

Los Angeles Fire Department Auxiliary Communications Service



Field Operations Guide

Operational Goal

The operational goal of the City of Los Angeles 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 by:

A handwritten signature in black ink, appearing to read "Kevin Nida".

Capt. Kevin Nida,
Los Angeles City Radio Officer

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Statement of Intent

The content of this Field Operations Guide (FOG) is intended to provide guidance to the volunteer members of the LAFD Auxiliary Communications Service (ACS). The position descriptions, equipment checklists, and operating procedures in this FOG 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 Los Angeles Fire Department Rules and Regulations or any other official publication of the LAFD and/or The City of Los Angeles, and is subject to change and periodic updates.

At Will

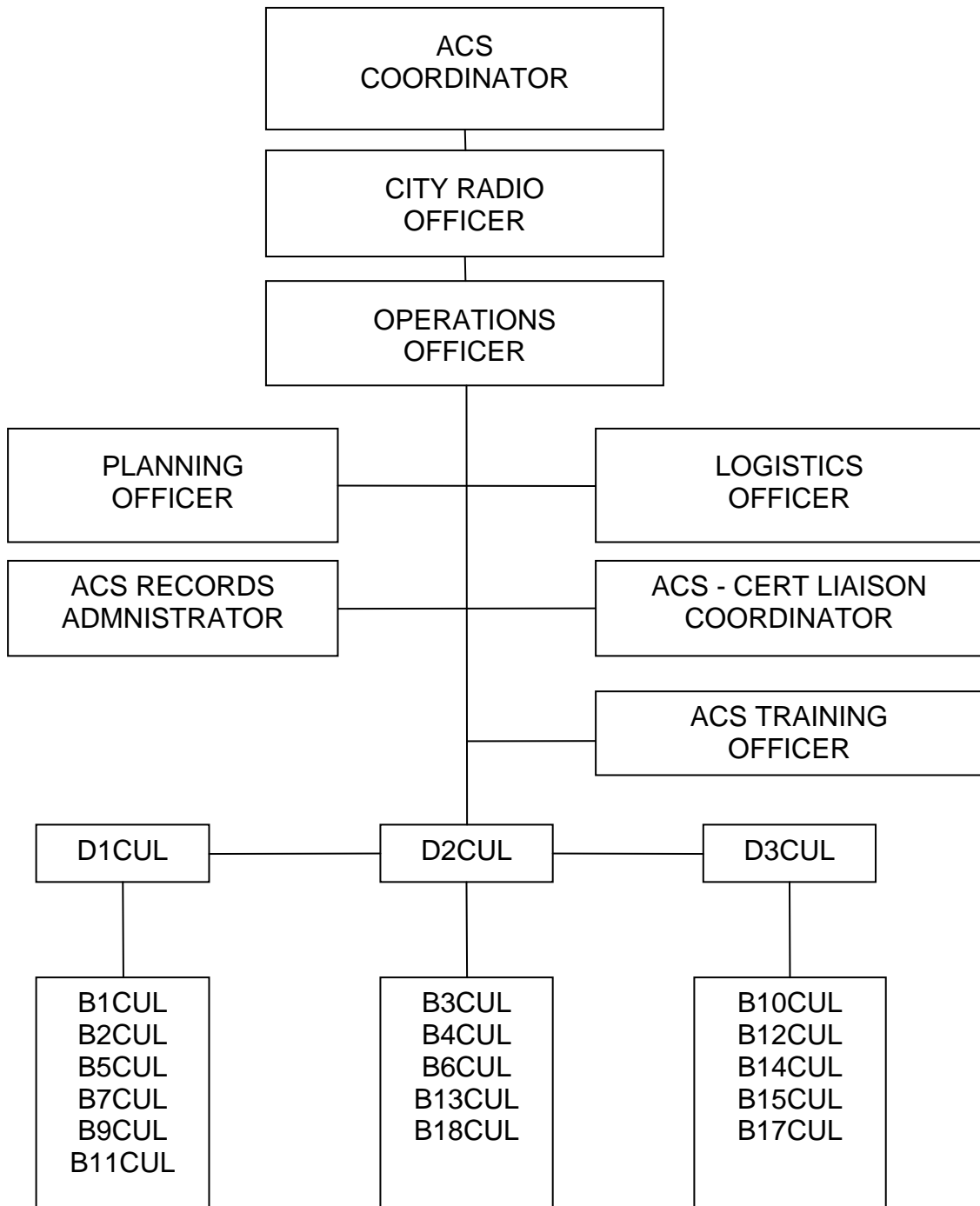
All ACS members are appointed and volunteer "at will". The City of Los Angeles and the Los Angeles Fire Department are free to discharge volunteers "for good cause, or bad cause, or no cause at all," and ACS members are equally free to quit, or otherwise cease work at any time.

Standard Orders

1. Responders shall not self deploy.
2. Responders shall work through their established chain of command.
3. Responders shall utilize the published ACS 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 Organization Chart

DCUL – Division Communication Unit Leader
BCUL – Battalion Communication Unit Leader



ACS Staff and Positions

ACS Command Staff

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

The ACS Command Staff has the authority to make changes to the ACS Field Operations Guide as long as that they are not in conflict with the Los Angeles Fire Department Rules and 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 Los Angeles Emergency Preparedness Department (EPD).

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 activation systems and net control functions. The ACS Operations Officer can delegate appropriate responsibilities to the Division Communication Unit Leaders (DCULs).

ACS Planning Section Officer

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

ACS Logistics Officer

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

ACS Staff Positions (continued)

ACS Records Administrator

The ACS Records Administrator will maintain the ACS Membership Rosters, member records, member applications, certificates, and other material and documents relating to membership and membership activities. The ACS Records Administrator will perform document control and distribution functions.

ACS-CERT Liaison

The ACS-CERT Liaison will keep the ACS and Community Emergency Response Teams (CERT) organizations informed of current training schedules, the ACS-CERT Communication Plans, operational requirements, and activities of interest to members of both ACS and CERT groups.

ACS Training Officer

ACS Training Officer is appointed by the Command Staff and works at their direction to identify and develop training materials and methods as needed based on the ACS mission.

ACS Division Communication Unit Leader (DCUL)

DCULs 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.

DCULs 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. DCULs will maintain contact with their respective Division Chiefs on a quarterly basis.

ACS Battalion Communication Unit Leaders (BCULs)

BCULs are subordinate in rank to Division Communication Unit Leaders and 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.

ACS Staff Positions (continued)

2. Respond to ACS activations when dispatched, assume control of ACS members in their Battalion, and deploy resources and personnel in the most advantageous manner to achieve 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 contacts 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, conduct investigations, heed evidence of neglect or inefficiency, and take necessary action to correct any deficiencies within their Battalions as required.
6. BCULs will maintain contact with their respective LAFD Battalion Chiefs on a quarterly basis.

ACS Responders -- Primary Responder

A Primary Responder is a properly trained and equipped 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 dual band mobile radio) and be qualified in their use.

ACS Responders -- 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.

Membership Requirements

New Members

Applicants who wish to become an ACS Member must fill out the required applications, present requested documentation, and pass an initial review and interviews by the ACS Command Staff and their DCUL and BCUL.

Monday Night Net

All ACS members, once approved and issued an ACS Tactical Call sign, are required to participate in the Monday Night Net. Missing three consecutive Monday Night Nets may drop a member from the Active Net Roster. When dropped from the Active Net Roster, the ACS member will need to check in at the end of roll call when missed calls by Battalion are requested by Net Control. Once checked in, they will be returned to the Active Net Roster.

Members who do not check in to the net on a regular basis must maintain communication with their BCULs. Members who are not net active and did not make other arrangements may be dropped from active member status.

ACS will not accept third-party net check-ins unless:

- a) the relay radio operator is in direct radio contact with the third party member, as in a radio relay situation or check-in via EchoLink, or
- b) the third-party member is physically present at the relay radio station during the net.

Telephone communication between a third-party member and a relay radio operator does not qualify as net participation.

Volunteer Hours Reporting

ACS members will be responsible for reporting their volunteer hours every month to the ACS Records Administrator. A minimum of 3 hours (three nets, for example) per month will be required for active net status. Those who cannot make this requirement due to acceptable reasons should contact their BCULs and make other arrangements. Hours spent training, building ACS base station antennas, attending Battalion meetings, attending ACS Special Events, etc. are all countable volunteer hours. Members who do not report volunteer hours may be removed from Active Membership.

