


Field Operations Level 1

Part A



Santa Clara County ARES®/RACES
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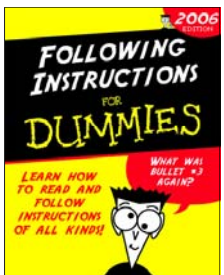
Course Objectives

- Role of the communicator
- Purpose and usage of the main county nets
- Mobilization, Tracking Demobilization
- Performance On Scene / On Assignment .
- Safety
- Go Kits
- Reporting and Logging

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Housekeeping

- Slide corrections available on County web site after the class
- Pen/pencil & paper
- Cell phones & pagers
- Side conversations
- Questions
- Breaks
- Restrooms
- In case of emergency



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Who We Support

- Amateur radio (EmComm) assets are responsible for most communication support requirements for:
 - non-governmental agencies
 - government agencies
 - community based organizations
- Non-Governmental Agencies (NGO)
 - Examples: Hospitals, Red Cross, Salvation Army, community based organizations, and the general public

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Field Operations




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Who We Support

- Governmental Agencies
 - Santa Clara County
 - Local Office of Emergency Services or equivalent
- Our Community
 - Community Volunteer organizations
 - General Public
 - Faith Based Organizations

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Government Agencies and NGOs want EmCom operators who are:

- Well-trained, knowledgeable, active,
- Disciplined and well-prepared,
- Working as an organized team,
- Following policies and instructions,
- Competent and resourceful!

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Volunteer Bill of Rights

4. **The right to training for the job** – Thoughtfully planned and effectively presented.
5. **The right to continuing education** – Follow up to the initial training to provide new information and developments. Training that will lead to additional responsibilities.

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What We Do as a Communications Volunteer

- **Our Rights**
- **Our Responsibilities**
- **Our Duties**

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Volunteer Bill of Rights

6. **The right to sound guidance and direction** – From someone who is experienced, well-informed, patient, thoughtful and who has the time to invest in giving guidance.
7. **The right to a variety of experiences** – Through advancement to assignments of more responsibility. Through the transfer from one activity to another, and/or through special assignments.

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Volunteer Bill of Rights

1. **The right to be treated as a co-worker** – Not as “just free help.”
2. **The right to a suitable assignment** - With consideration for personal preference, temperament, life experience, and employment background.
3. **The right to know as much as possible** - about the people, its policies and its programs.

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Volunteer Bill of Rights

8. **The right to be heard** – To have a part in the planning, to feel free to make suggestions and to have respect shown for an honest opinion that I express.
9. **The right to recognition** – In the form of varied experiences and awards, through day-to-day appreciation, and for being treated like a co-worker.

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Volunteer Responsibilities and Duties

- Be dependable.
- Work cooperatively with leaders and co-workers.
- Seek out and participate in training.
- Give your best efforts, as if being paid.
- Make reasoned and constructive suggestions.
- Respect the efforts and responsibilities of each volunteer and professional.

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Possible Level 1 Field Responder Assignments

- Field checkpoints, observation posts, packet operator
- Damage surveys: Windshield surveys, Modified Mercalli surveys
- Rover or shadow
- Crowd observation and information assistance
- Lost child / lost parent assistance
- CERT team communicator
- Communicator at a shelter
 - Emergency Volunteer Center
 - American Red Cross Shelter

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What is a Field Communicator?

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Traffic Levels

- Field Responder Level 1
 - Low to Medium
 - Able to work that level of traffic for at least an hour at a MAC drill or County position during a quarterly drill
 - Or able to work that traffic level for at least an hour at an approved Public service event or emergency incident

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Communication Volunteers Are **NOT** First Responders!

- If a fire, medical or public safety emergency exists, **CALL 911!**
- Leave fire fighting, law enforcement and emergency management to professionals.
- Your emergency response is **limited to that allowed within the scope of your training**, such as Communication, first aid, etc.



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Refresher

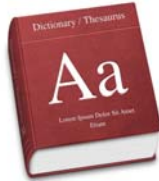
DISASTER SERVICE WORKER

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What is Disaster Service?

- All activities authorized by and carried on pursuant to the California Emergency Services Act, including approved and documented training necessary or proper to engage in disaster activities.



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When am I covered as a DSW?

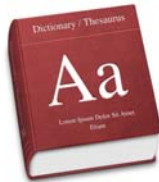
- When registered ...
- ... and when activated and assigned by proper authority ...
- ... and while performing your duties in accordance with DSW rules
 - Performing only duties for which you are trained
 - Performing while under supervision

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What is a Disaster Service Worker?

- Any person registered by an accredited Disaster Council for the purpose of engaging in disaster service without pay or other monetary consideration.



