

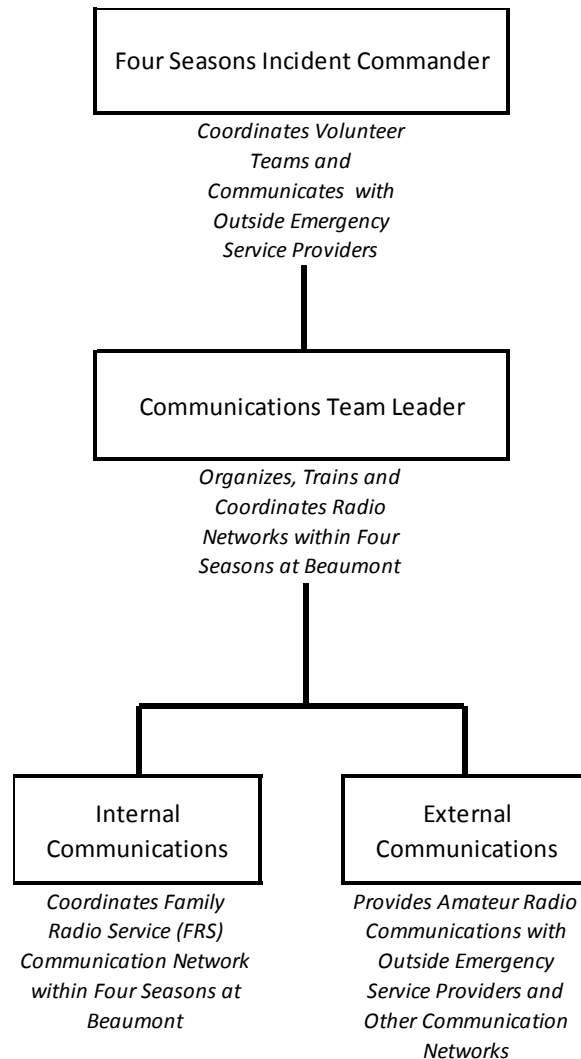
Four Seasons at Beaumont Communications Plan, App D



1. **Introduction and Purpose.** This document is a subset of the overall Four Seasons at Beaumont Emergency Preparedness Plan (EPP) and provides information on Communications Team goals, organization, communication protocols and actions to be taken by the Team in the event of an emergency or disaster response situation.
 - a. The Communication Team’s response will be based on the type of emergency declared by the Four Seasons Incident Commander as follows:
 - i. **Class 1.** An emergency event that results in major damage to residences and/or infrastructure with a corresponding level of life-threatening injuries to residents in the community. Activate all volunteer response teams.
 - ii. **Class 2.** An emergency situation that causes or threatens to cause damage or injury but is generally at a level of severity below Class 1. Activate the Survey/Transportation and Communications Teams and alert all other volunteer response teams and place them in standby until required.
 - iii. **Class 3.** A situation that has not yet been categorized as an emergency but has the potential for causing minor or limited levels of damage or injury. Activate volunteer response teams as necessary (generally only the Survey/Transportation and Communications Teams).
 - iv. **Class 4.** Situations where the level of damage or injury have not yet been determined. Activate the Survey/Transportation and Communications Teams.
 - b. The Communications Team supports the emergency response efforts of the Incident Commander by providing the following radio communications capabilities:
 - i. **Internal.** Internal networks are established within the Four Seasons at Beaumont community employing resident volunteers and their own unlicensed Family Radio Service (FRS) handheld radios.
 - ii. **External.** External networks involve emergency service contacts outside the Four Seasons community (Sun Lakes Emergency Communications Team, City of Beaumont Incident Commander, Red Cross, etc.) employing Amateur Radio Service communicators and more powerful handheld radios requiring an FCC license.
 - c. As a matter of policy, members of the Communications Team operate as service providers to the Incident Commander and other Four Seasons response teams and have no decision-making authority in regard to the assignment of resources during an emergency.