Volunteer Hours reporting rules are as follows:

1. **NET:** 1 hour minimum, which includes both the directed and post net together. ACS members must personally check-in on the Net to claim ANY hours for the month.
2. **TRAINING:** Hour for hour. Must be approved training events or courses and you must attend. A copy of the training completion certificate must be sent to ACS Records Administrator for any courses that issue certificates for proof and documentation.
3. **DRILLS:** Hour for hour. Drills must be approved and you must attend.
4. **ACTIVATION:** Hour for hour, one hour minimum, and you must actually participate in the activation.
5. **ACS MEETINGS:** Hour for hour. Must be an approved meeting and you must attend the meeting and sign in.
6. **ACS SPECIAL EVENTS:** Hour for hour. Must be an official ACS Event and you must attend and sign in.
7. **ACS EQUIPMENT:** Hour for hour. Installation and maintenance of ACS equipment at city/department facilities. Does not include personal radio maintenance.
8. **STAFF:** Hour for hour. Activities to carry out the duties of BCUL and above.
9. **TRAVEL:** Hour for hour with a ½ hour minimum.

The intent of collecting hours by ACS members is to document work provided by ACS volunteers to the City of Los Angeles and ACS program and the training received by ACS members. All credit for hours logged is subject to approval by the member's BCUL, DCUL and Staff. Members must sign in on provided rosters for specific events to claim credit for all activities except Nets. Activities other than those specifically listed above may also qualify for ACS volunteer hours if approved by the ACS Command Staff. Check with your BCUL for guidance.

Please report only ACS volunteer hours to the ACS Records Administrator. If you are volunteering for other groups, such as CERT, report those to the appropriate person in that group. Members who do not report volunteer hours may be dropped from active membership.

Quarterly Training

Training events are held quarterly and are organized by all Divisions on a rotating basis. If possible, all members are expected to attend each Training. A minimum of one Quarterly Training per calendar year is required for each member to maintain active membership.

Additional Training

Workshops and other learning opportunities may be conducted from time to time. Additional requirements may be developed by the Training Officer and approved by the Staff. Members are encouraged to study and upgrade their licenses and to participate in radio communication activities and training conducted by other organizations.

Training Courses

As a requirement for active membership status, all ACS members need to take and pass the following training courses within the stated deadlines:

FEMA's ICS-100 and 700 on-line courses within twelve months of joining the ACS

ARRL's Basic Emergency Communications on-line course within 18 months of joining the ACS

Additional information about these courses can be found in the Appendix.

A copy of the training course completion certificate must be sent to ACS Records Administrator for any courses that issue certificates for proof and documentation

In addition to the above, all ACS members are encouraged to take:

FEMA's ICS-200 and 800 on-line training courses.

ACS Activations

All members are expected to respond to each ACS activation, as possible. If you are unable to respond to a specific activation, contact your BCUL for an exemption, which will not be unreasonably withheld.

ACS Special Events

ACS Special Events provide ACS members with the opportunity for communications practice, experience, and familiarity. Operating at Special Events gives ACS members a chance to learn what works and what doesn't, and the opportunity to work with and get to know other members within the ACS organization. ACS members are encouraged to attend ACS Special Events whenever possible.

Minimum Equipment

Within one year of activation, members are required to have in service, at a minimum, a mobile radio with 30 watts of power and a portable antenna. ACS will help with loaner mobile radios and antennas as possible. A dual band radio (144 – 440 MHz) with a minimum of 50 watts is recommended.

Code of Conduct

ACS members will present themselves in an organized professional manner. Listen more than you speak. Be familiar with how the LAFD conducts operations and communications. 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:

- Sexual Harassment
- Hostile Work Environment
- Insubordination
- Inappropriate or abusive language whether in person or “on-air”
- Self dispatching in any situation
- Misuse of credentials
- False statements
- Criminal conduct of any kind
- Participation in any ACS deployment while under the influence of alcoholic beverages and/or illicit drugs.
- Inappropriate Uniform

Disciplinary Procedures

All ACS members are appointed and volunteer "at will". The City of Los Angeles and the Los Angeles Fire Department are free to discharge volunteers "for good cause, or bad cause, or no cause at all," and ACS members are equally free to quit, or otherwise cease work at any time.

ACS members who do not meet the minimum membership requirements may be removed from the active roster and may be subject to removal from the program. BCULs and DCULs will contact the ACS Records Administrator each Quarter and tell the Administrator which members in their Battalions and Divisions have not meet the minimum membership requirements. Those members will be dropped from the Active Roster. Members dropped from the Active Roster for whatever reason will be placed on the Inactive Roster for twelve months during which time they can return to the Active Roster simply by becoming active per the minimum requirements. If members are inactive for twelve months they will be retired from ACS. To return to ACS Membership, those dropped from the Inactive Roster will need to reapply as new members.

ACS members unable to meet the minimum requirements stated in this Field Operations Guide may contact their BCUL and, with BCUL and DCUL approval, make other arrangements to satisfy the minimum requirements.

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 and 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.

Activation Procedures

Members are encouraged to monitor the ACS Channel 1 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. DCULs and BCULs are authorized 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.

ACS is not authorized to activate CERT. As a matter of professional courtesy the leader activating a net will contact the CERT Administrator when the ACS is activated. The CERT Administrator can be reached during normal business hours at: (818) 756-9674.

CERT is not authorized to activate ACS. The ACS supports CERT, but all ACS activations must be approved by the ACS Coordinator, City Radio Officer, or Operations Officer.

If CERT is activated, ACS should be notified, and ACS members should prepare for possible activation. If you become aware of a CERT activation, please advise your BCUL or DCUL.

When you are activated, alerted to a situation, or you experience an earthquake first hand, do the following:

1. Tune your amateur radio to **ACS Channel1** repeater.
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, check your communications equipment, and update the supplies needed for a multi-day deployment.

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

Situational Intelligence

The ACS does not self deploy, but ACS members may act as eyes and ears for the City of Los Angeles and the Los Angeles Fire Department. In circumstances where the ACS has not been activated, ACS members can, as individuals, investigate incidents in their local areas, gather information, and report back to the ACS Command Staff. If a major incident occurs in a member’s area it is acceptable to go as Liaison in ACS uniform and check in with the incident Comms Officer to see if they need ACS support. It is not appropriate to go to the Incident Command Post. Do not interfere with LAFD personnel.

Post Activation 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

A copy of the ICS-214 form is available in the Appendix.

LAFD Incident Commander

The Los Angeles Fire Department operates using the Incident Command System. For any given situation the Los Angeles 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 may 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 by 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

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 transmit trivial information. Be professional. Someone's life may depend on it.

The ACS-CERT Communication Plan

The ACS-CERT Communication Plan has two elements:

1. The ACS Communication Plan
2. The CERT Communications Plan

Together, they form the **ACS-CERT Communications Plan**. All ACS members are required to be familiar with both the ACS Comm Plan and the CERT Comm Plan. An operational goal of the ACS is to support CERT, and knowledge of both plans is necessary. It is every member's responsibility to have a copy of the most recent versions of the ACS-CERT Communication Plans available and programmed into their radios. Copies of both Communication Plans can be found in the Appendix to this document.

ACS Repeater Rules -- Primary Repeater WA6PPS

The primary ACS Repeater is currently listed as Channel 1 in the ACS communication plan. During net check-ins, ACS activations, and other nets, a net control operator will be in control of the repeater at all times and will be identified as N6ACS. This repeater is owned and maintained by the Radio Amateur Association of Van Nuys (RAAVN).

- 1 This repeater is the primary repeater for the Los Angeles City Fire Department Auxiliary Communications Service and is located in the Verdugo Hills. Please yield the frequency to any request for emergency or priority traffic, any member conducting official communications, including drills, community fire patrol, nets, or N6ACS radio club communications.
- 2 Local Community Fire Patrols, LAFD Fire Patrols, and Arson Watch groups have permission to use this repeater. Please do not interfere with their operations. They will grant you access for short contacts 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.
4. The Channel 1 repeater information is publically available and may be distributed to those wishing to listen to the Monday Night Net. Please use this repeater professionally and responsibly.

ACS Repeater Rules -- Secondary Repeater

The secondary ACS Repeater is currently listed as Channel 3 in the ACS communication plan. This N6ACS Repeater is owned and maintained by Capt. Nida.

