
Standard Operating Procedures

Cupertino Amateur Radio Emergency Service

Part 5 Checklists

July 2006

Revision 4.0



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Revision

Rev	Date	Comments
1.0	11/1/2001	1 st 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

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 state

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.

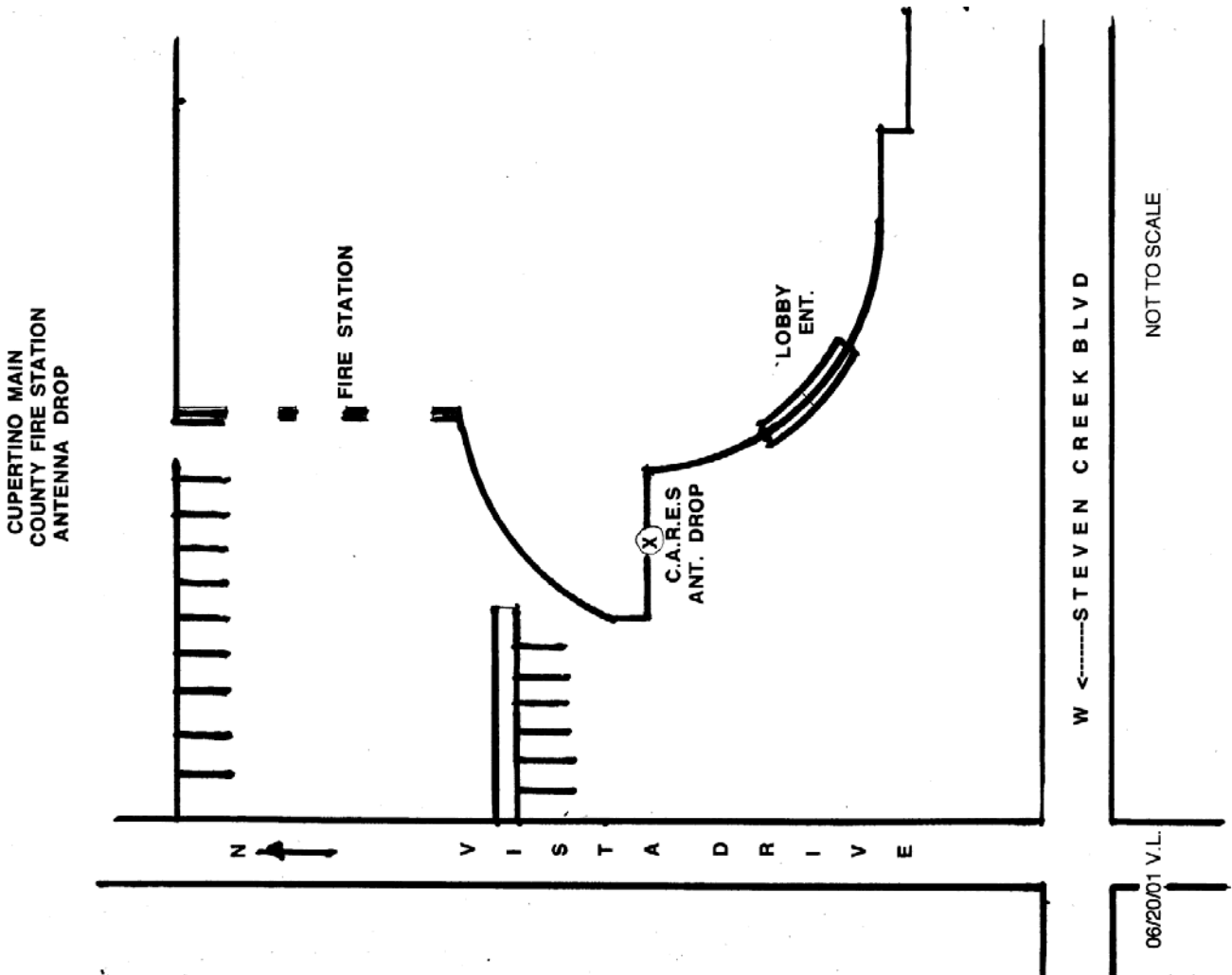
6. Response Kit Inventory

- _____ 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

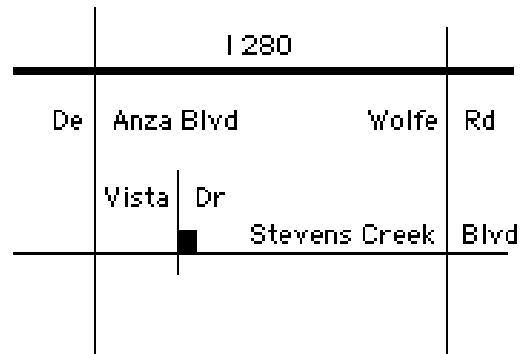
- _____ 1. 2 Meter HandiTalkie (HT), additional power source
- _____ 2. DSW Card, FCC License, City Identification Card
- _____ 3. Appropriate Clothing
- _____ 4. Food and water

