

K6MTV ARES/RACES Station Operation

What to do when Jerry isn't there!



Why do you need to know this?

- You may be the first one at the station after a disaster occurs. Do you know how to get in? (Use your card at the reader or pick up the phone at the entrance door. ID as “Amateur Radio”).
- You may need to change channels or frequencies.
- You may need to adjust volume or squelch.
- You may need to monitor several nets simultaneously.
- You may need to initiate a local net.

What functions do we need to put into operation? (In likely order)

1. **Resource Net** – SPECS wide-area repeater; Identify available Hams
2. **Local Tactical Net** – Field Stations to Mountain View EOC
3. **County Message Net** – City to Santa Clara County OpArea
4. **Packet BBS** – PacForms to county; CERT communications to/from city
5. **Local Message Net** – as necessary

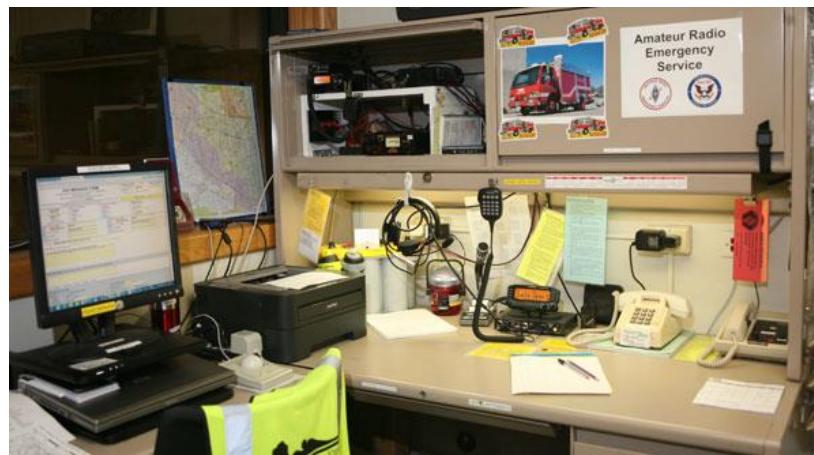
What's in the radio room?



