

SOG 18: DRT Activation Checklist

Last revision: Thursday, May 27, 2004

Page 1 of 2

Upon notification by your Team Leader of Level II - When put on standby:

- (1) Make sure that your family is safe and secure.** Before you respond, make sure that your family is provided for, that they know where you're going, and work out a method to get in contact. This may be handled by giving him/her the name and phone number of the RACES Logistics NCS, with instructions to call if something is urgent.
- (2) Check into the RACES Logistics Net;** monitor the frequency for updates and assignments. Use this time to review your RACES Quick Reference to update any information needed.
- (3) Prepare yourself.** Make sure that you have your 24-hour kit in your vehicle, food and drink for the day. Always carry rain gear, an extra warm layer of clothing, work boots and extra dry socks. Check the NOAA weather radio and ensure that you have suitable clothing for any weather changes anticipated within the next 24 hours. Be absolutely sure that you have a copy of your FCC license and your RACES ID badge.
- (4) Check your gear.** Turn radios on, check batteries, tighten antenna connections; make sure that the equipment you'll need is on hand, loaded in the vehicle, and ready to go.
- (5) Fuel your vehicle,** if your tank isn't full. **Also check** tire pressure and oil levels, head/tail/turn lights, auxiliary lighting (both warning and illumination), and signage.
- (6) Obtain sufficient food and water** to last 24 hours without re-supply.
- (7) Start your Personal Log** (ICS 214a.)
- (8) If time allows, review the material** in your handbook, focusing on the sections dealing with relay and logging procedures. Re-acquaint yourself with the ICS and RACES forms.
- (9) Upon arrival let LOGSNET NCS know that you've arrived.** Team leaders send an activation report, once the assembled team has arrived on-assignment and is operational.

ST <alerting official>@<PBBS> <if sent via packet>

SUBJECT: ACTIVATION REPORT <insert jurisdiction name, city, state>

<THIS IS A DRILL>

[1] <jurisdiction city or county> RACES ACTIVATED LEVEL III

[2] LOCAL TIME

[3] LIAISON STATION TACTICAL CALL SIGN

[4] LIAISON STATION LOCATION <name of facility, hospital, EOC, etc>

[5] SERVED AGENCY

[6] SERVED AGENCY CONTACT AND TITLE

[7] VOICE TELEPHONE <10 digits>

[8] FAX TELEPHONE <10 digits>

[9] EMAIL ADDRESS(es)

[10] AVAILABLE OPERATING FREQUENCIES AND MODES

<THIS IS A DRILL>

/SIGNATURE/ <YOURCALL><APPOINTMENT>

- (9) Find the incident check in point;** and notify the RACES Field Team Leader of your arrival.
- (10) Obtain your assignment;** make sure that you know what frequencies are in use, which nets are active, and any mission-specific information. If a SAR mission, be sure you have the Injury

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Page 2 of 2

and fatality codes. IF available, get a copy of the Incident Radio Comm Plan (ICS 205).