

# **.Los Angeles Fire Department Auxiliary Communications Service**



## **Field Operations Guide**

### **Operational Goal**

The operational goal of the Auxiliary Communication Service is to provide clear, concise, and accurate communications in support of the City of Los Angeles during emergency and non-emergency incidents.

Approved July 20, 2005

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## **Statement of Intent**

The content of this Field Operations Guide is intended to provide guidance to the volunteer members of the LAFD Auxiliary Communications Service. Position descriptions, equipment checklists, and operating procedures will enable the newest members as well as experienced leaders to respond effectively to any planned or unplanned event that creates a need for auxiliary communications within the City of Los Angeles.

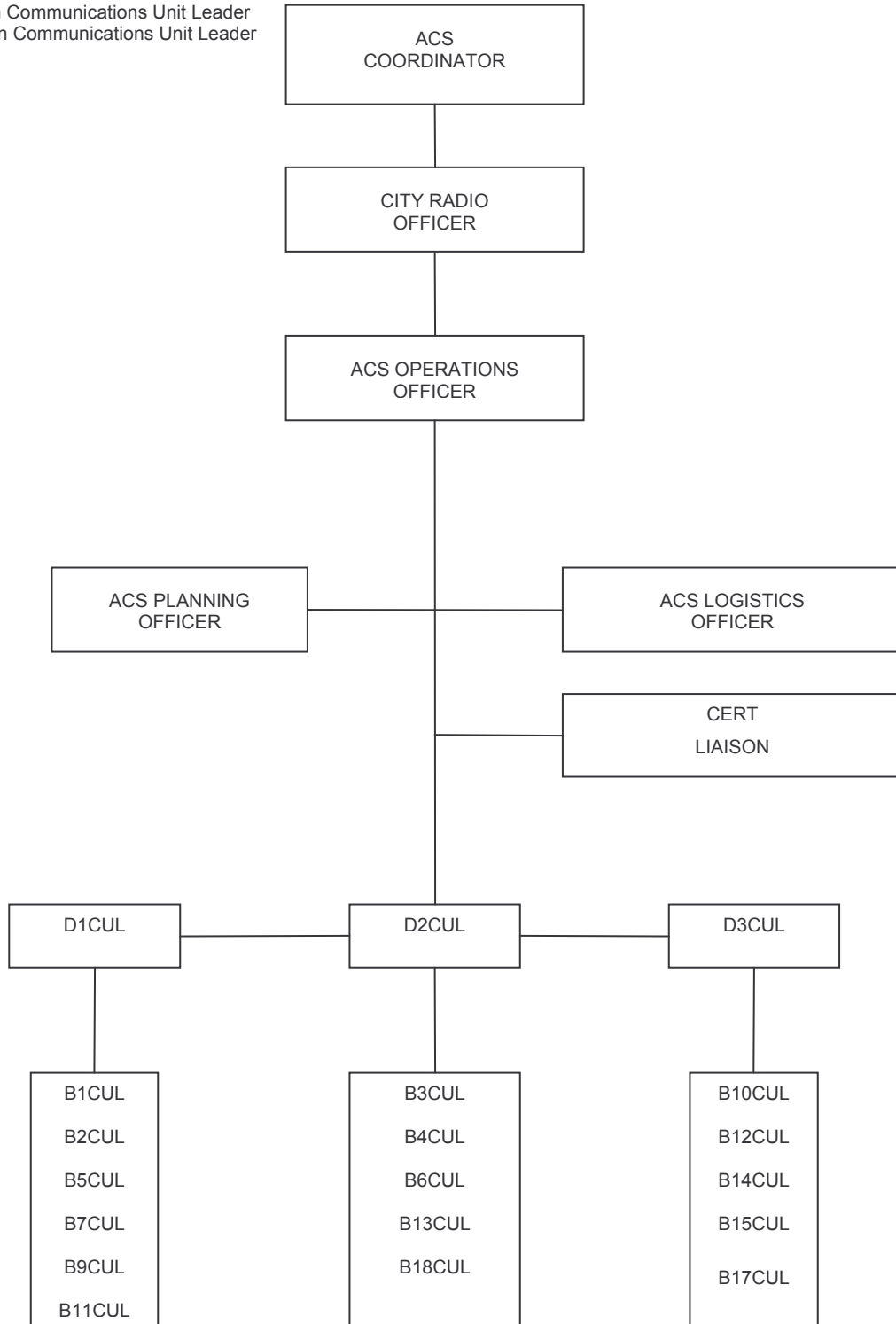
This Field Operations Guide does not replace or supersede the ACS Rules & Regulations, or any other official publication of the LAFD and/or The City of Los Angeles and is subject to change and periodic updates.