T-cards, Logs/Forms-Bins



Scribe & Net Control Positions



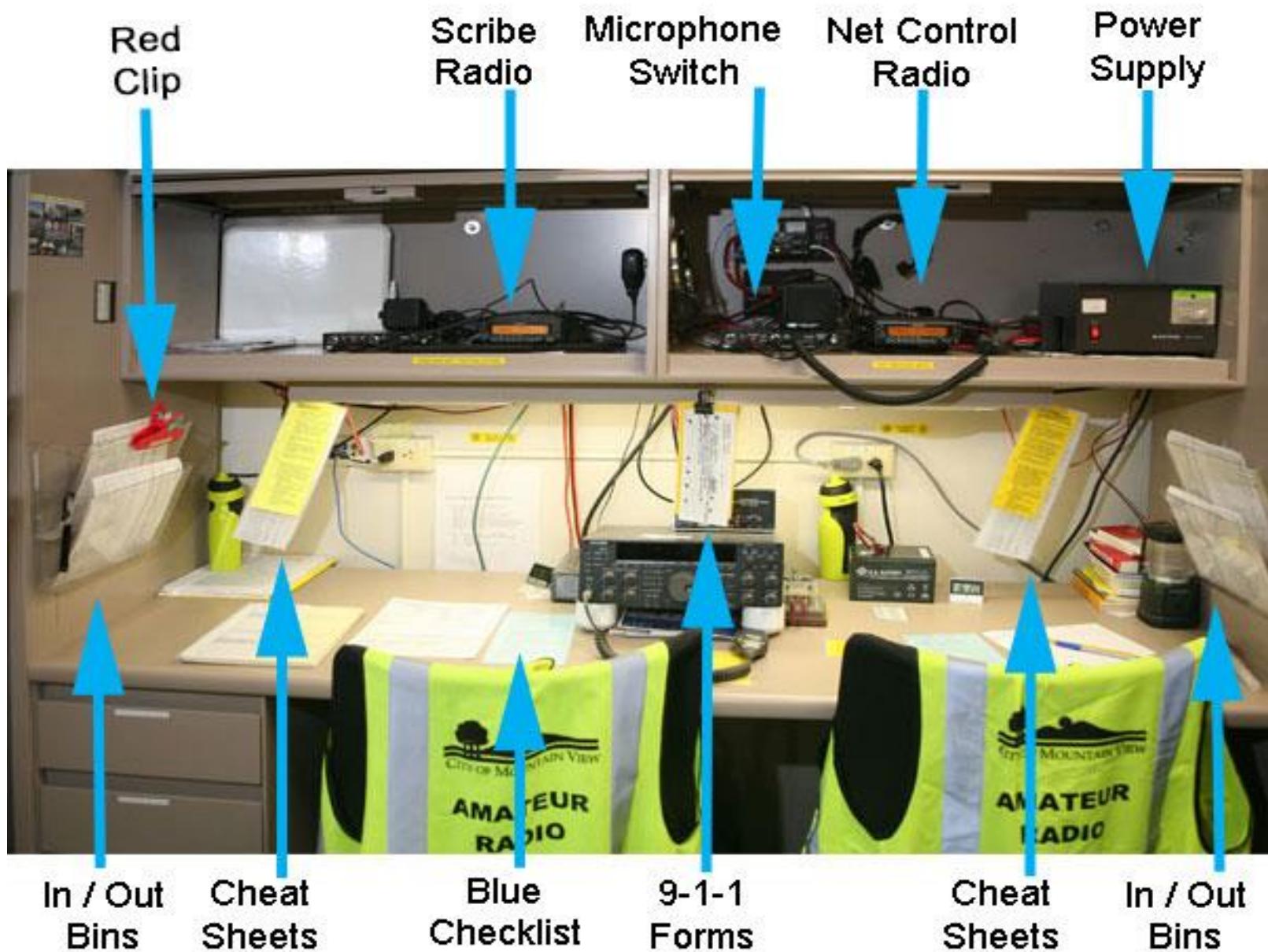
County Communications & Packet Station

What are the tasks at K6MTV?

- Net Control
- Scribe
- County Communicator
- Packet Operator
- Shift Supervisor
- Communications Unit Leader

OPERATING POSITION CHECKLIST	
Tactical Net Operator (Position: Right side of two station desk)	
1.	Start your personal ICS-214 Unit Activity Log.
2.	Power-up the Kenwood DM-4700A radio in accordance with the Quickstart Procedure on the Yellow Sheet.
3.	Don headset. Use PTT on cord or on foot switch.
4.	Set mic switch to external use (both buttons out).
5.	Set-up operating frequencies by selecting right and left channels in accordance with the following: Left Side-Channel 3-146.535(S)-Primary Tactical or Channel 4-147.495(S)-Secondary Tactical Right Side-Channel 6-440.800(R)-Local Message (Monitor)
6.	After clearing the frequency, establish the Mountain View Tactical Net as a Directed Net. See Next Page.
7.	Conduct Health & Welfare Checks every 15 to 20 minutes as feasible.
Duties:	
• Act as Net Control Operator for City Command Net and City Tactical Net.	
• Tactical calls for Command and Tactical Net are those of the field station. (i.e., "Fire Station 1", "Cuesta CERT"). Your tactical call is "Tactical" or "Command Net Control".	
• Take check-ins from field stations as appropriate.	
• Activate and assign hams to field positions as directed by Supervisor.	
• Handle in-coming and out-going message traffic on Mountain View Message Net. Official traffic must be on ICS-213 Message Form. Informal traffic can be on 2-part telephone message form.	
• Place sent and received messages in the Tactical Communicator Outbox, to right of the operating position.	
• Maintain ICS-309, Communications Log.	
• Handle traffic on local Command Net as necessary.	
Supplies:	
• ICS-211A, Check-in Sheet (Found on desk)	
• ICS-213, Official 4-part EOC Message Form (In middle drawer left of Scribe)	
• ICS-214, Unit Activity Log (Hanging file behind Scribe)	
• ICS-309, Communication Log (Hanging file behind scribe)	
• 2-part telephone message form (On each desk)	
• Form 1 (On each desk)	
• Pens/Pencils (In pencil drawer under County Communicator position)	
• Water (Individual bottles, each position. Supply at sink in break room)	

Blue check list on desk at each station summarizes the tasks for each operator.



