

Jump Kit & Check List for Events/Parades/Call Outs

Operations

- Attend any briefings to understand your assignment
- Know the operation procedures of your NCS, program in all radio frequencies used in the event and know the band plan before your assignment.
- Your location: How familiar are you with the area, if possible--check out in advance if it's an unusual location.
- As a courtesy to those in charge if you cannot make your assignment, contact event coordinator as early as you can before your assignment.
- Be "a little earlier" to your assignment than "a little late".

Radio Equipment

- Fully charged Handheld Radio
- If mobile radio requested, bring it.
- Back up power: fully charged & backup set of alkalines.
- Antenna with better gain than factory rubber ducky.
- Earpiece & Mic or Combo earpiece/mic
- Copy of your radio manual/Have access to the operational features of your radio.
- Belt clip or chest pack so your hands are free to take notes.
- FCC ID , ARES ID (any event ID's if required)
- Turn off power-saving features & VOX features
- Know how to lock your radio controls (but not the PTT though)
- If using Yaesu radio—turn off Wires programming.
- Do you have equipment quirks: does your PTT or Mic stick? Watch these problems during the event or purchase new accessories before the event.
- Be aware of the environment's effects on equipment.

Comfort

- Liquids (think of hydration & flavor)
- Snacks or meals (how long is your shift)
- Cash (real money)
- Folding Chair incase you can sit. (put 'Radio Communications' on it if you don't want it to walk away)
- Consider the weather—what clothes, shoes to wear (clean appearance)
- Don't forget your head(wear)
- Sunglasses, Prescription glasses/reading glasses
- Appropriate Notepad/pencils/pens
- Rain poncho for you and something for your radio
- Watch (is the time correct?)
- Medications, personal first aid kit, sunscreen, bug repellent
- Wear all identifying event items (badges, vests, t-shirts)
- Fully charge your cell phone. Optional: bring a camera.
- Night event? Flashlight, headlamp, extra batteries, reflective clothing.

Event Considerations

- Listen to the Net you are on
- If the Net goes quiet, check to see if you are still receiving it.
- Maybe you have a stuck mic, or you knocked your radio off frequency
- Take notes and refer to them if needed
- Report what you see that is relevant to the Net
- Defer to appropriate personnel in all cases
- Occasionally that will be you, know when it isn't

Event Considerations

- o If you have a pre-parade briefing, attend it, listen and take notes.
- o Your event location is approximate. You may have to move up or down the vicinity to actually find a place to work from. Do not ask others to move for you. If you are having problems with your assigned location, contact your NCS. Freedom Festival operators: You have the entire block to cover in your location.
- o You may not be sitting during the event, but moving around, you might want to have your jump kit as mobile as you are.
- o Know who the operators will be on either side of you, get their call sign/tactical call.
- o Know how the Net Control will operate the Tactical Net & 10-min FCC rule
- o Net Control will use a quick roll call during the event called 'code 4 check'. Listen for this.
- o Use Plain Language in your communications. No ten-codes or Q-codes.
- o Understand the purpose of the Net to which you are assigned including, what type of traffic is valuable.
- o Find out from Net Control how to handle: lost children, medical problems. Etc.
- o Take notes on everything you hear. You never know when someone is going to ask you the same question.
- o Understand how to recognize when things have 'gone wrong' with your equipment, the Net or your assignment. Have a plan for reacting to these types of events.
- o Understand the meaning of Emergency and Priority traffic and how to put the word 'Break' back into your vocabulary.
- o Listen, Listen, Listen, then Speak...
- o **Get all the details BEFORE calling Net Control.** Make a cue card on what info to get if you have a lost child report:
 - o (Name, Age, Description of child, clothing, last seen location)
- o Speak slowly and clearly. Don't talk faster than you can write it yourself.
- o **If the information you need to relay should not go out over the air, call your Net Control operator via cell phone.** People do monitor the frequencies we use, you've also got people standing next to you. Choose your words carefully in these types of situations.
- o Be professional & approachable to the public. You represent not only the event sponsors, but Utah Co. ARES.
- o Know how to have fun. If it's not fun, then it's not worth participating in.

Lost children @ your location: Find out in Event Briefing how this is handled.

Always get detailed information on/from missing person before calling it in. Will missing children go to the police?

If a parent finds their child, have them report to the police so a missing persons report is not filed. Contact your NCS if you have a lost child or if you have a person trying to take a lost child from you.

Freedom Parade: The police will have 2 locations for lost children pick-up. On University Ave: at the Provo Comm Van, For Center Street: at the Red Cross tent.

Candy-throwing from entries:

We are not the candy cops. Only report dangerous situations where candy is thrown in front of moving vehicles and children could be harmed.

Find out if handbills can be distributed at your event.

*Any other concerns/questions not addressed here should be asked
Before the event begins.*