## **Standing Orders**

1. Responders shall not self deploy.
2. Responders shall work through their established chain of command.
3. Responders shall utilize the published Communications Plan and have their radio(s) programmed accordingly.
4. Responders shall always consider safety first.
5. Responders shall be alert and act calmly.
6. Responders shall be prepared for response.
7. Responders shall keep themselves informed of current ACS events and activities and become involved accordingly.
8. Responders shall provide clear and accurate communications.
9. Responders shall keep their communications equipment properly maintained and ready for use.
10. Responders shall keep their vehicle maintained and fueled at all times.
11. Responders shall not attempt to make contact with communication system "jammers" whether intentional or not.

# ACS Organizational Chart

DCUL: Division Communications Unit Leader  
BCUL: Battalion Communications Unit Leader



## **Position Descriptions**

### **ACS Command Staff**

The ACS Command Staff is comprised of the ACS Coordinator, City Radio Officer, ACS Operations Officer, ACS Planning Section Officer, and the ACS Logistics Officer. It has the power to supervise, control, regulate and manage the ACS program and to make and enforce all necessary and desirable rules and regulations. Such powers are subject to the provisions of the Charter and to such ordinances of the City not in conflict with the grants of power made to each department of the City government elsewhere in the Charter.

The ACS Command Staff has the authority to make changes to the ACS Rules & Regulations as long as that they are not in conflict with the regular Fire Department Rules & Regulations.

### **ACS Coordinator**

The ACS Coordinator will be an Officer of the LAFD and oversees the City Radio Officer and Command Staff Activities and serves as the primary liaison to the City Emergency Operation Organization (EEO) .

### **City Radio Officer**

The City Radio Officer is the General Manager of the ACS Program and shall have control of all of its activities.

### **ACS Operations Officer**

The ACS Operations Officer will manage the activation and deployment of responders for drill and emergency activities including the activation of the paging systems and net control functions. The Operations Officer can delegate responsibilities to DCUL's as deemed appropriate.

### **ACS Planning Section Officer**

The ACS Planning Section Officer is responsible for preparing the annual calendar of events, scheduling drills and training sessions, and will perform the document control function.

### **ACS Logistics Officer**

The ACS Logistics Officer is responsible for the maintenance and operation of ACS physical resources including the ACS trailer, mobile command posts, and radio equipment .

## CERT Liaison

The CERT Liaison will keep both organizations informed of current training schedules, radio channel plans (Comm Plan), and operational requirements.

## ACS Division Communication Unit Leader (DCUL)

DCUL's are subordinate in rank to ACS Command Staff Members, and are responsible for effective application of the policy, rules and regulations, practices and procedures of the ACS Program within their commands.

DCUL's shall:

1. Be responsible for the morale, efficiency and distribution of personnel within their commands.
2. Conduct training activities of all Battalion Communication Unit Leaders in their Divisions at least once a year and at other times when indicated.
3. Make such inspections and investigations as may be necessary to keep themselves informed of conditions in their Divisions.
4. Respond to ACS activations as needed.
5. DCUL's will maintain contact with their respective Division Chiefs on a quarterly basis.

## ACS Battalion Communication Unit Leaders (BCUL)

BCUL's are subordinate in rank to Division Communication Unit Leaders.

BCUL's shall:

1. Supervise members assigned to their ACS Battalion in accordance with general rules of conduct pertaining to their rank and shall enforce within their battalions specific rules applicable by reason of their assignment.
2. Respond to ACS activations when dispatched, assume control of ACS members in their Battalion, deploy resources and personnel in the most advantageous manner for the preservation of life and property.
3. Conduct training activities of all their immediate subordinates at least once a year and at other times when necessary.

4. Have contact with each member over which they have supervision at frequent intervals, make such contact as are necessary to determine that proper care and attention is being given to all ACS property, and immediately notify their Division Communication Unit Leader when equipment requires repair or replacement.
5. Witness drills, make investigations, heed evidence of neglect or inefficiency and take necessary action to correct any deficiencies in their Battalions as required.
6. BCUL's will maintain contact with their respective LAFD Battalion Chiefs on a quarterly basis.

### Advanced Responder

An Advanced Responder is any ACS member assigned to the lead position of a two person deployment team. This person will have all of the items on the Advanced Responder Mandatory Equipment List ( i.e. 50 watt dual band mobile radio) and be qualified in their use.

