

EPP Four Seasons at Beaumont Communications Team Action Plan

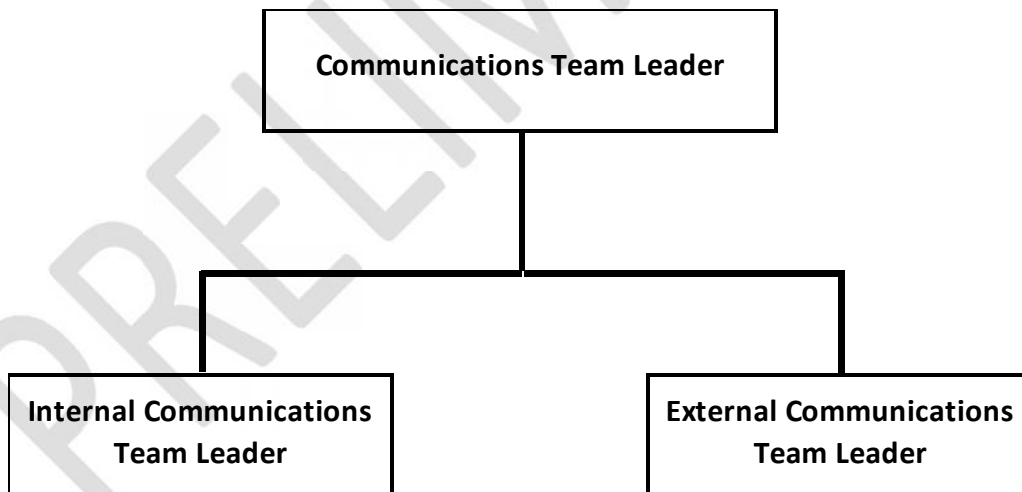


Purpose: To provide fast and responsive communications in support of emergency operations led by the Incident Commander (IC) and other emergency response teams in the community.

Objectives:

1. Provide for the establishment of an INTERNAL radio communications network within the Four Seasons at Beaumont community employing resident volunteers and their own unlicensed Family Radio Service (FRS) handheld radios.
2. Provide for the establishment of EXTERNAL radio communications networks enabling emergency service contacts outside the Four Seasons community (Sun Lakes Emergency Communications Team, City of Beaumont Incident Commander, Red Cross, etc.) by employing Amateur Radio Service communicators and more powerful base and handheld radios requiring an FCC license.
3. Provide training to all Communications Team members and radio operators on all other EPP response teams.

Organization:



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Responsibilities:

1. Communications Team Leader
 - a. Organize, train and coordinate the deployment of Communications Team members.
 - b. Provide for training of team members to perform as Network Control Operators.
 - c. Provide for training on communications protocols for all EPP designated radio operators.
 - d. Act as the IC's advisor on communications and ensure all required communications equipment and trained personnel are co-located with the IC.
 - e. Implement procedures for record keeping and communications logging during an emergency.
 - f. Develop and maintain a master plan for distributing communications resources and allocating radio frequencies during an emergency.
2. Internal Communications Team Leader
 - a. Train and organize Communication Team members to perform communicator duties on the FRS network during an emergency.
 - b. Provide relief for the Communications Team Leader during operations.
 - c. Respond to directions given by the IC and the Communications Team Leader.
3. External Communications Team Leader:
 - a. Train and organize the Team's licensed Amateur Radio Operators on procedures and protocols for VHF, UHF and HF operations during an emergency.
 - b. Provide relief for the Communications Team Leader during operations.
 - c. Respond to directions given by the IC and the Communications Team Leader.
4. All Communications Team Members
 - a. Respond to alerts and notifications of emergency issued by the Communications Team Leader, the IC, and/or Leaders for External and Internal Communications Teams
 - b. Maintain radios and equipment "Go Bags" as specified in paragraph 7.
 - c. Attend training as required.

Resources:

1. FRS Communicators and their individually-owned radio equipment.
2. Amateur Radio Operators on the Communications Team and their individually-owned radio equipment.
3. To Be Determined by the Board of Directors:
 - a. Operating location.
 - b. Radio equipment.

Training:

1. Required
 - a. Network Control (Net Control) Operator
 - b. Communications Protocols
 - c. FRS radio operation
2. Optional
 - a. Community Emergency Response Training (CERT)
 - b. Cardio-Pulmonary Resuscitation (CPR)
 - c. First Aid

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Action Plan:

1. Precepts:
 - a. 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.
 - b. Amateur Radio Communicators and FRS volunteer Communicators should:
 - 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.
2. 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”.

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- 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 frequencies and Private Line Codes will be incorporated into this operating plan.
- i. The following page summarizes basic tenets of operation for volunteer radio communicators:

Function Title	Physical Location	Functions	Primary Frequency / Channel	Tactical Call Sign
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INTERNAL NETWORK (FRS)

FRS Network Control Operator	Co-located with Incident Commander	1) Directs FRS network operations, 2) maintains communications log, 3) serves as "ears and voice" for Incident Commander communications with volunteer responders.	2	NET CONTROL
Survey Team Communicator	Assigned District or Route	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	SURVEY (1)
Medical	Assigned Location	Provides medical status reports.	7	MED (1)
Transportation	Assigned Location	Provides emergency transport and assistance as required	TBD	TRANS (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	Co-located with Incident Commander	1) Directs 2-meter network operations, 2) maintains communications log, 3) serves as "ears and voice" for Incident Commander communications with external emergency providers.	145.600 MHz simplex and/or others TBD by Incident Commander	W6FSB
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3. Prior to the Declaration of an Emergency:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - 11) Ensure that you and your scribe are familiar with team's designated meeting place.
 - 12) Keep current with various degrees and classifications of emergencies as determined by incident commander.
 - 13) Participate in training operations, including scribe if necessary.
4. During Emergency:
 - a. Prepare to respond to appropriate classification of emergency.
 - b. 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.
 - c. Notify another Operator if unable to participate in emergency response.
 - d. Check in with Net Control on channel 2. If no response, grab your "Go Bag" and report to the Incident Command Center to serve as Net Control until relieved.
 - e. Conduct roll call of district Communicators.
 - f. Immediately forward all damage, medical, and casualty reports to the Incident Commander or his representative.
 - g. 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.

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Attachments

1. Personnel Resources Check-In Form
2. Radio Communicators, Licensed and Unlicensed by District / Function
3. General Message Form, ICS-213
4. Communications Log

PRELIMINARY

**Four Seasons Beaumont - Emergency Preparedness Program
Communications Team**



General Message – Four Seasons at Beaumont Incident Command		
To:	Position:	
From:	Position:	
Subject:	Date:	Time:
Message		
<p align="center" style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">PRELIMINARY</p>		
Signature:	Position:	
Reply		
<p align="center" style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">PRELIMINARY</p>		
Date:	Time:	Signature/Position



Radio Communicators, Licensed and Unlicensed
by District/Function
Communications Team

**Communications
Team Leader Name**

Date

Tactical	District Name	Communicator	Channel		Action
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					
Scribe(s)					

PRELIMINARY