



**THURSON COUNTY ARES
TELEPHONIC CALL OUT
PROCEDURES, FORMS and DIAGRAM
Effective 01 January 2010**



PURPOSE: The purpose of this document is to provide procedures for the Call Out Personnel during various types of telephonic call outs of the local ARES members related to specific missions or event callouts, drills and exercises.

LIST TYPES: There are two type of lists:

1. Team Members Call Out list. This is a list arranged by Teams and the designated team members. This list would be used for missions or events where specific sites would need manning by designated teams. (i.e. ECC Team, MST Teams, etc.)
2. Unit Members List. This is a master list of all unit members. It would be used for exercises, drills or events not covered in the "Team Call Out List".

CALL OUT PERSONNEL:

1. The Unit leader will complete the callout or assign another individual for that call out to perform that duty.

PROCEDURES:

1. The Unit leader will be called by authorized organizations/persons to activate this unit.
2. The Unit leader will make up a "Call Out Master" form with all of the mission or event requirements for the unit members.
3. The unit leader will conduct a callout, called unit members will:
 - a. Receive all mission information and record it on the Master Call Out form.
 - b. Ensure they get any special instructions for their mission at this time.
 - c. Any questions or comments, contact the Unit leader as soon as possible.

CALL OUT SITUATIONS:

1. Telephonic callouts are used to expedite a response in a timely and efficient manner.
2. When relaying information from the Call Out Master Form, do not take abnormal time in talking with people. If they have other questions or comments that are taking up your call out time, have them go on the air and contact the Unit Leader for assistance.
3. DO NOT depend on co-workers, family members or other '3rd Party' persons to relay the information. Just tell them to have our unit member call you within specific time period.

4. Call Out personnel do not have to put up with arguments or negative comments from any individuals during a call out. Just thank them for taking the call, hang up, note the call out sheet, and advise the Unit Leader of the situation when you brief them later on.

QUESTIONS: If the Call Out Person(s) or the unit members have questions, have them get on the radio, or phone, and contact the Unit Leader for assistance As Soon As Possible!!

CALL OUT FORM: This is a blank form for personnel to fill out when called out that will have a list of information to be used in the mission.

UNIT CALL OUT DIAGRAM: How the unit is activated and unit call out procedures.

Diagrams & form attached below:

ARES Call Out Master: TIME RECEIVED: _____ DATE: _____

WHO CALLED YOU? _____ Phone # _____

I. What is the mission or event. (Circle): SAR MISSION DEM DISASTER RESPONSE
OTHER: _____

II. Physical Location of mission of event: (Circle or put in full address if known)

Capital Forest Nisqually Valley Olympia Lacey Tumwater
Yelm Rainier Tenino Bucoda Rochester Littlerock

OTHER: _____
DIRECTIONS: _____

III. Who do you report too? (Circle one) ICS/SAR Coordinator DEM Staff Sheriff's Office
Other: _____

IV. What will you be doing? (Circle one): Comm Van Ops Relay/ Mobile/ Field Site Ops.

ICS Command Post Ops DEM ECC (County or City??) Red Cross Offices
OTHER: _____

V. Reporting time: _____ Shift period(times) From: _____ to _____

VI. Equipment needed: (Circle) 2mtr H/T 2mtr mobile 220 H/T 220 Mobile
440 H/T 440 Mobile VHF Packet HF Mobile Other: _____
Auxiliary Antenna and coax Batteries Power Supply Other: _____

VII. TALK IN FREQ: (OARS 147.360+ 103.5) (Cap. Peak 145.470- 100)
OTHER: _____

VIII. NCS: (Tactical Call/Ham Call) _____

IX: SAFETY CONCERNS: _____

X. Special Instructions: _____

XI. Other 'points-of-contacts', phone numbers, etc: _____

THURSTON COUNTY ARES UNIT CALL OUT DIAGRAM

Effective 01 January 2010

- I. This diagram is a graphic display of how Telephonic Call Outs are conducted by ARES.
- II. During certain call outs, only specific teams will be contacted for their respective duties.
- III. Members not assigned to a team, will be called out when their services are required.
- IV. This form **WILL NOT** be used for a Drill or Alert Training Exercise Call Out.

