

**EMERGENCY COMMUNICATOR**

**RED CROSS SHELTER**

**DOCUMENTS & CHECKLIST**

1. Shelter arrival and set up procedures
2. Frequencies and net procedures
3. Shelter Emcomm logbook
4. Messages procedures and logging
5. Tactical Calls - theory and procedure
6. Shelter operators log
7. Shelter shut down procedures
8. Debriefing procedures
9. SAVE ALL NOTES, FORMS AND MESSAGES AND RETURN TO W7PXL

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**RED CROSS/W7PXL**

**SHELTER ARRIVAL AND SET UP PROCEDURES**

Go to \_\_\_\_\_ Shelter

Tactical Call: \_\_\_\_\_ Shelter

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

1. identify yourself and explain will be Emcomm communicator.
2. if not predesignated, ask for radio location.

Note: ask if any hazards in proposed radio area!

3. Set up. If using someone's desk, put the desk top stuff and things in a box, seal it and put underneath.

- 3.1 set up your radio.
- 3.2 locate power and coax runs.
- 3.3 set up your antenna. Check SWR.
- 3.4 check assigned frequencies for reception.

4. Check out. See if telephone, fax, cell etc are working from shelter.

- 4.1 locate rest rooms and other facilities.
- 4.2 locate water and food areas.
- 4.2 place for you to rest.

5. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**FREQUENCIES AND NET PROCEDURES**

1. W7PXL/Red Cross Repeater frequency: \_\_\_\_\_
2. W7PXL/Red Cross alternate repeater frequency: \_\_\_\_\_
3. W7PXL/Red Cross simplex 2 meter frequency: \_\_\_\_\_
4. W7PXL/Red Cross alternate simplex 2 meter frequency: \_\_\_\_\_
5. W7PXL packet frequency: 145.06
6. W7EUG 2 meter repeater frequency: 146.68
7. W7EUG alternate repeater frequency: 147.08
8. W7EUG simplex 2 meter frequency: 147.55
9. W7EUG alternate simplex 2 meter frequency: \_\_\_\_\_
10. W7EUG packet frequency: 145.06
11. Other \_\_\_\_\_; \_\_\_\_\_

Use good net procedures, follow formal message procedures where indicated, and for tactical messages, use the enclosed Tactical Communications sheet.





## **EMERGENCY COMMUNICATOR**

### **W7PXL/RED CROSS**

#### **LOGGING & NET PROCEDURES**

1. The Red Cross net is a directed net, and can use either tactical messages or formal messages.
2. If you are at a shelter and are given a tactical message, forward it to W7PXL using tactical message procedures.
3. If you are at a shelter and are given a formal message, forward it to W7PXL using formal message procedures.
4. Whatever type of message given to you, log it in on your Shelter Emcomm log form, using date, time, operator by call, message from, message to, and the action you took - usually meaning transmission to W7PXL for further action.
5. Keep a log notation of everything you do.
6. Keep a net work area, so your replacement can sit down and take your place with a minimum of chat to "bring her or him up to date."
7. Save all notes and scraps of paper.
8. If some unexpected matter comes up about messages or logging, call net control at W7PXL and ask for help - but be prepared to stand by for feed back.

## TACTICAL CALL SIGNS/COMMUNICATIONS

### **Purpose:**

Tactical call signs eliminate the need for a net control station to keep track of all the call signs of the individual amateurs at various emergency stations or locations. Or conversely, tactical call signs make the location and purposes of an emergency station on the net, easier to determine. Tactical call signs make it easier for the non-amateur emergency personnel to follow the amateur emergency communications.

### **Description:**

Tactical call signs are descriptive names given to stations that a part of a net operation. Tactical call signs should have a name that indicates both the location and the purpose.

Examples: Red Cross [Red Cross HQ]  
Red Cross - Cottage Grove  
South Shelter [at South Eugene High School]  
Churchill Shelter [at Churchill High School]  
Gilham Shelter [at Gilham Elementary School]

### **Identification:**

Of course, FCC rules require amateur stations to identify at the end of each transmission or group of transmissions or every 10 minutes. Tactical call signs are legal, so long as this rule is observed.

Practices vary, but some tactical nets have a 10 minute "ID" roll call, where one station, usually net control, will make a roll call and after responding with the tactical call, each tactical location will add that amateur's call for the ID. A less-time consuming practice is for each tactical station to conclude their communication with their FCC call sign. Look for net control to establish the preference.