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The Elements of Disaster Service Activation

- Registration
- Training
- Activation
- Assignment
- Supervision

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What's in it for me?

- Workers Compensation coverage by State Compensation Insurance Fund
 - Death Benefit
 - Wage Continuation
 - Medical Treatment
- Limited liability protection when acting within scope of assignment and training
- In case of emergency, be sure your spouse/significant other/family are aware of this coverage

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Registration



- Only an "authorized person" person may register you
 - For county: District Emergency Coordinator and county officials
 - For city: appropriate city officials
- You must have a current DSW registration on file with the entity that is activating you
 - County DSW required for county drills and events
 - City DSW required for local city activities
- DSW registration does not expire, but the Blue Cards do!
- Personal information must be verified every five years

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Training



- Training is the responsibility of the local ARES group
- Santa Clara County
 - Mutual Aid Communicator (MAC) training
 - Online materials
 - Monthly training classes
 - Quarterly Drills
 - Mutual Aid events (fireworks, races, parades, ...)
 - Real incidents
 - Mutual Aid Communicator Qualifications
 - MACs earn qualifications in various disciplines, at various levels
- City training programs also available
 - Usually focus on city-specific procedures and capabilities
- Major emphasis is on safety and effectiveness as communicators

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Supervision



- You must be under continuous supervision while acting under assignment
- This means you must be reachable by radio at all times
- And that means you must have a radio that can be operated with reasonable range while you are in your car, traveling to your destination
- Get a magnetic mount antenna and headset!
- Know which repeaters to use from which locations
 - In particular, travel to Southern part of county requires switching repeaters and bands

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Activation



- Only an entity with whom you are registered may activate you
 - County will activate you for county drills and mutual aid situations
 - Some local city events may not involve requests for county mutual aid; you must be registered with the local city
- An "Activation Number" will be issued
 - e.g. SCC-09-06; MTV-09-01T
- Write it down!
 - Consider it your confirmation number that you were properly activated under DSW rules

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SANTA CLARA COUNTY NETS

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Assignment



- Usually, assignment is made by radio
 - On Resource Net (county)
 - On city net (city)
- Location will be given by common name, address and Thomas Bros. map coordinates
 - e.g., Mountain View Fire Station 4; 229 N. Whisman Rd.; Thomas Guide page 812 grid A5
- Write it down!
- Have a county Thomas Guide available at all times!
- Standard shifts are 8 hours
 - Be prepared for 12 hours
 - Go Kit: batteries, connectors, food, water, clothing, essentials
 - For full go kit contents <http://www.scc-ares-races.org/operations.html>

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Types of Nets

- Open Net
 - Stations call each other directly to pass traffic
- Directed Net
 - Stations call only net control directly, go direct to other stations only with net control permission

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Santa Clara County Primary Emergency Nets

- Resource Net
 - Usually the first net activated
 - Official traffic; type of traffic depends on level of operation
- Message Net
 - Usually second net activated
 - Official message traffic for served agencies
- City and Tactical Nets
 - Official and unofficial traffic of a local nature
- Command Net
 - Official traffic between OpArea command staff and between EOCs
- Hospital Net
 - Official traffic with Dept. of Public Health

Tactical Nets

- Established when and where needed
 - Staging areas, checkpoints, rovers, shadows
 - Each city has one or more tactical frequencies; one is for main city net
- Each city activates their city net as soon as possible
 - Handle local resource check-ins, notifications
 - Check-in here to be released to the county
- Localized, often informal messages
 - "checkpoint 3 reports Dead Man's creek at 1 foot below flood level ..."
 - "rover 2 reports all runners have now passed rest stop 4 ..."
- May also include formal messages
 - Resource request from school to city
- Usually a directed net, but may start up as an informal net
- Frequencies (<http://www.scc-ares-races.org>)
 - May also be assigned at time of activation

Resource Net

- Usually the first net activated at the county level
- Directed net
- Three levels of operation
 - Level 1: Information gathering (initial damage reports)
 - Earthquake Modified Mercalli (Mike-Mike) reports; flood levels; power; etc.
 - Level 2: City EOC check-ins and referral to city tactical nets
 - City EOCs check-in and announce status; individuals referred to city nets
 - Level 3: Coordination of mutual aid; tracking county resources
 - Mobilization (resource check-ins, activations and assignments)
 - Location/Travel tracking (you MUST be in contact while traveling)
 - Demobilization (resource release, tracking during return home)
- Frequencies (<http://www.scc-ares-races.org>)
 - Primary AA6BT 146.115 (+) 100.0
 - North W6ASH 145.270 (-) 100.0
 - South N6NAC 444.625 (+) 110.9 (South of 101 & 85; South San Jose)



