



Salt Lake County A.R.E.S., Inc.

Event Station Planning Record

[ARES216]
Rev 29 July 2005

Event	NCS	NCS Call Sign	Page
Date	NCS Location		of

Station Name	Operation Hours	Agency Served	
Tactical Call Sign	MOB	Function	
Net / Freq Assignment	DEMOB		
Location / GPS	# Operators Necessary		
	Equipment On Site		
Facilities Available	Weather Exposure	Agency personnel on site?	

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Facilities Available	Weather Exposure	Agency personnel on site?	

Document Instructions

This original form remains the property of Salt Lake County A.R.E.S., Inc. Agencies may make copies of this form for their own records. Retain this form with all other station records. When the station is closed, return this form along with all other station documents immediately to the ARES Event Emergency Coordinator.

Document Distribution

NCR	Original → SLCo ARES	Middle → Agency at station	Back → Incident Command
Xerography		Agency at station	Incident Command



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General Instructions

Purpose	Record the planning details for each station established for the event. Use additional forms as necessary. Begin a new form each day. Keep this form at the station for use by all operators. When this station is closed, the last operator returns all forms to the Event Emergency Coordinator.
Used by	EEC

Cell	Usage
Event	Enter the name of the event or incident.
Date	Enter the date the form was begun. Begin a new form each day.
NCS	Enter the call sign of the operator assigned as NCS.
NCS Call Sign	Enter the call sign used by NCS.
NCS Location	Enter the physical location of the NCS: a street address, building name and room number, description of location or the latitude/longitude.
Page of	Enter sequential page numbers when message traffic warrants. Place the final page total in the of space.

Station Name	Record the station name. Voice stations and packet stations are two different stations even if the operator is the same.
Tactical Call Sign	Record the ARES tactical call sign for the station. Voice and packet tactical calls will vary.
Net / Frequency Assignment	Record the net or frequency the station is to use during normal operation.
Location / GPS	Enter the physical location of the station: a street address, building name and room number, description of location or the latitude/longitude. Record the actual lat/lon for field stations as reported by the station operator.
Operation Hours	Enter the hours of expected station operation.
MOB	Record the date and time the station was first mobilized.
DEMOB	Record the date and time the station was demobilized.
# Operators Necessary	Enter the number of radio operators necessary for the station.
Equipment on site	Enter the equipment available at the station location.
Facilities Available	Record the presence of AC power, heat, A/C, water, toilets, etc.
Agency Served	Enter the name of the agency to which the station is responsible.
Function	Describe the communication tasks for the station to perform.
Weather Exposure	Describe environmental concerns for the radio operator.
Agency personnel on site?	Record whether agency personnel will be at or around the station.

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