

City of Milpitas
Emergency Operations Center
Activation Checklist
ARES/RACES

First person to arrive...

- Sign in with the Logistics Section Chief
- Put on EOC vest and RACES Duty Officer ID badge
- Move roll-around files from under the work surface to the opposite wall
- Locate two chairs and move them to the RACES operating position
- Unlock the RACES storage cabinet
- Take out the EOC-to-EOC radio and the 146/440 and 222 RACES radios
- Connect the EOC radio to Antenna Port 3; connect the other radios to remaining ports
- Check in on the EOC radio net using the tactical call sign "Milpitas EOC"
- Advise the Logistics Section Chief that the EOC radio net is active
- Handle any traffic for the Op Area EOC or for other cities
- When any EOC radio net traffic is handled, check in to the City ARES/RACES net
- If the City net is in progress, ask the current net control to continue in that capacity
- Continue to monitor the EOC and City nets until additional staffing arrives

Second person to arrive...

- Sign in with the RACES Duty Officer
- Put on EOC vest
- Check in to the ARES/RACES Command-1 net
- Meet with RACES Duty Officer to redistribute net assignments as required
- Check in to ARES/RACES Packet Data net as required

Third person to arrive...

- Sign in with RACES Duty Officer
- Put on EOC vest
- Meet with Operations, Plans and Logistics Section Chiefs and serve as messenger
- Note:* Third and subsequent responders may be assigned to SAFE team locations

Arriving Emergency Coordinator/Radio Officer (or Asst. EC/RO)...

- Sign in with RACES Duty Officer
- Put on EOC vest
- Assume RACES Duty Officer position
- Meet with Logistics Section Chief to advise your presence
- Establish and/or redistribute net assignments as required
- Determine need for OES Van staffing and/or distribution of handheld radios
- Attend EOC briefings to determine ARES/RACES staffing requirements
- Request ARES/RACES mutual aid from County OES as required
- Create and maintain staffing, Duty Officer rotation and eventual demobilization plans
- Make periodic reports to Logistics Section Chief
- Brief replacement personnel for each position including your own