The Resource Net in Action

MOBILIZATION, TRACKING, DEMOBILIZATION

Message Net

- Usually the second net activated at the county level
- Directed net
- Official message traffic for served agencies
 - Typically: cities to/from county; agencies to/from county
- Formal messages
 - Official Message Form (ICS 213-SCCo)
 - All messages and responses numbered and tracked
- Informal messages
 - "Please check packet station for ..."
 - "Please tell Joe to call me on the Command Net."
- Frequencies (<http://www.scc-ares-races.org>)
 - Primary W6TI 147.360 (+) 110.9
 - Alternate WB6OQS 146.760 (-) 151.4
 - Alternate K6FB 145.450 (-) 100.0

Alerting Types



- Self alerting
 - Earthquakes (you can feel them)
 - Floods (you can see them)
 - Other situations where you know there's a problem
- Non-self alerting
 - Hazardous material spills
 - Local infrastructure failure
 - Other situations where you don't know a problem has occurred until someone alerts you (phone call, SMS text message, etc.)
- Some situations are both
 - Recent partial county telecom outage – some were not affected, unaware; some were affected, but only became aware when they tried to use the phone or Internet or ...
- Either way, once you learn of an incident, next step is Check-In

Check-In Process – Level 1



- Resource Net Level 1 is for initial damage reports immediately following/during an incident
- First, make sure everything is okay at home
- Tune to Resource Net repeater
 - Primary AA6BT 146.115 (+) 100.0
 - North W6ASH 145.270 (-) 100.0
 - South N6NAC 444.625 (+) 110.9 (best for South of 101 & 85 in S. San Jose)
- Resource Net Level 1 operations
 - Net Control will be asking for damage reports, flood levels or other info
 - Respond with your call sign
 - When called, respond with city, report, and call sign; use a minimum of words
 - Example using Modified Mercalli scale for an earthquake: "Los Altos, Mike-Mike-4, KE6AGJ"
- Monitor to determine if further escalation will occur
- If you hear your city EOC activate, then proceed to Level 2

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Preparation



- Do NOT self-activate!!!
 - Don't go anywhere, don't do anything except prepare
- Net Control may or may not make an immediate assignment
 - It may take time for incident command to determine what resources are needed and where they need to be deployed
 - Be patient; pay attention; monitor closely; respond promptly
 - If you are unable to monitor: inform Net Control that you need to leave the net and provide an alternative contact method
- If not immediately activated, use the time wisely to prepare
 - Continue to monitor closely; don't make the whole net wait on you!
 - Check your go-kit, including batteries, food, water, etc.
 - Check your personal situation: home, family
 - Get yourself ready to leave immediately
 - Then, go about your normal business, but continue to monitor
 - When called, answer promptly!

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Check-In Process – Level 2



- Resource Net Level 2 is for referral to city tactical nets
- Listen on the Resource Net for your city EOC to activate
 - Example: "Net Control, Los Altos EOC is now active and accepting check-ins on 146.595 simplex, this is KE6AGJ"
- Switch to your city net frequency (typically a tactical freq.)
 - If you're joining later, check your city net first
 - If your city doesn't activate, check-in on county resource net; they may have alternative instructions for you
- Make your availability known to Net Control Operator
- City Net Control decides where you are needed
 - City will request you monitor city frequency for possible assignment
 - City may release you to county; if so, return to county resource net

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Assignment and Activation



- Net Control will call you at some point and offer an assignment
 - Applies to both city and county nets
- If you accept the assignment, you will be activated
 - You don't have to accept any assignment if you don't feel safe
 - You shouldn't accept an assignment until you are immediately ready to leave
- Before leaving home, notify Net Control that you are ready to roll
 - Report street location and last three digits of odometer
- You will be given travel and reporting information
 - Write it down! Often includes important travel restrictions
- While en route, check-in every 15-20 min (or as directed by Net Control)
 - Report your street location and last three digits of odometer
 - e.g. "... location is Highway 101, odometer is 456, this is KE6AGJ"
 - Don't wait for Net Control to call you
 - Net control may be busy with tasks that you may not hear on the net
 - Don't make Net Control ask you for the information
 - You know what's needed (street and odometer) so don't slow down the whole net

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Check-In Process – Level 3



- Resource Net Level 3 is for tracking mutual aid requests and county resources
- Important: You must first be released by your city EC (or AEC in charge)
 - Check with your city tactical net first
 - If your city net is not up and you can't locate your EC, then check-in with county – they may have alternative instructions
- Check-in to Resource Net to announce availability for county-wide assignment
- Some important points:
 - Monitor continuously and respond promptly when called
 - Resources are assigned by matching capabilities to need; not first come, first served
 - You may need to monitor for a long time
 - Notify Net Control if you must leave the net for any reason
- While waiting for an assignment, make sure you are prepared

