

Amateur Radio Event Net Control Communications Guidelines

In addition to the general communications guidelines, all net control operators need to follow these guidelines:

1. There will be one on site net control operator per day. Only the tactical net will be run on site. Net control will have to request one of the rovers to spell for breaks.
2. All tactical communications will be logged using the ICS-309 form. If not already done, be sure to fill out the header, number the pages, time stamp, and sign the forms when ending your shift. Turn in the ICS-309 to the event coordinator at net control as you leave your post.
3. All resource travel net communications will be logged using the Santa Clara County Resource Net Travel Tracking Tool. After the event, all forms are to be sent to the event coordinator. They can be scanned and emailed to the event coordinator.
4. Tactical calls will be assigned to each individual at the time of check in. Use tactical calls when transmitting messages. At the end of the final transmission or every 10 minutes, identify yourself with your FCC call sign. Remember to listen for operators not using the FCC call signs and remind them after the end of the messages to use them if they forget.
5. Before leaving for their positions, all operators should set their radios to the frequency on which you will be operating. Ensure the operators have set the frequency correctly before they leave to their positions.
6. This is a directed net. All calls are through the net control operators. If an operator calls another position directly, politely remind them that they are in a directed net and to go through net control for all communications.
7. Net control will periodically announce that it is a directed net and the purpose of the net. This announcement should happen about every 20 minutes and only if there is no other traffic.
8. Health and welfare roll calls are important to ensure all operators are safe. A roll call should take place in about 20 minute intervals if there is light traffic. This can be combined with the event announcement. **NOTE: The roll call is not to be done in place of any other traffic. If other traffic comes in during the roll call, suspend the roll call and allow the other traffic to continue. The roll call can either continue after the traffic or at the next interval. Roll calls should be considered the lowest priority traffic.**
9. Acknowledge **ALL** communications as they come in. If you are in the middle of other traffic, put the incoming traffic on hold while you handle the other traffic. Then go back to the incoming traffic. If the incoming traffic is higher priority, then put the other traffic on hold and handle the incoming traffic. The net control operator will have to determine the priorities in real time.
10. The tactical net control has direct access to 911 dispatch through the city radio. Refer to the ICS-205 form for the proper channel.
- 10a. At the beginning of each day, the net control will contact dispatch for a radio check. The proper communication is "R1 to dispatch for a radio check." Wait for an acknowledgement from dispatch and then say, "Thank you, dispatch." This lets dispatch know you can receive them as well.
- 10b. Police defined "**reportable items**" are **fight or acts of violence against another, person crimes, physical injuries, problems caused due to dogs or alcohol** (the presence of dogs or alcohol is not a problem in and of itself if under control), **situations which appear to be escalating to the point where any of the above items is likely to occur, and gang activity.**
- 10c. If a Parks and Recreation employee is requesting police or fire support, follow through with the request. It is not our place to filter those messages coming from city staff. It is our responsibility to pass the message to dispatch.
- 10d. If dispatch is to be contacted, get all information from the person requesting support including descriptions and locations, pick up the city radio, check for the proper channel, press the PTT and say, "R1 to dispatch". When you get an acknowledgement, state the problem and wait for further instructions or questions. After all traffic with dispatch is complete, let the person requesting support know you have made contact and help is on the way.
11. If you want to share ideas for next year, feel free to send an email to Terry Hoffman at hickengr@sonic.net.