

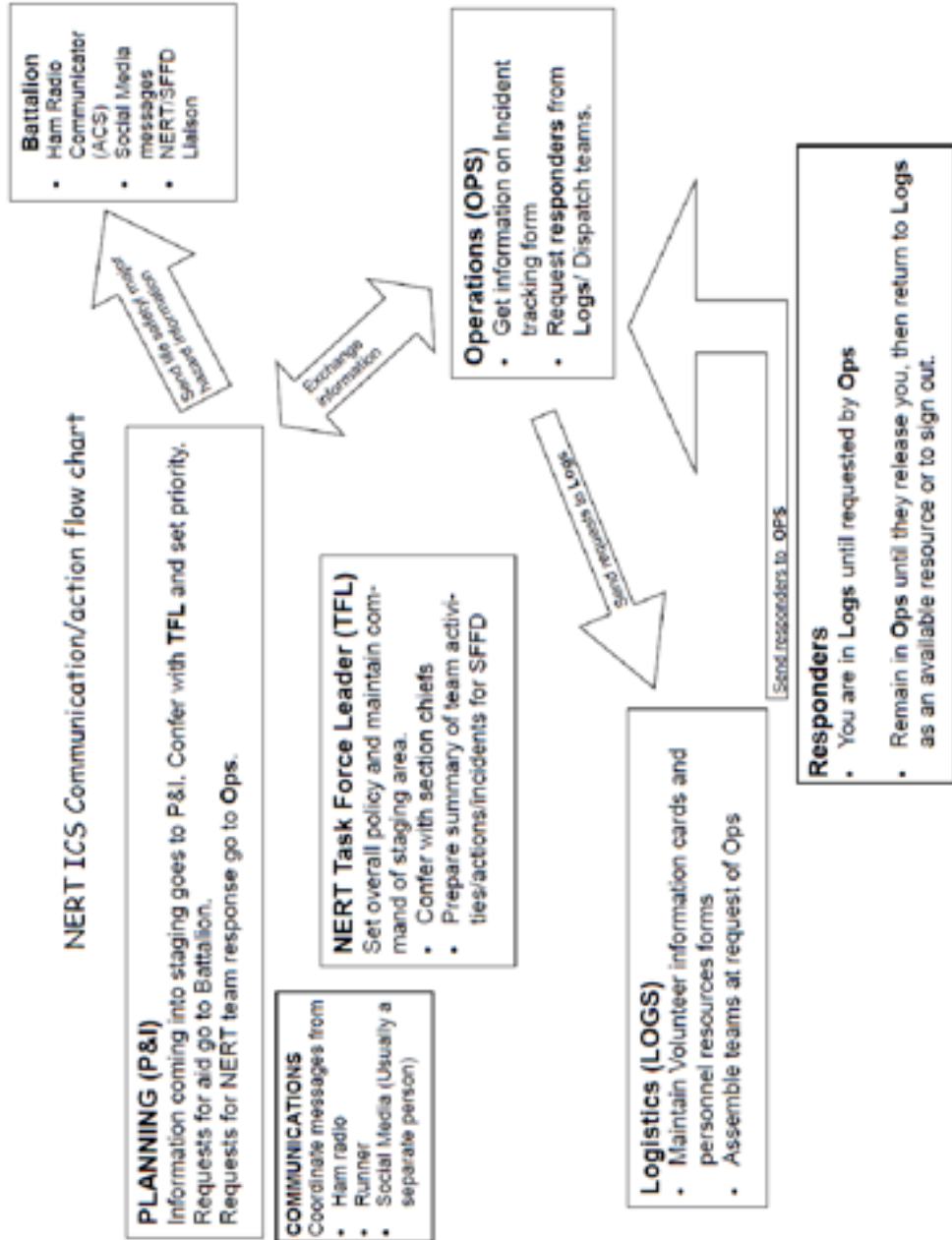
Reference Materials for 2022 Nert Communications Team (NCT) Courses

Page 1: Chart copied from
2020 NERT Student Manual,
page 174

Paages 2-9: Text copied from
2019 NERT Field Operations
Guide (FOG)

UNIT 6: NERT ORGANIZATION

NERT ICS Communication/action flow chart



NERT Field Operations Guide (FOG) 2019

Integrated communication (p. 10)

Communications networks are structured so that multiple groups and agencies can send messages to one another.

Communications networks are structured like the overall organization.

Networks are separated to avoid an overload of message traffic.

Task Force Response Plan (p. 18)

Communications plan (p. 19)

- determine who authorizes messages; the means for getting information **to** the Battalion
- manage messages **from** the Battalion
- may need plans for communication with dispatched field teams and within the NCP

CHAPTER 7 REPORTING TO THE BATTALION (p. 27-29)

7.1. MESSAGES

Messages are sent to your assigned Battalion station by any means possible: runners, trained or untrained volunteers, or via ham radio or telephone. Your assigned Battalion is determined by the geographical location of your neighborhood.

The Auxiliary Communications Service (ACS) volunteer ham radio operators will staff the Battalion stations as quickly as possible and will work with the on-duty Chief to relay information.

If your team is unable to reach the ACS operator at the Battalion, consider sending an FCC licensed NERT radio operator to the Station to receive communications from NERT teams. (section 8.4)

TFL determines what incidents to report. PLANS section writes the message or dictates it to communicator. Radio operators may revise the message to meet emergency messaging needs but must take care not to change the meaning of the message.