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Arriving on Scene



- When you arrive at your destination, **STAY** in your vehicle and do the following:
 - Tell the Travel Net you have arrived and you are checking out.
 - Make contact with the Event Net control, announce that you have arrived and are checking IN. They should give you instructions as to where to report next (maybe Staging, maybe another location, etc.)
 - If you CANNOT make contact with Event Net Control, return to the travel Resource Net Control and ask for further instructions.
 - Do all this FROM YOUR VEHICLE using the more powerful mobile radio.
 - Do NOT leave your car and walk to the event – they may not want you there and this violates the County's standards of operation.
- At the Event, check in where instructed
 - ICS 211A Communications Check-In form (ICS 211A-SCCo)
- Follow the instructions of the local team
 - Be patient; you may be asked to wait until others arrive
 - Be courteous; you are there to help, not run the show
- Remain in constant contact with the local tactical net
 - If you need to go off the air, inform Net control
 - If we lose track of you, we must spend time and resources to find you; you have become part of the problem

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Interacting With Local Authorities



- Approach in the field of vision of the officer
- Keep hands in plain sight
- Greet the officer
- Identify yourself
- Show identification
- State who sent you
- State where you are headed
- State what you will do there
- Request permission to pass
- Thank the officer
- If you have difficulty, do not argue!
 - Walk away (as appropriate) and contact net control to ask for instructions

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Demobilization



- At the Event, upon relief or at end of assignment, sign OUT where instructed
 - ICS 211A Communications Check-In form (ICS 211A-SCCo)
- Go to your vehicle and do the following from your vehicle using the more powerful mobile radio.
 - First check OUT with the Event Net control.
 - Then check IN on travel Resource Net (be it City or County). Inform them you are proceeding to home.
- Give street location and last three digits of odometer
- Check-in every 15-20 minutes on the way home
 - Give street location ("Highway 101") and last three digits of odometer
- Check-out when you arrive home
 - Give location ("arrived at home") and state you are checking out
- You are responsible for maintaining contact with net control at all times

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Conducting Yourself at the Scene



- You are there to assist with communications
 - You are not there to manage the incident, nor to manage all comms.
- You must be courteous and respectful at all times
 - You are an ambassador for ALL amateur radio!
 - What you do and how you act reflects on ALL of us
 - If you experience difficulty, contact your supervisor or net control
- Your job is to be a communicator
 - You are not to direct traffic, climb towers, move barricades, etc.
 - You are not trained for these; you are not covered by DSW!
 - Do not take on tasks that will interfere with duties as communicator
 - Do not take on tasks or go places if you do not feel safe
 - Do be the best, most effective communicator you can be
- At all times, remain in contact with net control

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Your Performance While On Scene / On Assignment

Standards and Best Practices

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Conducting Yourself at the Scene

- Use incident management (ICS) as directed by the professionals.
- Avoid spurious emissions by mouth.
- Even though you are a valued volunteer, you remain an ordinary citizen with no special privileges or authority.
- Keep your identification cards with you at all times
 - DSW Card, Amateur License, Drivers License, City ID Card
- Follow the directions of your lead operator or the chain of command
- Do it **RIGHT** according to Santa Clara County procedures and training

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Assignments

- Typically assignments are 8 hours
 - Be prepared for 12 hours
- Don't accept assignments unless you are ready
- You don't have to accept any assignment if you don't feel it's safe

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Understanding the Assignment

- Demonstrates knowledge and purpose of assignment
- Properly documents assignment
 - e.g. Activation number and other details provided by supervisor or Net Control

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Working with Served Agencies

- Introduces him/herself to served agency team leader and other key individuals
- Maintains an advisory type of relationship for communications functions
- Coordinates communications activities with the rest of the served agency team
- Communicates effectively using served agency's protocols
- Adapts to the particular procedures and needs of the served agency and/or situation

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Maintains positive control of assignment

- Stays focused and on task
- Remains composed under stressful conditions
- Properly prioritizes tasks and handles overload situations calmly
- Advises supervisor or Net Control of any change in status or location
 - e.g. Breaks, physical and environmental changes, changes in communications activity level, etc.

