Amateur Radio and Emergency Service (the ARRL provides this for free, just pay the postage)
- Signage, ID Badge, professional appearance – you are representing Amateur Radio to the public – look like a professional
- Have a radio (HT or Mobile) available for demonstration purposes. If at a drill or public serviced event allow those interested to listen to some message traffic. For real activations do not allow this.