The message should:

- be limited to essential information, 25 words
- be written legibly (preferably capital letters)
- use common language and terms
- avoid codes, uncommon acronyms, unusual abbreviations

Use this guide to organize and prioritize messages.

Description

Brief description of the situation or incident; e.g. building on fire, 20 people injured or hospital power failure. Report only what you **know**. Descriptive words are not necessary; change street collapsed with fissures and crumbling pavement to street collapsed.

Location

Briefly state the location of the incident, using street names, address numbers when possible, and use cross streets. Do not assume the person receiving your message has any knowledge of your neighborhood.

Reported By

If possible, state if report is from an eyewitness or is a second- or third-party report. Always give the name of your neighborhood team (i.e. Marina NERT Staging).

Date and Time Reported

Record when the incident was reported to your NCP.

Priority

Report incident in order by the priority the Task Force Leader has given to them; you do not need to report what that priority is. See section 5.1 for priorities.

Message Number

Assign a number to each message. This number does not need to be reported to the Battalion.

Message Log

Record all messages sent by any means on a message log in the communications section.

7.2. COMMUNICATION PRIORITIES

Team communication resources may be limited. When establishing a communication plan, keep in mind:

- **Most important:** communications between Battalion and staging area. Establish this communication means first. Teams need to get information to the Battalion quickly and clearly
- **Secondary importance:** communication between Field teams and the staging area. This kind of communication will require at

least two radio operators at the staging area; one to communicate with the Battalion and a second to receive messages from the dispatched field teams on the tactical (tac) channel.

- **Helpful but not essential:** communications within the search and rescue team, e.g., from the searchers to the outside safety people, or from inside a building to the incident triage area.

7.3. METHODS

NERT staging areas report only to the assigned Battalion (or the nearest Battalion if yours is not functioning) which limits the methods available:

- **Runner** - written message physically delivered in person, by any vehicle that can safely travel to the Battalion as well as by bicycle or by foot
- **Amateur (ham) radio** relaying information through ACS operators in the Battalion station (see Chapter 8)
- **Twitter** if capable Twitter users are available, they may deliver messages to Battalion using the same rules and considerations as ham radio from within the Communications section. This method requires a Twitter user being assigned at the Battalion Station to scribe using the message form and using the ACS system to pass messages to the Chief.

Skilled operators may also help get emergency information about the neighborhood by searching on Twitter

When determining how to communicate, Section leaders and Task Force leaders need to consider:

- Resources – what’s available
 - people, equipment, vehicles
- Environment – what’s working
 - power, roads, Battalion station, Wi-fi
- Information -- priority and content
 - sensitivity, accuracy, speed

CHAPTER 8 HAM RADIO COMMUNICATIONS (p. 30-32)

NERT team members who are licensed amateur radio (ham) operators by the Federal Communications Commission (FCC) will be needed to communicate with the Auxiliary Communication Services (ACS) volunteer ham radio operators in the Battalion stations. The station operator is **Net Control** for the Battalion

Unlicensed personnel can assist with scribing, logging and tracking messages and may transmit during a disaster only under the supervision of a licensed ham.

8.1. EMERGENCY MESSAGING

Principles for message content are in Chapter 5. Keep in mind that communications channels may be crowded, and you may be asked to wait. Respect and comply with Net Control.

8.2. RADIO COMMUNICATIONS

NERT radio communications use simplex frequencies set in advance for each Battalion station. Confirm as soon as possible that you can reach the Battalion from the staging area. If not by radio, send runners.

- **WRITE** the message **BEFORE** transmitting. Use common words and terms; avoid acronyms, nicknames, unusual abbreviations, codes.
- Planning Section/Task Force Leader will prioritize incidents (section 5.1). Send the most urgent first, followed by the less urgent. If time and the situation permit, you may also pass routine messages **after** confirming with ACS operator.
- make each emergency report a separate message.
- Read and think through your message before you start talking.
- Use **tactical** call signs (NERT Potrero Hill Staging Area) to contact the Battalion.

- **Wait for acknowledgement** and respect the operator's instructions: Net Control may be handling messages from multiple NERT teams.
- If you have many emergency incidents, tell the ACS operator so s/he can manage radio traffic.
- Speak slowly and clearly enough so that the operator can understand and write the information.
- Break up long messages into short, precise, logical segments of 5-7 words. Between each segment say "stop" then unkey the radio and wait for the operator to tell you to continue.
- Confirm that the message was understood.
- Make it clear when you have finished your message by giving your **personal** call sign and saying "clear".
- You may get questions or instructions from Battalion
- Report when you are out of service or closing the staging area. Report again when you return to service. In case of a move, re-establish communications as quickly as possible.

8.3. HAM RADIO OPERATOR KIT/SUPPLIES

Ham radio operators are responsible for bringing minimal equipment:

- radio
- battery or power source
- antenna
- headset/microphone
- necessary cables, charging equipment
- Message forms, log sheets and pencils

8.4. BATTALION COMMUNICATIONS OPERATOR

In the case that ACS does not have an available operator at the Battalion, an experienced NERT ham operator should set up in front of the station and act as net control for NERT teams in the Battalion, taking messages for the Chief. You will need a scribe.

This operator should be equipped with their own radio and antenna. They will need to operate from in front of the station. If access to ACS

equipment is granted, the operator can switch to this equipment inside the station.

8.5. BATTALION FREQUENCIES

NERTs assigned simplex frequencies only. **Do not publicize or share these frequencies with non-NERTs.**

2 Meter Band Width Frequencies Location Frequency Tone

<See current list of Frequencies/Tones>