Left: Scribe Position; Right: Tactical Net Control Position



Tactical Net Control Station – Two headsets allow a second person to listen (but not transmit).



Microphone Switch - Select between speaker and headset, and which microphone (A or B) is active.

Kenwood TM-V71A

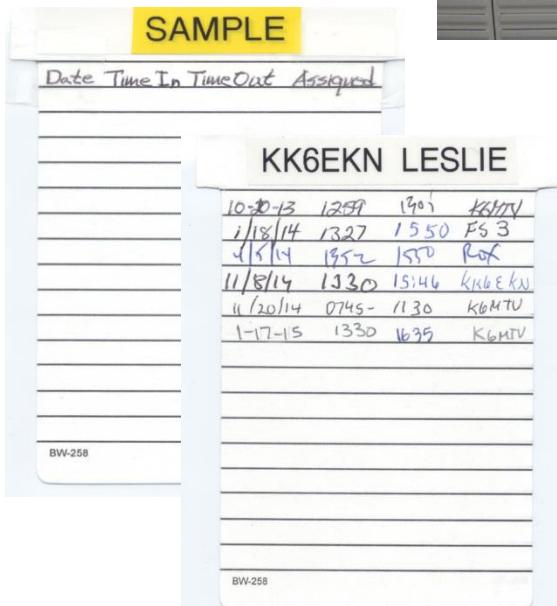
Dual transmit/receive multiband radio



Radios for net control and scribe.

Using T-Cards

- Who
 - Where
 - When





Packet and County Communications Position (one Operator for both...)



