

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