1. This repeater is the secondary repeater for the Los Angeles City Fire Department Auxiliary Communications Service. It is located high above the intersection of Mulholland Drive and Coldwater Canyon and may have better propagation up and into some of the harder to reach canyons and the Sylmar area.
2. This repeater is also the primary repeater for the CERT Communications Plan. Although the CERT Comm Plan is a Simplex plan, this repeater is assigned to CERT Amateur Operators for initial CERT contacts when necessary and before they move to a simplex frequency. CERT Amateur Radio Operators have permission to use this repeater on an as available basis. Please yield the frequency to any member conducting official communications, including drills, community fire patrol, nets, CERT contacts, or N6ACS radio club communications.
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.

ACS Comm Plan Channels – Refer to the ACS Comm Plan in the Appendix

Channels 1 and 3 are the ACS Repeater Channels. Channels 2 and 4 (Repeater output frequencies) should only be used when out of range of the repeaters and should not be used as routine simplex channels. Channel 22 is the Baldwin Hills link to ACS Channel 1 repeater and can be used when the link is in operation. This link is useful when South of the Hollywood Hills.

Simplex frequencies (Channels 5 -11) will be used for local operations in the field. Channel 5 is the ACS Primary Simplex Channel. 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. Always use the lowest power setting possible to minimize interference.

ACS Communication Plan frequencies, with the exception of the Channel 1 main repeater frequency, are not to be distributed to anyone outside the ACS organization without Command Staff approval. The Channel 1 repeater frequency and tone information is publically available and may be distributed to those wishing to listen to the Monday Night Net and/or check in as a visitor.

CERT Comm Plan Channels – Frequencies for the CERT Comm Plan and notes for their use are listed in the Appendix to this document.

Simplex Frequencies -- All Amateur frequencies are open to the general public for unrestricted use. The frequencies published in the Communications Plans were selected for their low volume of traffic, but they are not private and can be used by any licensed Amateur operator. 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 when necessary.

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

Tactical callsigns are used to shorten transmissions and provide rapid identification of the responder. Tactical callsigns may be assigned based on a member's function or location during an activation or drill (e.g., Net Control, West Shelter, Mulholland Relay, Staging, etc.). Such situational tactical callsigns typically do not change when a new operator takes over the position; the tactical callsign goes with the assignment, not with any specific operator. In the absence of such assigned tactical callsigns, such as during the weekly ACS nets, members will use their individual Tactical callsigns consisting of a battalion assignment followed by the ID badge serial number (e.g., 12-72 for Battalion 12 member serial number 72). At ten minute intervals of a continuous transmission or at the end of a transmission identify yourself with a tactical callsign immediately followed by your FCC callsign. See also *Adherence to FCC Rules* in this document for additional station identification requirements.

Use of Channel Numbers – To prevent interference from jammers, never give out numerical ACS channel frequencies over the air. Always use ACS channel numbers.

Quick Keying – When using a repeater, wait 1 second after keying the microphone for the repeater to come on line before speaking. Wait one second after speaking before releasing the microphone. This extra time gives the repeater a chance to recognize your transmission and will prevent your transmissions from being cut off.

Personal Information -- Never transmit personal information such as names, phone numbers, or email addresses unless you have permission to do so from the individual involved. For example, it is permissible for you to give your name or phone number or email address out on the air if you want to, but it is NOT permissible for you to give someone else's personal information out over the air without their permission.

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 but may be used informally such as during the Roundtable after the Monday Night Net.

EMERGENCY NET – Formed to expedite the transfer of emergency traffic and information. Emergency Nets can be the following types:

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 the net.
2. When you have message traffic, questions, or information to send.

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.

ICAO / NATO Phonetic Alphabet Phonetic Alphabet

The ICAO / NATO Phonetic Alphabet is one of the most widely recognized phonetic alphabets and is such is the standard for all ACS operations.

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.

BREAK	Intentional short pause in a conversation, or a request for one.
CLEAR	End of contact and/or leaving the frequency.
GO AHEAD	Indicates a receiving station may respond.
OVER	I have finished a transmission to you AND I expect a reply from you.
OUT	I have finished a transmission to you and I DO NOT expect a reply from you. <i>Note: “Over and Out” would never be used together because they have conflicting meanings.</i>
ROGER	Indicates that a transmission has been received correctly and understood.
STAND BY	Temporary interruption of a contact – wait until I resume my transmission.

Plain English

It is ACS Policy to use plain English as the standard for all spoken messages. Do not use codes such as Q codes or 10 codes or Citizens Band Radio slang for emergency communications. Plain English is always acceptable, is the easiest to understand for most listeners, and its use decreases the chance of confusion or misinterpretation. Pro-Words are acceptable plain English words.

An exception to this rule is the use of the Q code “QST”. QST is generally accepted to be a special alert to all Amateur Radio Operators as in “QST, QST, QST” and is often used at the beginning of an Amateur Radio Net Control Operation.

Emergency Traffic

Emergency traffic always has priority. Once emergency traffic has been declared, all users should yield the frequency to those handling the emergency message. If you have emergency traffic, notifying the network by saying:

“BREAK

This is (*Your Tactical Call Sign and FCC Call Sign*) and I have Emergency Traffic”

Once the frequency is clear, proceed with your emergency traffic.

All other members should yield the frequency to you and your emergency. When your emergency traffic has concluded, notify the net by saying:

“This is (*Your Tactical Call Sign and FCC Call Sign*) – emergency traffic concluded.”

and the net returns to normal operation.

If more than one emergency traffic situation has been declared, the Net Control Operator decides which messages to receive and in what order. Follow Net Control directions.

Adherence to FCC Rules

ACS members shall comply at all times with Part 97 of the Federal Communications Commission (FCC) rules governing transmissions on the Amateur Radio bands. These rules include – but are not limited to – the following:

Identification using Amateur Radio Callsign

Tactical callsigns are a normal part of ACS operations, but they are not a substitute for FCC-mandated station identification. All ACS operators transmitting on the Amateur Radio bands must give their FCC callsigns at the end of every communication (which may be a single transmission or a series of transmissions) and every ten minutes during longer communications. [97.119(a)]

Conversely, Amateur Radio callsigns must not be used when ACS members are transmitting using Department radios, FRS / GMRS radios, or other non-Amateur radio services. Assigned tactical callsigns may be used with any radio service. GMRS users must have an FCC GMRS license to transmit on GMRS frequencies. GMRS licenses are inexpensive and do not require any examination.

No Compensation

No ACS member may accept compensation in exchange for making transmissions on the Amateur Radio bands except as described below in the case of Department or City employees. [97.113(a)(2)]

Department Business

ACS members may not use Amateur Radio bands to conduct routine City of Los Angeles or Los Angeles Fire Department communications on a regular basis that could reasonably be furnished using other services. [97.113 (a)(5)]

ACS members who are paid Department or City employees may not transmit messages for the benefit of the Department or the City using Amateur Radio bands except as follows:

- when participating in an emergency preparedness or disaster readiness test or drill, limited to the duration and scope of such test or drill, and operational testing immediately prior to such test or drill. [97.113(a)(3)(i)]

- during an actual disaster response as an incidental part of their regular duties. [97.403]

No Retransmissions

ACS members may not retransmit on the Amateur Radio bands any signal originating with a City of Los Angeles radio, Los Angeles Fire Department radio or other non-Amateur radio service. [97.113(c)]

Third-party Communications

Transmitting messages on the Amateur Radio bands on behalf of third parties is permitted within the United States. This includes allowing a non-Amateur to speak directly into a transceiver microphone as long as the Amateur licensee is present to act as control operator. [97.7(a)]

Equipment Lists

Mandatory Equipment List (MEL) – Primary Responder

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

NOTE – A 50 watt, dual band UHF/VHF mobile radio is preferred to enable the responder to operate on one frequency while maintaining the ability to monitor another frequency simultaneously. A dual band radio may 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 and the Appendix)

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 web-site and the Appendix)

General Equipment List For All Responders (GEL) – All Responders

Clipboard, paper, and pens

3 quarts of water

Food – 3 day supply for extended deployment

Snacks – non-perishable

Toilet paper, Kleenex, towel

First Aid Kit and Personal medications

Pocket knife

Flashlight and batteries

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

Current Repeater directory

Thomas Brothers Map Book – (assignments can be made by page and grid number)

Gloves and eye goggles

Space blanket

Waterproof matches

Garbage bags

Binoculars - optional

Chemical 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 Areas 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 in route 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 Areas will be located in the general vicinity of the emergency but away from immediate danger. Typical locations will be city parks or large open areas such as supermarket parking lots in close proximity to freeway on/off ramps.

