

## Some Key Operating Practices

- Listen before transmitting.
- Make sure that your HT is on the right frequency and correct PL. Once set, use the LOCK button to prevent accidental change.
- Do not move to a different frequency without notifying the NCS.
- Be on time to your assignment and inform the people you are assigned to of your arrival and the person you may be replacing.
- NCS runs the net. All communications have to be routed through the NCS first, even if it is person-to-person.
- Know where you are working and the area that you are in.
- Always plan a path of escape if the conditions in your area require an evacuation.
- Send the message that you receive exactly as received. There may be a reason for the message to be worded in an awkward fashion. We are just an information transport mechanism.
- Remember to operate your station following FCC rules and regulations and the rules and regulations of the served agency. If there is a question of legality of the message, ask the NCS for an opinion or have it sent over a non-Amateur Radio circuit.

## Incident Command System

Many governmental operations have decided to use the Incident Command System (ICS). This is a management tool to help responding groups to understand who has what responsibilities at an incident to achieve a successful outcome. The following are some terms that you may hear concerning ICS:

- **Incident Commander (IC):** Person responsible for management of the incident to a successful conclusion.
- **Command Post (CP):** This is where the Incident Commander and his Command Staff work to manage the incident. There could be up to four assistants depending on the incident:
  - **Operations** – tactical management of resources
  - **Planning** – Information processing concerning incident
  - **Logistics** – providing support services for incident. Amateur Radio fits in this group.
  - **Finance/Administration** – Records keeper for the incident.
- **Base:** Location where primary logistics functions are coordinated.
- **Clear Text:** Plain English. No abbreviations, 10-codes, or jargon. Under ICS rules, all

messages are clear text.

- **Dispatch Center:** Location where resources are assigned.
- **EM:** Emergency Manager.
- **EOC:** Emergency Operations Center.
- **HazMat:** Hazardous Materials.
- **Helibase:** Location for helicopter operations.
- **Helispot:** Safe place for helicopter landings and takeoffs.
- **Information Officer:** Member of the Command Staff who handle media and public interviews.
- **Perimeter:** A zone of controlled access. In a HazMat incident, this is split into three zones: Cold Zone, Warm Zone, and Hot Zone. Hams are to stay in the **Cold Zone** only.
- **Staging Area:** locations where resources wait for tactical assignments

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**OPERATING GUIDELINES**

- We have to act like this is a “black tie and tails” function. We have to be on our best behavior as we are THEIR guests.
- Our operating performance will always come under the microscope by the served agency.
- Be ready to go at a moments notice when requested.
- Two words that get things accomplished: “Please” and “Thank You”.
- Remain out of the way of other functioning personnel unless asked to perform a task.
- If you are asked to help out in a different way than being a communicator, then oblige the requesting party unless it is a dangerous assignment. They may be understaffed and need the help. Remember to inform the NCS about the request for documentation purposes.
- Keep yourself neat and presentable and your operating area neat and presentable.
- Keep mental or written notes of the operation for the after incident review.
- **THANK YOU FOR HELPING OUT WITH THIS EVENT.**

**ARES & RACES Officials**

State SEC: \_\_\_\_\_

Chief RACES Radio Officer: \_\_\_\_\_  
\_\_\_\_\_

ARES DEC: \_\_\_\_\_

ARES EC: \_\_\_\_\_

ARES AEC: \_\_\_\_\_

EM: \_\_\_\_\_

County RACES Radio Officer : \_\_\_\_\_  
\_\_\_\_\_

Red Cross Communications Officer : \_\_\_\_\_  
\_\_\_\_\_

Shelter Coordinator : \_\_\_\_\_  
\_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAM RADIO VOLUNTEER INSTRUCTION**

Name: \_\_\_\_\_

Callsign: \_\_\_\_\_

Tactical Callsign : \_\_\_\_\_

Agency : \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_  
\_\_\_\_\_

Agency Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Report to Location : \_\_\_\_\_  
\_\_\_\_\_

**RADIO FREQUENCIES**

Pri. Repeater : \_\_\_\_\_

Sec. Repeater : \_\_\_\_\_

Pri. Simplex : \_\_\_\_\_

Sec. Simplex : \_\_\_\_\_

Pri. HF: \_\_\_\_\_

Sec. HF: \_\_\_\_\_

EOC Telephone : \_\_\_\_\_