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- d. Members of the Team operate their radios in compliance with the rules and regulations of the Federal Communications Commission as well as policies and procedures specified by local emergency organizations.
- e. The following depicts the team's organization and position in the EPP chain of command:



- 2. **Goals and Means.** The Communication Team's primary goal is to provide fast and responsive communications in support of emergency operations led by the Incident Commander and other emergency response teams in the community. The following are the basic precepts of operations:
 - i. Network communications will conform to the protocols outlined in paragraph 3 below including the use of the Four Seasons Amateur Radio Club call sign, W6FSB, which will be used as the identifier for all emergency communications with external networks.
 - ii. Amateur Radio Communicators and FRS volunteer Communicators should:

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1. Own and maintain their radios and associated equipment.
 2. Ensure sufficient power sources exist to meet communication demands in an emergency. Ideally, equipment will be capable of operating on alkaline battery power.
 3. Keep radios, batteries and other materials and equipment as specified elsewhere in this plan in “Go Bags” for quick response.
 4. Participate in scheduled radio checks and other drills and exercises to develop skills in communication discipline.
3. **Communications Protocols.** Established rules and procedures are important to the communications process and become critical requirements during emergency response operations. The following are key components of the W6FSB emergency communications protocols:
- a. Communications between Net Control and each FRS Communicator shall be kept brief and factual. Net Control will authorize one Operator at a time to pass traffic to Net Control. The Operator should say “Break” after each 3 – 5 words to allow Net Control time to write down the message or to request a retransmit of that section of the message. When receiving a “GO” reply from Net control, the next 3 – 5 words should be transmitted. The Operator shall indicate the end of the message by transmitting “End of Message”. Net Control will reply with “Copy End of Message”, or request a retransmit of all or part of the message.
 - b. Only if authorized by Net Control shall two or more Communicators establish direct contact with each other on a frequency/channel assigned by Net Control.
 - c. HIPPA rules and regulations prohibit the disclosure of victims’ names, medical status, etc. over the air.
 - d. FRS Communicators should maintain two radios, one for the volunteer responder to communicate with Net Control; the other to maintain communications with the responder’s spouse or partner back at his or her residence.
 - e. Net Control and Communicators on the 2-Meter net must possess FCC Amateur Radio Licenses. The FRS net can be controlled by any Communicator trained in proper net control techniques.
 - f. Tactical call signs are radio “shorthand names” for Communicators on a network and are usually shortened versions of the functional name, i.e., Network Control becomes Net Control.
 - g. Under direction of the Incident Commander, radio contact with the Sun Lakes EPAP may be established by an FCC-licensed Amateur Radio Operator using the 2-meter frequency of 145.600, no PL code. The call sign W6FSB should be utilized so that Sun Lakes clearly understands that the traffic is coming from Four Seasons at Beaumont. At least once per hour, the Communicator should identify using his/her own call sign, e.g., “This is KJ6NRR operating as W6FSB”.
 - h. When local authorities (the City of Beaumont Incident Commander or other Emergency Agencies) authorize W6FSB Net Control to communicate with them during an emergency, the specified frequency(s) and PL(s) will be incorporated into this operating plan.

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i. The following summarizes basic tenets of operation for volunteer radio Communicators:

Function Title	Physical Location	Functions	Primary Frequency / Channel	Tactical Call Sign
INTERNAL NETWORK (FRS)				
Network Control Operator	LODGE, co-located with Incident Commander	1) Directs FRS network operations, 2) maintains comms log, 3) serves as "ears and voice" for Incident Commander comms with volunteer responders.	2	NET CONTROL
District Communicator	Assigned District	1) Requests support from Incident Commander via Net Control, 2) provides updates on neighborhood status, 3) serves as a message dissemination point for residents of the district.	2	DISTRICT (1)
Roving Assessor	Assigned Route	Provides neighborhood status reports immediately following incident.	As Assigned	ROVER (1)
Medical	LODGE or Assigned Location	Provides medical status reports.	7	MED (1)
Recovery	Assigned Location	Provides emergency assistance as required	As Assigned	RECOVERY (1)
2-Meter Communicators	Assigned Locations	1) Provides adjunct support of FRS network ops, 2) other duties as assigned.	145.645 MHz simplex and/or others TBD by the Incident Commander	Individual Call Signs
EXTERNAL NETWORK (2-METERS)				
2-Meter Emergency Operations	LODGE, co-located with Incident Commander	1) Directs 2-meter network operations, 2) maintains comms log, 3) serves as "ears and voice" for Incident Commander comms with external emergency providers.	145.600 MHz simplex and/or others TBD by Incident Commander	W6FSB

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4. Action Plan.

a. Prior to the declaration of an emergency:

