

## **NH Bureau of Emergency Management NH-ARES Seabrook Checklist**

### **State EOC**

1. Operator arrives and signs in (Sign-in book is in EOC itself)
2. Get the current Emergency Activation Level (EAL) and Seabrook Status from the Communications Room operators.
3. Get copy of EOC contact list from Communications Room.
4. Turn on computers, open email client, set radio console to Kensington repeater.
5. Sign in to WEB-EOC (if trained)
6. Start Radio Log Sheet (Form 120F). Log significant contacts and all messages.
7. Check into the net if already operating, or just announce presence and see if any other ARES stations are on frequency.
8. Keep duplicate net roster on Seabrook NPS Emergency Net List form (on ARES computer and website). Make manual copy of roster and give to Communications Room operators.
9. Receive any messages or status reports (300B forms) and pass on to Communications Room operators. Use ARRL-ICS-213 forms for general messages (on ARES computer and website)
10. Transmit any messages handed to you from the Communications room.
11. At conclusion of event, file logs with John Wynne, BEM Chief of Comms. Sign out.

### **Newington IFO**

1. Operator arrives and signs in.
2. Turn on and test 2m radio. Check in to net, or make contact with any other ARES stations. Start net if not already operating or someone else is about to do so.
3. If no C&C operator has arrived, turn on C&C radio and call State EOC to let them know you are operational. Monitor and operate C&C radio until regular operator arrives, in addition to 2m radio.
4. Start Radio Log Sheet (form 120F). Log significant contacts and all messages.
5. Transmit any 300B forms or other messages to listed recipients when asked. Read block numbers only not block titles followed by the block's contents.
6. Receive and deliver any incoming messages.
7. At conclusion of event/exercise, close logs and sign out.

### **EPZ Town EOCs**

1. Operator arrives and signs in.
2. Turn on 2m radio and test.
3. If no C&C operator has arrived, turn on C&C radio and call State EOC to let them know you are operational. Monitor and operate C&C radio until regular operator arrives, in addition to 2m radio.
4. Start Radio Log Sheet (form 120F or local form) Log significant contacts and all messages.
5. Receive any incoming messages, including 300B status reports. Deliver to appropriate operations staff if requested otherwise hold copy at your station (actual person may vary from town to town).
6. Transmit any outgoing messages when asked.
7. At conclusion of event/exercise, close logs and turn in as per any local procedures. Complete any radiological monitoring procedures and forms, turn in dosimeter. Sign out.

NOTE: If town EMD has different procedures from above, follow those instead.

**GENERAL NOTE:** For exercises, say **This is a drill** at the end of all transmissions, and in the beginning, middle, and end of any long messages.