### Primary Responder

A Primary Responder is any ACS member assigned to the lead position of a two person deployment team. This person will have all of the items on the Primary Responder Mandatory Equipment List ( i.e. 50 watt mobile radio) and be qualified in their use.

### Secondary Responder

Any ACS member assigned as the second member of a two-person deployment team. This person will have all of the items listed on the Recommended Equipment List and be qualified in their use.

## Activation Procedures

Members are encouraged to monitor the ACS repeater whenever possible. In the event of a natural disaster or other emergency a DCUL or BCUL will come up on the frequency and start a net which will include a general roll call. Simultaneously the ACS Coordinator and City Radio Officer will evaluate the situation and determine if a full activation is required.

**A full activation of the ACS can only be authorized by the ACS Coordinator, City Radio Officer, or Operations Officer.** DCUL' and BCUL's are authorized to activate the paging system to bring members to standby status in the event of an earthquake or other significant event.

Monitoring activations will occur to place members in standby mode while the situation and operational requirements are evaluated. Full activations will occur when it is determined that members are needed in the field immediately.

The LAFD ACS currently uses two separate alerting systems. The LAFD "Member Notification System" will be the primary method of alerting members of an ACS activation. This system will be able to be activated by any command staff member for a limited, or full ACS activation.

The "phone tree" alerting system is ACS Program's secondary system. This system follows the ACS chain-of-command were DCUL's will call the BCUL's in their respective divisions, and the BCUL's will call the members in their respective battalions to notify them of an activation, or stand-by.

**The ACS is not authorized to activate CERT.** As a matter of professional courtesy the leader activating a net will contact the CERT Captain to inform them of an ACS activation. The CERT Captain can be reached during normal business hours at (818) 756-9674.

It takes approximately 15 minutes for the LAFD paging system to notify all of the numbers on the roster. At the same time the notification system is being activated, an assigned ACS Division Communication Unit Leader (DCUL) will begin broadcasting information on ACS channel 1. This information will be repeated at 10 – 15 minute intervals until a large majority of members have checked into the net.

When you are alerted to a situation as the result of a phone call, numerical or alpha-numerical page, or you experience an earthquake first hand, do the following:

1. Tune your amateur radio to ACS channel number 1.
2. Listen for a net control operator and follow their instructions, or identify yourself by FCC callsign, tactical callsign, followed by "monitoring".
3. Be prepared to state your ability/availability to respond if required.
4. **DO NOT SELF DEPLOY UNDER ANY CIRCUMSTANCE.**
5. Wait for specific instructions from net control.



6. In most situations you may not be given a specific assignment for several hours. Use this time to take care of your family, property, and update the supplies needed for a multi-day deployment.

Division Communication Unit Leaders (DCUL's) will respond as directed by the Command Staff at the time of activation. Battalion Communication Unit Leaders (BCUL's) will respond to their respective Battalion headquarters unless otherwise directed. The BCUL's will have a prepared list of priority locations within their battalion boundaries and will dispatch responders to them as required upon activation.

## **Radio Procedures** **Incident Commander**

The Los Angeles Fire Department operates using the Incident Command System. For any given situation the Fire Department Incident Commander has complete and total authority over the situation and the personnel assigned to the incident.

As an ACS communicator responding to a situation you may or may not come into direct contact with the Incident Commander. Situations will arise where you are directed to pass traffic to the Incident Commander either directly or through the chain of command. You are responsible for passing the traffic in a professional and impartial manner.

Once in the field, you may be given additional assignments from other LAFD Incident Commanders that may conflict with the orders you were given from Net Control or the ACS Chain of Command. At all times you will follow the orders of the Incident Commander after informing the Net Control Operator of the situation.

## **Radio Procedures** **Overall Guidelines**

Keep all radio traffic as short and concise as possible. During an emergency there will be a high volume of radio traffic waiting to be passed. Do not broadcast trivial information. Be professional. Someone's life may depend on it.

The primary frequency of the ACS is the 147.300 Mhz. repeater listed as channel 1 in the ACS communication plan. A net control operator will be in control of the repeater at all times and will be identified as N6ACS.

Simplex frequencies (channels 3 – 9) will be used for local operations in the field. Message traffic between command posts and evacuation centers for example will be passed on these channels. Optional channels 12-21 can be used for local simplex operations including crossband repeater operation. Use the lowest power setting possible to minimize interference. Channels 10 & 11 (Repeater output frequencies) should only be used when out of range of the repeater. They should not be used as a routine simplex channel.

