

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 the scenario, what communication activities will take place?
Field Ops, Packet, Shadowing, Net Control, Damage Surveys, others
- Determine and evaluate possible location(s) if agency has not provided one
- Confirm date and time--Op Period.
- Research the possible weather conditions on the 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 coverage)
- DSW Registration needed at the 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 event staff/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 be 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 an agenda with meeting objectives and action items for the 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 (based on scenario)
 - Consider Intermod issues
 - Have backup frequencies planned and documented
 - Generate ICS-205
 - With frequencies (for participant use)
 - With cell phones of staff (distribute to staff 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 before the event (drill page, 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, unlinking 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 a 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 the event
 - Thank staff for their work and identify those capable of taking on additional roles 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 by 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, form control, paper weights
- Forms, T-cards, clipboards, pens, maps
- Shelter from: rain, wind, noise, sunlight, 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
 - Is there a limitation on the 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 (remote 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 use)
 - Other nets
 - Produce the ICS-205 documents, review with other planners
- Confirm/Coordinate frequencies with the IC and other planners (ICS-205)
 - Repeaters
 - Simplex
 - Backup Frequencies
 - Conduct an Intermod study
 - Use 440 where possible to reduce 2M frequencies
 - Use 220 for Packet if possible
- 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

Event Planning Task Checklist

Net Control

- Antenna Placement (separation)
- Tables, chairs, forms control, paperweights
- Forms, T-cards, clipboards, pens, maps
- Shelter from: rain, wind, noise, sunlight, crowds (weights to pop-ups)
- Lighting if working after dark
- Staffing
 - Net Control Operator Schedules
 - 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 the 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
Info								
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
 - Blank forms
 - BBS Utilization - remote BBSs or on-site 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, form control, paper weights
- Shelter from: rain, wind, noise, sunlight, 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 the 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 principals that can use or might need a Shadow
- Determine potential traffic levels for principles
- Determine the potential quantity of all traffic
- Consider the physical ability of the Shadows based on the Principals expected movement. Are the Principals 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 principals 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 a 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 a 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 a list of what is available and who will supply
- Seek out items still needed and arrange to borrow/obtain them before the event.
- Use a spreadsheet 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	Staging			
3	Equipment	Qty	Provided By	Notes
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	Location 1 -Evaluators			
14	Equipment	Qty	Provided By	Notes
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	Location 1			
25	Equipment	Qty	Provided By	Notes
26	list of equipment here	4	name	3 for exercise
27	Traffic Cone	2	name	
28				
29	Location 2			
30	Equipment	Qty	Provided By	Notes
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 and marked
- 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 a 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
 - Located so the exhaust is downwind from public areas and operators

Event Planning Task Checklist

Safety Officer

- 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 the weather is a concern
 - Some jurisdictions/locations may have other requirements for the use of fuel and generators – check in advance.
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- 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

Event Planning Task Checklist

Safety Officer

- Create Safety Briefing document for Participant Package to be distributed at Staging
- Move around the 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)
 - Have Event Sign-up/Position Lists
 - Pre-Printed ICS-211 forms if possible, with participants' names
 - 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 in a Packet position 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 collected documents
 - Plan to collect and sort documents collected at the end of the event and turn over to IC or as instructed
- Equipment

Event Planning Task Checklist

Staging

- Tables and chairs
- Pop-up or other shelter (weights for pop-ups)
- 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

Event Planning Task Checklist

Staging

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.
 - 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.
 -

Assignment Desk (continued)

Event Planning Task Checklist

Staging

- When they return to staging at the end of the assignment, the T-card is placed in the Staging column.
- 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 the current time is 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, 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, 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 responsively and professionally. 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 hand out 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 service event, allow those interested to listen to some message traffic. For real activations, do not allow this.