Standard Operating Procedures

Cupertino Amateur Radio Emergency Service

Part 5 Checklists

January 2010
Revision 4.1

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Revision

Rev	Date	Comments
1.0	11/1/2001	1st Release
2.0	1/3/2002	▪ Added EOC Radio Room, EOC Packet; Updated all checklists
3.0	9/2/2002	Minor Updates
3.1	04/17/04	▪ Added EOC-to-EOC Radio Checklist #0440; Updated Packet Checklist
3.2	8/16/04	▪ Updated TM-401B Sequences
3.3	3/15/05	▪ New Member Process
4.0	1/26/06	Shift Sup to Comm Team Lead; Operating position definition; Updated Radio checklists, Added Quinlan Center, Medical Center
4.1	2/1/10	Updates to Packet Procedures

0100 CARES Comm Team Lead Checklist

City of Cupertino   **Emergency Plan/Plans Section**

CARES/Communications Branch Checklist

Mission: The objective of the Cupertino Amateur Radio Emergency Service (CARES) is to provide alternate communications pathways, field intelligence, and technical expertise to support the city's emergency response.

1. Before the event

_____   1.   Review/update CARES/Communications section of Emergency Plan
_____   2.   Review/update CARES roster
_____   3.   Meet monthly with members to share ideas
_____   4.   Check antenna drops
_____   5.   Conduct exercises
_____   6.   Provide EOC training as needed

2. During the event

_____   7.   Report to EOC and sign in
_____   8.   Put on EOC vest
_____   9.   Write name on organization chart
_____   10. Obtain briefing from Section chiefs or published situation report
_____   11. Determine name of your relief and attempt to contact
_____   12. Begin and maintain a Unit Log (ICS-214)
_____   13. Document everything!
_____   14. Dispatch members to fire stations
_____   15. Dispatch member to Cupertino Clinic
_____   16. Log in to County Net
_____   17. Monitor the EOC to EOC radio
_____   18. Maintain status of CARES field units
_____   19. Provide situation status reports to Plans Section
_____   20. Welfare check CERT Communities (refer to CERT list)
_____   21. Disseminate all pertinent information received to appropriate Section Chief
_____   22. Review EOC Action Plan and participate in the development of the Plans Section Action Plan to support and accomplish the goals
_____   23. Develop the CARES Communications Action Plan (see Section 4 below)
_____   24. For Extended Response Operations, develop the staffing plan and shift rotation schedule for field units
_____   25. Arrange for material support (food, shelter, power) for field units with Logistics Section.
_____   26. Don't release any information to the media unless authorized by PIO
_____   27. If there is little or no damage to the City, be prepared to provide mutual aid to other cities/operational areas throughout the stare

3. After the Event

_____ 28. Complete all paperwork.

_____ 29. Submit all receipts to Finance Section

_____ 30. Determine need to restock equipment/supplies for your position.

_____ 31. Prepare a list of lessons learned, needed changes to checklists, and requests for additional supplies/equipment

_____ 32. Coordinate with Personnel Branch to debrief all personnel in your branch (including volunteers) who have participated in the emergency, and be aware of critical incident stress symptoms

_____ 33. Leave a forwarding phone number where you can be reached, with the Emergency Services Coordinator

4. Communications Action Plan

The Communications Action Plan should contain the following information:

1. Operational Objectives. Summarize the situation and the emergency communications need. Develop the Objectives for this Operational Period. These objectives must align with and support the EOC Operational Objectives.
    Use form ICS 202 INCIDENT OBJECTIVES.

2. Deployment Plan. Identify the field assignments or stations where CARES resources need to be assigned.
    Use form ICS 204 ASSIGNMENT LIST.

3. Resource Plan. Develop the list of resources to staff the field assignments or stations for the current and future shifts (next 36 hours). Identify any special equipment required at each assignment.
    Use form ICS 204 ASSIGNMENT LIST.

4. Frequency Plan. Identify what frequencies are in use and how they are used.
    Use form ICS 205 INCIDENT RADIO COMMUNICATIONS PLAN.

0200 CARES Net Control Station Checklist

1. Before the event

_____ 1. Update CARES/NCS Procedures in SOP.
_____ 2. Review and practice NCS procedures.
_____ 3. Perform quarterly antenna checks at the portable NCS operating position.
_____ 4. Perform quarterly radio transmission checks of the NCS Radio.

2. During the event

_____ 5. Obtain briefing from CARES EC.
_____ 6. Obtain a copy of the Communications Action Plan from the EC.
_____ 7. Retrieve the NCS radio from the EOC Radio Room. Set up the NCS radio at the designated location. Verify power and antenna connections.
_____ 8. Begin and maintain the NCS Log (see next page for information).
_____ 9. If the CARES Emergency Net is already running, notify the acting NCS station that you are ready to assume the net.
_____ 10. Call for check-ins. Log all stations that check into the net. Record their location.
_____ 11. Establish a Frequency Guard on these commercial stations:

KCBS	740 KHz	LP1, Public AM station
KSJO	92.3 MHz	LP2, Public FM station
KQED	88.5 MHz	LP3, Public FM station

If resources are available, establish a Frequency Guard on these additional stations:

KLIV	1590 KHz	Public AM station (local CNN News)
K6FB	145.45- PL=100	High-level repeater, Sierras to coast.
W6ASH	145.270	SPECS, Mtn View to Redwood City

_____ 12. Answer calls for traffic. Determine the availability of the RECEIVING station. Direct the SENDING station to pass their traffic to the RECEIVING station.
_____ 13. During periods of high traffic volume, call for traffic in priority order: EMERGENCY, then Priority (see next page for definitions).

* EMERGENCY – Life Threatening
* URGENT – Property Threatening
* Priority – damage reports, material and logistics messages, etc
* Routine – welfare inquiries, routine resource requests, shift planning, etc

4. Every 15 minutes -- DRILL

_____ 14. Make this announcement:
This is <your_call>, Net Control Operator for the Cupertino ARES Net.
This is a Drill. All messages should be considered as DRILL traffic.

5. Every 30 minutes -- Activation

_____ 15. Make this announcement:
This is <your_call>, Net Control for the Cupertino ARES Emergency Net.
This is a directed net. Permission to pass traffic is required by Net Control.
_____ 16. Perform a health and welfare check of all checked in CARES members.

* Call each checked in station and wait for an acknowledgement.
* Call for any other new check-ins.

6. Shift Change

_____ 17. When contacted by the next shift CARES member, review all relevant information and status (see next page for information).

_____ 18. Make the appropriate shift change entry on the NCS Log.

_____ 19. The person being relieved informs the EC of the shift change.

7. After the Event

_____ 20. Perform a final Health and Welfare check.

_____ 21. Secure the net.

_____ 22. If operating portable, pack up the NCS radio.

_____ 23. Prepare a list of lessons learned, needed changes to checklists, and requests for additional supplies/equipment.

8. Shift Change Information

Review the following information during a shift change.

1. The radio channel(s) in use (CH #1: 147.570 MHz, CH #2: 146.460 MHz).
2. Any other radio, power, or antenna details.
3. List of checked in members; call signs, tactical call signs, and location.
4. Review the Log.
5. What is going on in general; what changes are expected.
6. Any pending activity: messages, replies, and action items.
7. Site logistics: toilet, food, water, etc.

9. NCS Log

1. Use this NCS Log to capture message requests between stations. Create this form if not available.
2. The definitions of the columns are as follows:
   (1) Message ID. The ID number assigned once the originating station is granted permission to send its traffic.
   (2) Priority. The Urgency of the message (see below).
   (3) Time. The time when the request to pass traffic was received.
   (4) Originating station. The Tactical or FCC Call sign of the initiating (From) station.
   (5) Receiving Station. The Tactical or FCC Call sign of the receiving (To) station.
   (6) Time Ack. The time the Receiving Station acknowledges the message.
3. If an official NCS Log is not available, draw 6 columns on a sheet of paper as shown below.