Note: All simplex frequencies are open to the general public for unrestricted use. The frequencies published in the Communications Plan were selected for their low volume of traffic. The ACS does not have exclusive rights to these frequencies. In an emergency these frequencies may become busy. Please respect the rights of others and find another frequency.

If you lose contact using simplex channels, contact net control and request use of the repeater to re-establish contact. The net control operator will authorize use of the repeater. Primary operators with full duplex dual band radios will be able to monitor the repeater while operating on a simplex channel.

Tactical callsigns are used to shorten transmissions and provide rapid identification of the responder. At ten minute intervals of a continuous broadcast or at the end of a broadcast identify yourself with a tactical callsign immediately followed by your FCC callsign. Tactical callsigns are comprised of a members battalion assignment followed by their ID card serial number – ex: 12-72. Tactical calls are used at every opportunity including Monday night nets.

Use of Channel Numbers – To prevent interference from jammers do not give out actual frequency numbers over the air. Always use channel numbers.

Quick Keying – When using a repeater wait 1 second after keying the microphone for the repeater to come on line before broadcasting. Wait one second after speaking before releasing the microphone. This will prevent your transmissions from being cutoff.

**Radio Procedures**  
**Standard Communications Plan**

Note, a specific Communications Plan will be developed for each incident using ICS form 205 to assign a specific use for each frequency.

## **Radio Procedures**

### **NET Formats**

The purpose of any net is to provide a means for orderly communication within a group of stations. An emergency net is a group of stations who provide communication to one or more served agencies, or to the general public, in an emergency.

**DIRECTED NET** – A net control station organizes and controls all activity. One station wishing to call or send a message to another in the net must first receive permission from the net control operator. This is the net format regularly used by the ACS.

**OPEN NET** – Stations may contact each other directly without the use of a net control operator. Open nets are not typically used during ACS operations.

### **EMERGENCY NET**

Traffic Net – Handles formal written messages in a specified format.

Tactical Net - Used for real time coordination of activities related to the emergency.

Resource Net – Typically is a directed Net used to acquire volunteers and resources.

Information Net – Usually an open Net used to collect and/or share information on a developing situation.

### **Net Check-In Procedure**

There are two situations where an ACS member will need to check into a net.

1. When you first join/check-into the net.
2. When you have messages traffic, questions, or information to send.

If you are an ACS member, simply follow the on-air instructions from the net control operator for the first check in. Once the net is operational and you have a message to pass, you can add “with traffic” after your callsign. If it is an emergency message, state “with emergency traffic” after your callsign. The same would be true for priority traffic.

**ALWAYS** wait for your callsign to be acknowledged before sending your traffic.

## **Radio Procedure** **Phonetic Alphabet**

A – Alpha	B – Bravo	C – Charlie
D – Delta	E – Echo	F – Foxtrot
G – Golf	H – Hotel	I – India
J – Juliet	K – Kilo	L – Lima
M – Mike	N – November	O – Oscar
P – Papa	Q – Quebec	R – Romeo
S – Sierra	T – Tango	U – Uniform
W – Whiskey	X – X-ray	Y – Yankee
Z – Zulu		

### **Pro – Words**

Pro-words, called pro-signs when sent in Morse Code, are procedural terms with specific meanings. They are used to save time and ensure that everyone understands precisely what is being said. Some pro-words are used in general communications, others while sending and receiving formal messages.

CLEAR	-	End of contact.
OVER	-	Used to let a specific station know how to respond.
GO AHEAD	-	Used to indicate that any station may respond.
OUT	-	Leaving the air, will not be listening.
STAND BY	-	A temporary interruption of a contact
ROGER	-	Indicates that a transmission has been received correctly.

### **Mandatory Equipment List ( MEL ) – Advanced Responder**

50 watt mobile radio – (144 – 440 Mhz.)

NOTE – A 50 watt, dual band UHF/VHF mobile radio is preferred as a radio that meets this requirement will enable the responder to operate on one frequency while maintaining the ability to monitor another frequency simultaneously. A radio of this criteria will also give a responder cross-band repeat capability.

External antenna: portable J-Pole or vertical mast (not a magnetic mount)

Hand-held radio – Dual band preferred

Magnetic mount antenna

External power source – deep cycle battery or generator

Thomas Brothers map book

Address of all LAFD fire stations (available on the LAFD web-site).

