EOC Comm Center Check List

☐ Remote speaker/microphone or headset
☐ Headphones with correct connector to plug into radio, for use in noisy areas
☐ Alaska Atlas Topo Map book or other maps of the area
☐ Repeater listing or frequency Directory for your area and Packet and Winlink Stations
☐ User's manual for your radios or cheat sheets
☐ Writing pads, pens, pencils, pencil sharpener, clipboard, stapler, high lighters, post-its, file folders
☐ Flash light with extra batteries,
☐ Emergency Plan, ready book, emergency telephone numbers and frequencies
☐ Frequency list of local public safety agencies
☐ Poster paper, markers and tape for signs, Easel
☐ Small clock, with alarm, calculator
☐ Spare fuses
☐ Tape measure
☐ ARRL Message blanks, ICS forms, Sitreps, ICS 213s
☐ Cork boards for maps and map pins
☐ White mark board and erasable pens
☐ Electrical Tape
☐ Screw Driver cross & blade, pliers, scissors, VOM
☐ Desk Reference, to include the station operating procedures and the SEOC's procedures. Computer log in procedures, Evac Plan
☐ Winlink Procedures, SEOC Email procedures
☐ Spare fuses for all equipment in station
☐ Emergency Net operating procedures
☐ ARES Operator Vest
☐ Standard ICS 205 Ham Comm plan
☐ Emergency Generator operating procedures