

EMERGENCY RACES  
HILLSBOROUGH COUNTY  
**ARES RACES**  
EMERGENCY COMMUNICATIONS

# SHELTER & EVACUATION CENTER RADIO OPERATOR COURSE (100)

PREPARING FOR SERVICE

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## AGENDA

- What You Will be Walking Into
- Setting up Shop
- Running Shop
- Breaking Down Shop
- Wrap-Up
- Practical Exercise

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## WHAT YOU WILL BE WALKING INTO

The left image shows a gymnasium with people and equipment set up for an emergency shelter. The right image shows a large crowd of people in a stadium, representing an evacuation center.

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## SHELTER VS EVACUATION CENTER

### SHELTER

- Housing for those displaced by storm damage
- Long Term
- Highest population
- Many are opened
  - Special Needs Shelter
  - Pet Friendly Shelter

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## SHELTER VS EVACUATION CENTER

### EVACUATION CENTER

- Protection from the immediate effects of the storm
- Short Term
- Often very low population
- Few are normally opened
- Normally not resourced for Long Term Care

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## ORGANIZATION

Who do you work for?

**Hillsborough County ARES / RACES, but you work WITH the Shelter Manager.**

Where do your orders / directions come from?

**All orders should come through the ARES / RACES leadership.**

Can the Shelter Manager task you to do work?

**Only THROUGH the ARES / RACES leadership.**

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## WHAT SUPPORT CAN YOU EXPECT

### From ARES / RACES

- Training
- Exercises
- Equipment
- Expertise and Assistance
- Leadership

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## WHAT SUPPORT CAN YOU EXPECT

### From the Shelter / Evacuation Center

- Feeding
- Bed (if living there)
- Access to Facilities
- Shelter Information

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## SETTING UP SHOP



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## SHELTER RADIO OPERATOR EQUIPMENT

### Radios

- Handheld (HT) Dual Band
- Mobile (25W min)

### Antennas

- HT Antenna
- Magnetic Mount Dual Band
- Dual Band Base Antenna
- BuddiPole (for any HF work)

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## SHELTER RADIO OPERATOR EQUIPMENT

### Cables, Headphones, and Adapters

- Coax Cable (terminated same as radio and antennas)
- Coax Adapters for Mobile, Antennas, and HT
- Speaker/Headphones (with stereo to mono adapter if needed)

### Power

- Extra HT Batteries and Chargers
- 20A-30A Power Supply (for mobile)
- 12V Batteries and Charger

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## SHELTER RADIO OPERATOR EQUIPMENT

### Power Cables and Adapters

- Heavy Duty Extension Cords
- Power Strips w/ Surge Protection
- Power Supply Cable to Radio (PowerPoles)

### Tools

- Pliers, Cutters, Screwdrivers, Crimpers
- Electrical Tape (don't go cheap)
- Duct Tape/Gaffer Tape

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## SHELTER RADIO OPERATOR EQUIPMENT

### Lighting

- Flashlights and headlamps
- Desktop lamp/ Work surface lighting
- Batteries for all (and chargers if needed)

### Personal Communications

- Cell Phones
- Chargers (A/C and 12V)

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## SHELTER RADIO OPERATOR EQUIPMENT

### Documents

- ICS-205 (Frequency Plan) for the current operation
- ICS-213 (Message Forms) to receive and send messages
- ICS-214 (Unit Log) for logging non-communications events
- ICS-309 (Communications Log) for logging radio communications
- Current Communications Plan
- Phone Listing
- E-Mail Listing

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## PERSONAL EQUIPMENT

- Clothing for long stay
- Medication (30 day supply min)
- Something to sleep on/in (just in case)
- Bring your own bedding
- Small First Aid Kit
- Laptop, tablet, etc. (with chargers)

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## REMEMBER TO INVENTORY

- Always keep track of what you brought
- Especially ARES / RACES and County owned equipment

**Know what you have and where it is !!!**

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## CHOOSING A SPOT

- Away from noise (with a door if possible)
- Available outlets for power
- Accessibility to outside for antenna cable
- Ample workspace (radio, computer, files, etc)

