

This checklist is used by operators responding to the EOC Radio Room and assigned to the CARES and County Voice Net positions.

**1. Before the event**

- \_\_\_\_\_ 1. Update CARES EOC Radio Room Procedures in SOP as necessary
- \_\_\_\_\_ 2. Review and practice NCS procedures.
- \_\_\_\_\_ 3. Perform quarterly radio transmission checks of the EOC Radios.

**2. During the event; first shift**

- \_\_\_\_\_ 4. Report to EOC and receive your operating position assignment.
- \_\_\_\_\_ 5. Turn on the following radios (refer to the radio procedures):
  - TM-2530A 2 Meter
  - TM-742A 2 meter/440
  - TM-401B 440
- \_\_\_\_\_ 6. Get a copy of the Communications Action Plan from the EC.
- \_\_\_\_\_ 7. Begin and maintain the Station Log.
- \_\_\_\_\_ 8. Check in with Net Control and inform them the EOC Radio Room is staffed.
- \_\_\_\_\_ 9. Receive messages addressed to the EOC. Ensure you record the following information:
  - \* From who
  - \* Who to reply to
  - \* Locations, include cross-streets if necessary
  - \* Time received the message
- \_\_\_\_\_ 10. Originate messages from your location as necessary.

**3. Shift Change**

- \_\_\_\_\_ 11. When contacted by the next shift CARES member, review all relevant information and status (see next page, Section 5).
- \_\_\_\_\_ 12. Make the appropriate shift change entry in the Station Log.
- \_\_\_\_\_ 13. The person being relieved informs the EC of the shift change.
- \_\_\_\_\_ 14. Contact Net Control and inform them of the shift change.
- \_\_\_\_\_ 15. Perform Steps 9 and 10 above as required.

**4. After the Event**

- \_\_\_\_\_ 16. Complete all paperwork. Make final Station Log entries.
- \_\_\_\_\_ 17. Submit all logs, receipts, and paperwork to the CARES EC.
- \_\_\_\_\_ 18. Determine the need to restock equipment/supplies for the response kit.
- \_\_\_\_\_ 19. 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. 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.