DATE:_____   Event No:_____

(1) Msg ID	(2) Priority	(3) Time In	(4) Originating Station	(5) Receiving Station	(6) Time Ack

0300 CARES Field Site Response Checklist

This checklist is used by operators assigned to Fire Stations in Cupertino.

1. Before the event

_____   1. Review/Update the CARES/Field Site Response Plan.

_____   2. Inventory and update your Basic Deployment Equipment (see Section 7)

2. During the event; first shift

_____   3. Report to EOC and sign in.

_____   4. Get a tactical Call Sign and frequency.

_____   5. Pick up the Response Kit. Inventory its contents
                (see Section 6).

_____   6. Proceed to your assigned Fire Station, shelter, or medical center.

_____   7. Find and check in with the Fire Station Captain (if available), or individual in charge,
                and notify them of your presence.

_____   8. Locate the Antenna Drop. See the attached map.

_____   9. If required, find and establish a workspace and set up any equipment and processes.

_____   10. Connect the Antenna Drop extender cable located in the response kit.

_____   11. Connect the necessary adapters between the extender cable and your radio.

_____   12. Begin and maintain the Field Station Log.

_____   13. Check in with Net Control and inform them the position is staffed.

_____   14. Originate and receive CARES net traffic for your location as necessary.

_____   15. Provide situation status reports to the EOC, Plans Section.

3. Shift Change

_____   16. When contacted by the next shift CARES member, review all relevant information
                and status (see next page, Section 5).

_____   17. Find and inform Person in Charge of the shift change. Introduce your replacement.

_____   18. Make the appropriate shift change entry in the Field Station Log.

_____   19. Check in with Net Control and inform them of the shift change.

_____   20. Perform Steps 13 and 14 above as required.

4. After the Event

_____   21. Complete all paperwork. Make final Field Station Log entries.

_____   22. Submit all logs, receipts, and paperwork to the CARES EC.

_____   23. Determine the need to restock equipment/supplies for the response kit.

                24. Return Response Kit to EOC. Notify the EC of any material to be replaced.

_____   25. Participate in the event debrief session to identify needed changes to methods,
                material, or procedures.

5. Shift Change Information

Review the following information during a shift change.

1. The radio channel(s) in use (CH #1: 147.570 MHz, CH #2: 146.460 MHz).
2. Any other radio, power, or antenna details.
3. All the tactical call signs and where the stations are located; include names and FCC call signs if known.
4. Review the Log.
5. If a telephone is accessible, its location and the phone number _____
6. The officials or others you are serving; how to find and recognize them.
7. The purpose of the station.
8. Any station protocol,
9. What is going on in general. What changes are expected.
10. Any pending activity: messages you have sent, replies you expect, and who should get them.
11. Where is the toilet, food, water, etc.

6. Response Kit Inventory

_____ 1. Field Site Response Checklist
_____ 2. Field Site Response Kit Inventory List
_____ 3. Map to City Field Sites
_____ 4. Antenna Drop location reference
_____ 5. Antenna Drop Extender Cable, 50 ft, BNC-to-BNC
_____ 6. BNC Male-to-Male adapter
_____ 7. SMA-to-BNC Male adapter
_____ 8. Tool Kit (Screw Driver, Pliers, Tie Wraps)
_____ 9. Field Station Logs
_____ 10. Postits, 3" x 5" 2 pads ea
_____ 11. Pens, Pencils, qty 2
_____ 12. Pencil Sharpener
_____ 13. Pad of Paper, qty 2
_____ 14. Clip Board

7. What you should bring -- Basic Deployment Equipment

_____ 1. 2 Meter HandiTalkie (HT), additional power source
_____ 2. DSW Card, FCC License, City Identification Card
_____ 3. Appropriate Clothing
_____ 4. Food and water