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Working with Served Agencies

- Maintains a list of served agency contact numbers for use during the assignment
- Handles disagreements with served agency professionally
 - i.e. Exercises restraint and remains professional; doesn't argue; informs supervisor or Net Control promptly
- Promptly follows directions of Police/Fire
- Coordinates demobilization of communications operations with served agency

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Functions effectively as a team member

- Effectively shares work assignments with other team members
- Follows instructions and performs assigned tasks politely and proactively
- Works cooperatively with leaders and co-workers
- Keeps the team informed of his/her progress, status
- Maintains a polite and respectful relationship, even under stress
- Actively volunteers to help the team
- Respects the efforts and responsibilities of each volunteer and professional

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Operating Position

- Easily located by people who need to make use of radio communications
- Convenient for the served agency, ideally, near their own communications station
- As quiet as possible and practical for effective communications
- Does not block movement or traffic flow (vehicle or otherwise)
- Clear space to deploy antennas
- Safe

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Visibility and Presence

- Deploys “Radio Communications” or other signage (as appropriate)
- Wears vest and hat (as appropriate)
- Deploys traffic cones, beacons or other devices as available and appropriate for safety and visibility of the operating position – particularly at night

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Served Agency Protocols

- Check-in, check-out, attendance, badges or other personnel tracking
- Communications protocols specific to the agency
- Informs served agency of changes in situation or conditions

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Maintains Contact with Net Control

- Maintains contact with at least one NCO at all times, even when changing nets
 - i.e. check in to the next net prior to checking out of the previous net
- Monitors the net continuously and responds promptly when called
- Notifies Net Control Operator (NCO) if planning to leave the net, even for a few minutes
- Checks in with NCO at least every 30 minutes to verify transmit ability and provide health & welfare status

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Relief Briefing

- Assignment, activation number,
- Served agency and official in charge, including how they are recognized
 - E.g. vests, hats, badges, etc.
- Frequencies, tactical calls, net station locations, emergency contact numbers
- Who to contact regularly
- Radio, power supply, antenna information
- Nearest telephone: location and number

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Maintains Contact with Net Control

- Contacts NCO if no traffic at all (from anyone to anyone) *heard* on net for 15 minutes to verify receive
- Advises NCO of any change in conditions
- Reports all unusual or dangerous situations promptly
- Can listen and respond in a noisy/chaotic environment
- Gives NCO sufficient notice when requesting a replacement

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Relief Briefing

- Location of toilet, water, food, first aid, and other supplies
- Summary of previous operational period
- Current status of people, resources, incident (as it relates to communications)
- Pending issues for next operational period (if any)
- Introduces replacement to the rest of the team

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SAFETY



TAKING CARE OF YOURSELF

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Fatigue

- Works at moderate pace as applicable to the assigned task
- Takes periodic breaks
- Adjusts duties to alternate between heavy and light duty tasks
- Errors of omission.
 - Many fatigued people forget to do something.
- Slower task performance or lower productivity.

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Personal Safety

- Actively and continually assesses personal safety
 - Restricts activities to the scope of his/her training (communications)
 - Calls 911 or other official emergency number if fire, medical or public safety issue exists
 - Wears proper attire for the situation □ e.g. sturdy footwear, long pants, work gloves, safety glasses, outdoor work clothing, protection from cold, heat, sun, wind and rain
 - Maintains awareness of surroundings and potential for safety issues

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Fatigue

- Decreased morale and motivation. Fatigued individuals often become moody.
- Poor communications. They talk less.
- Sleeping on duty. This can also take the form of micro sleep. Sleeping with the eyes open. Stimulus still is perceived, but reaction time is greatly slowed.
- Difficulty concentrating and thinking clearly.
- Inattention to minor, but potentially important, details.
- Complaints of headaches and stomachaches

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Driving

- Drives safely and does not speed
- Does not drive off road unless trained to do so
- Does not go anywhere that he/she feels is not safe
- Avoids overhead wires when deploying antennas
- Professionally and responsibly withdraws from situations that become risky; advises net control and served agency promptly

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Control of Fatigue

For short-term solutions, individuals can:

- Work at a moderate pace on physically demanding tasks.
- Take periodic rest breaks to permit physiological and/or mental recovery.
- Engage in diverting physical activities (e.g., working alternately between heavy and light duty tasks).
- Maintain high standards of physical fitness.
- Ensure you are adequately rested before the work shift.
- Adjust the complexity of duties and make changes in assignments to prevent boredom.
- Eat nutritional food before, after, and/or during work

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Stress

- Emphasizes teamwork
- Takes regular breaks
- Maintains proper hydration and nutrition
- Rotates positions/duties with team members every few hours
- Notifies NCO and coordinates with the served agency if team member is unable to fulfill role
- Is patient and understanding with other operators who are likely stressed

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Heat

- Sunburn – tissues is burned and is damaged
 - Use sun block, shade, protective clothing
- Heat Rash
 - Rash, may prickle or itch
 - Remove from heat and apply cool wet towels
- Heat Cramps
 - Caused by loss of salt & dehydration
 - Remove from heat
 - Hydrate