County Communications Operator Station

Note cheat sheets for radio, frequencies, and station tasks

Kenwood TM-D710

Dual transmit/receive multiband radio

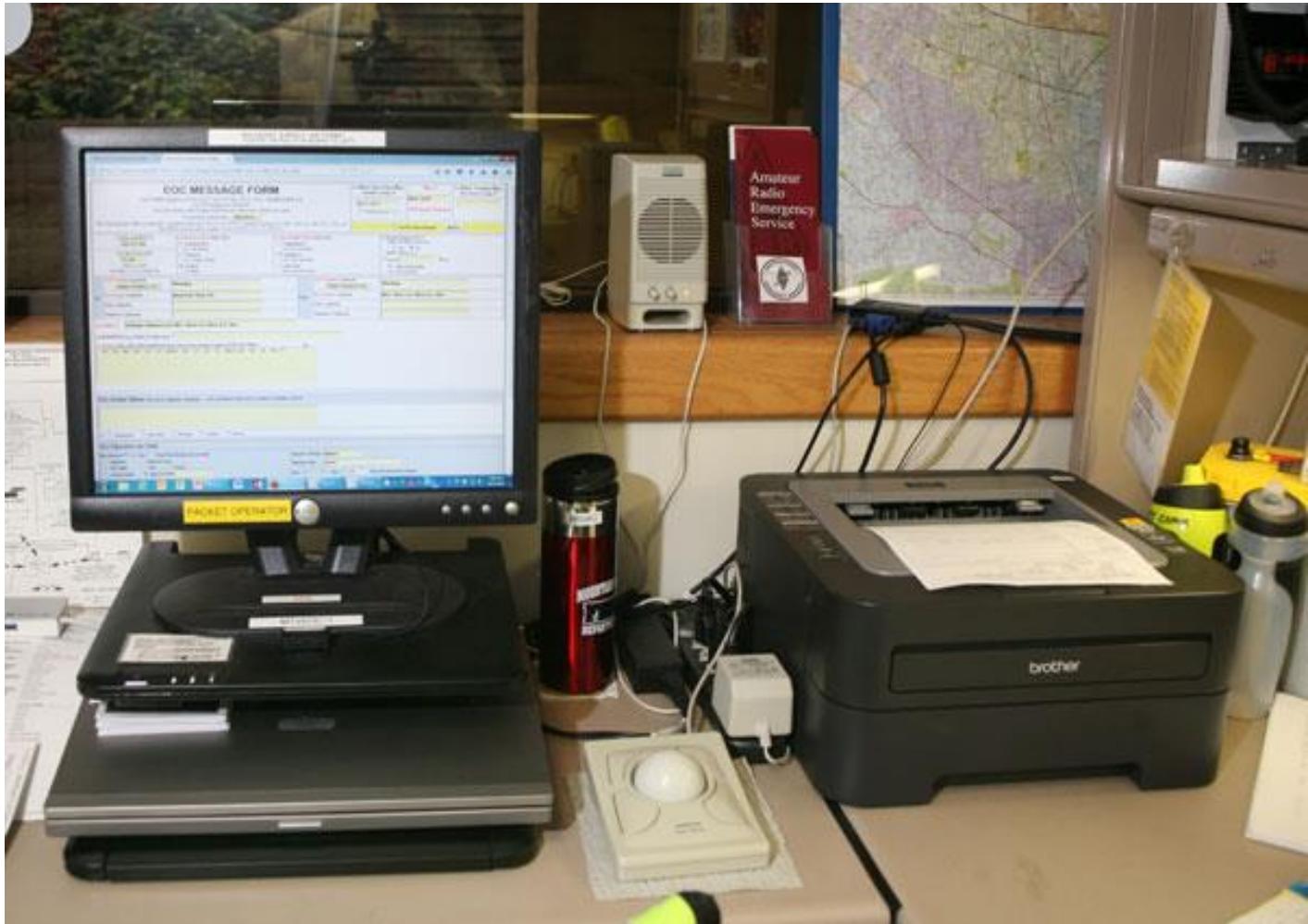


County Communicator Radio



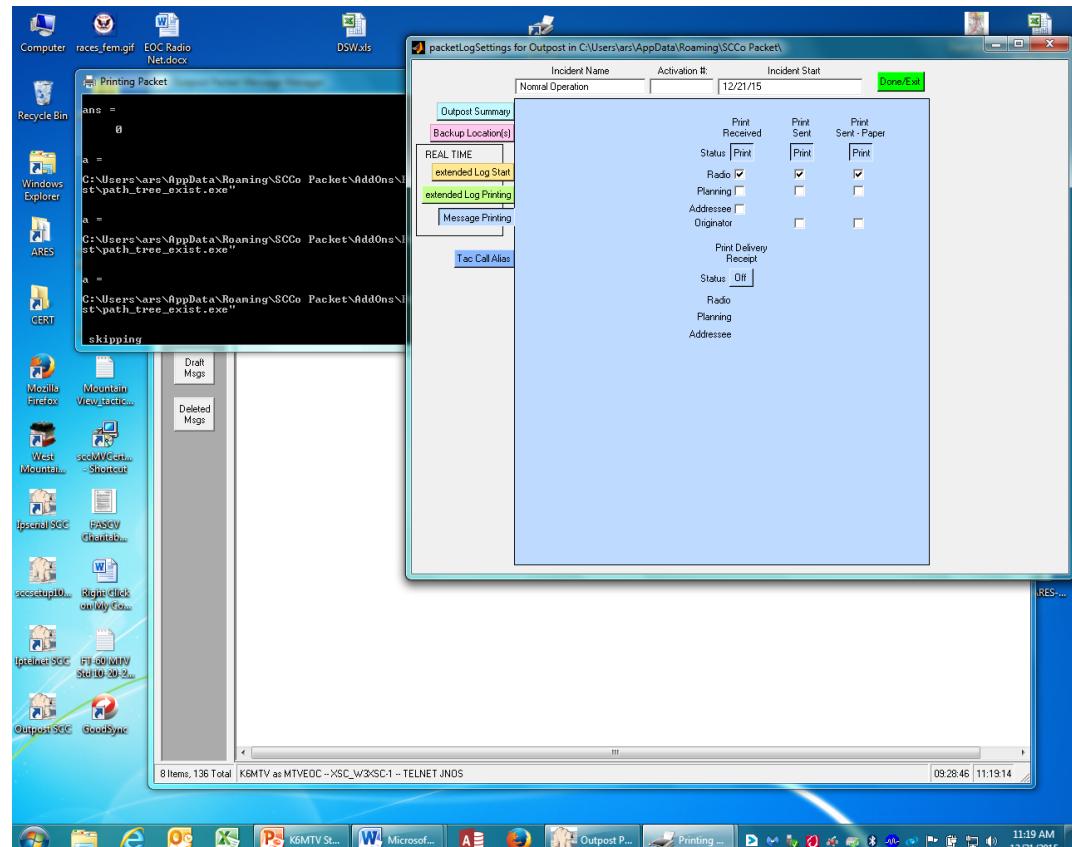
County Communicator Phone and
EOC to EOC radio

