

Introduction to Emergency Communication Course

Topic 20– Setting up, Initial Operations, and Shutdown

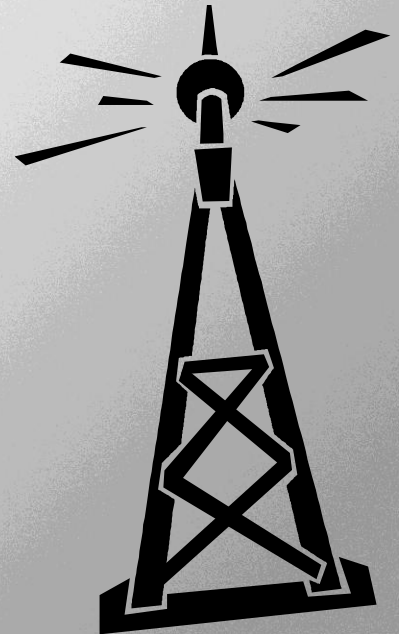


ARRL *The national association for
AMATEUR RADIO*



Responding After the Activation

- Pre-assigned
- Not assigned
- Available



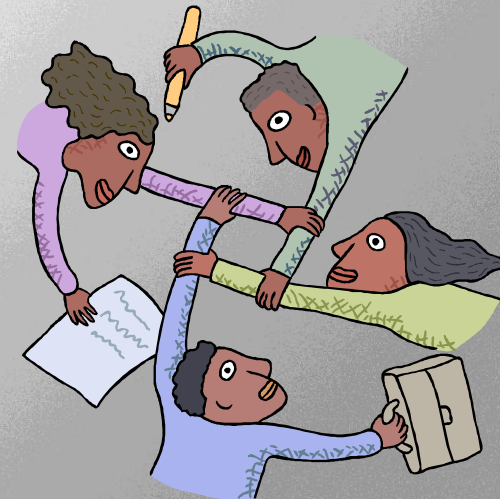
Responding After the Activation

- Grab 'n Go
- Check into net as requested; report travel progress
- May be a staging or volunteer intake area



Who is in Charge?

- EC or AEC appoints station manager
- Relief operator
- Cooperation and good teamwork



ARRL *The national association for*
AMATEUR RADIO

Arriving at the Site

- Sign in and find IC; credentials
- Inform them that you would like to set up; if they have a preference for station's location; explain your needs.
- Suggest an appropriate location – feed line access to a suitable antenna location.
- Any hazards in the immediate area



Arriving at the Site

- What if there's no building?



Being a Good Guest

- Respect and protect others belongings
- Remove all items from work surface
- Cardboard box, sealed and placed under the desk;
- desk drawer



ARRL The national association for
AMATEUR RADIO

Being a Good Guest

- Be careful not to damage anything; no duct tape
- Note damage in log and report it



ARRL *The national association for*
AMATEUR RADIO

Initial Setup

- Set up and test antenna for SWR; check into net
- Test for lowest power setting that works



ARRL The national association for
AMATEUR RADIO

Information Gathering

- Check for working phones, fax, etc.
- Learn about the served agency's needs.
- Make a list of stations within simplex range.
- Find sanitary facilities.
- Determine water and food sources, eating arrangements.
- Find a place to get occasional rest.
- Identify possible alternate message paths.

Information Gathering

- Ask a staff member to explain comms needs; types of messages.
- Give basic information on message creation and use of forms
- Amateur Radio not private; possible alternatives



THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HR	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
1	R	G	K4IWM	APL 5	CARY NC		DEC 20
TO						THIS RADIO MESSAGE WAS RECEIVED AT	
JOHN Q PUBLIC						AMATEUR STATION _____ PHONE _____	
1234 MAPLE AVE						NAME _____	
ANYTOWN NC 27000						STREET ADDRESS _____	
						CITY AND STATE _____	
TELEPHONE NUMBER 919 555 1234							
APL		SIXTY		ONE		X LOVE	
_____		_____		_____		_____	
_____		_____		_____		_____	
_____		_____		_____		_____	
RECD FROM DATE TIME SENT TO DATE TIME							
BETTY M PUBLIC							
<small>THIS MESSAGE WAS RECEIVED AT THE OFFICE OF THE NATIONAL ASSOCIATION FOR AMATEUR RADIO, 2215 R STREET, N.W., WASHINGTON, D.C. 20037. IF YOU HAVE ANY COMMENTS, PLEASE CONTACT THE NATIONAL ASSOCIATION FOR AMATEUR RADIO, 2215 R STREET, N.W., WASHINGTON, D.C. 20037. IF YOU HAVE ANY COMMENTS, PLEASE CONTACT THE NATIONAL ASSOCIATION FOR AMATEUR RADIO, 2215 R STREET, N.W., WASHINGTON, D.C. 20037.</small>							

Ending Operations

- IC says close, notify NCS and close station
- If NCS says close, be sure that the IC is informed
- Package all messages, logs, etc; return equipment
- Toss now, sort later --**NOT**



Departure

- If you sealed desktop items in a box for safekeeping, simply place box on cleaned desk. **Do not unpack the items** and attempt to replace them on the desk.
- Thank all those who worked with you. This is also the time for any apologies.




The Debriefing

- Take notes during comms operation—NOT on log
- What worked well; What could be improved for the next operation.
- Avoid personal attacks and finger pointing.




Questions

1. Suppose that you have been activated during an emergency and have been told to report to an agency that is different from your usual assignment. Which of the following is your best course of action upon arriving at the new agency?
 - a. Take charge and set up a communication center right away.
 - b. Check around the site and find the best place to set up a communication center.
 - c. Ask the receptionist about the best location for setting up a communication center.
 - d. Introduce yourself to the person in charge as the emergency communicator assigned to that location. 




2. You are to brief the staff of a served agency about privacy on Amateur Radio. Which of the following is the most accurate statement you can make?
- a. Speaking quietly into the microphone assures that no one will overhear private information.
 - b. It is permissible to use code words to assure privacy on the air.
 - c. There is no privacy with Amateur Radio voice communications.
 - d. There are NO methods by which the security of any message can be assured on Amateur Radio.



3. Suppose that you have been assigned to a site and the emergency ends. If the site manager asks you to close your station, what is your best course of action?
- a. Do as the site manager tells you and close down your station immediately.
 - b. Ignore the site manager and await further instructions from higher authority.
 - c. Check in with the emcomm manager or NCS before closing down. 
 - d. Have your emcomm manager or NCS speak directly with the site manager before you take any action.



4. In preparing to leave a site after an emcomm event, which of the following actions is NOT appropriate.
- a. Clean up any mess, discard trash, and move furniture back to its original position.
 - b. Unpack all desk items that you have placed in boxes and put them back in their original locations. 
 - c. Thank all of those who worked with you.
 - d. Repair any relationships that may have been strained during the event.

5. A debriefing should be scheduled after each emcomm event. What is the primary purpose of the debriefing?
- a. It provides an occasion to swap “war stories”.
 - b. It serves as a legitimate forum for complaints.
 - c. It serves to improve future emcomm activities. ★
 - d. It provides an occasion for resolving interpersonal issues.