

This checklist is used by operators assigned to Fire Stations in Cupertino.

1. Before the event

- _____ 1. Review/Update the CARES/Fire Station Response Plan.
- _____ 2. Inventory and update your Basic Deployment Equipment (see Section 7)

2. During the event; first shift

- _____ 3. Report to EOC and sign in.
- _____ 4. Get a tactical Call Sign and frequency.
- _____ 5. Pick up the Fire Station Response Kit. Inventory its contents (see Section 6).
- _____ 6. Proceed to your assigned Fire Station.
- _____ 7. Find and check in with the Fire Station Captain (if available) and notify them of your presence.
- _____ 8. Locate the Antenna Drop. See the attached map.
- _____ 9. If required, find and establish a workspace and set up any equipment and processes.
- _____ 10. Connect the Antenna Drop extender cable located in the response kit.
- _____ 11. Connect the necessary adapters between the extender cable and your radio.
- _____ 12. Begin and maintain the Field Station Log.
- _____ 13. Check in with Net Control and inform them the position is staffed.
- _____ 14. Originate and receive CARES net traffic for your location as necessary.
- _____ 15. Provide situation status reports to the EOC, Plans Section.

3. Shift Change

- _____ 16. When contacted by the next shift CARES member, review all relevant information and status (see next page, Section 5).
- _____ 17. Find and inform Fire Station Person in Charge of the shift change. Introduce your replacement.
- _____ 18. Make the appropriate shift change entry in the Field Station Log.
- _____ 19. Check in with Net Control and inform them of the shift change.
- _____ 20. Perform Steps 13 and 14 above as required.

4. After the Event

- _____ 21. Complete all paperwork. Make final Field Station Log entries.
- _____ 22. Submit all logs, receipts, and paperwork to the CARES EC.
- _____ 23. Determine the need to restock equipment/supplies for the response kit.
- _____ 24. Return Response Kit to EOC. Notify the EC of any material to be replaced.
- _____ 25. Participate in the event debrief session to identify needed changes to methods, material, or procedures.

5. 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. All the tactical call signs and where the stations are located; include names and FCC call signs if known.
- 4. Review the Log.
- 5. If a telephone is accessible, its location and the phone number _____
- 6. The officials or others you are serving; how to find and recognize them.
- 7. The purpose of the station.
- 8. Any station protocol,
- 9. What is going on in general. What changes are expected.
- 10. Any pending activity: messages you have sent, replies you expect, and who should get them.
- 11. Where is the toilet, food, water, etc.

6. Response Kit Inventory

- _____ 1. Fire Station Response Checklist
- _____ 2. Fire Station Response Kit Inventory List
- _____ 3. Map to City Fire Stations
- _____ 4. Antenna Drop location reference
- _____ 5. Antenna Drop Extender Cable, 50 ft, BNC-to-BNC
- _____ 6. BNC Male-to-Male adapter
- _____ 7. SMA-to-BNC Male adapter
- _____ 8. Tool Kit (Screw Driver, Pliers, Tie Wraps)
- _____ 9. Field Station Logs
- _____ 10. Postits, 3" x 5" 2 pads ea
- _____ 11. Pens, Pencils, qty 2
- _____ 12. Pencil Sharpener
- _____ 13. Pad of Paper, qty 2
- _____ 14. Clip Board

7. What you should bring -- Basic Deployment Equipment

- _____ 1. 2 Meter HandiTalkie (HT), additional power source
- _____ 2. DSW Card, FCC License, City Identification Card
- _____ 3. Appropriate Clothing
- _____ 4. Food and water