

Training Objective: Establish Auxiliary Communications amateur radio station

Topics

1. Coordinate location of the amateur radio auxiliary communication station with served agency or host.
2. If you need to install a portable antenna ensure you do everything possible to identify and mitigate hazards associated with it. Mark guy ropes and masts with high visibility survey tape. Tape down or cover coax cables to prevent a tripping hazard. Do the same if you run extension cords to a generator. Be sure coax cables and extension cords are protected from being pinched or cut.
3. Having a roll of neon orange or neon green duct tape is useful for marking hazards. Yellow/black caution tape can be used to cordon off an area or create a pedestrian barrier.
4. Determine supervisor or reporting official at served agency.
5. Ask the served agency to be included in the Incident Action Plan (IAP) distribution list.
6. Determine if served agency can provide local area network access.
7. Identify which departments/units/sections within the served agency require auxiliary communications support.
8. Obtain contact information and/or physical location of departments/units/sections using auxiliary communications support.
9. Make arrangements for billeting.
10. Determine shift hours or operational period requiring auxiliary communications support.
11. Bring office supplies (including, but not limited to).
 - 11.1. Pens
 - 11.2. Pencils
 - 11.3. Highlighter
 - 11.4. Note pad or steno pad
 - 11.5. Tape (painter tape or masking tape, etc)
 - 11.6. Permanent marker
 - 11.7. Sticky notes (3"x3" or 3"x5", etc)
 - 11.8. Clipboard
12. Include digital copy of ICS 213, ICS 214, ICS 309, ARC 213 forms.
13. Having a multifunction printer/scanner in your go-kit can make a big difference in the effectiveness of your auxiliary communication station. The greater the message

workload, the more efficient you need to handle each message. Scanner capability allows you to make copies, archive documents, etc.

14. Determine if the served agency can provide you with access to a copier.
15. Your go-kit should include paper forms, including but not limited to:
 - 15.1. ICS 213-DV or ICS 213
 - 15.1.1. A 24 hour go-kit might only need 10, but increase the quantity the longer you anticipate having your auxiliary communication station in service.
 - 15.2. ICS 214-DV or ICS 214
 - 15.2.1. Assume at least one per day.
 - 15.3. ICS 309-DV or ICS 309
 - 15.3.1. Assume at least one per day.
16. If your go-kit includes a printer, ensure you have enough ink and a minimum supply of printer paper.
17. Occasionally, having an antenna rigging kit of light weight cord, S-hooks, quick links, screw hooks, etc. can be useful.
18. Determine with who or where you file your paperwork.
19. Verify if the served agency is using ICS 211 forms, or where do you sign-in.
20. Determine what the served agency demobilization procedures are. As a minimum who do you check-out with when your tour-of-duty is finished.
21. If you are being replaced by another emergency communicator conduct a turn-over briefing with your replacement. You should brief all the lessons you learned, what you were doing, how you were doing it, who you interacted with, where you had to do things, the served agency operational tempo/schedule, etc.