



EMERGENCY ACTION CHECKLIST



Checklist 3.3.23 EOC SUPPORT TO SEARCH AND RESCUE

Revised August 18, 2008

DEM Duty Officer will use this checklist for ACTIVATION OF THE EMERGENCY OPERATIONS CENTER to support an activate search and rescue operation.

1. Open the EOC, start a case file and start a master log.
2. Notify the SAR incident commander that EOC is open.
 - a. Incoming calls directed to **360-385-9368**.
3. Contact the ARES/RACES Coordinator and request communications support.
 - a. Gary Fell – **379-1805** (KD7MWL)
 - b. Owen Mulkey – **385-5374** (N0WO)
4. Advise Jeffcom when operational.
5. Establish communications with SAR Base.
 - a. Fire or Law frequencies (until HAMRAD link established).
 - b. Secondary methods (cell phone, etc.).
 - c. HAMRAD when operator is on scene.
6. Make the necessary secondary notifications:
 - a. Program Manager (via cell phone at **360-460-0500**)
 - b. State EMD Duty Officer if SAR Mission Number needed.

Call **1-800-258-5990**

7. Call additional office staff as needed. Recommended SAR support staff is 1 DEM representative and 1 Amateur Radio operator. Call an additional Amateur Radio operator if traffic is heavy.
8. Assure all radio traffic is logged. Display key elements on the status board.
9. Make additional resource requests as directed by the SAR incident commander.
10. Make enroute communications arrangements with responding resources for updates and stand down (cell phone or radio frequency).
11. Use EOC Form 120 to track requests for additional resources.
12. Use EOC Form 130 to track requests for aviation support.
13. Begin consideration of shift rotation (both field operations and EOC).
14. Provide for comfort services (field operations and EOC).
15. Continue twenty-four hour operations until mission complete or suspended.
16. Assemble mission record (collect all files, notes, messages, resource orders, etc.)
17. Clean up and secure the Emergency Operations Center.