Packet Station

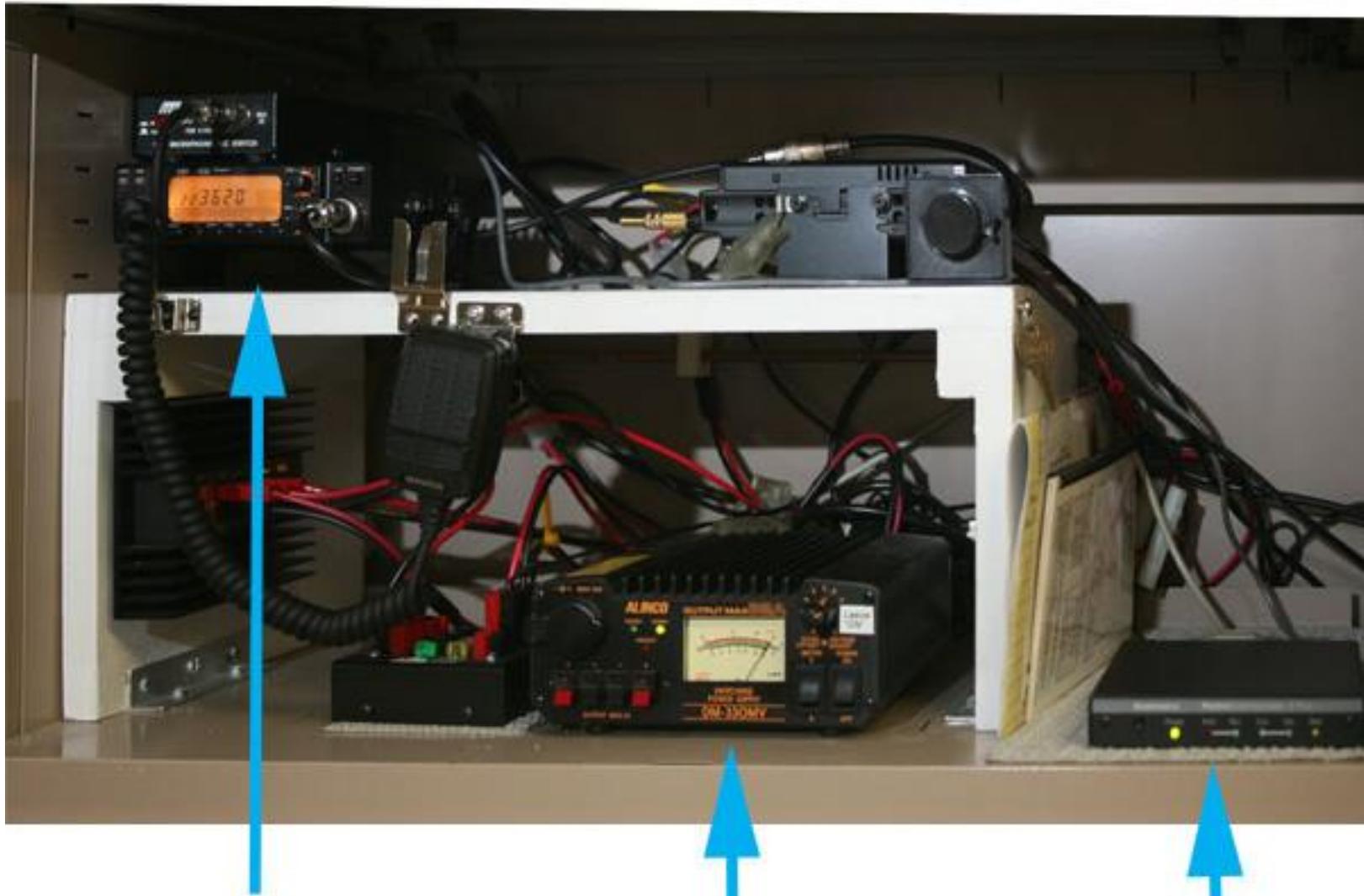


Outpost Setup

Change profile to “Real Event”.
Change Message Printing: check all boxes
for radio, planning, addressee & originator



Packet Station Radio



Microphone Switch
and Radio

Power Supply

TNC

Kenwood TM-331A 220 Single-bander

Switch between
microphone and TNC

Power
on/off



Change
Frequency

Packet Station Radio

What frequencies do we use?

- TM-D710 – County Communicator
 - Left Side–Channel-8, 147.360(R)–Msg. Net
 - Right Side–Channel-12, 442.500(R)–Cmd. Net
 - EOC to EOC Radio Net (monitor only)
- TM-V71 – Resource Net Comm./Scribe
 - Left Side–Channel-1, 145.270(R)–North County
 - Right Side–Channel-3, 146.535(S)–Primary Tactical (monitor only), or Channel-6, 440.800(R)-Message Net
- TM-V71 – City Tactical Communicator
 - Left Side–Channel-3, 146.535(S)–Primary Tactical or Channel-4, 147.495(S)–Secondary Tactical
 - Right Side–Channel-6, 440.800(R)–Command

I can't remember this. Are there cheat sheets?

- Each operating position has cheat sheets.
- Yellow sheet: radio operation.
- White sheet: list of programmed memory.
- The manuals are in the lower left-hand file drawer to left of the Tactical/Scribe position.



Example Cheat Sheet

Quickstart Procedure Kenwood TM-V71A Dualbander

1. Turn on Workman PS-20 power supply in cabinet closest to the door (normally ON).
2. Press [①] button at upper right corner of radio control panel.
3. Select band to be active for transmit by pressing one of 2 knobs on lower right side of panel. "PTT" appears over frequency display of Active Band. Other band is inactive but remains monitorable.
