

Virginia RACES SOG 19: DRT Forms Used On Activations and Missions

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The forms referenced are supplied as supplemental PDF files, distributed with this SOP. Please print them out and refer to them for line-by-line instructions. You are required to print out copies, and carry these forms whenever activated. Suggested quantities are given for each form.

Four essential forms that all VA RACES members must carry – “Team member forms pack”

Virginia RACES Quick Reference

This Virginia RACES original form is a response aid for use by individual field team members to record operating frequencies and contains useful reference information of particular help for trainees, but handy for everyone.

Everyone Carry 1

VA RACES Operators Briefing Sheet. OPBRIEF.pdf This Virginia RACES original form is used by individual operators for events which carry over to more than one operational period. It is used to record the field team leader’s and served agency instructions, situation updates, working frequencies, and ongoing activity. Write down verbal orders and to pass the briefing sheet with all pertinent information to your relief operator at shift change, to ensure continuity of operations.

Everyone Carry 2

VA RACES Modified ICS 309: Communications Log

This form is used to keep a chronological record of contacts at each radio operator’s position. If provided with a logging form by your served agency, theirs may be substituted. Also use this sheet to keep track of your activities when you are given a solo assignment, time you went on duty, when you were released, times when you took breaks, anything you observed, changes made to your location or operating assignment, etc. In short, anything that happens to you, which may have an impact on performance, safety, or the success of the mission.

Everyone Carry 5

VA RACES Modified ICS 213 Message Form

The ICS-213 is the standard message form used in most incident written communications. It is designed for rapid, efficient transmission whether over radio, over a telephone, or Faxed. Used whenever you receive or need to transmit a formal message. Your local EOC message blank or forms provided by the served agency may be substituted.

Everyone Carry 10

In addition to the above, Field Team Leaders and Radio Officers are required to carry:

VA RACES Team Tracking Form – STATUS. PDF

This is a Virginia RACES original form, used by field team leaders and officials to record simple radio communication plans and track operational teams that you are in contact with, so that you know in an instant that personnel who are available, assigned or allocated, but in transition, when they went into service. Use ICS Form 204 Assignment List instead if requested by the served agency.

Radio officers and field team leaders Carry 5

VA RACES Modified ICS 205 Radio Communications Plan

This form is used for major incidents to record radio system authorization, function and assignments. If requested by the served agency a generic ICS205 is used for incidents requiring interoperability between amateur radio and public safety systems. For local exercises of limited scope a simple communication plan on STATUS.DOC, duplicated on OPBRIEF may be used.

Radio Officer and Field Team Leaders Carry 2

VA RACES Risk Assessment Worksheet

This form is required to be completed for all whenever VA RACES personnel are deployed in field locations other than indoor facilities under the direct management and control of a served agency. This detailed checklist of health and safety guidelines enables field team leaders and radio officers to systematically assess hazards and covers common safety considerations such as weather, antenna erection, use of portable generators, equipment set-ups, vehicle use, etc.

Radio Officer and Field Team Leaders Carry 2

The following forms may be requested by certain served agencies. Radio Officers and Field Team Leaders should be familiar with them and carry them if requested by local plans with the served agency. If your served agency requires use of other generic ICS forms, these need to be included in your local plans, training, exercises and drills. Unless required by Emergency Management their use is *optional* for VA RACES operations.

Radio Officer and Field Team Leader Forms for use when requested by the served agency

ICS 201B: SAR Missing Person Report Worksheet

The ICS-201B is a specialized form used to initiate Search and Rescue Operations and records critical details about the missing person, place last seen, subject's trip plans, outdoor experience, contacts, overdue groups, actions taken so far.

Radio Officers and Field Team Leaders Carry 1.

ICS 204: Assignment List

This form is used to record and track the assignment of equipment and personnel resources and instructions. In most Virginia RACES operations STATUS. PDF is used unless the ICS form is requested by the served agency. Several variations exist, any of which may be used.

Radio Officers and Field Team Leaders Carry 2

Generic ICS 205 Radio Communications Plan

The generic ICS com plan form should be used when provided by served agencies to record radio system authorization, function and assignments, for incidents requiring interoperability between amateur radio and public safety systems. *If no incident area frequency coordination with public safety frequencies is required and only amateur frequencies will be used, the Virginia RACES Modified ICS Form 205 Communication Plan Template shall be used.* For local exercises of limited scope a simple communication plan on STATUS. PDF for team leaders and duplicated on OPBRIEF.PDF for team members may be used.

Radio Officers and Field Team Leaders Carry 2

ICS 214: Unit Log

This keeps track of the activities of a team (2 or more people.) There are spaces to list the team members and their duties, as well as the major events. Completed *by Field Team Leader on ICP or Relay assignments only when requested by the served agency.* For most Virginia RACES operations STATUS.PDF is used instead.

Radio Officers and Field Team Leaders Carry 2