

North Bay Amateur Radio Club Event SMEAC template

Situation, Mission, Execution, Aadministration/Logistics, Command/Control

Intention of this document is two-fold:

- 1) Ensure that the Club members are provided with all necessary information in a standardized format so that our work is accomplished professionally and without issue.
- 2) Used as a mechanism to discuss the specific plan and preparation work done by the event organizers so as to ensure that the Club only supports well-run events. Further, that we don't expose ourselves to unnecessary risk or liability by participating in poorly organized or under-staffed events.

Situation:

Brief description of the community event, history, contributing factors.

Mission:

Concise, high-level outline the Club's duties and responsibilities. One or two sentences.

Execution:

Primary, secondary and tertiary tasks for radio operators e.g. communications, unofficial timing, checkpoint operation (food, water), race marshal, sweep, etc.

**NBARC members have neither the training nor legal authority to conduct vehicular traffic control on public roads and will not perform this function.
Traffic control is entirely the responsibility of the event organizer.**

Communications plan

Radio frequency, use of repeater, etiquette (use of air time), tactical call signs, how to call in times and bib numbers

Emergencies

How to identify that you have an emergency and need priority over air time

Backup communications plan

i.e. VHF simplex frequency, cellular phones

Administration / Logistics:

Pre-event briefing: where, when. Typically the morning-of.

Checkpoint operation times, participant cut-off times (if acting as marshals)

Sweeps: who's providing them, how to identify them

Signage: sufficient? unused trails blocked or taped off?

Meals: provided/not provided, voucher (not) required, responsibility for your own dietary and medical needs

Parking: availability, accessibility, parking passes

Personnel ID: if so required

Dress requirements: Club blue vest, outerwear, hat, sunscreen etc.

Accessibility of sites, checkpoints, washrooms

Site (grounds) map(s)

Chairs, table, other items to bring

Command and control:

Who is in charge of the Radio Club's event? Name, callsign, physical location during the event, contact info (radio frequency, and cell number).

Who is the 'base station' operator for the event?

Who is the alternate in-charge for the Radio Club?

Who is the coordinator/organizer for the event? Name, physical location during the event, contact info if applicable.

Process for getting questions/problems to event officials and relaying that information back to the field position.