4. Adjust volume (knob) and squelch (ring) individually for each band as desired.
5. Select desired memory channel for active band by rotating tuning control (lower left end of panel) or by pressing "UP/DOWN" buttons on microphone.
6. Set desired transmit power level for active band by repeatedly pressing "LOW" button.
7. To use headset, set SPEAKER OFF, set MIC SELECT to "MIC A".

Note:

- A. Earphone jacks are on left rear of the rig. Use jack closest to center of rig to monitor both bands
- B. To enter random frequency for active band, press "VFO" button (upper left corner of panel) and

What if the repeaters are down?

- Try operating on the repeater output frequency.
 - Select VFO and enter the repeater output frequency, or
 - Turn off “Duplex” mode, or
 - Use stored simplex “Talk-Around” channel
 - Leave PL tone encode “on”. Decode should be “off”.
- Listen on the Command or Message Net for directions from County.



What if the primary simplex frequencies are unusable?

- Try the alternates:
 - 147.495 (Channel-4) or
147.460 MHz (Channel-5)
 - Try a frequency between 145.500 and 145.600 MHz.
(Experimental portion of the band if true emergency)
- Try SPECS UHF Repeater, 440.800 MHz
(Channel-6)

Keeping Logs

- If it isn't written down it didn't happen.
- All traffic must be logged. Take time to do it.
- Logs (211, 214, 309) are located in the bins to the left of the T-cards.
- Write legibly.
- Turn in at end of shift.



Blank log forms are found in these bins.

What Logs are Required?