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Cold

- Dresses in layers, with wicking layer on bottom
 - Stay dry
 - Stay warm
- Uses clothing to reduce exposure to cold and wind
- Rotates positions with other teammates
- Takes proper precautions to deal with sun and heat

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Heat

- Heat Exhaustion
 - Caused by body's inability to stay cool
 - Cool off periods
 - First aid and medical attention
- Heat Stroke
 - Caused by collapse of body's sweating and heat regulation
 - Threat to life and possible brain damage
 - **Life Threatening Medical emergency**
 - Remove from heat
 - Immediate medical attention

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Heat

- Dresses in layers
- Rotates positions with other teammates
- Uses sunscreen, hat and clothing to reduce sun exposure
- Maintains proper hydration
 - Need 2-3 liters of water per day
- Makes effective use of shade
- Sunburn – tissues is burned and is damaged
 - Use sun block, shade, protective clothing

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Lightning

- Avoids use of telephone, radios and other electrical appliances
- Gets out of boats and away from water
- Finds a low spot away from trees, fences and poles
- Squats low to ground on balls of feet if lightning strike seems imminent

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Floods

- Stays out of water deeper than six inches
- Does not attempt to cross flowing water, regardless of depth
- Does not drive through flooded roadways
- Stays away from bases of drainage channels

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Earthquakes

- Stays away from downed power and utility lines
- Does not enter suspect structures
 - If it doesn't look safe, error on the side of caution and don't go in
- Cause structural instability, such as dam failures that can trigger flash floods.
- Can cause fires and explosions.
- If you smell natural gas or hear loud hissing from the ground or building...evacuate the area, report to net control

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Landslides and Mudslides

- Stays away from edges and bases of steep slopes
- Watch for water flowing from the hillsides
 - Sign of possible hillside slippage
- Don't cross over a landslide
 - It potentially could continue to move with your added weight or that of your vehicle.
 - Turn around, notify net control
- Don't cross mudslides
 - Just as dangerous as flowing water over roadway
 - Turn around, notify net control

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SAFETY – Think Safety First

- **Train For Safety Now**
 - Through training and life-experiences, prepare yourself to cope with emergency situations.
 - Training allows you to demonstrate your skills and gives you the confidence to call upon them should the need arise.
- **Use the Two-Person Concept**
 - Certain incident responses include the two-person concept and this should be strictly adhered to.

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Fires

- Does not proceed past an active fire line
- Keeps informed of fire weather conditions and forecasts
- Identifies escape routes and safety zones and makes them known to others
- Increases alert level if weather is getting hotter or drier, or if wind increases and/or changes directions

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Go-Kit



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Personal Protection Equipment

- Basic Set
 - Hard Hat/hat
 - Safety Vest
 - Boots
 - Leather Gloves
 - Ear Protection
 - Goggles or Safety Glasses
- As needed
 - Long Pants
 - Long Sleeve Shirt
 - Light Wind Breaker
 - Other personal items

Extended Go Kit



- Additional Items for fully independent operation over extended period of time
- Used in situations where returning home after a shift is not possible or ideal.
- Add in your personal comfort items. Things that are unique to you.

Rev: 2009 Oct 17

Extended Go Kit

Purpose: Additional items for fully independent operation over an extended period of time. Used in situations where returning home after shift is not possible or not ideal.

Personal Go Kit Items/Notes:

As Needed:

- Registered DC power supply
- Battery charger
- Spare batteries (for charging while operating)
- Portable generator and fuel
- DC distribution panel & cables (Phosporus recommended)

Optional:

- Rain gear
- Jacket
- Warm clothing (preferably in layers)
- Under garments (2 sets)
- Socks (2 sets)
- Socks (2)
- Bath
- Shave kit
- Alternative boots or shoes
- Showercap
- Cold water laundry soap (e.g. Woolite)

Recommended:

- MREs (Meal Ready to Eat) or other non-perishable meals
- Water (if getting recommended, depending on conditions)
- Water purification tablets or device
- First aid kit
- Cooler or ice chest
- Head and neck covers
- Coffee cup

Personal Items:

- Washcloth and towel
- Soap and shampoo
- Hair and shaving cream
- Toothbrush and toothpaste
- Combs and/or brush
- Deodorant/antiperspirant
- Mouth sores (in case of no one)

Personal:

- Sleeping pad
- Sleeping bag/blanket
- Pillow
- Hat
- Band
- Sun block
- First Aid Kit