0301 Cupertino Fire Station 1
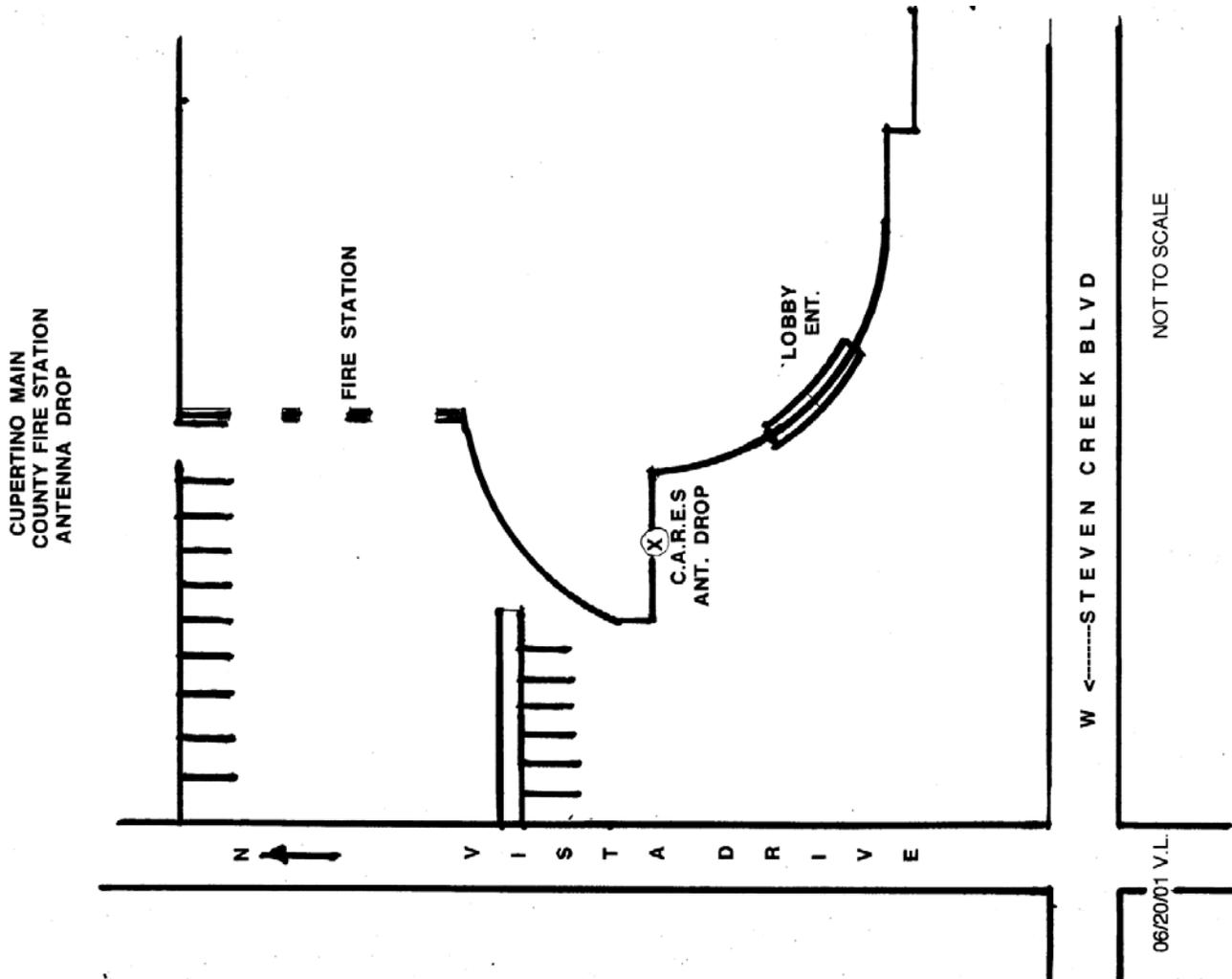
General Information

Service:	Truck 1, Engine 1, Patrol 1
Address:	20215 Stevens Creek Blvd
Cross-Street:	Stevens Creek Blvd Bet S. DeAnza Blvd and Blaney Ave.
Phone Number:	
Notes:	Park across the street from the Station off of Vista Drive.
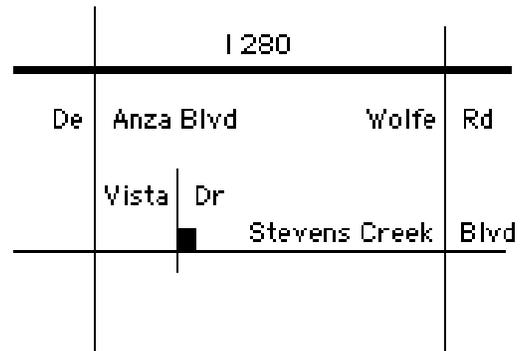
0302 Seven Springs Fire Station 2
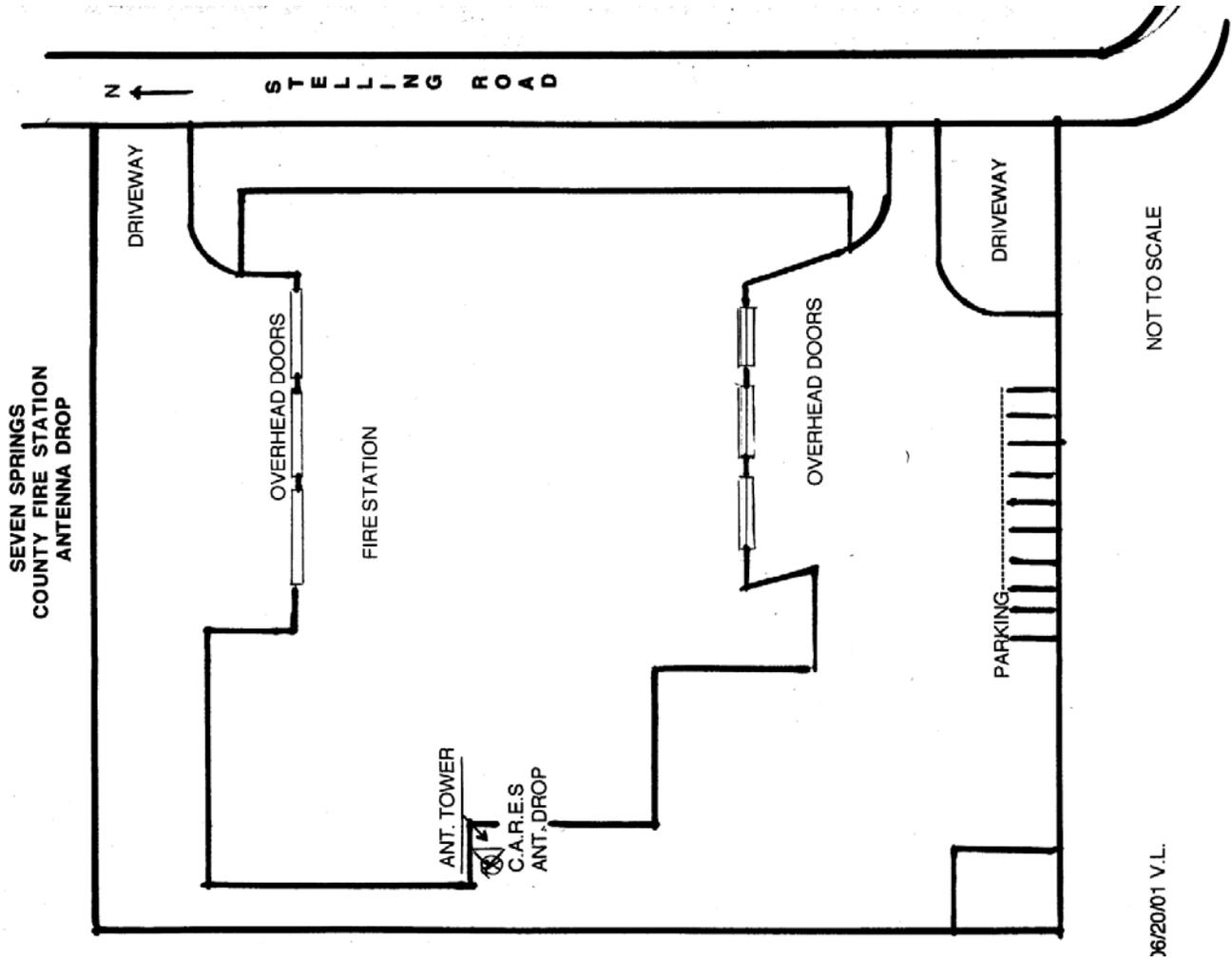
General Information

Service:	Engine 2, Reserve Engine 102, Hazmat 2
Address:	21000 Seven Springs Pkwy
Cross-Street:	Stelling Road bet Rainbow Ave and Prospect Rd
Phone Number:	
Notes:	1. Park on Stelling Road.
	2. Find the antenna drop by entering from the rear and proceeding to the left of the Station.
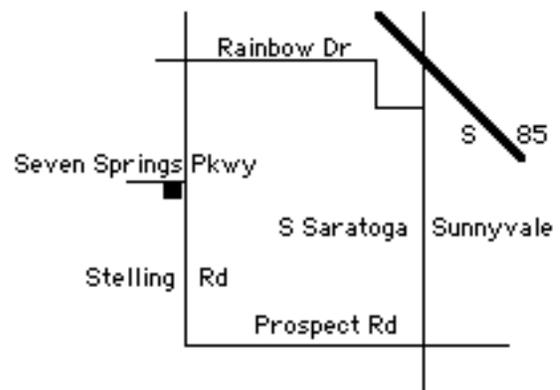
0303 Monta Vista Fire Station 7
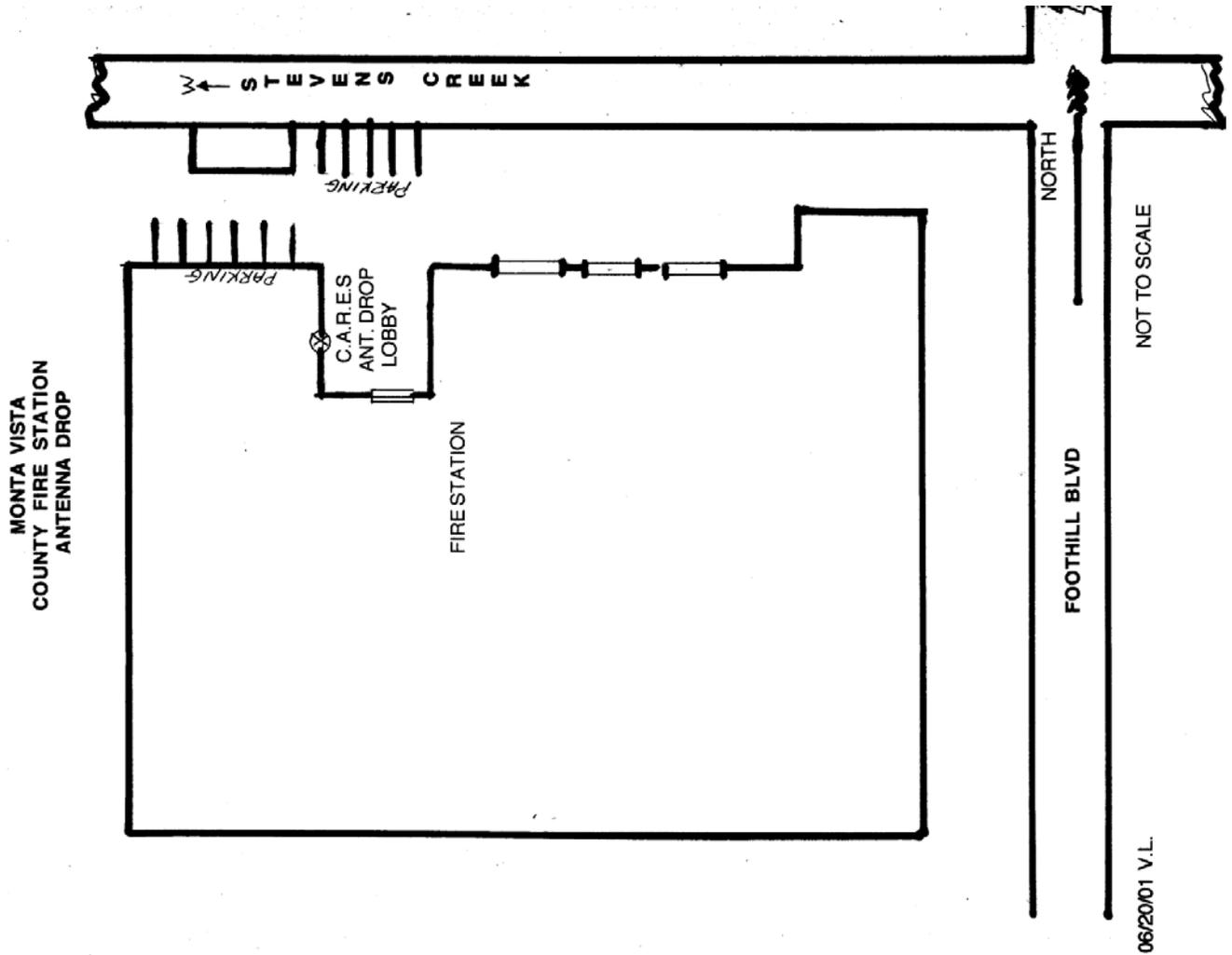
General Information