### **Selection of Tactical Call Signs:**

The planning agency or net control is responsible for the selection of the tactical call signs. Every operator on the net should be informed of the tactical call sign of her/his station, and the tactical call of net control. A properly selected tactical call sign should be brief, and should be descriptive of the location and purpose of the emergency station.

Avoid using similar names for different emergency stations.

Tactical call signs **should not** be changed during an exercise or emergency.

## **Operating Procedures:**

The proper use of tactical call signs, when transmitting tactical traffic over an emergency net is as follows:

1. The net control station calls the destination station:  
"Gilham Shelter, this is Red Cross" and unkey the mike
2. The destination station responds:  
"Red Cross, this is Gilham Shelter" and unkeys the mike
3. Destination station responds:  
"Go ahead" and unkeys mike
4. Net control sends traffic:  
"Message one, from to etc" and here observe standard traffic procedures
5. Net control starts passing tactical traffic:  
"Gilham Shelter, \_\_\_\_ [number of messages] messages for Gilham Shelter manager" and where appropriate add "This is a test message" or "This is a drill"

### **EXAMPLE:**

"Red Cross, this is Gilham Shelter. We have one message for John Doe"

"This is Red Cross, go ahead"

"Red Cross, Gilham Shelter, message follows - Message to John Doe from Jane doe ... etc."

"Gilham Shelter, this is Red Cross. Message received. This is W7PXL"

"Red Cross, Gilham Shelter clear. This is KX7ABC"

### **Summary:**

Tactical call signs are a practical part of emergency net procedures.

Net control or served agency will select the tactical call sign. It should be short and describe both the purpose and location of the tactical station.

Tactical call signs should not be changed during the emergency or drill.

The FCC's 10 minute rule on Identification should be observed by net control and the other tactical stations. Net control should establish what procedure will be used.

Remember that you are an emergency communicator, not a problem solver.

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**SHELTER OPERATORS LOG**

**EVENT**

**DATE:** \_\_\_\_\_

Name/Call/Time in/time out:

---

Name/Call/Time in/time out:

---

Name/Call/Time in/time out:

---

Name/Call/Time in/time out:

---

Name/Call/Time in/time out:

---

Name/Call/Time in/time out:

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Name/Call/Time in/time out:

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Name/Call/Time in/time out:

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Name/Call/Time in/time out:

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## EMERGENCY COMMUNICATOR

### W7PXL/RED CROSS

#### SHELTER SHUT DOWN PROCEDURES

1. If fire or police, or shelter manager direct an emergency stoppage, stop immediately.
2. Otherwise, when you are notified to shut down, do so in an orderly manner.
  - 2.1 Confirm to shelter manager you are shutting down and verify no mis-understandings about that action.
  - 2.2 Confirm to W7PXL net ops that you are shutting down and receive a confirmation that the shut down is understood.
  - 2.2 File and package all materials, including messages, into the W7PXL\Red Cross Emcomm envelope. This includes all scraps of paper - everything should be packed up.
3. Take down your station, antenna, coax, power line, etc. It is strongly RECOMMENDED that you pack it as if you were to be sent to some other shelter location, and be able to re-establish a station promptly upon arriving at a new assignment.
4. Clean up the area where your communications site was located, including any trash, etc. If you put someone's stuff and things into a box, just put the box on top of the cleaned up desk or area, UNOPENED. This confirms your action in safe guarding their property when you converted the desk or table into a radio operations site.
5. If anything was damaged in set up or shut down, make a note as a part of your shelter log. Also notify the shelter manager of the damage, no matter how slight.
6. Do a "thank you" to shelter manager, staff, and any one else you worked with while an emergency communicator at the shelter.
7. If requested and able, return to W7PXL for further assignment, relief, and/or debriefing.

**EMERGENCY COMMUNICATOR**  
**W7PXL/RED CROSS**  
**POST OPERATION DEBRIEFING**

1. Anything still pending from event?
2. What was accomplished?
3. What worked well?
4. What worked poorly or could be improved upon?
5. Equipment issues, now or for future?
6. What occurred that was not anticipated by prior training or preparations, and what is needed to avoid, etc in future?
7. What were key events of operations?
8. Any conflicts? Resolutions?
9. Good of order items?