0301 Cupertino Fire Station 1

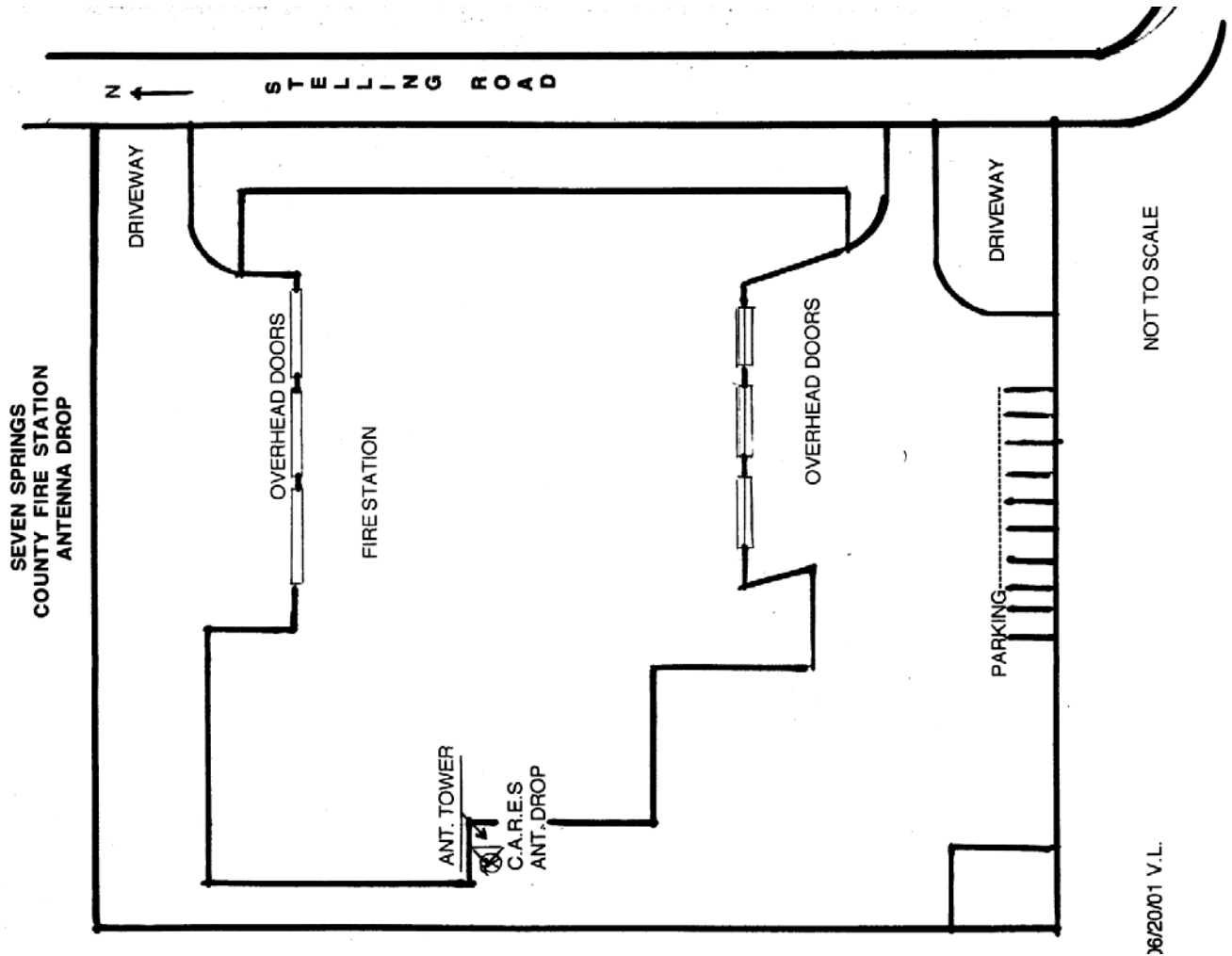


General Information

- 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

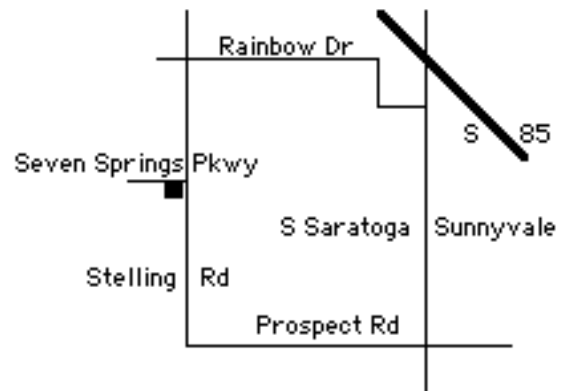
