

When first arriving at a Shelter...

- Sign In to Shelter as Staff
- Locate and introduce yourself to the Shelter Manager / Deputy Manager and explain your “function” to him/her. Show your credentials and any other ID they request.

Remember at all times that the Shelter Manager / Deputy is “your boss” in this situation. Treat them accordingly.

- Look Around to get the “feel” of shelter. (Is it just opening or already occupied? Try to get some info on how many people are being housed?)
- Locate your “workplace.” Determine how “secure” it is.
- Bring in your “radio gear”
- If there is an antenna pre-installed, connect your radio to it. If not, determine where you will locate your portable antenna and how you will route the coax.
- Test the radio / antenna to make sure everything is working.
- Prepare Log / Activity Sheets, lay out a supply of message forms, ICS 213 forms, pens and scratch paper.
- Contact your Area Net Control Station and “log in”

Tasks that 1st Shift is expected to perform at “handoff” to 2nd Shift / and Questions they should ask:

NOTE: This scenario posits that the arriving 2nd Shift hams are NOT known to the departing 1st Shift hams...

- Welcome the new arrivals
- Ask if they “Signed In” to the Shelter as staff
- Ask to see their Credentials.

Note: A valid ARES or ARES/ALERT ID means a background check has been performed. Absent that, the new arrival should have some form of Emergency Management Temporary ID, which means that the check has been performed that day.

- Verify Credentials with their Driver’s License
- Ask to see their Amateur Radio License
- Introduce the new guy(s) to the Shelter Manager and Deputy
Extra credit: Have the SM and Deputy changed from 1st Shift?
- Show the new guy(s) around. Locate restrooms, food, etc.
- Discuss the situation (brief overview of the past shift)
- Define operating frequencies and alternates
- Define the Tactical Call being used (if not, what ID is being used?)
- Show Logs / Activity Records
- Show / Discuss any “Open” Action Items / Messages.
(Messages sent with a reply expected/required, but no reply yet)
- Advise the new guy(s) if there are any problems / things to watch for

Tasks that 1st Shift is expected to perform at “handoff” to 2nd Shift / and Questions they should ask:

- Contact NCS and Report that you are being relieved. Allow the “new guy” to give NCS their info.
- Note the time of transfer in the Log / Activity Sheet
- Take all “Personal Items” with you when you leave

The following question was added during discussions of the Table-Top exercise:

- Are roads passable? Any major roads closed?

Tasks that 2nd Shift is expected to perform / Questions they should ask:

- Sign In to Shelter as Staff
- Look Around to get “feel” of situation
- Locate and meet 1st Shift Hams
- Offer ID / Driver’s License / Ham License
- Define “Who’s In Charge” at the Shelter & Deputy

One of the 1st shift hams should introduce the “new guys” to the Shelter Manager / Deputy

- Learn “Housekeeping Items” (where are restrooms, food, etc)
- Discuss the situation (what’s happened last 8 hrs)
- Verify operating frequencies being used and alternates
- Verify what Tactical Call is being used
- Look over the Logs / Activity Records
- Determine if there are any “Open” action items /messages
(Messages sent with a reply expected/required, but no reply yet)
- Determine if there are any problems (things to watch for)
- Contact NCS and Report In (Give name, call, member #s)
- “Officially Relieve” the first shift operator(s)
- Note the time of transfer in the Log / Activity Sheet

The following question was added during discussions of the Table-Top exercise:

- Do we need to bring our radios in or will these be left for us to use?