

NET CONTROL STATION FIELD CHECKLIST

1. Forms/equipment/things for your NCS location:
 - Lane ARES/RACES Frequency Chart
 - Lane ARES/RACES Packet Chart
 - Frequency Control Scripts
 - Resource Net check in form

 - map of county and key cities in county

 - roster of volunteers
 - scratch paper/pen/pencil/etc

 - headset
 - good writing table/surface

 - batteries or back up power for radios
2. Go to appropriate frequency
3. Use control script and make initial announcement
4. For Resource Nets, use the Resource Net Check in form
5. Make assignments, including frequencies/tactical calls and sub-NCS operator assignments
6. Establish relief operators for stations and sub-nets
7. If incident expands, consider adding additional nets; liaison, etc
8. About once an hour, read control script on frequency
9. Follow the keys for success, including: strong voice but not dictator, talk slowly in measured pace, handling the "problem child"
10. Anticipate coverage breaks, anticipate relief and additional loggers for nets
11. Consider using a home station operator as shadow to your NCS net

12. Always practice good net discipline; keep a friendly but firm voice

13. When incident over, make sure have checked back all volunteers and no one misplaced

14. Return all frequencies and repeaters to general amateur use with thanks for cooperation

Shut down, but now do quick notes on what good, not so good, tips for next time etc - a "hot wash" after action memo on the event/incident.