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Personal Gear

- Personal safety gear
- Clothing
- Food and water
- Toiletries
- Medications

For Qualifications

Carry Kit
+
Go-Kit
+
Level Specific Items

Other Aspects of Go-Kits

- Mobile Radio
- Packet Equipment
- Extended Go-Kit

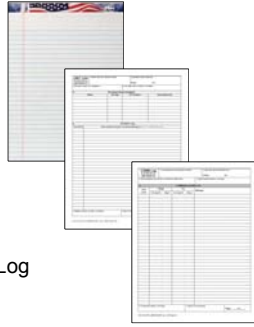


Tracking activities and message traffic

REPORTING AND LOGGING

Three Primary Logging Forms

- Form 1
- ICS 214 – Unit Activity Log
- ICS 309 – Communications Log



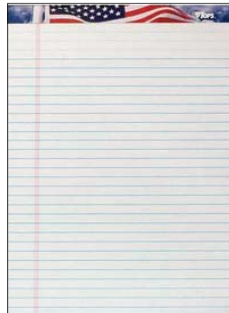
ICS 214-SCCo

Field-by-field instructions on back:

1. Incident Name & Activation Nbr
2. Operational period
3. Unit name / tactical call
4. Unit leader
 - Your name, call sign for individual
5. [Optional] Personnel roster
6. Activity log
 - Time (local 24:00 time)
 - Major activities/events
 - Occasional messages
7. Prepared by
8. Date & Time Prepared

Form 1

- Main point is good documentation
- A simple writing tablet works
- Lots of uses
 - Writing down assignment
 - Writing down activation number
 - Copying directions
 - Informal notes and messages
 - Scratch paper
 - Food and drink orders for the team
 - ... when you run out of the right form
- Turn in to supervisor at end of shift
 - (yes, even informal notes!)



Example 214 (individual field communicator at checkpoint)

UNIT LOG ICS 214-SCCo ARES/RACES		1. Incident Name and Activation Number <i>Mockingbird Heights Mummy Race RIP-13-13T</i>	2. Operational Period (Date/Time) From: <i>10/31/09 20:00</i> To: <i>10/31/09 24:00</i>
3. Unit Name / Tactical Call / Designators <i>Checkpoint 1</i>		4. Unit Leader (Name, Call Sign, ICS Position) <i>Herman Munster, W6XRL4</i>	
5. Personnel Roster Assigned			
Name	Call Sign	ICS Position	Home Base/City
6. ACTIVITY LOG			
Major Activities & Events / Occasional Messages (From / To / Msg# / Msg Text)			
Time (24:00)			
<i>20:30</i>	<i>Arrive at Incident Command Post - Gateman, Goodbury & Graves funeral home</i>		
<i>20:30</i>	<i>Assigned to Checkpoint 1</i>		
<i>20:35</i>	<i>Arrived at Checkpoint 1</i>		
<i>20:50</i>	<i>First mummy passes checkpoint (bib #4289)</i>		

ICS 214 – Unit Activity Log

- Our version: ICS 214-SCCo
- A record of all major activities and events
- EVERYONE fills out a 214
 - Individuals: a unit of one
 - Teams: Team leader
- Occasional message traffic?
 - Just log it right on the 214
 - No need to use a 309 Comm Log
- Use multiple pages if necessary
- Turn in to supervisor at end of shift

ICS 309 – Communications Log

- Our version: ICS 309-SCCo
- Net Control Operators and stations with high message traffic
- Columns help organize key message tracking info
 - Time
 - From
 - To
 - Message subject
- Does not replace 214
 - EVERYONE fills out a 214
- Turn in to supervisor at end of shift

ICS 309-SCCo

Field-by-field instructions on back:

1. Incident Name & Activation Nbr
2. Operational Period
3. Radio Net or Position Name
 - NCOs: Radio net name
 - Individuals: Position/tactical call
4. Radio Operator
5. Communications Log
 - Time (local 24:00 hour time)
 - From (Call Sign/ID & Msg #)
 - To (Call Sign/ID & Msg #)
 - Message
6. Prepared by
7. Date & Time Prepared

COMM LOG ICS 309-SCCo ARES/RACES		1. Incident Name and Activation Number		2. Operational Period (Date/Time)	
3. Radio Net Name (for NCOs) or Position/Tactical Call		4. Radio Operator (Name, Call Sign)		5. COMMUNICATIONS LOG	
Time (24:00)	FROM Call Sign/ID	TO Call Sign/ID	Msg #	Message	
20:00	W6XRLA	NC		Leaving home - Mockingbird Lane ODO 123	
20:15	NC	W6XRLA		H&W - Highway 13 - ODO 141	
20:25	W6XRLA	NC		Arrived Staging ODO 150	
20:30	W6XRLA	NC		Check-Out	

ICS 211A-SCCo - Communications Check-In

- Our version: ICS 211A-SCCo
- EVERYONE signs in & out on a 211 when you arrive on location
- If you are the first EmComm responder on scene, if one isn't started, then you should

