Colorado ARES
Region 1 District 1
Standard Operating Procedures - Activation

Purpose:

The purpose of this document is to serve as a reference to the members of the Colorado Amateur Radio Emergency Services (ARES) Region 1 District 1 (Larimer and Weld counties). In the following sections, all procedures will be outlined so that everyone has a consistent view of what they should be doing in the various situations, and what they can expect from others in the organization.   If you have any questions on the 'why' of this procedure, contact the Lead ARES member/contact of your facility.

Deployment:

As ARES members we NEVER self-deploy, as this will add to the confusion of what can already be a stressful situation and add to the burden of properly tracking assets and team members.   A notice of activation will come from one of the following:

1. Incident Emergency Coordinator
2. EOC Manager

Once ARES has been activated from the proper authorities individual ARES Members will receive notice and deployment assignments from one of the following directly or indirectly via proper Net.

1. ARES Region 1 District 1 Emergency Coordinator
2. ARES Facility Lead/Director

If you hear or see an emergency situation that may need the assistance of ARES, it never hurts to prepare yourself and equipment in anticipation of possible deployment.

Activation:

Depending on the type and size of an activation ARES will initiate an Operations Net that may serve as the Resource Net in smaller activations. If the activation deems necessary ARES will also initiate a Resource Net on a separate frequency. When an Activation occurs follow these steps:

1. Determine your availability for the activation.
    a. Time you can leave for deployment
    b. Duration of availability
    c. Equipment you have available if necessary
    d. Any restrictions you may have in regard to the deployment
2. Contact the Net Control Station (NCS) of the Resource Net to check in and let them know your availability. If no Resource Net has been initiated contact the NCS of the Operations Net. The primary frequencies unless otherwise stated for the Nets are as follows:

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   a. **Primary Operations Net:** 447.275 (negative offset, 100Hz tone)
   b. **Primary Resource Net:** 145.115 (negative offset, 100Hz tone)
      i. If you unaware of the alternate frequencies refer to the ICS-205 Comms Plan for more information.
3. Continue to monitor the appropriate Net for resource assignment, as the NCS will notify you there if and when you are needed to deploy. If for any reason during the waiting process, your availability changes or you become unavailable immediately notify the NCS that your deployment availability has changed.
4. If and when the NCS contacts you with an assigned deployment let them know if you are ready to leave immediately or your approximate time to finish getting ready to deploy. When you are ready to leave your current location notify the NCS that you are enroute to your assignment.
5. When you have reached your assignment notify the Resource Net you have reached your assigned location and will be changing frequency to the Operations side of the deployment.

While on a deployed assignment you should be tracking all vital radio communications on the appropriate ICS documents. While you can maintain electronic logs, you should have paper copies of each form on hand in case of power/equipment failure. If you are keeping a digital record, you should always have a copy backed up on a removable drive just in case of equipment failure so they are not lost and can be recovered.

These forms can include but not limited to:

- ICS-205 Comms Plan
- ICS-214 Activity Log
- ICS-309 Communications Log
- ICS-213 General Message
- ICS-213RR Resource Request

If your assigned location has more than one radio operator, you as a team may assign specific tasks to individual members, such as Radio Operator, Scribe, Runner, etc. This can help make your location as effective as possible and lessen the chance of tasks being duplicated un-necessarily. Everyone should familiarize themselves with all aspects of operation and have the ability to fill any particular role assigned to them on location.

6. We should **ALWAYS** do our best to do anything that is asked of us by the EOC Manager and/or Incident Commander.
7. When your assigned operational period is ending, finalize any documents you have been keeping and turn them over to the Lead ARES member at your location. Upon leaving your location notify the Operations NCS that you are finished with your operational period and leaving the facility and wish to check out of the operations Net. Once you have checked out of the Operations Net you should switch back to the Resource Net frequency and notify the Resource NCS that you are finished with your operational period and requesting to check

out of the Resource Net. In some circumstances you may be required to finalize your check out once you have reached your home location or destination due to deployment requirements. This may not always be the case, but you should ask the Resource NCS if it is.

Demobilization:

Demobilization occurs when the EOC Manager and/or the Incident Commander deems the service is no longer needed or the Incident is over. You may be asked to remain on standby in some circumstances. When Demobilization occurs, the following steps should be followed:

1. Finalize and organize all documents that you have had the responsibility of keeping.
2. Turn ALL documents over to the ARES team lead on location.
3. The ARES team lead will review and verify all documents are properly filled out and completed prior to turning them in to the proper EOC Section Chief.
4. Inventory and return any and all equipment used during the activation to its proper location and state of storage. If any equipment was borrowed or loaned out to any other team, plan to collect or return the equipment to the proper owner/facility in a timely manner.
5. Prepare any documents or notes that may be needed for a Hotwash and/or Incident Debrief. All ARES Members deployed may not be required to attend the Hotwash/Incident Debrief, if this is the case turn ALL prepared documents and/or notes over to the ARES team lead so they have all information needed for the Hotwash/Incident Debrief.
6. If the Hotwash and/or Incident Debrief is scheduled to occur at a later time let the Section Chief and/or EOC Manger, you are ready to leave. Also, as a curtesy let them know that if they have any questions prior to the Hotwash/Debrief to feel free to contact the Locations Lead ARES member for the incident by providing them with the appropriate contact information if they do not already have it.
7. When leaving contact, the Resource NCS and inform them you are demobilized and heading home. Ask if they need you to finalize your checkout once at your home destination.

James Dixon
_____
Printed Name of District Emergency Coordinator

James Dixon
_____
Signature

08/21/2022
_____
Date Signed