List of area hospitals.

### **Mandatory Equipment List ( MEL ) – Primary Responder**

25-50 watt mobile radio – (144 – 148 Mhz.)

NOTE – A 25-50 watt, mobile radio is preferred as a radio that meets this requirement and will enable the responder to operate on one frequency reliably.

Thomas Brothers map book

Address of all LAFD fire stations (available on the LAFD website).

List of area hospitals.

### **Recommended Equipment List ( REL ) – Secondary Responder**

Hand-held radio – (Dual band preferred)

Magnetic mount antenna

Spare batteries

External power source – deep cycle battery or generator

Thomas Brothers map book

Address of all LAFD fire stations (available on the LAFD website).

**General Equipment List ( for all responders )**

Clipboard, paper, & pen.

2 quarts of water

Food – 3 day supply for extended deployment

Snacks – non-perishable

Toilet paper, Kleenex, towel

First Aid Kit

Personal medications

Pocket knife

Flashlight & batteries

Plastic sheeting, tarp, or drop cloth with rope, duct tape, etc. for temporary shelter

Current Repeater directory

Current Mapbook (Thomas Brothers preferred – assignments can be made by page & grid no.)

Gloves & eye goggles

Space blanket

Waterproof matches

Garbage bags

Binoculars - optional

Cyalume light sticks – 12 hour, green color

Sleeping bag



## Staging Area

A staging area is used to manage responders and resources. When the ACS is activated for a drill or emergency the Incident Commander, at his/her discretion, may establish a staging area depending on the size and scope of the emergency. A Division Communication Unit Leader (DCUL) or Battalion Communication Unit Leader (BCUL) will be assigned as the manager of the staging area. The staging area manager will assign members as required as staging area staff.

Staging Area's will be assigned their own radio channel upon activation. Members that are dispatched to a staging area should check in with the staging area when approaching the area. Members may be redirected to a specific assignment by the staging area manager while enroute to the staging area. The radio channel will be announced on the net and repeated at 10-15 minute intervals.

The staging area manager will dispatch personnel and resources at the request of supervisors in the field. The staging area manager will confirm the name, FCC callsign, ACS tactical callsign, and dispatch time of each person being assigned with the specific supervisor, and keep a written log of all personnel assignments/deployments. The supervisor requesting the resources will maintain a similar log. The use of logs provides for the safety of responders.

Staging Area's will be located in the general vicinity of the emergency but away from immediate danger. Typical locations will be city parks or large open area's such as supermarket parking lots in close proximity to freeway on/off ramps.

The staging area will have at least three defined positions including Check-in, Resource Management, and Radio Operations. The staging area manager will be responsible for implementing these functions as follows:

1. Assign personnel to process responder check-in's.
2. Assign personnel to function as a radio operator & assistant.
3. Assign personnel to coordinate deployment assignments.
4. Assign personnel to inspect responder vehicles, radios (proper channel plan) and gear for compliance to equipment check lists prior to deployment.

Upon arrival to a staging area responders should present themselves to the check in table. At that time they will fill out an information sheet (see appendix) summarizing their available assets such as vehicle, radio gear, specialty equipment, etc.

All DCUL's & BCUL's should be prepared to manage a staging area and have all necessary forms with them as part of their turnout gear. Additional equipment includes portable tables & chairs. A sunshade such as an Easy-Up is recommended for weather protection.

Vehicles leaving the staging area will have a colored ribbon attached to a radio antenna to identify the function the responders are assigned to. ACS vehicles will be identified with red ribbon and CERT vehicles will be marked by green ribbon.

Note – vinyl tape /ribbon such as rolled nursery tape works well for this function and is available at home & garden stores.

### **Command Post**

A command post is the location where the LAFD Incident Commander and staff are located. The ACS net control operator may or may not be located at the Incident Command post. The location of ACS Net Control is incident driven.

The LAFD ACS maintains a permanent command post in the trailer to the rear of Fire Station 88 in Sherman Oaks. The command post has communication capabilities for UHF-VHF radio, as well as HF and LAFD 800 mhz radio.

Mobile ACS command posts may be established using LAFD vehicles or ACS member vehicles depending on the situation and operating requirements.