Service:	Engine 7, Battalion 7
Address:	22620 Stevens Creek Blvd
Cross-Street:	Stevens Creek Blvd and S. Foothill Blvd
Phone Number:	
Notes:	
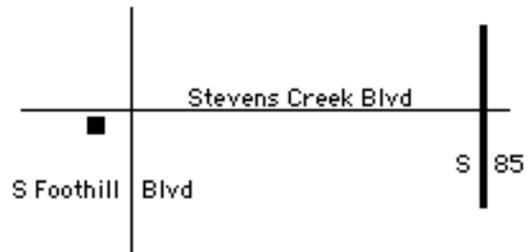
0304 Novacare Medical Center

General Information

Service:	Novacare Medical Center
Address:	20289 Stevens Creek Blvd
Cross-Street:	Stevens Creek Blvd and Vista Drive, across from Cupertino Fire Station
Phone Number:	(408) 996-8656
Notes:	Between DeAnza & Vista Dr

0305 Quinlan Shelter

General Information

Service:	Quinlan Center
Address:	10185 N. Stelling
Cross-Street:	Stevens Creek Blvd and N. Stelling
Phone Number:	(408) 777-3120
Notes:	Between DeAnza & Vista Dr

0400 CARES EOC Radio Room Checklist

This checklist is used by operators responding to the EOC Radio Room and assigned to the CARES and County Voice Net positions.

1. Before the event

_____   1.   Update CARES EOC Radio Room Procedures in SOP as necessary

_____   2.   Review and practice NCS procedures.

_____   3.   Perform quarterly radio transmission checks of the EOC Radios.

2. During the event; first shift

_____   4.   Report to EOC and receive your operating position assignment.

_____   5.   Turn on the following radios (refer to the radio procedures):

        TM-2530A   2 Meter
        TM-742A   2 meter/440
        TM-401B   440

_____   6.   Get a copy of the Communications Action Plan from the EC.

_____   7.   Establish radio operation positions per this diagram:

Operating Position #3	Operating Position #2	Operating Position #1
Other Channels EOC-to-EOC 220 Packet Operations	**County Operations** 2 meter Message Net	**Cupertino Operations** 2 meter City Net

door

Operating Position #4
Comm Team Lead Cupertino Nets County Nets

_____   8.   Begin and maintain the Station Log.

_____   9.   Check in with Net Control and inform them the EOC Radio Room is staffed.

_____   10. Receive messages addressed to the EOC. Ensure you record the following information:

        * From who
        * Who to reply to
        * Locations, include cross-streets if necessary
        * Time received the message

_____   11. Originate messages from your location as necessary.

3. Shift Change

_____ 12. When contacted by the next shift CARES member, review all relevant information and status (see next page, Section 5).

_____ 13. Make the appropriate shift change entry in the Station Log.

_____ 14. The person being relieved informs the EC of the shift change.

_____ 15. Contact Net Control and inform them of the shift change.

_____ 16. Perform Steps 9 and 10 above as required.

4. After the Event

_____ 17. Complete all paperwork. Make final Station Log entries.

_____ 18. Submit all logs, receipts, and paperwork to the CARES EC.

_____ 19. Determine the need to restock equipment/supplies for the response kit.

_____ 20. Participate in the event debrief session to identify needed changes to methods, material, or procedures.

5. Shift Change Information

Review the following information during a shift change.

1. The radio channel(s) in use.
2. Any other radio, power, or antenna details.
3. List of checked in members; call signs, tactical call signs, and location.
4. Review the Log.
5. What is going on in general; what changes are expected.
6. Any pending activity: messages, replies, and action items.

0410 Kenwood TM-2530A 2 Meter Transceiver Checklist
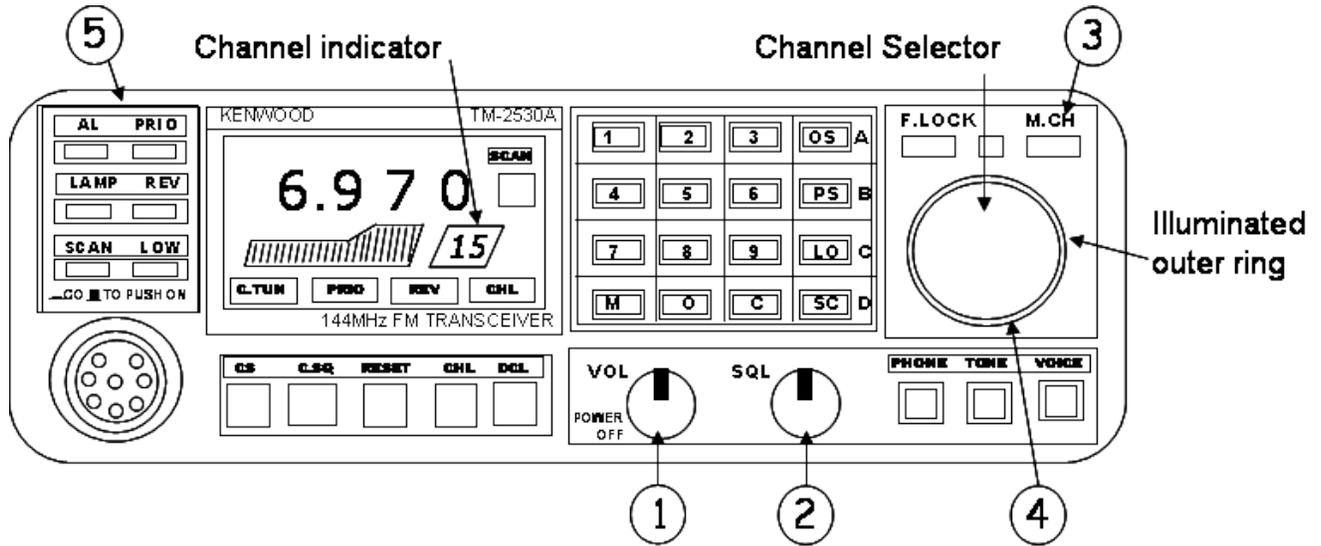
1. Power On Sequence

_____   1. Turn on the radio with the VOL / Power knob ① (lower, right of center).

_____   2. Adjust the Squelch (② right of volume control) until any receiver noise is eliminated.

_____   3. Verify the left-most control settings ⑤ are set as follows:

AL	OUT
PRIO	OUT
LAMP	OUT
REV	OUT
SCAN	OUT
LOW	OUT

_____   4. Select Memory Mode by pressing the **M.CH** (Memory Channel) button ③. Verify that the memory channel selector OUTER RING is illuminated.

