



# Garland Radio Amateur Civil Emergency Service

## Garland Amateur Radio Emergency Service



### Common Responsibilities (for Activations)

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It is the responsibility of each Garland RACES/ARES® communicator to be prepared with the proper dress, equipment, knowledge and demeanor to support the assigned task. If you are uncomfortable with or unable to perform your assignment, let the Staging Manager know so that you may be re-assigned appropriately.

Once alerted by one of the alert methods, monitor the directed frequency (see Frequency Plan) for instructions and proceed as directed. You may be directed to a staging area or to an assignment.

#### Before Leaving (or periodic recheck)

- Access personal readiness for incident and climate (clothing, medications, money, equipment guides, etc.)
- Maintain a check list of your equipment and personal “Go-Kit” – (refresh as needed)
- Review your Operations and Procedures Notebook –(update and re-stock forms as needed)
- Inform others as to where you are going and how to contact you
- Obtain directions to Staging Area

#### At Staging

- Check in at Staging Area - Complete and turn in a BLMRS card
- Obtain briefing from Staging Manager, R.O., or Resource Team Leader (RTL) regarding incident/event/situation
- Receive Job assignment, reporting location and travel instructions
- Obtain Frequency Plan/ICS-205 (or use Garland RACES/ARES® Frequency Plan)
- Verify equipment needed for assignment

#### At Assignment

- Check in with the on site leader or official
- Check in with Net Control to inform you are on site
- Determine location to set up equipment
- Set up your equipment with safety in mind
- Establish radio contact with net control per frequency plan
- Prepare and maintain report forms for your task, actions and events (ICS-213, 214, 309, etc.)
- Use clear text and ICS terminology in all radio communications (no codes, use standard phonetics)
- Be mindful of HIPPA concerns
- Carry out assignments as directed

#### At end of shift or demobilization

- Brief relief communicator on ongoing operations when relieved
- Retrieve all personal gear and return you area to pre-arrival condition
- Check out with net control or return to staging area if directed
- Report to Staging Area for rest and recovery (R&R), reassignment or deactivation
- Participate in after action activities as directed

#### Team Leader Responsibilities

- Review common responsibilities
- Participate in incident meetings and briefings as required
- Determine current status of unit activities
- Determine resource needs
- Order additional resources as needed
- Provide unit with status updates and reports
- Assign specific duties
- Maintain personnel accountability status
- Monitor safety and security of unit
- Supervise demobilization
- Collect and maintain all unit records and forms