Service: Engine 2, Reserve Engine 102, Hazmat 2

Address: 21000 Seven Springs Pkwy

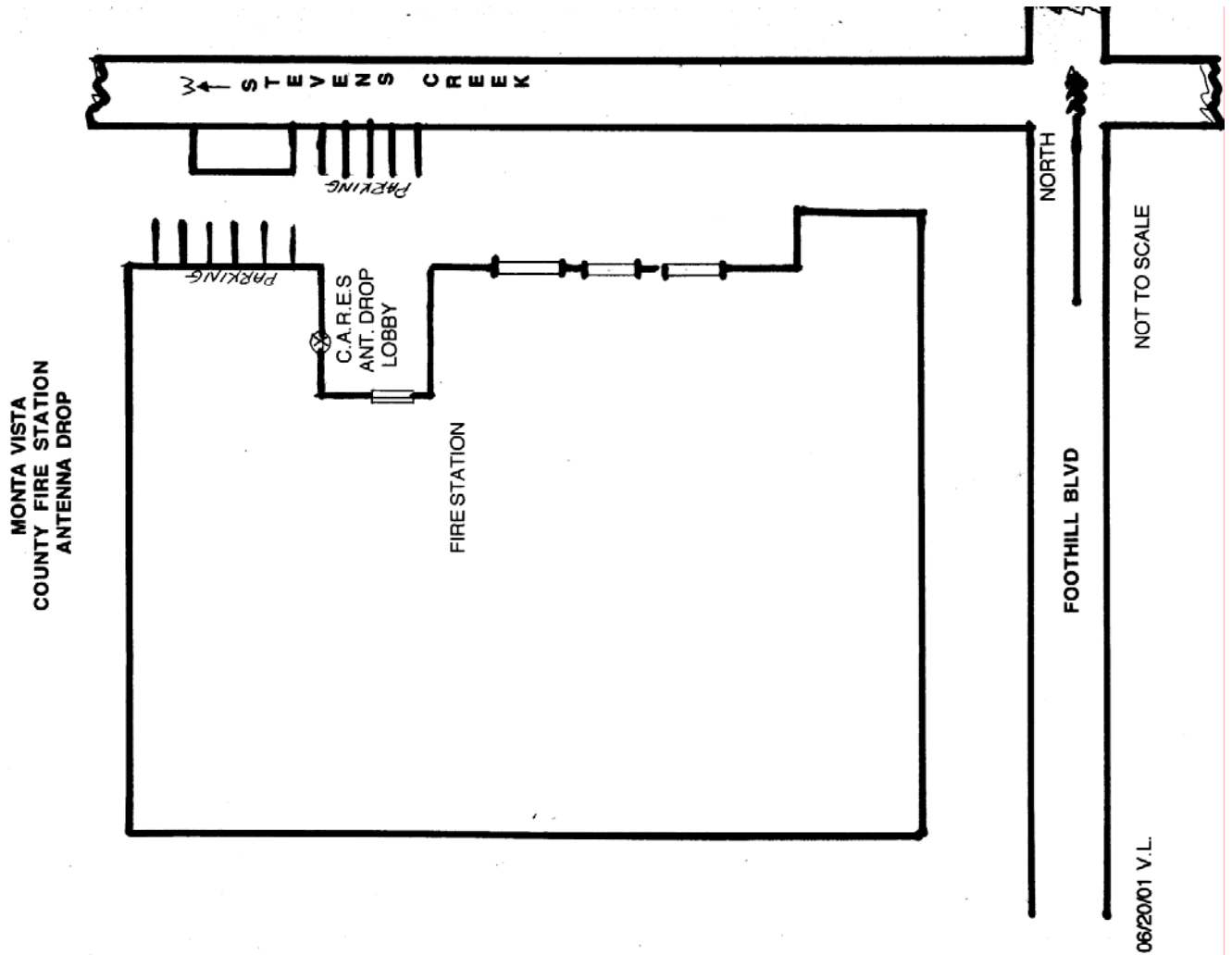
Cross-Street: Stelling Road bet Rainbow Ave and Prospect Rd