_____   5. Select the 2 meter channel with the **MEMORY CHANNEL** selector ④. The list of frequencies and their programmed channel assignments are listed on the next page. Refer to the Communications Action Plan for the frequency assignments.

_____   6. The selected frequency display does not show the most two significant digits of the frequency. Add 140 MHz to the displayed frequency for the correct frequency number (above example would be 146.970 MHz).

_____   7. Microphone operation is as usual.

2. *Memory Input* (ref: page 16)

The CARES Frequency line-up should already be loaded in memory. However, if memory was lost, or new frequencies are needed, follow this procedure.

This example will store **146.115** MHz with a **+** offset in Memory Channel **4**.

_____ 8. Set the **M.CH** switch to key mode (memory channel selector OUTER RING is **NOT** illuminated)

_____ 9. Enter the Frequency by pressing **6**, **1**, **1**, and **5** keys in order.

_____ 10. Set the Offset by pressing the **OS** key (right of keypad #3) to select an offset other than the standard offset for that frequency. Repeatedly pressing the key will scroll through all possible selections.

_____ 11. Rotate the **MEMORY CHANNEL** selector ④ until Channel 4 appears in the memory channel indicator.

_____ 12. Press the **M** key (below keypad #7) to enter the information into memory.

_____ 13. To verify memory channel entry, press the **M.CH** key (memory channel selector OUTER RING is illuminated). The display should show the frequency and offset.

3. *Setting PL* (ref: page 20)

This example will store a PL of 100.0 Hz in memory CH 4.

_____ 14. Set the **M.CH** key to memory mode (memory channel selector OUTER RING is illuminated) and turn the **MEMORY CHANNEL** selector ④ to display "4" in the memory channel display indicator.

_____ 15. Press the **TONE** switch.

_____ 16. Turn the **MEMORY CHANNEL** selector to display 100.0 Hz in the tone frequency display. The T indicator will light.

_____ 17. Press the **M** key (below keypad #7) to enter the information into memory.

_____ 18. Press the **TONE** switch to return to normal frequency display mode.

4. *Power Control* (ref: page 11)

_____ 19. Pressing the **LOW** button (Left group of controls) selects either Low power (5 Watts, button is depressed), to High power (25 watts, button is not depressed).

0420 Kenwood TM-742A 2 Meter/440 Transceiver Checklist
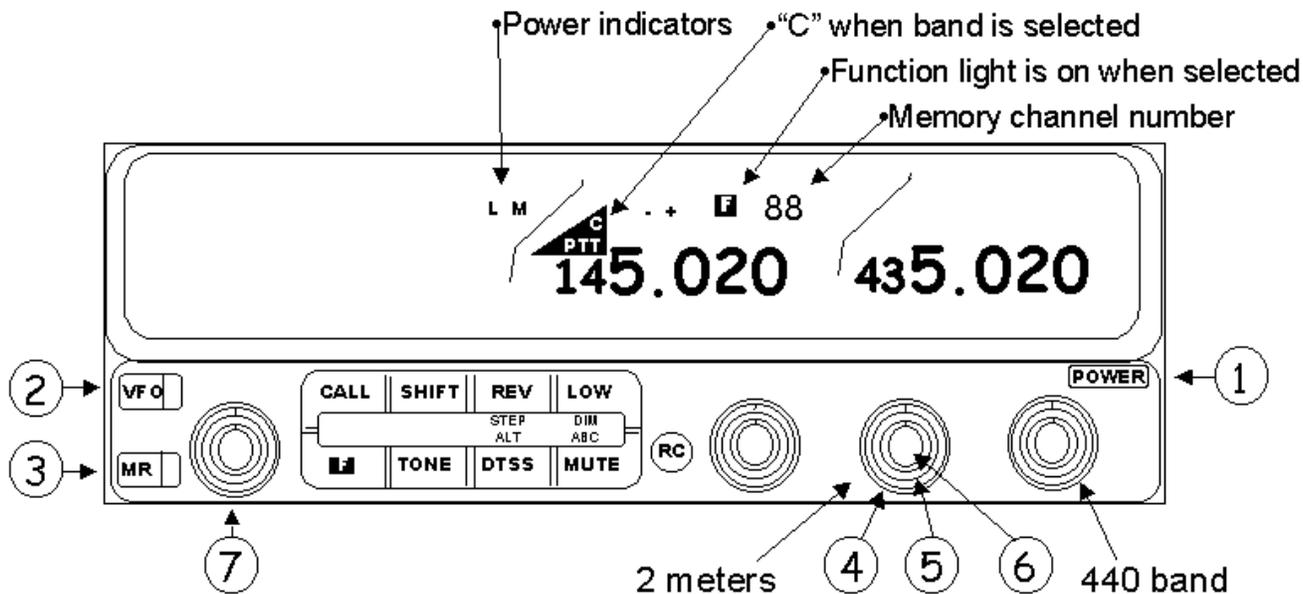
1. Power On Sequence

——————— 1. Turn on the radio by pressing the **Power Button** ① (right side).

——————— 2. Make sure the radio is in a known state, first by pressing the **VFO** key ②.

——————— 3. Then, select Memory Mode by pressing the **MR** button ③.

——————— 4. Adjust the **Squelch** for 2 meters (④ outer ring, center knob in group of 3). Also, adjust the Squelch for 440 (outer ring, right knob in group of 3).

——————— 5. Adjust the **Volume** for 2 meters (⑤ inner ring, center knob in group of 3). Also, adjust the volume for 440 (inner ring, right knob in group of 3).

——————— 6. Select the 2 meter band for transmit by PRESSING the 2 meter **BAND SELECT** ⑥. The inner knob is also a push-button. Verify the "PTT" indicator illuminates above the two most significant digits of the frequency.

——————— 7. Select the 2 meter channel with the **Tuning Control** ⑦. The list of frequencies and their programmed channel assignments are listed on the next page. Refer to the Communications Action Plan for the frequency assignments.

——————— 8. Microphone operation is as usual.

2. Memory Input (ref: page 25, 46, 48)

The CARES Frequency line-up should already be loaded in memory. However, if memory was lost, or new frequencies are needed, follow this procedure.

This example will store **145.450** MHz with a **-** offset in Memory Channel **7**.

——————— 9. Press the VFO key ② to select VFO mode.

——————— 10. <u>Enter the frequency</u> by using the **Tuning Control**.

_____   11. Set the Offset by pressing the **SHIFT** key (center group of controls, upper mid-left). The selection is advanced from "**+**" to "**-**" to no offset, then repeats.

