



# Lee County ARES®

## Initial Shelter Checklist

**When the first team arrives at the shelter. (all other shifts refer to shift change checklist)**

- ☐ Sign into 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.  
Always remember that the Shelter Manager/Deputy is “in charge” 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 and backups to make sure everything is working.
- ☐ Verify frequencies to be used and repeater statuses
- ☐ Prepare Log/Activity Sheets, lay out a supply of message forms, ICS forms, pens, pencils and scratch paper.
- ☐ Contact your Area Net Control Station and “login if established otherwise contact W4LCO at EOC when you become operational.
- ☐ Verify Tactical Call Signs to be used
- ☐ Do not leave the shelter without approval from ARES leadership at the EOC

Performed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_