The staging area will have the Manager and 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-ins.
2. Assign personnel to function as a radio operator and 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 DCULs and BCULs should be prepared to manage a staging area and have all necessary forms (see Appendix) with them as part of their turnout gear. Additional equipment includes portable tables and 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. Vinyl tape such as surveyor's marking tape works well for this function and can be found at OSH and Home Depot and other Home Center stores.

Command Posts

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.

ACS Resources

Primary ACS Command Post

The LAFD ACS maintains a primary permanent command post in the trailer to the rear of Fire Station 88 in Sherman Oaks.

- Multi-band capability
- All agency interface capability (Interoperability)
- Multiple towers – dedicated use – all frequencies
- 800 MHz HTs w/ batteries – used for CFP and CERT operations

Alternate ACS Command Post

The LAFD ACS maintains a secondary permanent command post in the radio room of Old Fire Station 77 in Sun Valley. The secondary command post has communication capabilities for UHF-VHF radio, as well as HF and LAFD 800 MHz radio.

- Multi-band capability
- Multiple towers – dedicated use – all frequencies

EOC / OCD Radios

Both the EOC and OCD contain an all band HF radio for immediate access to public officials.

Mobile ACS Command Posts

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

Command Post Car (CP 88) currently stationed at Old Fire Station 77. It is a Motor home type vehicle with LAFD and Amateur Radio capabilities and is used for special events including March of Dimes and Hollywood Christmas Parade.

ACS ID Badge

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

Uniform Standards

All uniform apparel will be clean, wrinkle free, and free from defects. Uniform standards can be found in the Appendix to this document.

Safety

It is ACS policy to promote **SAFETY FIRST**. In the event of an emergency, your personal safety, as well as the safety of your family, is your primary responsibility. ACS members should never place themselves in situations where their personal safety is compromised. **If it isn't safe, don't do it.** You will never be required to do anything which you feel is unsafe. If you are asked to do something you feel is unsafe, you may respectfully decline to do so. Report any unsafe requests, operations, or conditions to your supervisor.

Appendix

ACS-CERT Comm Plan
ACS Comm Plan
CERT Comm Plan
FRS Frequency Chart
ACS-CERT Organization Chart
CERT Com Plan Manual

LAFD Battalion Map

LAFD Fire Station List

Levels of Responsibility

Current Staffing by Position

ACS Uniform Requirements

ACS Response Scenarios

CERT

Community Fire Patrol

ACS Incident Net Script

ACS IC 213 Message Form

ACS IC 214 Unit Activity Log

Deployment Information Card

Staging Sign In Sheet

Responder Information Card

LAFD Voice Frequencies

Glossary

Bibliography

The ACS Comm Plan Version 9 normally goes here.

To get a copy, see your BCUL or go to the LAFDACS Yahoo Group site.

The Comm Plan has been removed so this document can be posted on a open web site.

Do not distribute copies of the ACS Comm Plan outside the ACS without prior staff approval.

Los Angeles Fire Department Community Emergency Response Team Communication Plan

Version 3 - Effective December 21, 2010

THIS INFORMATION IS PROPRIETARY AND CONFIDENTIAL
NOT FOR DISTRIBUTION WITHOUT STAFF APPROVAL

CERT Repeater Channels	CERT Channel 8 (2m - Primary)	CERT Channel 16 (70 cm - LA Basin and South)	CERT Channel 24 (70cm - Valley)
Name Frequency Shift PL	Coldwater Repeater (LAFD ACS Repeater) 144.505 PLUS 162.2	Hughes Repeater W6HA 445.620 MINUS 127.3	Southern California Mutual Aid Repeater 447.820 MINUS 67

CERT Simplex Channel #	CERT Battalion Level Tactical Channels									
	CERT 1	CERT 2	CERT 3	CERT 4	CERT 5	CERT 6	CERT 7	CERT 9	CERT 10	
Use for: Primary Frequency PL (Tone)*	Battalion 1 144.310 110.9*	Battalion 2 145.585 110.9*	Battalion 3 144.370 110.9*	Battalion 4 144.405 110.9*	Battalion 5 144.330 110.9*	Battalion 6 144.320 110.9*	Battalion 7 144.465 110.9*	Battalion 9 144.350 110.9*	Battalion 10 144.475 110.9*	
Secondary Frequency	CERT 15	CERT 13	CERT 9	CERT 14	CERT 6	CERT 5	CERT 17	CERT 3	CERT 18	
CERT Simplex Channel #	CERT 11	CERT 12	CERT 13	CERT 14	CERT 15	CERT 17	CERT 18	CERT 19	CERT 20	
Use for: Frequency PL (Tone)*	Battalion 11 145.525 110.9*	Battalion 12 144.435 110.9*	Battalion 13 145.540 110.9*	Battalion 14 147.48 110.9*	Battalion 15 144.340 110.9*	Battalion 17 144.360 110.9*	Battalion 18 147.510 110.9*	Alt 1 146.445 110.9*	Alt 2 147.525 110.9*	
Secondary Frequency	CERT 12	CERT 11	CERT 2	CERT 4	CERT 1	CERT 7	CERT 10			

CERT Division Channel #	CERT Division Level Channels		Additional Frequencies	
	CERT 21	CERT 22	CERT 23	National Calling Frequency
Use for: Frequency PL (Tone)	Division 1 146.535 110.9*	Division 2 146.460 110.9*	Division 3 146.595 110.9*	National Calling Frequency 146.520
				Use for contact than move to another frequency

CERT Comm Plan Notes

- CERT Channel 8 is the Primary CERT Repeater. It is also the ACS Secondary Repeater. Use for initial contacts only if necessary and move immediately to a simplex frequency. We have permission to use this repeater, but use it only if it is not busy and we do not interfere ACS communications.
- CERT Channel 16 is a 70cm repeater for the LA Basin and belongs to the Hughes Amateur Radio Club. Use for initial contacts only and move immediately to a simplex channel. We have permission to use this repeater, but use it only if it is not busy and we do not interfere with their communications.
- CERT Channel 24 is a 70cm repeater for the Valley and belongs to the Municipal Amateur Radio System and is used by the Southern California Mutual Aid Network. Use for initial contacts only and move to a simplex channel. We have permission to use this repeater only if it is not busy and we do not interfere with SCMA communications.
- All CERT Channels with the exception of Channels 8 and 16 and 24 are Simplex frequencies. Use the lowest workable power settings.
* Simplex PL tones shall be programmed as "TONE" (encode) but not "CTCSS" (decode).
- Use the Battalion Level Comm Channels for Battalion wide and Battalion to Division comms only. NOT FOR LOCAL TACTICAL USE
- CERT Division Level Channels 21, 22, and 23 are reserved for Battalion Station to the Division Stations comms only. NOT LOCAL FOR TACTICAL USE
- USE FRS CHANNELS FOR TACTICAL COMMUNICATIONS
In Divisions I and II, Use FRS Channel 11, no code, for initial tactical contact and switch to another channel.
In Division III use FRS Channel 7 code 88.5 for initial tactical contact then switch to another channel. Do not use FRS 7 in the Topanga Canyon area.
- Version 3.3 fixes formatting errors and removes the "+" from the Simplex PL Tones