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

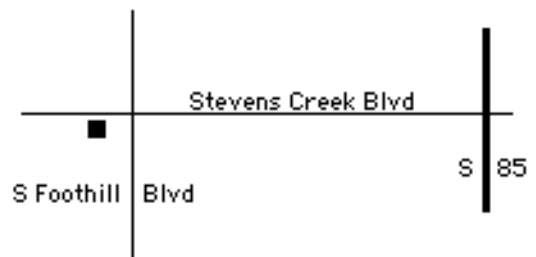
Service: Engine 7, Battalion 7

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 (408) 996-8656

Number:

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 (408) 777-3120

Number:

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

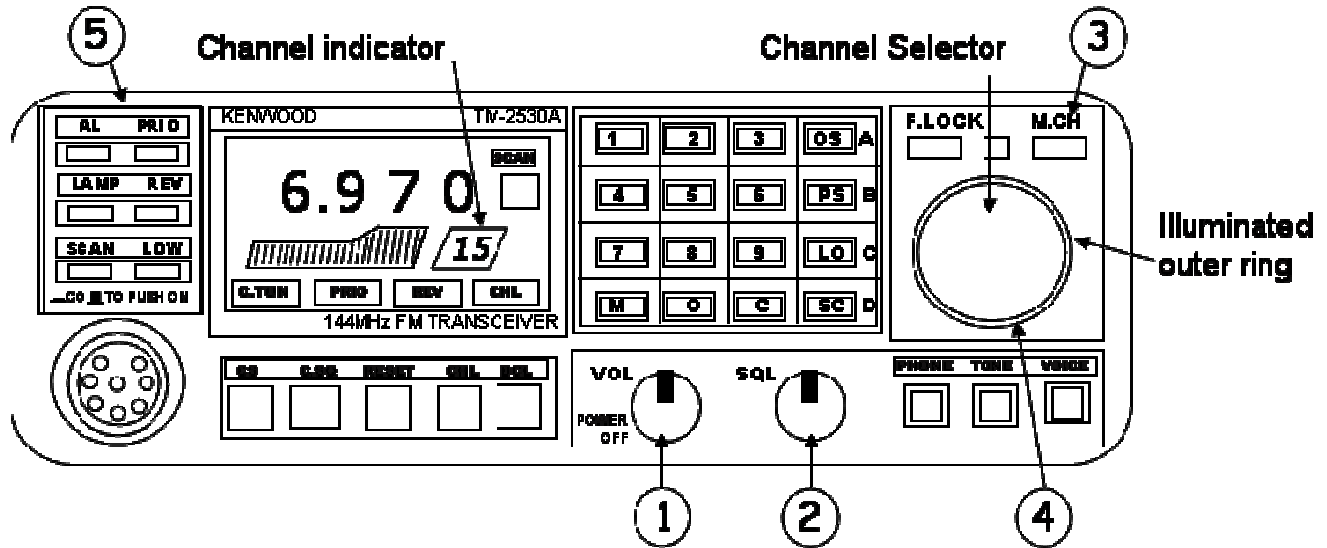
- _____ 17. Complete all paperwork. Make final Station Log entries.
- _____ 18. Submit all logs, receipts, and paperwork to the CARES EC.
- _____ 19. Determine the need to restock equipment/supplies for the response kit.
- _____ 20. Participate in the event debrief session to identify needed changes 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)

