

NORTH FLORIDA
AMATEUR RADIO CLUB
ALACHUA EOC RADIO CLUB
NF4AC

FIELD DAY ADMINISTRATIVE PACKET
2023

CONTENTS AND SUGGESTIONS

1	Visitor Welcome Center	Three placards designed to be hung as a group on the table facing the public entrance
2	Field Day Visitor Log	Please have these on clipboards with pens available for visitors to give us information about themselves. PROTECT FROM RAIN -- We need these for the bonus points. Snap a photo of these and send them to the DOCUMENTATION UNIT, or put the photo into a document and send the PDF to the Documentation Unit
3	ICS214	Probably worthwhile for OPS CHIEF, PIO, and INCIDENT COMMANDER to keep some notes of their efforts and thoughts. The station operators will be too busy, but might wish to use this form to capture "what went well" and "what went not so well" comments.
4	GOTA STATION OPERATOR LIST	In order to get points for the GOTA Station we have to turn in this list and keep track of operators and supervisors (for unlicensed persons)
5	MedicalPlan ICS206	This is provided in case there is a medical emergency.
6	Operator Check in ICS211	OPS will want to keep this record of participants so that we have a record of who is here at all times
7	Station Placards - LANDSCAPE	Please have these prominently displayed at each Trailer or Station Location. Protect from RAIN as much as possible.. These will assist your Tour Guides.
8	Equipment Check In ICS211E	Each operator with large amounts of equipment is requested to fill out their own individual sheet and provide it to the OPS CHIEF. Others with a smaller amount of equipment may combine their entries with others on a copy of this form.
9	Incident Command Post Placard	To signify the command post location

VISITOR

**CHECK IN HERE
FOR GUIDED TOURS
AND INFORMATION
ABOUT OUR
VOLUNTEER
EFFORTS**

WELCOME

CENTER

**FREE INFORMATION
ABOUT THIS GREAT
HOBBY AND PUBLIC
SERVICE**

Field Day Visitor Log

PLEASE SIGN IN TO HELP US WIN POINTS

Name ----- How you heard about us	FREE HAM RADIO LICENSE CLASS AUGUST 19/20 Provide contact information if interested	Government Position (If applicable)
<input type="checkbox"/> Walked by at park <input type="checkbox"/> County meeting <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Friend <input type="checkbox"/> Other		
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ICS 214

1. Incident Name:	2. Operational Period:	Date From:	Date To:
		Time From:	Time To:
7. Activity Log (continuation):			
Date/Time	Notable Activities		
8. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 214, Page 3		Date/Time: _____	

ICS 214

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7. Activity Log (continuation):	
Date/Time	Notable Activities
8. Prepared by: Name: _____	Position/Title: _____ Signature: _____
ICS 214, Page 3	Date/Time: _____

GOTA STATION OPERATORS / PARTICIPANTS

1. Incident Name: 2022 Field Day	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
7. Activity Log (continuation):		
Licensed Operators	Unlicensed Participants	
8. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 214, Page 3	Date/Time: _____	

MEDICAL PLAN (ICS 206)

1. Incident Name: 2023 Field Day		2. Operational Period: Date From:		Date To:		
		Time From:		Time To:		
3. Medical Aid Stations:						
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?			
Command Post	Northwest grassy field trailers	146.550 FM	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Transportation:						
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service			
(Alachua County)	CALL 911	911	<input checked="" type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS			
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS			
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS			
5. Hospitals:						
Hospital Name	Address	Contact Number(s)	Distance	Trauma Center	Burn Center	Heli pad
SHANDS	1600 SW Archer Road Gainesville FL	(352)265 0111	7 miles	<input checked="" type="checkbox"/> Yes Level: <u> 2 </u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
North FL Regional Medical Ctr	6500 W Newberry Rd, Gainesville, FL 32605	(352) 333 4000	5 miles	<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:						
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____						
8. Approved by (Safety Officer): Name: _____ Signature: _____						
ICS 206		IAP Page _____		Date/Time: June 15 2023		

ICS 211A CHECK IN LIST (COMMUNICATIONS)	1. INCIDENT NAME:	2. DATE:	3. INCIDENT NUMBER:	4. CHECK IN LOCATION
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5. INFORMATION							
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NAME	CALL SIGN	AGENCY or LOCATION	TIME IN	TIME OUT	HOURS	CONTACT INFORMATION	REMARKS

ICS 211A Alachua	6. NUMBER OF PAGES: _____ of _____	7. PREPARED BY (RESOURCE UNIT):		8. MISSION NUMBER
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ICS 211A CHECK IN LIST (COMMUNICATIONS)	1. INCIDENT NAME:	2. DATE:		3. INCIDENT NUMBER:	4. CHECK IN LOCATION
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Emergency Operations Center High Frequency (HF) Station #1

Primary Backup Volunteer Radio Station
Nation- and World-wide Communications

Capabilities include:

Voice, Data, and even Morse Code
High Frequency (HF),
Very High Frequency (VHF)
Ultra High Frequency (UHF)
Amateur Radio Service;
State/Federal SHARES Service;
Statewide Law Enforcement Radio System.
SARNET (Statewide Amateur Radio Network)

FCC Licensure: NF4AC
NTIA Licensure: NCS181

Emergency Operations Center High Frequency (HF) Station #2

Secondary Backup Volunteer Radio Station
Nation- and World-wide Communications

Capabilities include:

Voice, Data, and even Morse Code
High Frequency (HF),

Amateur Radio Service

FCC Licensure: NF4AC

NTIA Licensure: NCS181

Emergency Operations Center High Frequency (HF) Station #3

Secondary Backup Volunteer Radio Station
Nation- and World-wide Communications

Capabilities include:

Voice, Data, and even Morse Code
High Frequency (HF),

Amateur Radio Service

FCC Licensure: NF4AC

NTIA Licensure: NCS181

Emergency Operations Center Very High Frequency (VHF) Station

Tertiary Backup Volunteer Radio Station
Nation-wide Communications

Capabilities include:

Voice, Data, and even Morse Code
Very High Frequency (VHF)
Ultra High Frequency (UHF)
Amateur Radio Service;
SARNET (Statewide Amateur Radio Network)

FCC Licensure: NF4AC

Emergency Operations Center

"Get On The Air"

Demonstration Station

Allows supervised general public
to experience shortwave radio communications.

Capabilities include:
Voice, Data, and even Morse Code
High Frequency (HF),
Amateur Radio Service

FCC Licensure: NF4RC

1. INCIDENT NAME		2. Operational Period FROM: TO:		3. Check In Location		CHECK-IN LIST (EQUIPMENT) ICS 211e – Alachua County ARES			
EQUIPMENT INFORMATION							10. Date/Time Out/In		
4. Equipment Description	5. Identifier	6. Supplier or Owner	7. Operational Check (Notes) (Provide details of check or indicate why out of service) PLEASE INDICATE BATTERY, ANTENNA, AND CONNECTOR IF ISSUED	8. Assign- ment	9. Issued To / Contact information (Signature) <i>(Signature of person accepting this equipment from you)</i>	DATE/ TIME IN to this location	DATE/ TIME OUT of this location		
11. Prepared By				12. Date/Time Sent to Resource Unit					
Add Extra Sheets As Needed CHECK-IN LIST (EQUIPMENT)									

1. INCIDENT NAME	2. Operational Period FROM: TO:	3. Check In Location	CHECK-IN LIST (EQUIPMENT) ICS 211e – Alachua County ARES
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CHECK-IN LIST (EQUIPMENT)

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CHECK-IN LIST (EQUIPMENT)

**INCIDENT
COMMAND
POST**