Plan Prepared by: K6JGZ with the assistance of N6VI and AC6VV

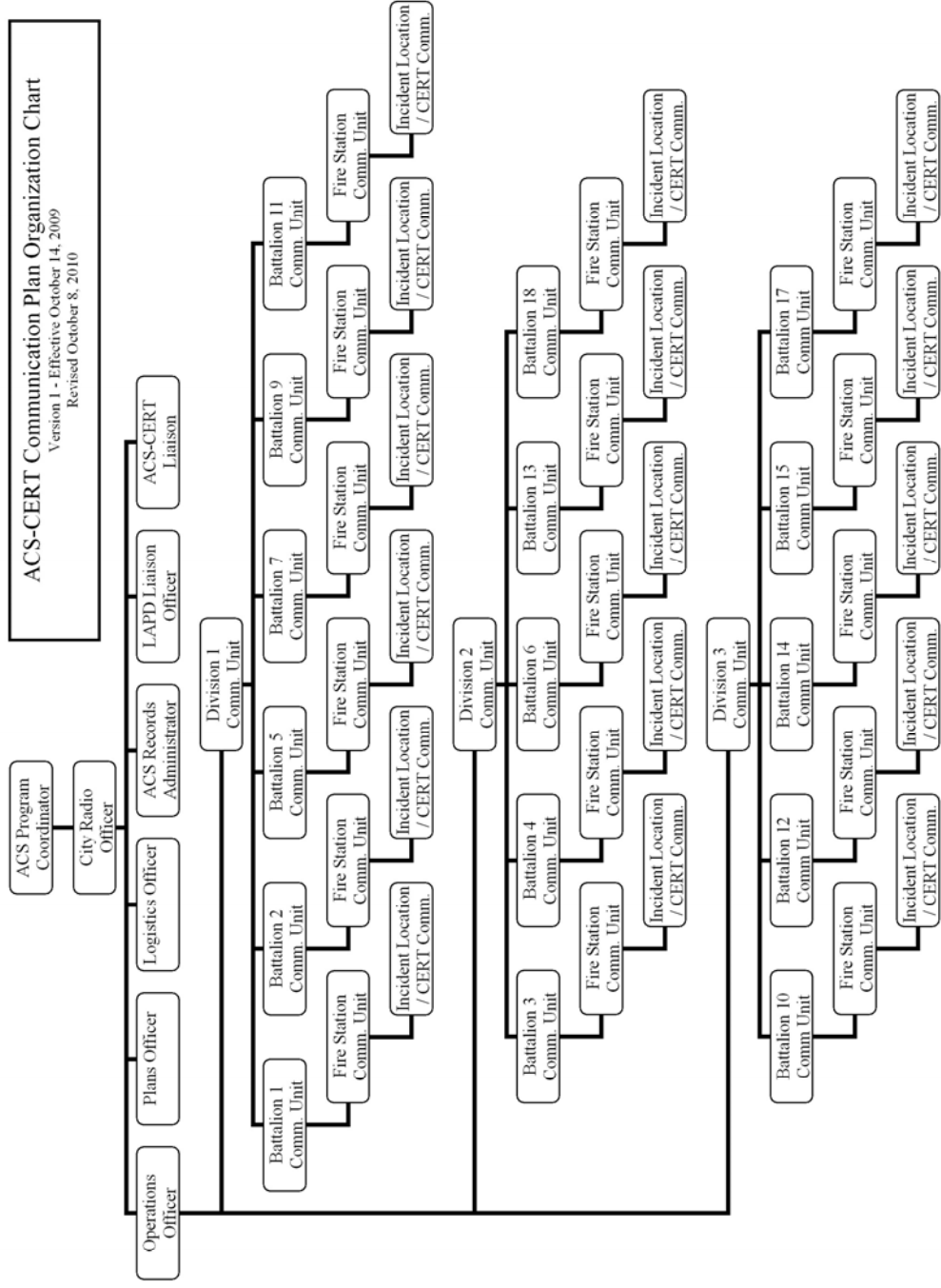
V3.3 - 12/21/2010

Not all FRS radio manufacturers use the same channel number or sub-audible "privacy" tone selection numbers for their radios. This can cause confusion and frustration. In order to tune your FRS radio for use with others you must know which channel and tone on your radio corresponds to the official channels and tones listed below. Use the following chart of frequencies and tones and the information that came with your radio to identify the proper channels and tones on your radio. You may wish to print out a cheat sheet of correct channel numbers and tones and paste it to the back of your radio.

The LAFD ACS-CERT Comm Plan conforms to the Motorola channel numbering convention. The following chart follows the Motorola convention and labels the first 7 channels for Family Radio Service (FRS) and General Mobile Radio Service (GMRS). These channels share the same frequency and can be transmitted to and received from both FRS and GMRS radios. The Motorola convention names Channels 8 through 14 as FRS only and Channels 15 through 22 for as GMRS only frequencies. You or a member of your family must have an FCC GMRS License to use GMRS radios frequencies. Since most CERT members will not have GMRS radios, use FRS Channels 1 through 14 for CERT Comm Plan tactical use.

Frequency	Channel Numbers		Channel on My Radio
462.5625	GMRS 1	FRS 1	
462.5875	GMRS 2	FRS 2	
462.6125	GMRS 3	FRS 3	
462.6375	GMRS 4	FRS 4	
462.6625	GMRS 5	FRS 5	
462.6875	GMRS 6	FRS 6	
462.7125	GMRS 7	FRS 7	
467.5625		FRS 8	
467.5875		FRS 9	
467.6125		FRS 10	
467.6375		FRS 11	
467.6625		FRS 12	
467.6875		FRS 13	
467.7125		FRS 14	
462.5500	GMRS 15		
462.5750	GMRS 16		
462.6000	GMRS 17		
462.6250	GMRS 18		
462.6500	GMRS 19		
462.6750	GMRS 20		
462.7000	GMRS 21		
462.7250	GMRS 22		

Sub-Audible "Privacy" Tones					
My Tone #	Tone #	Hertz	My Tone #	Tone #	Hertz
	1	67		20	131.8
	2	71.9		21	136.5
	3	74.4		22	141.3
	4	77		23	146.2
	5	79.7		24	151.4
	6	82.5		25	156.7
	7	85.4		26	162.2
	8	88.5		27	167.9
	9	91.5		28	173.8
	10	94.8		29	179.9
	11	97.4		30	186.2
	12	100		31	192.8
	13	103.5		32	203.5
	14	107.2		33	210.7
	15	110.9		34	218.1
	16	114.8		35	225.7
	17	118.8		36	233.6
	18	123		37	241.8
	19	127.3		38	250.3



LAFD CERT Radio Communications Plan Manual

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INTRODUCTION

The CERT Communications Plan was developed with the assistance of City Radio Officer and Los Angeles Fire Department Capt. Kevin Nida, using LAFD communication protocols to enable the LAFD Auxiliary Communications Service (ACS) and CERT volunteers with portable radio equipment to communicate directly with the LAFD and the City of Los Angeles. This is designed to be robust and capable of handling multiple incidents in multiple Battalions simultaneously.

This is an Emergency Communications Plan. It is designed to be used when normal communications are unavailable or inconvenient. If the cellular phone system is working and it is appropriate to do so, use your cell phones. If the 911 system is working and you see an incident that requires emergency services, call 911 to report your incident. When normal communications fail, the CERT Communications Plan provides an alternative communications path.

We designed this plan to work in worst-case scenarios when normal commercial communications have failed and emergency services such as LAFD, LAPD and other City agencies are stretched thin and may not be locally available. This Comm Plan will enable you and your CERT group to communicate with the LAFD at the local Originating Fire Station, Battalion Station, Division Station, and Department Levels, and if necessary, pass messages to and from other City of Los Angeles Departments at the Emergency Operations Center. You will be the eyes and ears and communicators for your incidents, and your participation could be invaluable.

The information we transmit through this Comm Plan will help the emergency managers understand the nature and scope of the emergency so they can plan their responses and allocate their resources as efficiently as possible.

Portable radios work well and we should all learn how to use them, but remember – it's the message that is important, not the method. Be resourceful and flexible. Use whatever communications method is available and works – it may be portable radios, or it may be kids on bicycles carrying notes. Amateur Radio is becoming more and more common among volunteer emergency service workers and this LAFD-CERT Comm Plan is a good start towards helping all of us who volunteer for the LAFD communicate efficiently, effectively, and professionally.

DISCLAIMER

This Comm Plan Manual contains information that we believe represents the current best practice suggestions for volunteer emergency communications. This material is not intended to be comprehensive or complete. This information was written and compiled by ACS and CERT Amateur Radio Volunteers and is not an official publication of the Los Angeles Fire Department.

CERT Comm Plan (continued)

The CERT Comm Plan is a Simplex Plan

The CERT Comm Plan is a simplex plan and works without the use of repeaters. Each LAFD Battalion and Division has a separate primary simplex frequency and recommended alternate frequency. FRS radios in simplex mode are used at CERT tactical incidents.