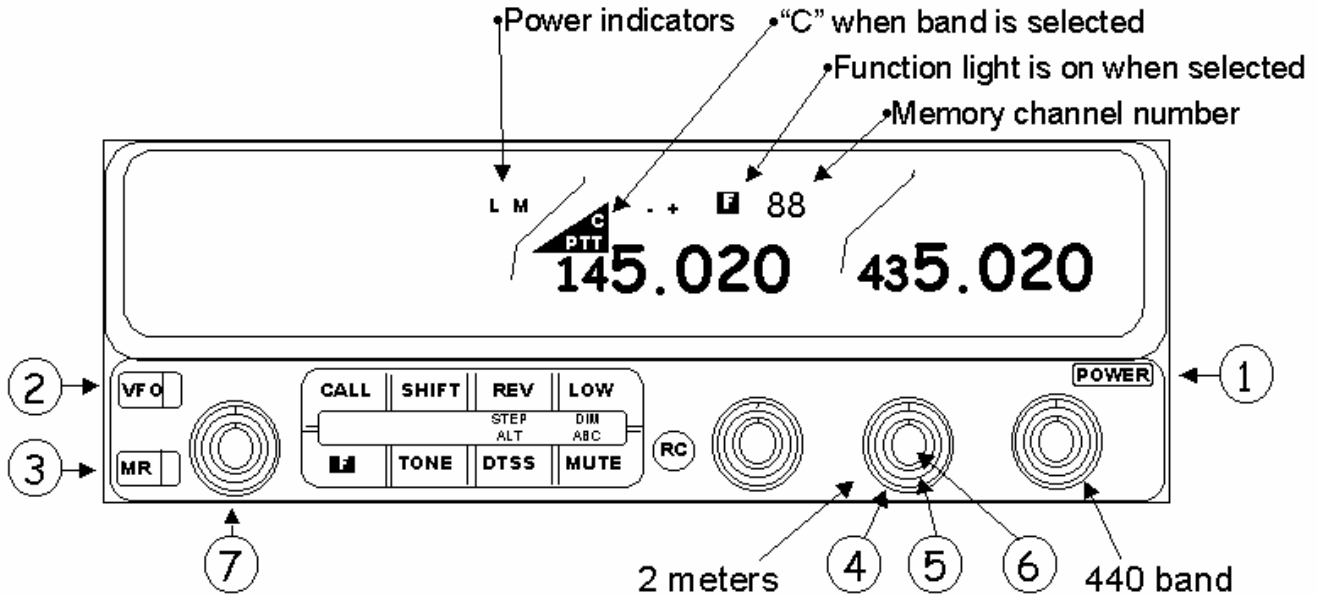
This example will store a PL of 100.0 Hz in memory CH 4.

- _____ 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.

