

Logistics Facility Survey

1. Introduction

Critical to the success of Gwinnett Amateur Radio Emergency Service® (ARES®) assistance in disaster and emergency responses is the ability to integrate into the served agency's operations. Consideration must be given to the facilities in which the operation will be located and the support available at the facility. This document will provide a survey format to determine the steps necessary in providing support. While it is desirable to perform a pre-activation survey, that may not always be possible. The survey can be used after activation to determine what logistical resources may be required.

2. Responsibilities

The Logistics Coordinator is responsible for maintaining this document and responding to the needs of responding teams.

The Response Team Leader is responsible for conducting this survey as soon as reasonable to determine what resources are available and what resources are required.

3. Related Publications

None.

4. Definition of Terms

AEC Assistant Emergency Coordinator

ARES® Amateur Radio Emergency Service® (ARES® and Amateur Radio Emergency Service® are registered service marks of the American Radio Relay League.)

EOC Emergency Operations Center

RT Response Team

RTL Response Team Leader

5. Guideline

Response Team Leaders (RTL) should conduct a survey of its destination site.

5.1. Pre-Activation Survey

If the response location is known ahead of time, the survey should be conducted prior to an activation and any steps taken to resolve issues identified during the survey using the form in Appendix A. Any predetermined facilities should be described in a Memorandum of Understanding with the supported agency in an effort to insure their availability.

The RTL should ensure that the Response Team (RT) members understand what is needed to respond based on the survey and are equipped to meet the requirements.

5.2. Post-Activation Survey

Response Teams must respond with all resources that will be required to operate from its assigned operating location. This should include radio systems, power sources, portable antenna installations, tables for equipment, power extension cords, chairs for operating, portable lights for operating, food, water, first-aid and other items associated with the responders' "GO KITS".

In all cases, the RTL should conduct a survey using the form in Appendix A after arriving at the served agency location to determine what will be needed for long-term operations. Once the survey is completed, the survey should be forwarded to the Logistics Coordinator with a list of needed resources to support the operation. Needs may change as the situation changes and, therefore, the survey may need to be updated during the course of the operation.

In addition, a survey of supplies should be conducted to make sure all administrative items required for the operation are available. Items contained in Appendix B should be available from individual GO KITS but may be exhausted if the operation is extended. Teams should monitor the level of administrative materials during the course of the operation.

6. Release Information

Stan Edwards, WA4DYD, Emergency Coordinator, is the author of this document. The Logistics Coordinator is responsible for maintaining this document.

The date of publication for this document is March 28, 2003, and is the initial release.

APPENDIX A
Facility Survey Form

1. What types of communications will be needed to meet the requirements, i.e., communications to the Emergency Operations Center, other Response Teams, Red Cross, etc.:

VHF/UHF

HF

Packet

Video

2. Where will ARES operators be located?

3. Will there be adequate space?

4. Is emergency power provided?

5. Where is the closest power outlet? Will extension cord(s) be required?

6. Will table/counter space and chair(s) be available for equipment?

7. Is there access for antennas and coaxial runs? What are options?

8. Is access during a disaster/emergency an issue, i.e., law enforcement-controlled access, and how do we work to resolve?

9. Where/to whom will personnel report when arriving on site?

10. Will food and water be available on site?

11. If a quarantine is issued, are sleeping/shower facilities available?

12. Is the site suitable for a repeater installation and can it be used as such, asking questions 3 - 5, 7 and 8?

APPENDIX B
Supplies Survey Form

1. Message forms *
2. Writing pads *
3. Pencils *
4. Paper clips
5. Stapler
6. Flashlight(s)
7. Extra batteries

Note: * indicates mandatory supplies.