Virginia RACES RADIO OPERATOR BRIEFING SHEET

Rev23May03 All previous versions obsolete - *Record everything on this sheet that your relief operator needs to know!*

INCIDENT DATE_____MY ASSIGNMENT IS _____ LOCATION_____

MY TACTICAL CALL IS _____SERVED AGENCY IS:_____
_____

SERVED AGENCY STAFF ARE RECOGNIZED BY: _____
__

NEAREST TELEPHONE <number>: _____-_____ - _____ IS LOCATED: _____

WATER AND FOOD ARE LOCATED:: _____TOILET IS LOCATED:_____

ACTIVE NETS ARE: *(refer to RACES Quick Reference or ICS 205 Comm Plan Template)*

Radio Type/Cache	Channel ID	Function	Frequency / Tone	√ MY Assigned Nets	Tactical Call of NCS
		OPNET RPTR			
		LOGNET RPTR			
		ADMIN RPTR			
		LOCAL SIMPLEX			
		DIGITAL			
		HF			

_____

I MUST MAINTAIN CONTACT WITH:

TACTICAL CALL:_____ ASSIGNMENT _____ LOCATION: _____

TACTICAL CALL:_____ ASSIGNMENT _____ LOCATION:_____
_

TACTICAL CALL:_____ ASSIGNMENT _____ LOCATION: _____

TACTICAL CALL:_____ ASSIGNMENT _____ LOCATION:_____

TACTICAL CALL:_____ ASSIGNMENT _____ LOCATION: _____

TACTICAL CALL:_____ ASSIGNMENT _____ LOCATION:_____

PENDING ACTIVITY IS:

_____
_____
_____

Form Continues on back >

CHANGES MADE / EXPECTED:

Log all messages and events on your ICS Form 309 Communications Log, use this only as reminder to your relief operator for messages which you have sent for which you are expecting a reply:

TIME: ***MSG. SENT TO:*** ***REPLY IS EXPECTED:*** ***FOR DELIVERY TO:***

REMARKS: