

## ECOM CHECK LISTS

This file combines two documents which are recommended by NNN0AS0 TWO. These are check lists that serve as a starting point. Make your own additions/changes as suites your needs. The main point is that when you are going through your gear for ECOM preparedness you are not doing it from memory. Airline pilots don't, why should we?

One added precaution. When it comes to personal medications, be sure to rotate the medications out of your "go kit". It's best to do this on a regular basis, at least once every three months. Make sure none of your medications you put into the kit will expire for at least 6 months. If necessary, rotate medicines more frequently.

Take care of yourself first!!! If the responder gets into trouble we now have two people to rescue.

### PERSONAL & ART STA EQUIPMENT CHECK LIST

THIS LIST IS A PLACE TO START. DEVELOP YOUR OWN KIT THAT WORKS FOR YOU. KEEP IT SIMPLE AND INEXPENSIVE.

#### PERSONAL SUPPLIES

1. MARS DOD ID TAG (ON A NECK STRING), MARS CAP, JACKET/JUMPSUIT
2. DAY PACK/BELLY PACK OF PERSONAL SUPPLIES: SNACKS, CUP, 72 HR. OF PERSONAL MEDS, BASIC FIRST AID KIT, FOLDING PONCHO & SPACE BLANKET.

#### RADIO GEAR

1. VHF HT RADIO (W/ SIMPLE USE NOTES)
2. POWER CORD FOR AUX POWER (AC/DC SOURCE) W/ CONNECTORS
3. VHF MAG MOUNT OR J-POLE TYPE ANTENNA
4. 50FT COAX W/ CONNECTORS FOR VHF HT & ANTENNA
5. HF RADIO & TUNER(W/ SIMPLE USE NOTES)
6. POWER SUPPLY & CORD W/ CONNECTORS
7. ANTENNA: MOBILE OR SIMPLE MULTIBAND DIPOLE FOR SSB/SCD COMMS.
8. TELESCOPING ANTENNA MAST
9. 50FT COAX W/ CONNECTORS FOR HF RADIO & ANTENNA
10. LAPTOP W/ WORD PROCESSOR, MT63/PKT/PACTOR SOFTWARE, & POWER SUPPLY CABLE
11. TNC W/ CONNECTORS, CABLES, SIMPLE OPERATIONS NOTES
12. ART MARS DATA DISK
13. 50FT OUTDOOR EXTENSION POWER CORD & POWER STRIP
14. HEAD PHONES W/ PLUG ADAPTERS

#### STATION SETUP

1. SMALL FOLDING TABLE
2. 2 FOLDING CHAIRS
3. PICNIC CANOPY TARP
4. MARS SIGN OF SOME KIND
5. 2 CLIP BOARDS
6. MSG BLANKS PRINTED OUT
7. LOG SHEET PRINTED OUT



8. NOTEBOOK TO KEEP NOTES, MSGS & LOG IN

9. PENCILS/PENS, PAPER CLIPS, TAPE, NYLON STRING, DESK LAMP, ETC.

**NOTES:**

A. A PAINT ROLLER EXT. POLE WORKS FOR A MAST.

B. A MULTIBAND DIPOLE NVIS ANTENNA IS EASY TO BUILD W/2 OR 3 WIRES SEPARATED BY 3-4 INCHES CUT TO OUR PRIMARY ECOM & MAILBOX FREQS. ADD SOME NYLON CORD FOR HANGING.

C. MOST LOCATIONS HAVE AN AC POWER SUPPLY AVAILABLE BUT PLAN AHEAD FOR YOUR OWN AUX POWER SUPPLY SOURCE (GENERATOR/BATTERY/SOLAR).

D. MOST OLD 386/WIN95 TYPE LAPTOPS WILL WORK OUR PKT/PACTOR SOFTWARE, AVAIL FOR UNDER \$50.

E. A ROLLING LUGGAGE BAG WORKS FINE TO KEEP & HAUL IT ALL IN.

(Continue down to next document)

## INDIVIDUAL MEMBER ACTIVITIES

1. **INDIVIDUAL MEMBER ACTIVITIES**
  - A. ADVANCE NOTICE OF EVENT ACTIVITY TO DO/ MESSAGE TO SEND
    - (1) PERSONAL PREPARATION, PACK PERSONAL 72 HR KIT
    - (2) ASSURE SECURITY OF HOME/FAMILY
    - (3) CHECK INTO THE PA1E NET
    - (4) NOTIFY ST DIRECTOR/ECOM ASSISTANT OF CHANGE IN YOUR STATUS/EQUIP.
  - B. EVENT IN PROGRESS
    - (1) IF OF NATIONAL INTEREST SEND AN EEI VIA EMAIL & WL2K
    - (2) CHECK INTO THE PA1E NET
  - C. IF NMC MARS SUPPORT REQUESTED
    - (1) SUPPORT MUST BE REQUESTED, WE CAN NOT SELF ACTIVATE
    - (2) CHECK INTO ECOM NET AND INFORM NCS
    - (3) SEND IMPLEMENTATION VIA EMAIL & WL2K
  - D. DURING AN ONGOING EVENT
    - (1) AS NEEDED SEND
      - (A) EEI UPDATE/SITREP VIA WL2K/EMAIL AS APPROPRIATE
      - (B) SHARES/AMATEUR MSG REFILE VIA WL21K
  - E. AT END OF EVENT
    - (1) DO NOT FORGET TO SEND A FINAL EEI UPDATE/SITREP VIA EMAIL/WL2K
2. **ART CAPTAIN ACTIVITIES**
  - A. AT ALL TIMES
    - (1) MAINTAIN A ROSTER OF ALL NMCM MEMBERS IN ART AREA
    - (2) MAINTAIN AN ART TEAM EQUIPMENT KIT AND ESTABLISH A CALL OUT PROCEDURE
  - B. CHECK INTO THE PA1E NET
  - C. IN EVENT OF EMERGENCY/WHEN AN EMERGENCY EXISTS IN THEIR STATE
    - (1) NOTIFY ART AREA MEMBERS THRU THE CALL OUT PROCEDURE
    - (2) NOTIFY STATE DIRECTOR/ECOM ASST OF ACTIONS TAKEN VIA WL2K/PHONE/E-MAIL/NET
3. **REGION/STATE EMERGENCY ASSISTANT AT ALL TIMES**
  - (1) COORDINATE NMC MARS WITH OTHER AGENCY OFFICIALS
  - (2) MAINTAIN A LIST OF STATE MEMBERS AND EQUIPMENT
  - (3) SEND COMCON ALERT MSGS & ESTABLISH ECOM NET WHEN APPROPRIATE
  - (3) NOTIFY ART CAPTAINS OF ANY EMERGENCY OR ALERT IN THEIR STATE VIA ANY MEANS AVAILABLE
  - (5) CHECK INTO THE PA1E NET

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