

OCRACES - Activation Quick Reference Guide

This outline provides a general sequence to a typical Communications Activation, showing the tasks to complete at each step. The first hours of activation are rapidly changing as the leadership responds and determines the necessary resources. Some steps may be added and some omitted, or compounded if limited resources are available. Communications responders need to always be flexible and prepared for changes without notice. Use the appropriate Communications activation forms to aid in planning, responding, and documenting activities.

Activation Step	Tasks to Complete
<input type="checkbox"/> Communications pre-activation (Potential incident is forecasted, observed, or experienced)	<input type="checkbox"/> OCRACES leadership notifies members (Pager, AlertOC, email, etc.) <input type="checkbox"/> Communicate with family first, welfare check <input type="checkbox"/> Contact Team Leader and advise availability <input type="checkbox"/> Check vehicle & equipment
<input type="checkbox"/> Communications gets activated	<input type="checkbox"/> Complete steps above also <input type="checkbox"/> Grab Go-Bag <input type="checkbox"/> Contact Net Control & Monitor frequencies <input type="checkbox"/> Provide shift availability
<input type="checkbox"/> Communications Team assembled	<input type="checkbox"/> Comms Leader, Net Control Operator, and Responders are assigned <input type="checkbox"/> 1 st Shift filled, 2 nd Shift scheduled (12 hr shifts)
<input type="checkbox"/> Comms Team responds to EOC (at least 2 people to start)	<input type="checkbox"/> Emergency Manager reports to EOC <input type="checkbox"/> EOC Radio Room staffed <input type="checkbox"/> Radios – 1 operator, 1 documenter
<input type="checkbox"/> Net Control Operator assigned. (May operate from EOC or in field) (ideally, 2-man team)	<input type="checkbox"/> Activate & guard frequencies <input type="checkbox"/> Announce OCRACES Activation <input type="checkbox"/> Conduct on-air roll call <input type="checkbox"/> Collect availability – use staffing sheet <input type="checkbox"/> Broadcast situation reports <input type="checkbox"/> Log radio traffic
<input type="checkbox"/> Comm Teams dispatched to the field (optional) (preferably 2-man teams)	<input type="checkbox"/> Establish & maintain & monitor comms at sites <input type="checkbox"/> Notify Net Control upon departure & arrival <input type="checkbox"/> Notify field supervisor when checking in & out
<input type="checkbox"/> Other Teams & Assets deployed to field	<input type="checkbox"/> Log departure and arrival times <input type="checkbox"/> Notify Net Control upon departure & arrival <input type="checkbox"/> Net Control tracks status of all field units
<input type="checkbox"/> Shift Change	<input type="checkbox"/> Advise relief of current situation & duties <input type="checkbox"/> Notify Net Control & field supervisor when checking in & out <input type="checkbox"/> First shift completes paperwork & reports
<input type="checkbox"/> Incident continues or de-escalates	<input type="checkbox"/> Continue to log traffic
<input type="checkbox"/> ...	<input type="checkbox"/> ...
<input type="checkbox"/> Communications demobilized	<input type="checkbox"/> OCRACES leadership advises demobilization <input type="checkbox"/> Notify Net Control & field supervisor when checking in/out <input type="checkbox"/> Pack up & return equipment to owners/ chapter <input type="checkbox"/> Complete necessary paperwork & reports