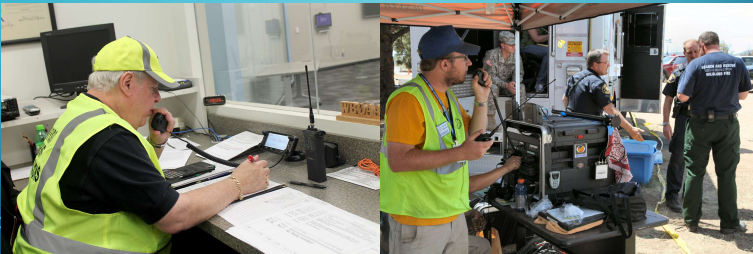
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## ORGANIZE THE SHOP

- Try to have everything within reach
- Leave a workspace for writing
  - Copying Messages
  - Updating Logs
  - Doodling
- Keep cables organized and clear of foot space

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## RUNNING SHOP



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## DAY TO DAY OPERATIONS

- Check-ins (on duty, periodically during the day, off duty)
- Send Messages
- Receive Messages
- Maintain Equipment (including spot inventories)
- Be responsive to the communications needs of the shelter manager

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## ICS-205 – RADIO COMMUNICATIONS PLAN

- Gives the frequencies to be used for all communications
- Know which channels you will use (Primary/Secondary)
- Know backup frequencies (Simplex/Duplex)
- Which frequencies for message type or mode

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## SENDING MESSAGES

- If the net is controlled, get Net Control permission to send direct
- Let other party know there is a message to copy
- Speak clearly and much slower than normal (write it while sending)
- Ask for a Read-Back
- Be as terse and concise as possible, but send the exact message
- Use "I SPELL" and "FIGURES" where needed
- Number the message, log it, and keep a copy

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## RECEIVING MESSAGES

- Always be ready to copy a message
- Copy message EXACTLY as sent
- Read back the message and make any corrections
- Keep a copy for records, number it, and log it with message number and rough content or subject

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## TYPES OF MESSAGES

- Daily Shelter Report
- Requisition Forms
- Welfare Inquiry
- General Messages (ICS-213)

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## WAYS TO SEND MESSAGES

- Radio
  - FM (HF, VHF, UHF)
  - WinLink
  - FT8
  - JT65 (HF)
  - APRS (position and short message)
- Fax
- Internet

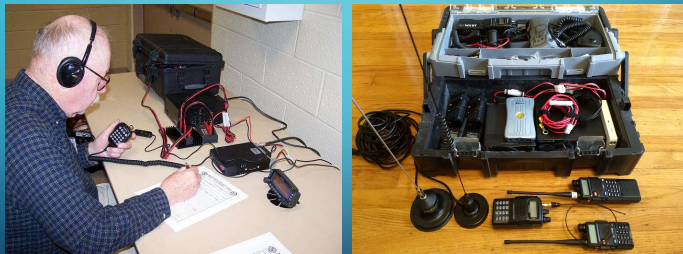
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## DOWN TIME

- It is VERY important that you don't overwork yourself
- Your deployable time and effectiveness will decrease greatly
- ALWAYS get HQ approval BEFORE taking a break unless it is an emergency
- Let them know when you are off duty, when you expect to be back, and notify them as soon as you are on duty again.

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## BREAKING DOWN SHOP



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## WHEN TO BREAK IT DOWN

- The EOC/Net Control will notify you to shut down
- Notify the Site/Shelter Manager that you will be shutting down
- If the Site/Shelter Manager says they need you longer:
  - Notify the EOC/Net Control
  - The decision will be made between the EOC and the Shelter Manager
  - Make it know to Net Control if you cannot remain so a replacement can be deployed
- If the Site/Shelter Manager says they no longer need you prior to notification, notify Net Control for approval for shut down

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## BREAK IT DOWN / PACK IT UP

- Power down everything
- Carefully disconnect power and antenna cables
- Coil cables
- INVENTORY before or as you pack
- Pack everything so it is protected
- Return borrowed equipment (Shelter, ARES, County)
- Leave the room the way you found it

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## SUMMARY AND WRAP UP

- What You will be Walking Into
- Setting Up, Running, Breaking Down
- Before you volunteer, get your family safe and taken care of
- Remember who you work for and who you work with

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## QUESTIONS



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## PRACTICAL EXERCISE

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