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.

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