- ICS 211A – Check-in List
 - Each Individual entered (time-in/time out)
- ICS 214 – Unit Activity Log
 - Your personal record
 - All activities and messages are Logged
- ICS 309 – Communications Log
 - All Official traffic is logged
 - Used by County Communicator and local Message Net Operator

UNIT LOG		1. Incident Name and Authorization Number	2. Operational Period (Date/Timed) From: _____ To: _____
ICS 211A-SCCo ARES/RACES		3. Radio Net Name / Position/Call Designators 4. Unit Leader (Name, Call Sign, ICS Position) 5. Personnel Roster Assigned Name _____ Call Sign _____ ICS Position _____ Home State/City _____	
6. ACTIVITY LOG Time (24.00) Major Activities & Events / Occasional Messages (From: _____ To: _____ Mag # Max # Call: _____)			
7. COMM Log			
ICS 309-SCCo ARES/RACES		8. Incident Name and Authorization Number	9. Operational Period (Date/Timed) From: _____ To: _____
3. Radio Net Name (Net/MCO), or Position/Functional Call		4. Radio Operator (Name, Call Sign)	
5. COMMUNICATIONS LOG Time (24.00) FROM TO Message [4x30] Call Sign ID Mag # Call Sign ID Mag #			
6. PREPARED BY		7. DATE & TIME PREPARED	Page _____ of _____
ICS 309-SCCo ARES/RACES (Rev. 2009 Sep 06)			

Message Forms

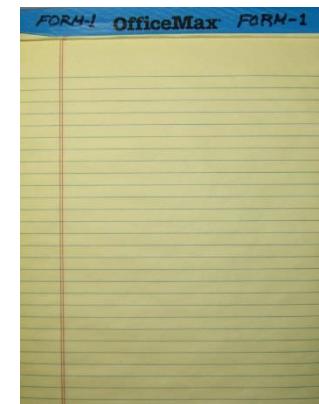
- ICS 213 Message form is four parts NCR with routing instructions at bottom of page and instructions on the back.
(Find blank 213 forms in center drawer, left of scribe station.)

- Informal messages are logged on NCR message pads or (worst case) “Form 1”.

(Found on each operator desk

- PD-213, 9-1-1 Dispatch Card

MESSAGE FORM		When Received	Msg #	When Pending Msg #
1 Use Duplicate Form, Print Blank, Print Clearly 2 Fill Out Completely				
Basic Address:		Minimum Severity (check)	Message Requires Verbal?	
		<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> LAKE ACTION ("one time")	
		<input type="checkbox"/> HIGH PRIORITY	<input type="checkbox"/> 24 HRS	
		<input checked="" type="checkbox"/> URGENT	<input type="checkbox"/> REPLY ("can")	
		<input type="checkbox"/> OTHER	<input type="checkbox"/> 24 hrs (from Our Head)	
		<input type="checkbox"/> (S) Priority (required)	<input type="checkbox"/> ROT (from One Head)	<input type="checkbox"/> 24 hrs (New York State)
				<input type="checkbox"/> IC Postage (requires)
To:		Location (required)*	From:	Location (optional)*
		Name (optional)	Name (optional)	Name (optional)
		Telephone # (optional)	Telephone # (optional)	Telephone # (optional)
SUBJECT: * REFERENCE (e.g. Name of caller msg #): Message (what, where, when, needed, how long; contact name and phone number) KEEP MSG BRIEF				
ACTION TAKEN: * (Use one for Originator (Recipient) - USE SEPARATE MESSAGE FORM IF SENDING REPLY)				
CC: <input type="checkbox"/> Government <input type="checkbox"/> Operator <input type="checkbox"/> Planning <input type="checkbox"/> Logistics <input type="checkbox"/> Finance				
Operator Call Log: * Have Received <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (none) Operator Call Sign: <input type="checkbox"/> Telephone <input type="checkbox"/> Dispatch Center <input type="checkbox"/> Operator Name: <input type="checkbox"/> Fax <input type="checkbox"/> 211 <input type="checkbox"/> TAC <input type="checkbox"/> Counter Date: _____ Time: _____				
Other Operators: Send by fax copy (letter to code, version 92 JAN 2000), retain the pink copy for your reference. Radio Operators: Send by fax copy (letter to code, version 92 JAN 2000), retain the pink copy for your reference. Mobile Operators: Send by fax copy (letter to code, version 92 JAN 2000), retain the pink copy for your reference. Incoming (Receiving): In the event of an emergency, contact Dispatchers only, not the 911 operator. If you are not sure who to contact, contact the 911 operator. If you are not sure who to contact, contact the 911 operator.				
ICG: ICS Form 213 SCCg ICS Form 213 9/20/01				