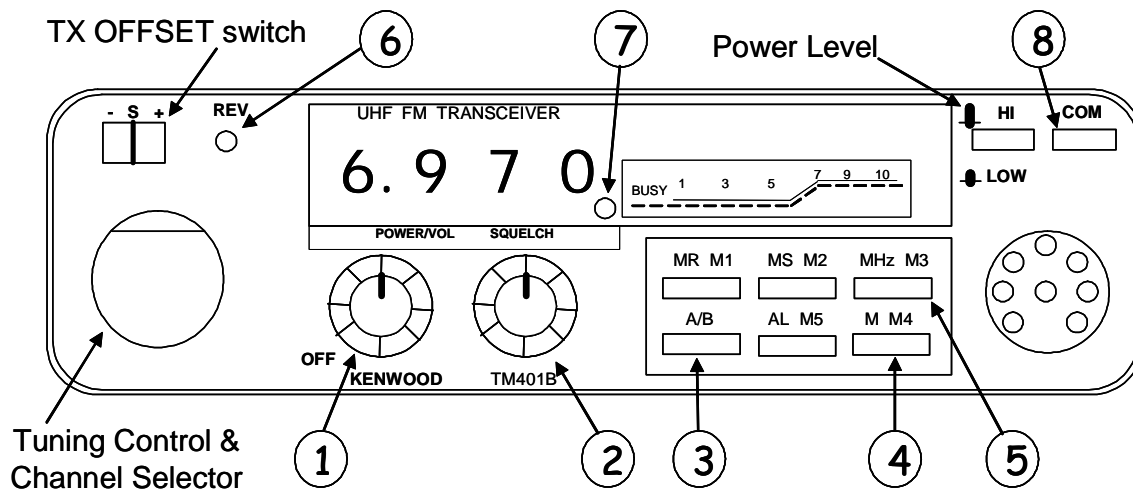
- _____ 9. Press the VFO key ② to select VFO mode.
- _____ 10. Enter the frequency by using the **Tuning Control**.

- _____ 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.

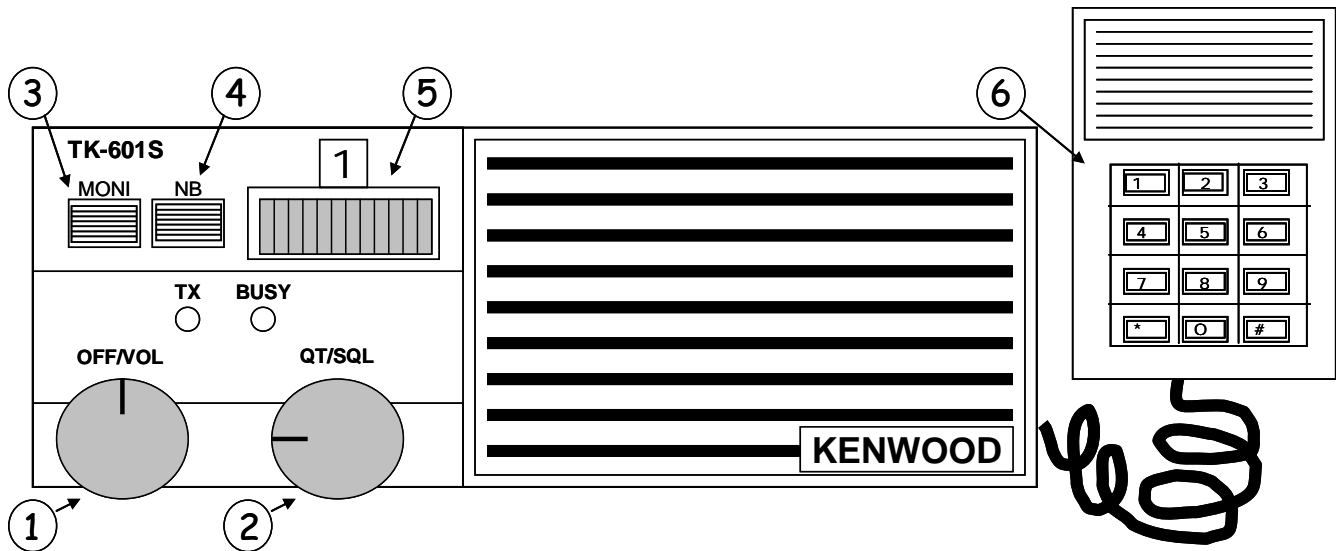
This example will store **440.100** MHz with a - offset in Memory Channel 1.