_____   12. Select the Tone. Press the **F** key for longer than one second. The **F** indicator will flash. Press the **Tone** key. Use the **Tuning Control** to select the tone frequency. Once selected, wait for 10 seconds and the previous mode will resume.

_____   13. Press the **Tone** key. A "**T**" appears above the frequency display.

_____   14. Press the **F** key momentarily (center group of controls, lower left). The **F** indicator will appear, and a memory channel number will appear.

_____   15. Select Channel 7 by turning the **Tuning Control**.

_____   16. Press the **MR** button ③ within 10 seconds of selecting the memory channel number. The F indicator and memory channel number will turn off.

_____   17. To verify memory channel entry, select Memory Mode by pressing the **MR** button③. The display should show the frequency and offset.

3. *Power Control* (ref: page 15)

_____   18. Pressing the **LOW** key (center group of controls, top right) steps from High (no indicator displayed), to medium (**M** indicator displayed), to low (**L** indicator displayed, and then back to high.

0430 Kenwood TM-401B 440 Transceiver Checklist
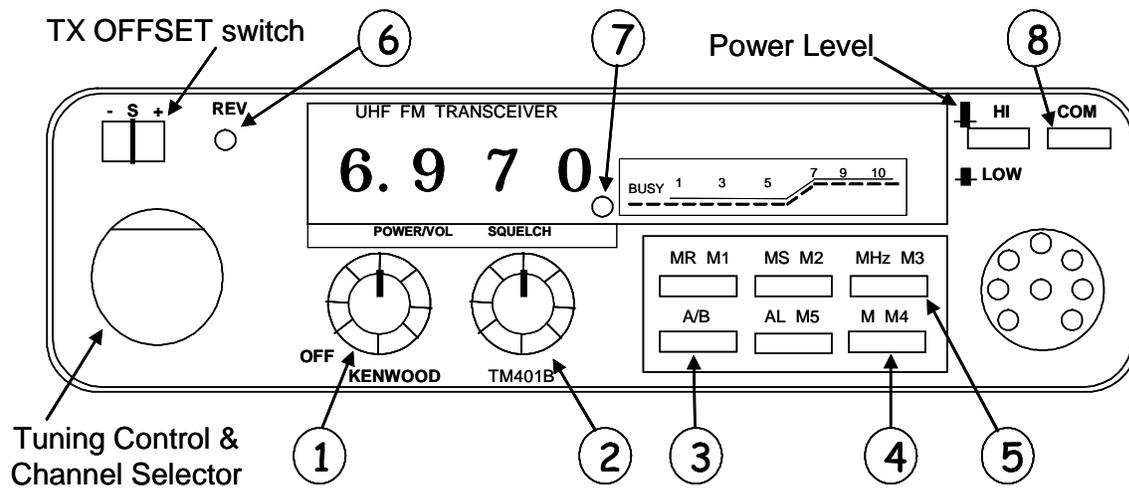
1. Power On Sequence

_____ 1. Turn on the radio with the **POWER/VOL** knob ①.

_____ 2. Adjust the Squelch ② until any receiver noise is eliminated.

3. Ensure the **REV** Button ⑥ is in the **OUT** (off) position.

4. Ensure the **COM** button ⑧ is in the **OUT** position.

_____ 5. Press the **MR/M1** button to select channel 1. For other channels, press **MR/M1**, then **M2, M3, M4** for the desired channel. Refer to the Communications Action Plan for the frequency assignments.

6. Set the **TX Offset** switch per the CARES Frequency setting below.

_____ 7. Microphone operation is as usual.

2. *Memory Input* (ref: page 15)

The CARES Frequency line-up should already be loaded in memory. However, if memory was lost, or new frequencies are needed, follow this procedure.

This example will store **440.100** MHz with a **-** offset in Memory Channel **1**.

8. Press the VFO A/B toggle button ③ until A/B Indicator ⑦ is lit.

_____ 9. Enter the frequency by using the **Tuning Control** and/or by pressing the **MHz/M3** button ⑤ to move in 1 MHz Steps.

_____ 10. Press the **M/M4** key ④. The beep will sound 8 times.

_____ 11. Depress the **M1**, **M2**, or **M3** key while the beep is sounding. A 1.5-second beep sounds to verify the memory input.

_____ 12. To verify memory channel entry, select Memory Mode by pressing the **MR** button. The display should show the frequency and offset.

3. *Power Control* (ref: page 13)

_____ 13. Depress the **HI/LOW** switch to reduce the power (1 Watts, button is depressed), press again to increase power (25 watts, button is not depressed).

0440 Kenwood TM-601S EOC to EOC Radio Checklist
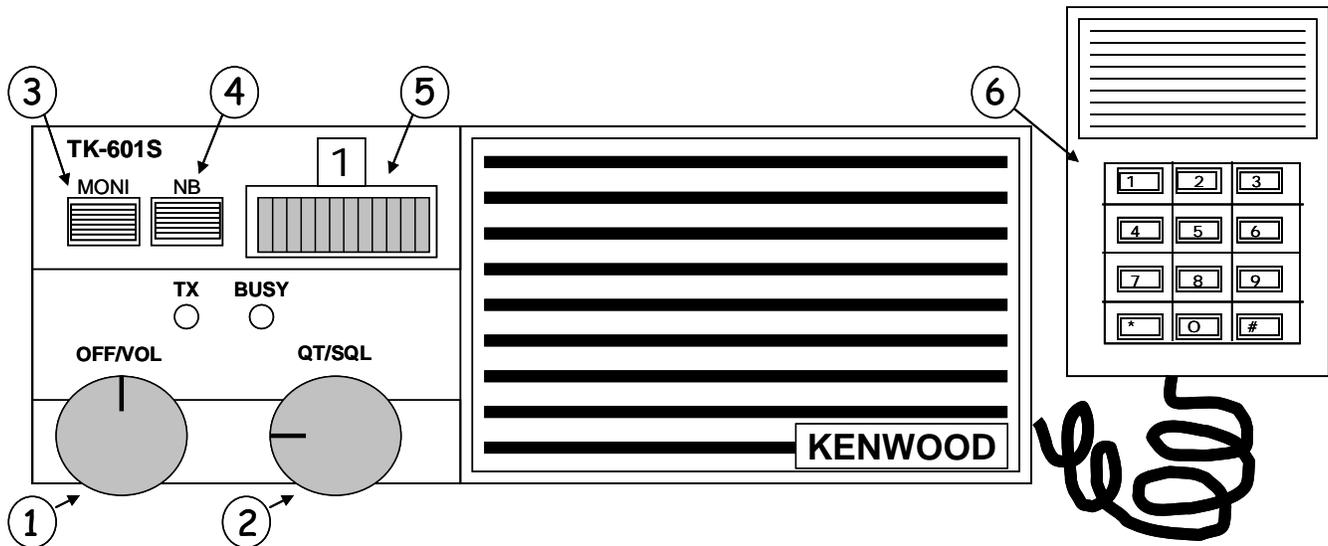
1. Power On Sequence

_____ 1. Turn on the radio with the **OFF/VOL** knob ①.

_____ 2. Adjust the Squelch ② with the **QT/QL** know until any receiver noise is eliminated.

_____ 3. Ensure the MONI button ③ is in the IN (depressed) position.

4. Ensure the NB (noise blank) button ④ is in the OUT (not depressed) position.

_____ 5. Select the correct channel setting ⑤:
Channel 1 – Repeater (Normal setting)
Channel 2 – Direct (on Repeater Failure)

6. Press the Microphone Push-to-Talk (PTT) button for 1 second. Release the PTT button and listen to confirm the repeater is working.

