

Snohomish County ACS Activation Worksheet

Instructions

- This worksheet is to be used by each Net Control Station.
- Print this sheet or enter data directly on the computer.
- Update the Work Schedule by receiving a report from the previous NCS and then adding or deleting members during your shift as NCS.
- Make an announcement on the radio every 30 minutes (on the hour and half hour) – more frequently at the beginning of an incident. Announcement suggestions on page 3.
- As the Net Control Station, do not allow inappropriate conversation.
- Use ACS Net Roster to help identify people and call signs.
- Staff the net until relief is available.
- Pass information to replacement NCS via email, phone or over the air.
- Following the event, either email this sheet to the Radio Officer or bring it to the next ACS meeting.

What can go over the air –

- See the Announcement information on page 3.
- No information beyond repeater status should be provided to non-responders and any other mission details should be minimized until after the event.
- Resource locations and status (See ACS Chart Below) can be transmitted as needed. This includes location of DEM 10 and staffing. Email and phone are preferred options.
- Subject names and health information **CANNOT** go over the air.
- Mission status is OK but subject status is not. For example, “Subject located but haven’t made contact” indicates how long the mission may continue and is OK. “Subject stuck on icy cliff with no shelter, food or water” is not relevant to our mission and should not be transmitted during SAR missions. Similar information may be relevant when summoning help during a disaster – **use your best judgment.**

ACS Members Available and Monitoring

NCS ID Name and Call Sign: _____

Date/Time _____

Name / Call Sign	Location (QTH) / Phone Number	Availability: DEM – Field – Home – etc.	Available Times

ACS Staffing

Day / Shift	NCS	DEM EOC	DEM 10	Other

Radio Announcement

Make an announcement on the radio every 30 minutes; at the top of the hour and on the half hour. You may use any of the following items as they may apply to the situation or mission.

- This is {{Name, and Call Sign}}. I am the Net Control Station.
- The Snohomish County DEM and ACS is activated at this time for a {{ mission type: Such as Flood Watch, Search and Rescue }}.
- The status of communication using this repeater is {{ Color: Red – Yellow – Green }}
Red = Use of this repeater is restricted to official ACS traffic only.
Yellow = Snohomish County ACS has priority use of this repeater. Other Amateur Radio Operators are asked to keep communications to a minimum and realize that official ACS traffic will take top priority.
Green = The use of this repeater is not restricted at this time.
- Call for any ACS members to check in with their status.