UNIT	Location	Type	Cnt	Src
Name	RPT Address			Ph
BEAT				
Incident	Rsp	Pr	Dgr	RD/FDZ

PD-213 (9-09)

9-1-1 Form

UNIT	Location _____	Type _____	Cnt _____	Src _____
	Name _____	RP Address _____	Ph _____	
BEAT	_____			

Incident	Rsp _____	Pri _____	Dgrp _____	RD/FDZ _____
PD-213^ (5-09)				

Sample 9-1-1,
Dispatch Card

TIME STAMP

U Location Street Address Type Leave blank reserved for district

B Name of Reporting Party RP Address of Reporting Party Phone of Rep. Part

Nature of Incident (Fire, Medical, Police)

Other details (auto, dwelling, business, type of injury etc.)

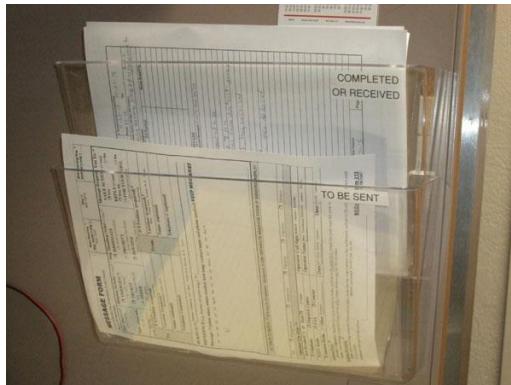
Common Name of Location

Incident RD FDZ

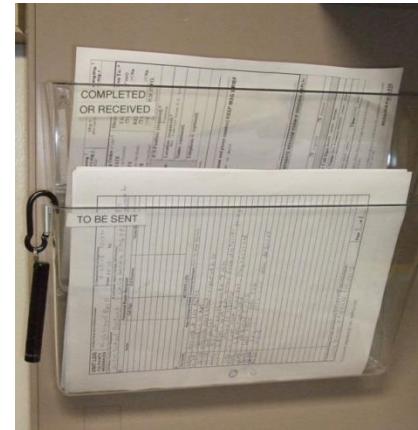
PD-213^ (5-09)

Message Routing

- Each operating position has an *IN* and an *OUT* bin.
- Supervisor has two *PENDING* and one *FILE* box.
- Station has an *IN* and *OUT* bin (on door).

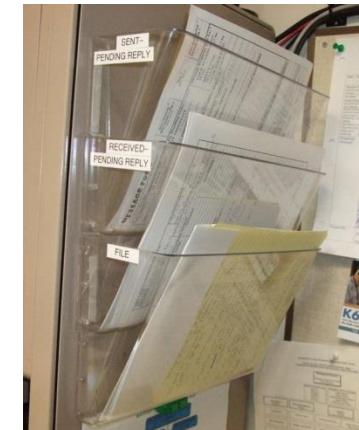


Net Control bins (right side of station)



Scribe bins (left side of station)

1/11/2016



Supervisor bins (left of T-cards)



Check the Bulletin Board for CERT neighborhood maps, Mountain View Emergency Plan, and other information.

Reminder: After the shaking stops...

- Monitor 145.270 repeater.
- Make Mike-Mike reports.
- Listen for K6MTV to activate.
- When instructed, switch to 146.535 simplex or other frequency as instructed.
- Check-in with MTV Net control.
- Standby for activation and assignment.



Source: MTV ARES/RACES Emergency Plan

Wrap-up

- Questions/Discussion
- Personal Experiences
- Tour of K6MTV