_____ 7. Microphone operation is as usual.

2. Ring-Down

This radio provides the means to generate an annunciation tone at another station. Each City in Santa Clara County is assigned a unique Ring Down code. To initiate a Ring Down, do the following:

_____ 8. To call all stations, enter #### (four #'s).
 To call a single station, enter *nnn (see the list on the following page)

_____ 9. Press the first digit for 1 second; then each subsequent digit for ~1/2 seconds each.

_____ 10. After dialing the last digit, press and hold the PTT button, pause briefly, then begin speaking.

3. If our annunciation rings

_____ 11. turn the power off, then on to silence the annunciation.

4. Ring-Down Codes

Location	Designator	Code
County Communications	COM	*266
Operational Area EOC	EOC	*637
Op Area EOC Spare	SPR	*777
Campbell	CMB	*262
Cupertino	CPT	*278
Cupertino Alternate	CPO	*276
Gilroy	GLR	*457
Los Altos	CLA	*252
Los Altos Hills	LAH	*524
Los Gatos	LGT	*548
Milpitas	MLP	*657
Monte Sereno	MTS	*687
Morgan Hill	MHL	*645
Mountain View	MTV	*688
Palo Alto	CPA	*272
San Jose	CSJ	*275
Santa Clara	SCL	*725
Saratoga	SRG	*774
Sunnyvale	SNV	*768
Lockheed Martin	LMC	*562
NASA Ames	NAM	*626
Palo Alto Red Cross	PAR	*727
San Jose State University	SJS	*757
SCV Water District	VWD	*893
Stanford University	SUF	*783
All Call	n/a	####

NOTE: Some jurisdictions may not have ring down decoders.

0450 Kenwood TM-G707A 144/440 Transceiver Checklist
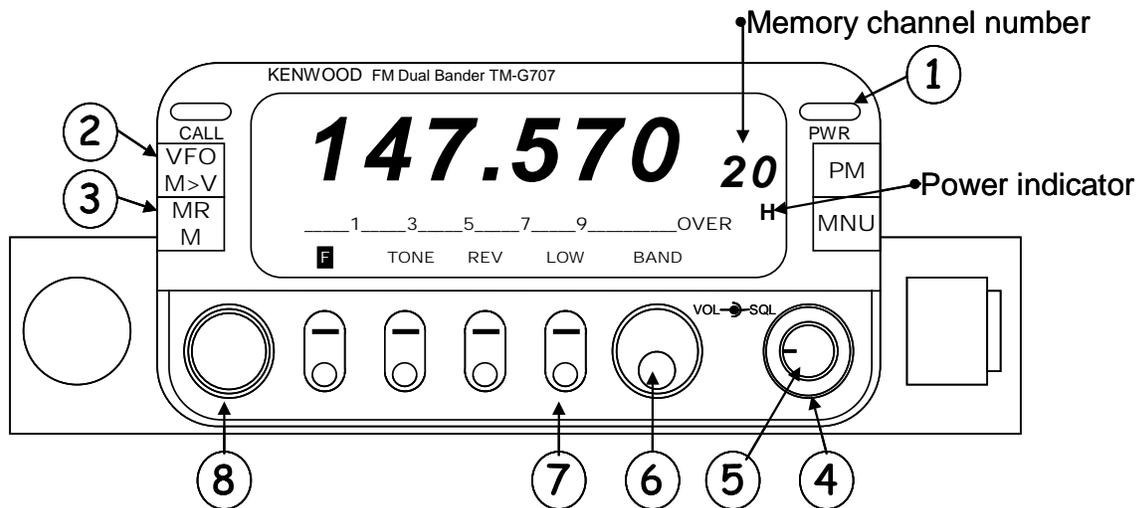
1. Power On Sequence

_____ 1. Turn on the radio by pressing the **PWR** button ① (right side).

_____ 2. Make sure the radio is in a known state, first by pressing the **VFO** key ②.

_____ 3. Then, select Memory Mode by pressing the **MR** button ③.

_____ 4. Adjust the **Squelch** (④ right knob, outer ring).

_____ 5. Adjust the **Volume** (⑤ right knob, inner ring).

_____ 6. Select the 2 meter band for transmit by PRESSING the **BAND** button⑥. Verify the 2 meter band is displayed.

_____ 7. Select the 2 meter channel with the **Tuning** knob ⑧. The list of frequencies and their programmed channel assignments are listed near this operating position. Refer to the Communications Action Plan for the frequency assignments.

_____ 8. Microphone operation is as usual.

2. Memory Input (ref: page 28, 23, 24, 28)

The CARES Frequency line-up should already be loaded in memory. However, if memory was lost, or new frequencies are needed, follow this procedure.

_____ 9. Press the **VFO** key ② to select VFO mode.

10. Press the **Band** button ⑥ to select desired band.

_____ 11. Enter the frequency by using the **Tuning** control ⑧.

_____ 12. Set the Offset Direction for Repeaters by pressing the **[F]** then **SHIFT** buttons (see the menus). The selection is advanced from "**Simplex**" to "**+**" to "**-**", then repeats. Press **[OK]** when done (see menu).

_____ 13. Select the Tone Frequency. Press the **Tone** menu button. Press **[F]** then **T.SEL** buttons (see the menus). Turn the **Tuning** control until the desired tone is selected. Press **[OK]** when done (see menu).

_____   14. Turn Tone on. Press the **Tone** menu button. Repeat pressing **Tone** until **T** (Tone) is
                displayed.

_____   15. Store the Frequency. Press the **[F]** menu button, a memory channel number
                appears. Select the Channel by turning the **Tuning** Control. Press the **[MR]** button
                to store.

_____   16. To verify memory channel entry, select Memory Mode by pressing the **MR** button③.
                The display should show the frequency and offset.

3. *Power Control* (ref: page 17)

_____   17. Pressing the **LOW** menu key to Select **M** Medium power. Change to **H** power
                depending on channel conditions.

0500 CARES EOC Packet Checklist

1. Before the Event

_____   1. Update CARES/Packet Procedures in SOP.

_____   2. Update Outpost and PacFORMs software. Confirm the configuration of all components.

_____   3. Review and practice EOC Packet Procedures.

_____   4. Perform quarterly packet system checks.

2. During the Event

Alinco DR-235T 220 MHz Radio Power on Sequence

Squelch setting

_____   5. Turn the radio on by pressing the **PWR** button ①

_____   6. Set the Squelch by pressing the **SQL** key ②. The **SQL** ③ icon appears on the display and the squelch level will be shown. Set the Squelch level to 2. After 5 seconds, the display returns to normal.

7. Set the Volume level to so that the indicator is in the 10 o'clock position.

_____   8. Select Memory Mode by depressing the **V/M** key ④. Verify that the **M** icon appears on the display.

_____   9. Rotate the **MAIN** Dial ⑤ to select the frequency: 223.660 MHz.

_____   10. Verify the Radio-to-TNC cable is connected.

Terminal Node Controller (TNC) Power on Sequence

_____   11. Press the ON button on the TNC (located on the front). Verify the power-on indicator lights.

Computer Power on Sequence

_____   12. Turn on the Monitor (right-most button on the front). Verify the monitor turns on.

_____   13. Turn on the PC (button center of front panel). Verify the PC begins to Boot up.

_____   14. Log on to the PC: LOGIN: Administrator
                                                    PASSWARD: <leave blank>

_____   15. Find the **Outpost PPM** icon on the Windows Desktop. Double-click on this icon. Verify the **Outpost** Program begins to run.