CERT Comm Plan Channels

The CERT Amateur Radio channel frequencies are named by LAFD Battalion – Battalion 1 uses CERT Channel 1 as primary, Battalion 2 uses CERT Channel 2 as primary, Battalion 14 uses CERT Channel 14 as primary, and so on, for all 16 Battalions. CERT Channels 19 and 20 are the primary alternate frequencies, and CERT 21, CERT 22, and CERT 23 are reserved for Battalion level communications to CERT Divisions 1, 2, and 3, respectively.

Copies of the CERT Comm Plan and related materials are available at:

www.cert-la.com/radio/commplan.htm

All amateur frequencies are always available to any licensed operator and we have included only those frequencies that do not appear to be in routine use. However, geography and time of day may make frequencies that are usually clear and usable in one location unusable in another. Please monitor the primary and secondary frequencies chosen for your Battalions and let me know if they are not generally useable.

CERT Amateur Radio Repeaters

The LAFD does not have a Battalion 8 or Battalion 16 so CERT Channel 8 is used for the primary CERT repeater for the San Fernando Valley and Los Angeles, CERT 16 is the LA Basin and South repeater, and CERT 24 is the San Fernando Valley repeater.

The CERT Comm Plan repeaters are private machines and we use them with permission of the owners. Please don't abuse their generosity. If you need to use a CERT repeater for initial contacts or other brief purposes and the repeater is available, do so and then move immediately to an appropriate simplex channel. Listen first and do NOT use a CERT repeater frequency if it is busy or in use by another organization. Remember that the CERT Comm plan is a simplex plan and does not require the use or monitoring of the repeater frequencies. If you transmit on a CERT repeater frequency, CERT members may, or may not, be listening and the repeaters may, or may not, be operating.

FRS (Family Radio Service) Radios for Local Tactical Use

The CERT Comm Plan specifies the use of FRS (Family Radio Service) radios for CERT incident tactical communications. The use of FRS radios allows CERT members not yet FCC licensed to have very effective short range radio communications. We have used FRS radios for training and at drills with very good results. The FRS users just need to have a little training, their FRS radio controls set properly, and fresh batteries.

CERT Comm Plan (continued)

Motorola FRS Channelization Convention

The Federal Communication Commission specifies the FRS frequencies but not all FRS radio manufacturers use the same FRS channel and tone numbering conventions for their individually branded radios. FRS Channel 3 on my radio may be FRS Channel 5 on yours, causing confusion. To eliminate channel confusion, the CERT Comm Plan specifies use of the Motorola FRS/GMRS channel and tone numbering convention and these frequencies are listed as part of the CERT Comm Plan. For more information, see *“Using FRS Radios and GMRS Radios in an Emergency”* by Marty Woll N6VI, available at:

www.cert-la.com/radio/commplan.htm

Descriptive Tactical Callsigns

Tactical callsigns are used to shorten transmissions and provide rapid identification of the responder. Tactical callsigns may be assigned based on a communicator’s function or location during an emergency or drill (e.g., ‘Net Control’, ‘West Shelter’, ‘Mulholland Relay’, ‘Griffith Staging’, etc.). Such situational tactical callsigns typically do not change when a new operator takes over the position -- the tactical callsign goes with the assignment, not with any specific operator. Use descriptive tactical call signs for FRS radios. If you are using an Amateur Radio frequency, identify yourself with your tactical callsign followed by your FCC callsign.

The airwaves may be crowded and misinformation can be reduced by the use of descriptive tactical call signs. Don’t just say “CERT Comms” -- be descriptive. Use the name of your IC -- “Colfax Comms” if your Incident Command Post is in the Colfax area of North Hollywood. If you’re the first Search team for Colfax IC, you’re “Colfax Search 1”, not simply “Search 1”. Should there be another IC or search team within radio range, and there very well may be, the use of descriptive call signs will help eliminate confusion. If you hear “Vineland IC calling Vineland Search”, and you’re “Colfax Search”, you know they’re not calling you. If your tactical call sign is vague – Search 1, for instance, and Vineland IC is calling themselves CERT IC and trying to reach *their* ‘Search 1’, you could be receiving and responding to messages for *their* search team, not yours. “CERT IC to Search 1, return to IC.” Is that message for you or another Search 1? There’s no way to know without taking additional time and making additional transmissions just to figure out who is calling whom. Your CERT teams should choose tactical call signs that are unique, descriptive and specific to your team and its positions. Agreeing on these ahead of time gets everyone in your group on the same page and avoids additional confusion when working in stressful situations.

Good Radio Practices

The Amateur airwaves in Southern California are crowded and in a widespread incident there may be very few Amateur FM voice frequencies on the most popular bands unused and available. Always follow good Amateur Radio practices and always use the minimum useable power level feasible to minimize interference with other operators. Just because you don’t hear someone on frequency doesn’t mean there’s no one there -- you may not be able to hear them, but they may be able to hear you and you might be interfering with emergency traffic and not even know it.

LAFD CERT COMM PLAN STANDARD OPERATING PROCEDURES

As of October 19th, 2010

1. Comm Plan -- Use the CERT Comm Plan for radio communications at CERT incidents. Every CERT communicator should have the most recent copy of the plan with their emergency radios. I enclose my Comm Plans in clear plastic covers and carry them in a notebook in my Emergency radio 'go' bag. Check the LAFD CERT web site occasionally to make sure you have the latest version of the CERT Comm Plan.

Every CERT communicator starts with the same initial comm plan and standard operating procedures so we all know where to begin and what to do -- at least at first. Licensed Amateurs should program the CERT Amateur Radio channels into their radios and know which frequencies to use at an incident in any area. If the initial frequencies prove unworkable, use alternate frequencies per the plan. If an incident evolves and requires more complex communications, use the Comm Plan as starting place and develop further, incident specific, operational plans as necessary. The Incident CERT Comm Officer has the authority and should have the knowledge to make appropriate frequency selections and make sure all involved are aware of them. Do whatever you need to do to get the messages through.

2. Activation -- When activated, CERT Amateur Radio Operators are to proceed to CERT Staging or as directed by your call out instructions. Take your communications equipment and manuals, spare batteries, your Comm Plan and your CERT equipment and supplies with you.

3. CERT Comm Plan Channels -- Set your amateur radio to the CERT Channel assigned to the Battalion to which you are reporting. Note that the CERT Channel numbers correspond to the LAFD Battalion numbers. Cert Channel 1 is for Battalion 1, CERT 14 is for Battalion 14, etc. There is no Battalion 8, Battalion 16, or Battalion 24 -- those channels are used for repeaters. If the CERT frequency assigned to the active Battalion is in already in use by non CERT operators, switch to the Secondary Frequency assigned to the Battalion.

4. Upon arrival -- Check in with the CERT Staging Officer and determine which FRS (Family Radio Service) frequency is being used by CERT members for the incident. If unknown, the current practice is to use the following frequencies for initial FRS contact:

Divisions I and II -- FRS Channel 11 with no tone/privacy code

Division III currently-- FRS Channel 7 with the tone/privacy code setting of 88.5.

Do not use FRS 7 in Topanga Canyon – it is already in use for emergency comms.

5. CERT Comms Officer -- If you are the first CERT Amateur Radio Operator on scene, you become the CERT Radio Communications officer for the Incident until relieved by a radio operator with more experience or a higher skill level. Listen to the FRS channels and pick one that seems clear and available and let the CERT responders know which FRS channel to use. Use the CERT Comm Plan to determine which Amateur Radio frequencies to use at your incident. The CERT Radio Communication Officer is free to add and change FRS frequencies as necessary to maintain good communications at the incident. Don't forget to inform CERT members and all new arrivals of the frequencies in use.

The CERT Radio Communications Officer is responsible for communications between the incident and the originating Fire Station and/or the Battalion Station. Transmit the traffic from your Incident Commander directly to the Originating Fire Station and/or Battalion Station as appropriate. Your

CERT Comm Plan SOPs (continued)

Battalion Chief may want the Amateur Radio Operator assigned to the Battalion IC location. In major incidents, an ACS Amateur Radio Operator will be assigned to receive your information at the Battalion and Division levels and will relay it up the chain of command as necessary.

In general, the CERT Comms Officer should be at the CERT Incident Command Post. Use your FRS radio to communicate with your CERT Teams and for all tactical communications at your incident. Set up FRS relays if necessary. Use your VHF amateur radio for Battalion wide communications.

