



# 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, introduce yourself and explain your “function” to the Shelter Manager/Deputy & Lee County Sheriff Deputy on duty. Show your credentials & 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: \_\_\_\_\_