

# Santa Clara County ARES/RACES Field Operations Checklist

Last Revised: 28-May-2021

## Alert

- Provide damage report to county Resource Net (or city net, as directed by local city procedures)
- Monitor for escalation - Resource Net level 2, 3
- Verify home and family are safe
- Verify vehicle is fueled and ready
- Verify go kit is ready
- Verify you are ready

## Assignment and Activation

- For city activation:
  - Check into city net and request assignment
- For county activation:
  - Get released by city EC
  - Check into county Resource Net and request assignment
- Copy assignment details
- Copy activation number
- Update ICS-214

## Travel to Assignment

- Contact Resource Net Control
  - “Ready to Depart”, Provide location & odometer
- Obey all traffic laws
- Pay attention and respond to health & welfare checks
- Do not go into areas that you feel are unsafe

## Arrival

- Stay in vehicle
- Update ICS-214
- Advise net control of arrival
- Receive any final arrival instructions
- Check out of resource net
- Check into staging (or other local) net
- Follow instruction of staging or local officials. They may have you travel to a different location.

## Setup

- Arrive at assignment location
- Sign in on ICS-211
- Attend briefing
- Set up station
  - Convenient
  - Quiet
  - Safe

## Operations

- Check out of staging net
- Check into assigned net
- Update ICS-214 Unit Activity Log
- Log all communications on ICS-309 Communications Log
- Monitor net continuously while checked in
- Pay attention and respond to health & welfare checks

## Shift Change and Shutdown

- If being relieved
  - Conduct relief briefing
  - Inform Net Control of operator transfer
- If not being relieved
  - Check out of assigned net
- Check into staging net
- Pack up station
- Leave the location as good or better than you found it
- Head back to staging

## Departure

- Return to staging
- Complete any procedures requested by staging
  - Debriefing, review forms, time accounting, etc.
- Close out ICS-214
- Turn in all paperwork
- Sign out on ICS-211
- Check out of Staging Net
- Check into Resource Net

## Travel from Assignment

- Contact Resource Net Control
  - “Ready to Depart”, Provide location & odometer
- Obey all traffic laws
- Pay attention and respond to health & welfare checks
- When arriving home check-out of the Resource Net

## Post Deployment

- Recharge batteries
- Recheck go-kit
  - Equipment
  - Wash and repack clothes
  - Restock food/water