- _____ 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** knob 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

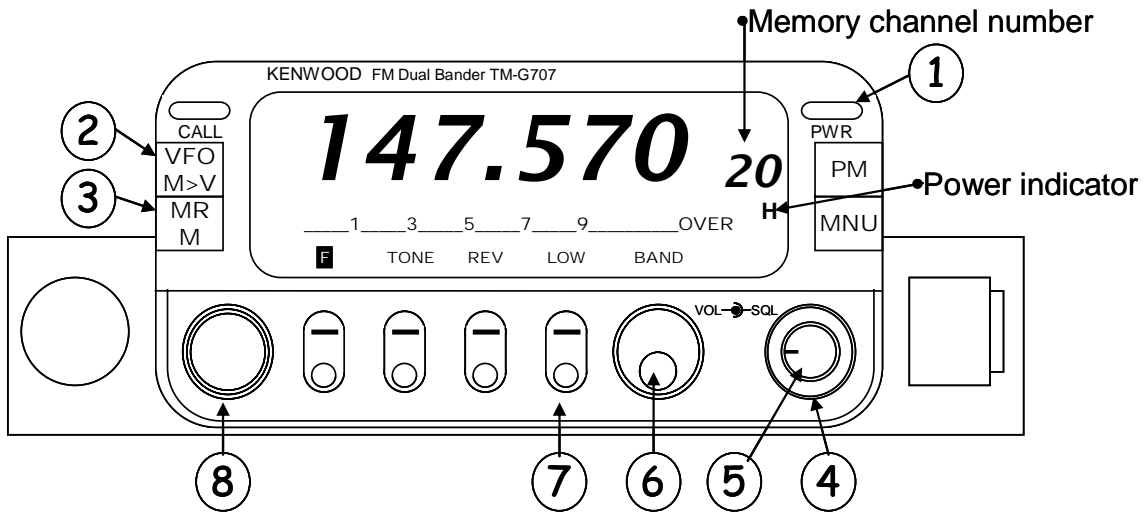
- _____ 11. turn the power off, then on to silence the annunciation.

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** button ⑥. 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.

- _____ 13. Rotate the **MAIN** Dial ⑤ to change the memory channel. The list of frequencies and their programmed channel assignments are listed on the next page.
- _____ 14. Verify the Radio-to-TNC cable is connected.

Sending Message to the County BBS

- _____ 15. From Outpost, select the menu options and confirm or set the following:
 - Setup -> TNC:** Verify the TNC is set for KPC-3. Press OK when done.
 - Setup -> BBS:** Verify the BBS is set for W6XSC-1. Press OK when done.
Enter Tactical Call: CUPEOC. Press OK when done.
 - Tools -> Send/Receive Settings:** Verify Automation is checked; set for 10 min. Verify **Retrieve Private** and **Retrieve Bulletins** are set. Press OK when done.

Creating and Sending Messages

- _____ 16. From Outpost, do the following:
 - Press **New**. A new Message window is opened.
 - Address **To:** is XSCEOC. Enter a Brief subject. Enter the Body of the message.
 - Press **Send** when done.
 - Outpost, Press **Send/Receive** to send it now, or within 10 minutes for an automatic send.

Receiving Messages

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

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/equipment.

4. Packet Frequencies

Channel	Use	Freq	Offset	PL Trans	PL Rec	Repeater
1	2 Meter band	144.910	n/a	n/a	n/a	n/a
2	220 band	223.660	n/a	n/a	n/a	n/a
3	440 band	433.490	n/a	n/a	n/a	n/a

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
 - _____ Qty 1 – J-Pole Antenna
 - _____ Qty 1 – Antenna-Mast adaptor
 - _____ 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 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.