ICS 211A CHECK IN LIST (COMMUNICATIONS)		1. INCIDENT NAME	2. DATE	3. INCIDENT NUMBER	4. CHECK IN LOCATION
PERSONNEL NAME		CALL SIGN	AGENCY	TIME IN	TIME OUT
HOURS		REMARKS			
ICS 211A SCCo RACES		5. NUMBER OF PAGES	6. PREPARED BY (RESOURCE UNIT)	7. MISSION NUMBER	

Example 309 (Resource Net)

Example: Tracking Herman Munster from home to assignment

COMM Log ICS 309-SCCo ARES/RACES		1. Incident Name and Activation Number <i>Mockingbird Heights Mummy Race RIP-13-13T</i>		2. Operational Period (Date/Time) From: <i>10/31/09 20:00</i> To: <i>10/31/09 24:00</i>	
3. Radio Net Name (for NCOs) or Position/Tactical Call <i>Resource Net</i>		4. Radio Operator (Name, Call Sign) <i>Count Dracula, W6RIP4</i>		5. COMMUNICATIONS LOG	
Time (24:00)	FROM Call Sign/ID	TO Call Sign/ID	Msg #	Message	
20:00	W6XRLA	NC		Leaving home - Mockingbird Lane ODO 123	
20:15	NC	W6XRLA		H&W - Highway 13 - ODO 141	
20:25	W6XRLA	NC		Arrived Staging ODO 150	
20:30	W6XRLA	NC		Check-Out	

ICS 211A-SCCo

1. Incident Name
2. Date
3. Incident Number
4. Check-in Location
5. Information
 - Personnel Name
 - Call sign
 - Agency
 - Time in
 - Time out
 - Hours
 - Remarks
6. Number of pages
7. Prepared by
8. Mission number

ICS 211A CHECK IN LIST (COMMUNICATIONS)		1. INCIDENT NAME	2. DATE	3. INCIDENT NUMBER	4. CHECK IN LOCATION
PERSONNEL NAME		CALL SIGN	AGENCY	TIME IN	TIME OUT
HOURS		REMARKS			
ICS 211A SCCo RACES		5. NUMBER OF PAGES	6. PREPARED BY (RESOURCE UNIT)	7. MISSION NUMBER	

Example 309 (Event Tactical Net)

Example: Tracking Herman Munster after arrival at assignment and during event

COMM Log ICS 309-SCCo ARES/RACES		1. Incident Name and Activation Number <i>Mockingbird Heights Mummy Race RIP-13-13T</i>		2. Operational Period (Date/Time) From: <i>10/31/09 20:00</i> To: <i>24:00</i>	
3. Radio Net Name (for NCOs) or Position/Tactical Call <i>Event Tactical Net</i>		4. Radio Operator (Name, Call Sign) <i>Wolfman, K6WOOF</i>		5. COMMUNICATIONS LOG	
Time (24:00)	FROM Call Sign/ID	TO Call Sign/ID	Msg #	Message	
20:30	W6XRLA	NC		Check-In - Assigned tactical "Checkpoint 1 (CPI)"	
20:35	CPI	NC		In position at checkpoint	
20:45	NC	All Checkpoints		Advise when first mummy arrives at your station	
20:50	CPI	NC		First mummy arrives - bib # 1234	

Example ICS 211A-SCCo

ICS 211A CHECK IN LIST (COMMUNICATIONS)		1. INCIDENT NAME <i>Morgan Hill Independence Day Parade</i>	2. DATE <i>July 4, 2010</i>	3. INCIDENT NUMBER <i>MGH-07-04T</i>	4. CHECK IN LOCATION <i>The Grange - 4th Street</i>
PERSONNEL NAME <i>John Ham</i>		CALL SIGN <i>K6HAM</i>	AGENCY <i>SCCo</i>	TIME IN <i>0730</i>	TIME OUT <i>1330</i>
HOURS <i>6</i>		REMARKS <i>Cool shindig</i>			
ICS 211A SCCo RACES		5. NUMBER OF PAGES <i>1</i>	6. PREPARED BY (RESOURCE UNIT) <i>Patrick Moore</i>	7. MISSION NUMBER <i>XSC -07-16T</i>	

End of Part 1 of 2

Thank You!

Questions, comments, suggestions?

Coming in Part 2 of 2

- Dealing with field problems
- Damage survey and reporting
- Message handling
- Advanced field communicator
 - Typical assignments
 - Traffic levels
 - Multi-net operations
 - Comms planning and coordination
- Go-kit for more complicated set-ups
- More on safety
- Interactive workshop

Questions