- i. Keep current with Radio Club members as to address, phone number(s), e-mail address, vacation plans, impaired health status, and/or anything that might affect Communicator's availability and/or ability to participate in emergency operations.
- ii. Locate, educate, and stay in touch with a scribe or assistant (often a spouse or partner), who will accompany operator and keep records during emergency operations.
- iii. Purchase necessary communications equipment and keep it in good working condition. Unlicensed Communicators should maintain a pair of FRS radios that are capable of operation on alkaline batteries. Licensed Amateur Radio Communicators should maintain the same FRS equipment plus at least one 2-Meter transceiver and a pair of rechargeable batteries.
- iv. Assemble necessary equipment (detailed below) as a Go Kit and keep it in an accessible location:
 1. Radio(s) as itemized above.
 2. A supply of AA alkaline batteries. Do not stock rechargeable batteries.
 3. A supply of message forms (ICS 213 attached).
 4. ID shirt/jacket (and hat).
 5. A copy of this plan.
 6. Pencil(s) and paper and small pencil sharpener.
 7. Water, snacks.
 8. Medications, basic first aid supplies including sunscreen.
 9. Flashlight and batteries or other type of individual light.
 10. Anything necessary to allow for possibly extended time away from home in possibly inclement weather, including comfortable shoes.
- v. Ensure that you and your scribe are familiar with team's designated meeting place.
- vi. Keep current with various degrees and classifications of emergencies as determined by incident commander.
- vii. Participate in training operations, including scribe if necessary.

b. During Emergency:

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- i. Prepare to respond to appropriate classification of emergency.
- ii. Attend to priorities at home first:
 1. Assess safety of immediate family, attending to medical and other issues as necessary.
 2. Place red or green card in front window.
 3. Shut off utilities if necessary.
 4. Check neighbors for medical issues and other occurrences, such as fire.
 5. Note general condition of neighborhood.
- iii. Notify another Operator if unable to participate in emergency response.
- iv. Check in with Net Control on channel 2. If no response, grab your “Go Bag” and report to the Incident Command Center at the Lodge to serve as Net Control until relieved.
- v. Conduct roll call of district Communicators.
- vi. Immediately forward all damage, medical, and casualty reports to the Incident Commander or his representative.
- vii. If you are an Amateur Radio Operator, be prepared to establish communications with local authorities (Sun Lakes EPAP Net, Beaumont Incident Commander, etc.) on 2-Meters.

GLOSSARY OF TERMS

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AMATEUR RADIO: A radio service regulated by the Federal Communications Commission for hobbyists, experimenters and emergency communicators (also known as “Hams”). Amateurs are licensed to use a variety of frequencies and modes of operation (voice, Morse code, etc.).

COMMUNICATIONS TEAM: All the members of the Four Seasons at Beaumont Amateur Radio Club who perform as two-way radio Communicators or scribes during an emergency incident.

EMERGENCY INCIDENT: A condition when declared by the Incident Commander, that causes the Emergency Preparedness Plan to be implemented.

INCIDENT COMMANDER: The Four Seasons at Beaumont Incident Commander declares the level of severity of an emergency and coordinates volunteer Emergency Preparedness Program (EPP) responses to that emergency.

FRS RADIO: The Family Radio Service (FRS) is a non-licensed walkie-talkie radio system that serves as the backbone of the Four Seasons at Beaumont emergency communications system. Communications channels to be used are identified elsewhere in this document.

W6FSB: The Four Seasons at Beaumont Amateur Radio Club’s FCC-issued call sign which is used by its licensed members during emergency operations on the 2-Meter Band (or other Amateur Radio frequencies as specified).

RADIO COMMUNICATORS, LICENSED AND UNLICENSED BY DISTRICT / FUNCTION

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TACTICAL	DISTRICT NAME	COMMUNICATOR	CHANNEL	
District 1				
District 2				
District 3				
District 4				
District 5				
District 6				
District 7				
District 8				
District 9				
District 10				
District 11				
District 12				
District 13				
Rover 1				
Rover 2				
Rover 3				
Medical 1				
Medical 2				
KJ6NRR				
W6RVB				
K6IRG				
KG6HZ				
KJ6VVL				
K6JWP				

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GENERAL MESSAGE - FOUR SEASONS AT BEAUMONT INCIDENT COMMAND		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

