



Lee County ARES®

Shift Change Shelter Checklist

Tasks Current and Incoming Shift is expected to perform at “handoffs” and Questions they should ask:

- Incoming shift Hams Locate and meet current Shift Hams
- Current shift, Welcome the new arriving Hams
- Verify incoming shift has “Signed In” to the Shelter as staff
- Ask incoming hams about road conditions.
- If the arriving hams are NOT known to the departing hams, verify credentials
 - Verify assignment with Lee County ARES Leadership
 - Valid ARES ID or Shelter Temp ID
 - with their Driver’s License
 - Ask to see their Amateur Radio License
- Introduce the new arriving Hams to the On Duty Shelter Manager and Deputy
- Show new incoming Hams around. (restrooms, food, etc.)
- Discuss the situation (brief overview of the past shift)
- Review operating frequencies and alternates
- Review the Tactical Call being used
- Review Logs/Activity Records
- Discuss any “Open” Action Items/Messages. (Messages sent with a reply expected/required, but no reply yet.)
- Review any problems or things to watch for
- Contact NCS and Report that you are being relieved. Allow the new arrivals to log in and give NCS their info.
- “Officially Relieve” the first shift operator(s)
- Note the time of transfer in the Log/Activity Sheet
- Take all “Personal Items” with you when you leave

Signature Current Ham : _____ Date: _____ Time: _____

Signature Incoming Ham: _____ Date: _____ Time: _____