### **ACS Resources**

#### Non-Mobile Trailer @ Fire Station 88

- Multi-band capability

- All agency interface capability ( Interoperability )

- Multiple towers – dedicated use – all frequencies

- 800 mhz HT's w/ batteries – used for CFP and CERT operations

#### Command Trailer

- Mobile command post for field day activities and extended deployments, & special events including recruitment

#### Command Post Car (CP 88 & CP 3 )

- Motorhome vehicle with LAFD & amateur capabilities

- Used for special events including March of Dimes, Hollywood Christmas Parade

#### E.O.C / OCD

- Multi-band / All band HF radio ( 1 each facility ) for immediate access to public officials.

## **Repeater Rules**

General Operating Guidelines for the WA6PPS Repeater:

147.300 / + shift / 110.9 pl

This repeater is owned and maintained by the Radio Amateur Association of Van Nuys.

1. This repeater is the primary repeater for the Los Angeles City Fire Department Auxiliary Communications Service. Please yield the frequency to any request for emergency or priority traffic. Please yield the frequency to any member conducting official communications, including drills, community fire patrol, nets, or N6ACS radio club communications.
2. Local Community Fire Patrols and Arson Watch groups, in addition to the LAFD Community Fire Patrol, have permission to use this repeater. Please do not interfere with their operations. They will grant you access for short QSO's upon station identification and request when appropriate.
3. Any person using this repeater will abide by all FCC rules and regulations without exception. DO NOT attempt to make contact with jammers or any other station causing interference, intentional or otherwise.

## Uniform Requirements

All uniform apparel will be clean, wrinkle free, and free from defects.

### Required Items

ID Card – ACS members will display the ID Card issued to them at all times while on duty. The recommended method is to clip the ID Card to a lanyard hung around the neck.

Uniform Shirt – All members shall wear a Dickies brand light blue uniform shirt with shoulder patches affixed to the left sleeve, 1 inch below the seam. The name plate will be affixed ¼ inch above the right pocket.



### Required Items, continued

Trousers - Dickies, #874DN (dark navy) plain front twill. Under no circumstances will shorts or cutoffs be worn.

Belt - A plain black belt with plain silver buckle is standard.

Footwear – Black work oxford is standard. Heavy duty black boots are recommended for safety. Under no circumstances will open toe footwear be worn. Black socks are preferred.

### Optional Items

Hat – LAFD headgear (baseball cap) is available from the Dalmatians store, 2900 W. Temple St., Los Angeles, CA. (213) 380-2900 x264.

Jacket – Dickies, #JT15DN (dark navy), Eisenhower jacket, with uniform patch affixed to the left sleeve 1 inch below the shoulder seam.



## **Code of Conduct**

Your personal safety, as well as the safety of your family, is your primary responsibility in the event of an emergency.

ACS members will present themselves in an organized professional manner. Listen more than you speak. Be familiar with how the LAFD conducts operations and communicates. Think on your feet but do not make policy decisions.

Punctuality is required of all members. Failure to report for duty or to place of assignment at the time specified will be considered cause for disciplinary action. Unexcused absence of over 60 minutes duration will be considered absence without leave. Tardiness shall be reported immediately.

Inappropriate conduct or behavior includes but is not limited to the following:

- a. Sexual Harassment
- b. Hostile Work Environment
- c. Insubordination
- d. Inappropriate or abusive language whether in person or "on-air"
- e. Self dispatching in any situation
- f. Misuse of credentials
- g. False statements
- h. Criminal conduct of any kind
- i. Participation in any ACS deployment while under the influence of alcoholic beverages and/or illicit drugs.
- j. Inappropriate Uniform

### Disciplinary Action

Any Command Staff Member may summarily relieve a member under his or her command from duty, when in his or her judgment, an offense committed is sufficiently serious to warrant immediate action. An oral report of such action shall be made through channels immediately, followed by proper and well-sustained written charges upon which official relief from duty may be made by the City Radio Officer.

When relieved from duty under charges, the member so relieved shall promptly surrender all ACS & Department property to his or her Supervisor, who will retain such property pending disposition.

Loss of privileges, relief from duty or suspension may be assessed against any member guilty of infractions of the Rules and Regulations, practices or procedures in an amount commensurate with the seriousness of the offense.