6. Privacy / Tone / CTCSS Tones -- In general, we recommend you do NOT use tone or privacy codes. Privacy tones and codes do not give you exclusive access to a frequency – they only prevent you from hearing non tone/code conversations that may already be on that frequency. Privacy codes may be fine if you're with your family at an amusement park and don't want to hear all the unrelated chatter, but they're NOT Ok if you're using your FRS radio for emergency communications. If you choose to use a privacy tone or code you may transmit at the same time as another user on the same frequency because you couldn't hear them and didn't know the frequency was already in use. When that happens it's called 'doubling' and neither of you will have a successful transmission. You need to hear everything on the channel selected and know when the channel is clear and available to you. If you use a privacy tone or code, realize that only other radios with the proper code turned on will activate your radio and you may miss important information from non coded radios. Consider using no code at all so you can hear all the transmissions on the chosen frequency and know when it is clear for your use.

'Privacy' codes do not give you any privacy. Anyone with an FRS radio or scanner can and will hear your transmissions.

7. CERT Comm Plan Battalion Channels -- The CERT Comm Plan Amateur Radio Channels are for communications from the incident to the LAFD Originating Fire Station and/or Battalion Station. If the Primary CERT Battalion Channel is busy, switch to the Secondary Frequency per the Comm Plan. If the Secondary Frequency is busy, select one of the alternate frequencies or a CERT Channel from a Battalion as geographically far away from you as possible – preferably on the other side of the hill, to minimize interference. Make sure that all communicators know of any channel changes.

8. CERT Comm Plan Division Channels -- The CERT Division Comm channel is for communication from the LAFD Battalion HQ or Battalion Chief to the Division HQ. In major incidents, ACS members will be assigned to the Battalion and Division HQs.

9. CERT Comm Plan Amateur Radio Channels -- CERT Comm Plan Amateur Radio channels are not to be used as incident tactical channels. The greater range of Amateur transceivers and the large number of non-CERT users mean that there may not be enough Amateur Radio Service FM voice frequencies available on the most popular bands (2m and 70 cm) to make them useful as tactical channels in a regional emergency. Use FRS radios for tactical communications.

10. Think before you transmit --Think about what you need to communicate and decide how to say it clearly in the shortest message practical before you key your microphone. Most messages can be distilled down to short, simple messages that accurately convey all the important information. Stop, think about what you need to say, then think of a short, clear, concise way to say it.

CERT Comm Plan SOPs (continued)

- 11. Hold your Radio Properly** -- Hold your radio four or five inches from your mouth and speak across the radio – not directly into it. Speak clearly, calmly, and slowly. If you're transmitting important information, don't talk faster than your listener can write.
- 12. Personal Information** -- Never transmit personal information such as full names or phone numbers unless you have permission to do so from the individual involved. It's especially important not to transmit personal information of victims, and it's against the law to do so. "30 year old female, conscious and breathing" is good radio protocol. "Mary Smith from 38th Street", is not.
- 13. Quick Keying** – When using radios, wait 1 second after pressing the Push To Talk (PTT) switch on the microphone before speaking. Wait one second after speaking before releasing the PTT switch. This extra time gives the receiving radios a chance to recognize and accept your transmission and will prevent your transmissions from being cut off.
- 14. Emergency Traffic** -- Regardless of its origin, Emergency Traffic always has priority. If you have an emergency, let the other operators on the frequency know by stating "*This is (your call sign) and I have emergency traffic*". Good operating procedures require other operators to give you the use of the frequency until your emergency need for it has ended and you have cleared the frequency. Be sure to thank the other operators for their courtesy.
- 15. Channel Numbers** – To prevent interference from jammers, never give out actual channel frequencies over the air. Always use channel numbers.

CERT Comm Plan (continued)

LAFD CERT Comm Plan Organization Chart.

The CERT Comm Plan has an ACS-CERT Organization Chart that has been specifically developed per LAFD protocol for this plan. Copies of this chart are available from the LAFD CERT web site, www.cert-la.com/radio/commplan.htm. Use the chart to trace the flow of information from the bottom level – the Incident Location Level, up through the volunteer communications chain as follows:

- A From Incident Location CERT Comm Unit, to the
- B Originating Fire Station ACS or CERT Comm Operator, to the
- C Battalion Station ACS Comm Operator, to the
- D Division Station ACS Comm Operator, to the
- E ACS Operations Officer, City Radio Officer, and ACS Program Coordinator.

And from there, the information would flow to the appropriate City Department and/or the City Emergency Operations Center. Remember, this plan is designed to work when there are multiple incidents occurring in multiple battalions simultaneously. Communications for every incident have a very clear path to follow.

How does it work? The CERT Amateur Operator at the Incident Command Location gathers information from CERT communicators in the field via FRS radio and other means, informs the CERT Incident Commander, and transmits information from the IC to an ACS or CERT Amateur Operator at the Originating Fire Station. This keeps the local station informed and, in many situations, may be as far as the information needs to go. Should the incident require a more extensive network, the Originating Fire Station Comm operator would transmit information to an ACS member at the Battalion Station, who would transmit information to an ACS member at the Division Station, and on up (and down) the chain of command as far as necessary.

Why so many levels? LAFD response to emergency events starts at the local level with the initial ‘First In’ or Originating Fire Station. As the event is sized up and the nature and scope of the incident become clear, additional personnel and resources may be deployed, starting with the initial Station and other nearby stations. Additional stations and/or Battalions will be called as necessary. It’s important to keep each step of the Organization Chart informed and in the communications loop to make sure the closest and most available resources are deployed in an efficient manner. As the information rises higher in the system, each message will be handled by communications specialists with more experience and more training and a greater ability to direct your message exactly where it needs to go.

Dispatch --The LAFD has a rigorous and sophisticated dispatching system. It’s not our job as communicators to tell them what to do, or how to do it. Our job is to act as eyes and ears for the LAFD and communicate what we know and what we need.

This is a scalable plan. In a long term event, all levels of the CERT Communication Plan Organization Chart will be filled. In smaller, shorter term events, only those levels necessary and appropriate will be filled. In a short term local event, perhaps only the Incident and Fire Station levels will be occupied.

CERT Comm Plan (continued)

FURTHER EDUCATION

Level 1/ Basic -- Introduction to Amateur Radio Emergency Communications Developed by the American Radio Relay League (ARRL)

This is an excellent basic course to raise awareness and provide additional knowledge and tools for any emergency communications volunteer. This course has 23 lesson units and is expected to take approximately 25 hours to complete over an 8-week period. This course is available on line and has a fee.

More information: <http://www.arrl.org/online-course-catalog>

FEMA IS-100.b - Introduction to Incident Command System, IS-100

IS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This FEMA course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course is available on line and is free of charge.

More information: <http://training.fema.gov/EMIWeb/IS/is100b.asp>

FEMA IS-700.a - NIMS An Introduction.

This FEMA course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. This course is available on line and is free of charge.

More information: <http://training.fema.gov/EMIWeb/IS/is700a.asp>

Additional Resources:

The following resources are available from the LAFD CERT web site:

