CARES Net Control Station Checklist 0200

This checklist is used by operators assigned as the CARES Net Control Station.

1. Before the event

_____ 1. Update CARES/NCS Procedures in SOP.

_____ 2. Review and practice NCS procedures.

_____ 3. Perform quarterly antenna checks at the portable NCS operating position.

_____ 4. Perform quarterly radio transmission checks of the NCS Radio.

2. During the event

_____ 5. Obtain briefing from CARES EC.

_____ 6. Obtain a copy of the Communications Action Plan from the EC.

_____ 7. Retrieve the NCS radio from the EOC Radio Room. Set up the NCS radio at the designated location. Verify power and antenna connections.

_____ 8. Begin and maintain the NCS Log (see next page for information).

_____ 9. If the CARES Emergency Net is already running, notify the acting NCS station that you are ready to assume the net.

_____ 10. Call for check-ins. Log all stations that check into the net. Record their location.

_____ 11. Establish a Frequency Guard on these stations:

KCBS	740 KHz	LP1, Public AM station
KSJO	92.3 MHz	LP2, Public FM station
KQED	88.5 MHz	LP3, Public FM station

If resources are available, establish a Frequency Guard on these additional stations:

KLIV	1590 KHz	Public AM station (local CNN News)
K6FB	145.45- PL=100	High-level repeater, Sierras to coast.
W6ASH	145.270	SPECS, Mtn View to Redwood City

_____ 12. Answer calls for traffic. Determine the availability of the RECEIVING station. Direct the SENDING station to pass their traffic to the RECEIVING station.

_____ 13. During periods of high traffic volume, call for traffic in priority order: EMERGENCY, then Priority (see next page for definitions).

* EMERGENCY – Life Threatening
* URGENT – Property Threatening
* Priority – damage reports, material and logistics messages, etc
* Routine – welfare inquiries, routine resource requests, shift planning, etc

4. Every 15 minutes -- DRILL

_____ 14. Make this announcement:
This is <your_call>, Net Control Operator for the Cupertino ARES Net.
This is a Drill. All messages should be considered as DRILL traffic.

5. Every 30 minutes -- Activation

_____ 15. Make this announcement:
This is <your_call>, Net Control for the Cupertino ARES Emergency Net.
This is a directed net. Permission to pass traffic is required by Net Control.

_____ 16. Perform a health and welfare check of all checked in CARES members.

* Call each checked in station and wait for an acknowledgement.
* Call for any other new check-ins.

6. Shift Change

_____ 17. When contacted by the next shift CARES member, review all relevant information and status (see next page for information).

_____ 18. Make the appropriate shift change entry on the NCS Log.

_____ 19. The person being relieved informs the EC of the shift change.

7. After the Event

_____ 20. Perform a final Health and Welfare check.

_____ 21. Secure the net.

_____ 22. If operating portable, pack up the NCS radio.

_____ 23. Prepare a list of lessons learned, needed changes to checklists, and requests for additional supplies/equipment.

8. Shift Change Information

Review the following information during a shift change.

1. The radio channel(s) in use (CH #1: 147.570 MHz, CH #2: 146.460 MHz).
2. Any other radio, power, or antenna details.
3. List of checked in members; call signs, tactical call signs, and location.
4. Review the Log.
5. What is going on in general; what changes are expected.
6. Any pending activity: messages, replies, and action items.
7. Site logistics: toilet, food, water, etc.

9. NCS Log

1. Use this NCS Log to capture message requests between stations. Create this form if not available.
2. The definitions of the columns are as follows:
   (1) Message ID. The ID number assigned once the originating station is granted permission to send its traffic.
   (2) Priority. The Urgency of the message (see below).
   (3) Time. The time when the request to pass traffic was received.
   (4) Originating station. The Tactical or FCC Call sign of the initiating (From) station.
   (5) Receiving Station. The Tactical or FCC Call sign of the receiving (To) station.
   (6) Time Ack. The time the Receiving Station acknowledges the message.
3. If an official NCS Log is not available, draw 6 columns on a sheet of paper as shown below.

DATE:_____ **Event No:**_____

(1) Msg ID	(2) Priority	(3) Time In	(4) Originating Station	(5) Receiving Station	(6) Time Ack