## **Post Incident Responsibilities**

ACS members will prepare a Unit Log (ICS-214) for the purposes of an After Action Report and submit it through the chain of command within 72 hours of the end of a response. This report is a learning tool for the members and should include both positive and negative observations. Your Unit Log should contain the following information:

- Assignment(s)
- Dispatch time
- On scene (arrival) time
- Description of duties
- Length of service
- Discuss things that went right and why
- Discuss things that went wrong and why
- Recommendations for improvement

## **Appendix**

**Current Staffing by Position**

**ACS Response Scenarios**

**Community Fire Patrol**

**CERT**

**ACS Net Script**

**Deployment Information Card**

**Staging Sign In Sheet**

**Responder Information Card**

**Glossary**

**Bibliography**



## Current Staffing by Position

<u>POSITION</u>	<u>NAME</u>	<u>FCC CALL</u>	<u>PAGER</u>
ACS Coordinator	Chief Bill Bisson	KF6XX	
City Radio Officer	Captain Kevin Nida	WD6AIS	
Operations Officer	Truman Van Dyke III	KE6JCA	
Planning Officer	John Minger	AC6VV	
Logistics Officer	Mark Willardson	N6UOZ	
D1CUL	Monte Gordon	K6MSG	
D2CUL			
D3CUL	Greg Cook	N6GLC	818.423.0001
B1CUL			
B2CUL			
B3CUL			
B4CUL			
B5CUL	Ted Fukushima	N6ZZK	
B6CUL	Martin Hochman	N6UB	
B7CUL			
B9CUL	Jack Root		
B10CUL	Jerry Dandurand	KC6RAQ	
B11CUL			
B12CUL	Dennis Nolan	KD6PLU	
B13CUL			
B14CUL	John Savage	KC6SAD	
B15CUL	Alan Samuels	WB4FTF	
B17CUL	Sol Bash	W6DNZ	818.608.7990
B18CUL	Martha Ebersman	KG6DLH	

## **ACS Response Scenarios**

### Earthquakes

Verify safety & wellbeing of family, etc.  
Tune to ACS Channel 1 & follow instructions

### Brush Fire

1. Tune to ACS Channel 1 – declare your availability
2. Prepare for deployment
3. Responders can be utilized as a communicator at evacuation centers, hospitals, or community fire patrol duty.

### Heavy Rain & Flooding

1. Tune to ACS Channel 1 – declare your availability
2. Prepare for deployment
3. Responders can be utilized as a communicator at evacuation centers, hospitals, or local battalion headquarters.

### Special Events

Special events are announced in advance with signups taken for availability.

1. Deploy to staging area per pre-deployment plan.
2. Responders will be utilized for net control, parade route patrol, public welfare, and traffic control.

### Standby Monitoring

Tune to ACS Channel 1 when alerted & follow instructions during raised period of awareness  
( terrorism , floods, fire, etc)

### Full Activation –non-specified and/or unusual circumstances.

Tune to ACS Channel 1 when alerted & follow instructions  
Respond as requested/directed by command Staff.

## **Community Fire Patrol**

The Los Angeles Fire Department maintains a Community Fire Patrol which consists of specially trained volunteers. The CFP is a sub-group of the ACS, made up of ACS & General Fire Department Volunteers. Training includes instruction in observation and reporting techniques, radio procedure, and patrol methods. The CFP is active during seasonal high hazard brush fire conditions and patrols in specified LAFD mountain districts.

## **CERT (Community Emergency Response Teams)**

The Los Angeles Fire Department's *Community Emergency Response Team* (CERT) Program was developed to create a well-trained civilian emergency work force. These teams are vital for disaster situations when the number and scope of incidents clearly overwhelm conventional emergency services. CERT training provides community self-sufficiency through the development of multi-functional response teams that can act as an adjunct to local emergency services during major disasters. Empowered by this unique training, people from community organizations, businesses, industry, and City employees can assemble as a CERT, or perform as individual leaders to direct untrained volunteers in the initial phase of a disaster.

CERT members receive 17½ hours of initial training in earthquake awareness, disaster fire suppression techniques, disaster medical operations, light search and rescue as well as team organization and management. CERT Training culminates with a disaster simulation and comprehensive course review. All training is conducted in a congenial atmosphere by active-duty career Firefighters with expertise in disaster management. As of March 2001, 505 local teams (23,823 people) have been trained by these members of the Disaster Preparedness Unit. The total number of local CERT teams include: 255 Community teams; 185 Business teams; and 65 City Employee teams. This successful program continues to evolve and expand.

