

Appendix A – Activation Checklist

This checklist is provided so that amateur radio emergency communications leaders may track milestones during an emergency/disaster activation of amateur radio resources. It is suggested that copies of this appendix be made and a separate copy used as the checklist for each activation.

A1 Activation Checklist – Served Agency

√

- A1.1 The served agency contacts the Duty Officer at the emergency management department in the local jurisdiction to request activation of amateur radio emergency communications personnel.

Although NIMS and ICS compliance mandates that no emergency responder or NGO volunteer may “self deploy” to an incident, nothing in this plan prohibits this message being communicated via amateur radio if requested by the served agency leader.

A2 Activation Checklist – Local Emergency Management Department

√

- A2.1 If not already assigned for this incident, the emergency management department in the local jurisdiction obtains a mission number from the Washington Department of Emergency Management.

Nothing in this plan prohibits this message being communicated via amateur radio if requested by the local Emergency Manager.

- A2.2 Emergency management personnel contact the local amateur radio emergency communications leader(s) using the contact list on file.

In preparation for activations, the amateur radio contact list on file with the emergency management department in the local jurisdiction should be kept up-to-date as often as necessary.

A3 Activation Checklist – Local Jurisdiction Amateur Radio Leaders

√

- A3.1 Receive activation notice and mission number from the emergency management department in the local jurisdiction.
- A3.2 Discuss activation parameters with the emergency management department in the local jurisdiction.
- A3.3 Notify affected amateur radio emergency communications personnel and disseminate the mission number and activation parameters.
- A3.4 If it is probable that the incident may expand, initiate a general alert notification using the standard call-out procedure to advise all amateur radio emergency communications personnel what is happening.

Amateur Radio Emergency Communications Interoperability Plan

- A3.5 Notify the ARES District Emergency Coordinator (DEC), the ARES Section Emergency Coordinator (SEC), and the ARRL Section Manager (SM) of the situation (as a matter of protocol for ARES organizations and as a courtesy in other local organizational structures).
- A3.6 Amateur radio emergency communications personnel deploy with any/all necessary communications equipment, 72 hour personal support kit, and documentation (copy of Amateur License, Emergency Worker Card, operating aids) to support the mission.
- A3.7 All locations with amateur radio emergency communications personnel begin a station log and a State of Washington Emergency Worker Daily Activity Report (Form EMD-078).
- A3.8 As needed, plan for multiple shifts and relief operators at each location.
- A3.9 If it is probable that the incident may expand, initiate a notification to amateur radio emergency communications leaders in adjacent Washington State Regional Homeland Security Coordination District IV jurisdictions.
- A3.10 If amateur radio emergency communications personnel from adjacent jurisdictions are needed to assist with incident communications, initiate a formal request for their services through the emergency management department in the local jurisdiction.

A4 Activation Checklist – Regional Amateur Radio Leaders

√

- A4.1 Receive activation notice and mission number from the emergency management department in the local jurisdiction.
- A4.2 If not already known prior to the official activation, discuss activation parameters and logistics support with amateur radio emergency communications leaders in the affected jurisdiction(s).
- A4.3 If required, activate the Washington Region IV Emergency Operations Net and/or the radio rooms in the Emergency Operations Centers in some/all of the affected counties.
- A4.4 Provide communications support to the affected jurisdiction(s) as needed.

A5 Deactivation Checklist

√

- A5.1 Confirm that all locations with amateur radio emergency communications personnel secure their station(s), close out the station log, and complete Form EMD-078.
- A5.2 Confirm that all activated amateur radio emergency communications personnel have safely reached their respective residences.
- A5.3 All station logs and completed Forms EMD-078 to the amateur radio emergency communications leader in the local jurisdiction.

Amateur Radio Emergency Communications Interoperability Plan

- A5.4 The amateur radio emergency communications leader in each local jurisdiction forwards all completed Forms EMD-078 and other pertinent incident documentation to the emergency management department in the local jurisdiction.
- A5.5 All activated amateur radio emergency communications personnel complete an After Action Report (AAR) and send it to the amateur radio emergency communications leader in their local jurisdiction.