Confirm Outpost Setup

_____   16. From Outpost, select the menu options and confirm or set the following:

Setup > TNC	Tab 1: Interface Type: Verify Device Name is **KPC-3** and Device Type is **TNC.**
	Tab 4: TNC Comm Port: Verity settings: Comm Port=1, Baud=9600, Data Bits=8, Parity=None, Stop Bits=1.
	Press **OK** when done.
Setup > BBS	Verify the BBS Name is **W6XSC-1**. Press **OK** when done.
Setup > Identification	Enter your Call Sign in the **User Call Sign** field.
	Check the "**Use Tactical Call…**" box.
	Verity the Tactical Call Sign is set to **CUPEOC**.
	Press **OK** when done. The Outpost Status Line will look something like this:

Deleted
Msgs

0 Items, 6 Total	Station ID: KN6PE -- Tactical Call: CUPEOC -- TNC: KPC3 -- BBS: W6XSC-1

Tools -> Send/Receive Settings	Tab 1 Automation: Check: **No Automation**
	Tab 2 Retrieving: Check: **Retrieve Private Messages**
	Tab 2 Retrieving: Check: **Retrieve New Bulletins**
Tools -> Report Settings	Tab 1 Variables: Message Number: **100, or the next message number**
	Tab 1 Variables: Tac ID (3 Char): **CUP**
Tools -> Message Settings	Tab 1 New Messages: Check: **Set default to Private**
	Tab 1 New Messages: Check: **Default Destination, XSCEOC**
	Tab 1 New Messages: Check: **Add Message Number to Subject Line**
	Tab 3 Tracking: Uncheck: **all Receipt requests**
	Tab 5 Advanced: Check: **Automatically Start Opdirect MCS…**

Connect check

_____   17. From Outpost, Press Send/Receive button, top right. Verify the Session Manager Form opens, Outpost connects to the BBS, and retrieves any messages, and closes.

3. After the Event

_____   18. Verify Outpost is not in the middle of a Send/Receive session. Press **File -> Exit** to exit Outpost.

_____   19. Turn off the Radio and TNC.

_____   20. Close all Windows programs.

_____   21. Shut down the Computer.

_____   22. Prepare a list of lessons learned, needed changes to checklists, and requests for additional supplies or equipment.

0501 CARES EOC Packet Message Creation

Creating and Sending Messages

_____   23. From Outpost, do the following:
Press **New**. A new Message window opens up.
Address **To**: is <u>XSCEOC</u> (default, or change). Enter a Brief subject after the Message Number. Enter the Body of the message.
Press **Send** when done.
From Outpost, Press **Send/Receive** to send it now.

Receiving Messages

24. New Messages will show up in the Outpost Intray. Double-click on a message to read.

0800 CARES New Member Checklist

1. On Receipt of a CARES application

_____   1. Generate a welcome letter

_____   2. Confirm the applicant has a valid DSW card. If not, direct them to the Director of OES for a City Volunteer application.

_____   3. Load the membership database.

_____   4. Generate a email or letter to the applicant to confirm the information received.

_____   5. Schedule an orientation session.

_____   6. Determine response intensions
1=will accept a request to deploy and will pursue certification
2=will accept a request to deploy but cannot pursue a certification
3=will respond as part of an organized neighborhood or a CERT team
4=can only operate from home

_____   7. Introduce the new member at their first Weekly Net check in.

_____   8. Introduce the new member at the next monthly meeting.

2. On completion of an orientation session

_____   9. Create the CARES name badge.

_____   10. Add to the CARES telephone tree.

_____   11. Determine intensions for pursuing field responder certification.

3. During the first field drill

_____   12. Issue a CARES vest

_____   13. Add to the CARES telephone tree.

0900 Field Antenna Kit Checklist

1. Before the event

_____   1. On a quarterly basis, inventory the antenna kit. Refer to Step 6 below.

_____   2. Report any inventory or part discrepancies to CARES or the OES Logistics Section Chief.

2. During the event – Antenna Setup

3. Retrieve the Antenna Kit from its storage location. You should receive a 6ft x 4in diameter tube with a tripod secured by bungee cord to its side.

_____   4. Lay the Antenna Kit on the ground.

5. Remove the 2 bungee cords and release the tripod. Remove the screw top and set it aside.

_____   6. Remove the contents of the tubing. Verify the following items are present:
           _____ Antenna Kit Checklist
           _____ Qty 2 – 6 ft mast sections (identical)
           _____ Qty 1 – Antenna-Mast adaptor
           _____ Qty 1 – J-Pole Antenna
           _____ Qty 1 – Coax Cable, 25 ft
           _____ Qty 1 – PL239(F) to BNC(M) adaptor
           _____ Qty 2 – Bungee cords, 18"
           _____ Qty 1 – Tripod

Setting up the Tripod

The tripod should be located close to the final operating position. The tripod comes folded up and requires no assembly.

_____   7. Loosen the black knob located at the top junction of the three tripod legs. The three legs can then extend to form a stand. The legs should be extended until the support brackets that connect to the center pole are parallel to the surface. Firmly tighten the twist knob.

_____   8. Adjust the height of the center poles. Loosening the black-colored twist collars for the two extendable mast sections. Extend the sections. Tighten the twist collars when fully extended.

Setting up the Mast and Antenna

_____   9. Lay the following sections down on the ground, end to end, starting closest to the tripod, in this order.
(i) Mast section 1
(ii) Mast section 2
(iii) Antenna-Mast Adaptor
(iv) Antenna.

_____   10. Insert the bottom of the 2nd mast into the top of the 1st mast. Align the 1st mast button with the 2nd masts locking hole.

_____   11. Insert the Antenna-Mast adaptor on the top end of the 2nd mast. Align the 2nd mast button with the Antenna-Mast adaptor locking hole.

_____   12. Insert the Antenna base into the Antenna-Mast adaptor.

_____   13. Connect one end of the coax to the antenna connector.

Raising the Mast and Antenna
NOTE: While the mast and antenna is light enough for one person to raise it, it is recommended that 2 people assist.

_____ 14. With one person holding the base of the 1st mast steady, the 2nd person begins raising the antenna and walking toward the 1st person.

_____ 15. With the mast and antenna in the vertical position, lift the mast high enough and slide it over the upper tripod extended section. The mast should seat all the way down onto the Tripod twist collar.

_____ 16. Connect the other end of the antenna coax to the radio. Use appropriate adaptors as required to interconnect to your radio.

3. After the Event – Antenna take-down

_____ 17. Remove the antenna cable from the radio.

_____ 18. With 2 people, lift the mast off of the tripod, and gently lay it down as one assembly.

_____ 19. Disconnect the coax from the antenna. Coil the coax in large loops.

_____ 20. Remove the antenna from the Antenna-Mast Adaptor.

_____ 21. Press the 2nd Mast button and release the Antenna-Mast Adaptor.

_____ 22. Press the 1st Mast button and release the 2nd Mast section.

23. Before inserting the antenna components back into the tube, make sure you have the following components:
  _____ Qty 2 – 6 ft mast sections
  _____ Qty 1 – J-Pole Antenna
  _____ Qty 1 – Antenna-Mast adaptor
  _____ Qty 1 – Coax Cable, 25 ft
  _____ Qty 1 – PL239(F) to BNC(M) adaptor

_____ 24. Align the 2 mast sections, antenna, Antenna-Mast adaptor, and coax at the mouth of the storage tube.

_____ 25. Gently compress the outer coax loops while sliding all sections into the tube.
    NOTE: DO NOT FORCE OR FOLD THE COAX.

_____ 26. Screw on the top onto the tube.

_____ 27. Collapse the tripod by lowering the center 2 mast sections, retracting in the feet, and raising the tripod. Tighten all collars.

_____ 28. Position the tripod next to the tube center. Place the 2 bungee cords such that they equally support the tripod. Link the ends together so that they end up being tight.

Missing Parts

_____ 29. In the event you are missing any parts, please notify the Logistics Section Chief or individual issuing you the Antenna Kit. We must get the parts replaced.