**The ACS and CERT are separate organizations that will work together. Volunteers may hold credentials from both organizations but are responsible for responding to their primary organization in an emergency situation. Once a member commits their availability to one of the two organizations that member MUST remain with that organization until properly relieved. Exceptions to this policy will be handled on a case to case basis by the Staff.**

## ACS Net Script

“ QST, QST, QST. This station will be conducting an ( **emergency net / drill** ) until approximately (**insert time**). All amateur radio operators not affiliated with the Los Angeles City Fire Department ACS are invited to monitor this NET or are requested to take their traffic to another frequency until approximately (**insert time**). This is a directed net, which means that members with traffic will be acknowledged in the order received and recalled in that order. Responders are reminded to keep their traffic to the absolute minimum and to wait for acknowledgment by net control before sending traffic. All ACS stations are directed to standby for roll call, deployment instructions, and frequency assignments. All communications will be conducted by tactical callsign. “

“ This ( **is / is not** ) a drill. This is Incident Command, N6ACS, for the Los Angeles City Fire Department’s Auxiliary Communications Service. The City of Los Angeles experienced a ( **describe incident** ) at ( **insert time & date** ). Preliminary data indicates ( **provide generalized description based on factual information** )”

“ The Los Angeles City Fire Department is activating the Auxiliary Communications Service and CERT teams at this time to begin operations. “

“ This is Incident Command, N6ACS. Roll call will be conducted using the net check-in roster. Any ACS station not called during the roll call should wait until the end of roll call when the call for late or missed check-in’s is made. “

“Visitor’s are requested to monitor only – thank you. “

“All stations are requested to respond exactly as follows when called:  
Tactical Callsign, Available / Not Available, Ham Radio Callsign. “

“ Your check-in will be acknowledged. DO NOT deploy until specific instructions are given.  
**(Conduct first roll call at this time )**

All stations stand by for deployment instructions and assignments. Stations that have not checked in at this time are requested to stand by until deployment assignments are made. At that time a second request for late check-ins will be made. “

“ This ( **is / is not** ) a drill. “

“ This is N6ACS. “

The preceding script is included in this F.O.G. as a sample for various situations. The net control operator must broadcast both their personal FCC callsign and the N6ACS callsign as required by FCC regulations. In addition, it is important to identify whether the information being broadcast is a drill or not.

# Deployment Information Card

## Deployment Information

Assignment:
-------------

Address:	<i>Thomas Guide:</i>
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Group/Division:	Tactical Call Sign:	ACS Channel:
-----------------	---------------------	--------------

Notes:

Assignment:
-------------

Address:	<i>Thomas Guide:</i>
----------	----------------------

Group/Division:	Tactical Call Sign:	ACS Channel:
-----------------	---------------------	--------------

## Deployment Information

Assignment:
-------------

Address:	<i>Thomas Guide:</i>
----------	----------------------

Group/Division:	Tactical Call Sign:	ACS Channel:
-----------------	---------------------	--------------

Notes:

Assignment:
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Address:	<i>Thomas Guide:</i>
----------	----------------------

Group/Division:	Tactical Call Sign:	ACS Channel:
-----------------	---------------------	--------------

# Staging Sign-In Sheet

TIME	NAME	CALL SIGN		VEHICLE		EQUIP
		FCC	TACTICAL	MAKE	LICENSE	
in						
out						
in						
out						
in						
out						
in						
out						
in						
out						
in						
out						
in						
out						
in						
out						
in						
out						

### Responder Information Card

Name  FCC Call

Cell Phone

Vehicle Make

License

#### CHECKLIST

VEHICLE	YES	NO
RADIO	YES	NO
EQUIP	YES	NO

Equipment

Assignment(s)	LOCATION	CHANNEL	TAC	TIME OUT	TIME IN	PARTNER
1						
2						
3						
4						
5						

Name  FCC Call

Cell Phone

Vehicle Make

License

#### CHECKLIST

VEHICLE	YES	NO
RADIO	YES	NO
EQUIP	YES	NO

Equipment

Assignment(s)	LOCATION	CHANNEL	TAC	TIME OUT	TIME IN	PARTNER
1						
2						
3						
4						

## **Glossary**

CERT – Community Emergency Response Team

CFP – Community Fire Patrol

CP – Command Post

CRO – City Radio Officer

BCUL – Battalion Communication Unit Leader

DCUL – Division Communication Unit Leader

EOC – Emergency Operations Center

IAP – Incident Action Plan

NET – A group of stations who gather on one frequency with a purpose.

OCD – Operations Control Dispatch – LAFD dispatching center located in City Hall

TRAFFIC – Message or information sent from one location to another via radio or other electronic means

## **Bibliography**

[www.lacdc.org](http://www.lacdc.org)

[www.lafd.org](http://www.lafd.org)

ARRL, ARECC Level 1, 2<sup>nd</sup> ed., 2002, ISBN #0-87259-846-2