www.cert-la.com/radio/commplan.htm

ACS-CERT Comm Plan Organization Chart by WD6AIS

CERT Comm Plan

CERT Comm Plan Manual

CERT Comm Plan Sizeup Instructions by K6JGZ

FRS for CERT Tactical Communication by K6JGZ

FRS-GMRS Frequencies Work Sheet by N6VI

FRS-GMRS Radios – A Brief Lesson by KI6DGB

How to get your FCC Amateur Radio Technician's License by K6JGZ

Introduction to the LAFD ACS by N6ZZK

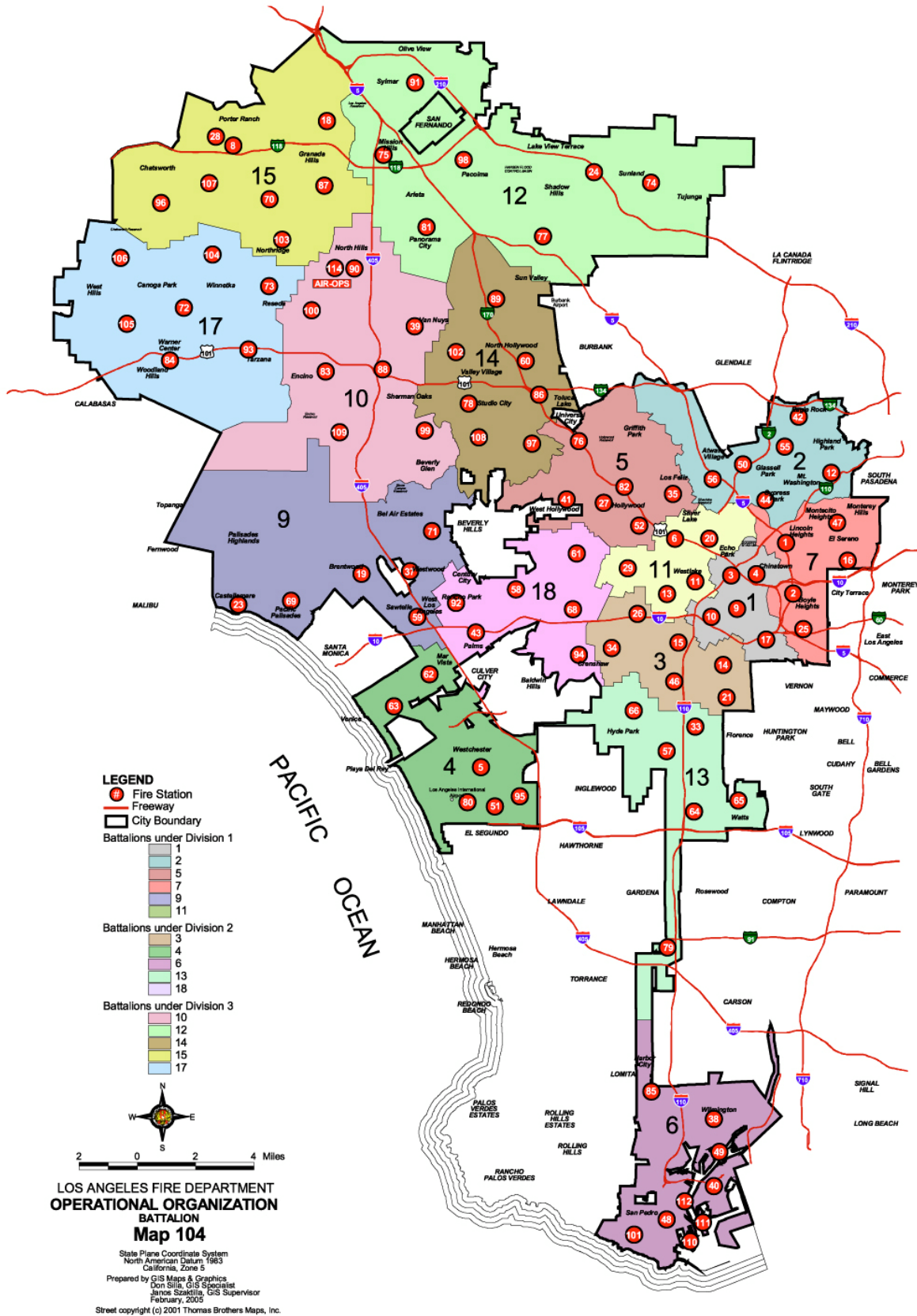
LAFD Station List

LAFD Voice Frequencies

LAFD Battalion Map

Recommended Voice Communication Procedures

Using FRS and GMRS by N6VI



map file: map104
location: D:\3_x_proj\Office_Map\map104

Los Angeles Fire Department Station Directory published April, 2009

Sta	Telephone	Address	Community	Map	Btn	Div	Rmks
	213-485-5971	<i>Phone number for any LAFD fire station</i>					
1	213-485-6201	2230 Pasadena Av	Lincoln Heights	594J7	7	1	
2	213-485-6202	1962 E Cesar Chavez Av	Boyle Heights	635A4	7	1	Btn 7 HQ
3	213-485-6203	108 N Fremont Av	Civic Center / Bunker Hill	634F3	1	1	Div 1 HQ
4	213-485-6204	450 East Temple	Little Tokyo/Olivera/Chinatown	634G3	1	1	Btn 1 HQ
5	213-485-6205	8900 S Emerson Av	Westchester / LAX Area	702F3	4	2	Btn 4 HQ
6	213-485-6206	326 N Virgil Av	Angeleno Heights	594B7	11	1	
7	213-485-5971	14123 Nordhoff St	Arleta	502B7	12	3	
8	818-756-8668	11351 Tampa Av	Porter Ranch	500F1	15	3	
9	213-485-6209	430 E 7th St	Central City	634F5	1	1	
10	213-485-6210	1335 S Olive St	Los Angeles	634D6	1	1	
11	213-485-6211	1819 W 7th St	Westlake Park	634C3	11	1	
12	213-485-6212	5921 N Figueroa St	Highland Park	595D2	2	1	
13	213-485-6213	2401 W Pico Blvd	Pico-Union/Koreatown	634B4	11	1	Btn 11 HQ
14	213-485-6214	3401 S Central Av	Newton	674E2	3	2	
15	213-485-6215	915 W Jefferson Bl	USC University Village	634B7	3	2	Btn 3 HQ
16	213-485-6216	2011 N. Eastern Bl	South El Sereno	635E2	7	1	
17	213-485-6217	1601 S. Santa Fe Av	Industrial Eastside	634H7	1	1	
18	818-756-8618	12050 Balboa Bl	Granada Hills	481D6	15	3	
19	310-575-8519	12229 Sunset Bl	Brentwood	631G3	9	1	
20	213-485-6220	2144 Sunset Bl	Echo Park	594D7	11	1	
21	213-485-6221	1192 East 51st Street	South Los Angeles	674F4	3	2	
23	310-575-8523	17281 Sunset Bl	Palisades Highlands	630G6	9	1	
24	818-756-8624	9411 Wentworth St	Shadow Hills / Sunland	503D3	12	3	
25	213-485-6225	2927 Whittier Bl	South Boyle Heights	635B6	7	1	
26	213-485-6226	2009 S. Western Av	West Adams	633H6	3	2	
27	213-485-6227	1327 N Cole Av	Hollywood	593F5	5	1	Btn 5 HQ
28	818-756-9728	11641 Corbin Av	Porter Ranch	500E1	15	3	
29	213-485-6229	4029 W Wilshire Bl	Hancock Park	633G2	11	1	
33	213-485-6233	6406 S Main St	South Central	674C6	13	2	Btn 13 HQ
34	213-485-6234	3661 7th Av	Crenshaw	673F1	3	2	
35	213-485-6235	1601 N Hillhurst Av	Los Feliz	594A4	5	1	
36	213-485-5971	1005 N Gaffey St	North San Pedro	824B5	6	2	
37	310-575-8537	1090 Veteran Av	Westwood	632A3	9	1	Btn 9 HQ
38	310-548-7538	124 E "I" St	Wilmington	794E6	6	2	
39	818-756-8639	14415 Sylvan St	Van Nuys	532A7	10	3	Btn 10 HQ
40	310-548-7540	330 Ferry St	Terminal Island	824E4	6	2	
41	213-485-6241	1439 N Gardner St	Hollywood (Hills & Northwest)	593C5	5	1	
42	213-485-6242	2021 Colorado Bl	Eagle Rock	565A6	2	1	
43	310-840-2143	3690 Motor Av	Palms	672F1	18	2	
44	213-485-6244	1410 Cypress Av	Cypress Park	594H4	2	1	
46	213-485-6246	4370 S Hoover St	Coliseum Area	674B3	3	2	
47	213-485-6247	4575 Huntington Dr So	El Sereno	595D6	7	1	
48	310-548-7548	1601 S Grand Av	San Pedro	824B6	6	2	
49	310-548-7549	400 Yacht St, Berth 194	East Harbor Basin	824F1	6	2	Btn 6 HQ
50	213-485-6250	3036 Fletcher Dr	Glassell Park / Atwater Village	594F2	2	1	
51	213-485-6251	10435 Sepulveda Bl	LAX / Terminal Area	702G5	4	2	
52	213-485-6252	4957 Melrose Av	Hollywood (Southeast)	593H6	5	1	
55	213-485-6255	4455 York Bl	Eagle Rock	594J1	2	1	Btn 2 HQ
56	213-485-6256	2759 Rowena Av	Silver Lake	594D3	2	1	
57	213-485-6257	7800 S Vermont Av	South Central	704A1	13	2	
58	213-485-6258	1556 S Robertson Bl	Rancho Park	632J4	18	2	
59	310-575-8559	11505 Olympic Bl	West Los Angeles	632B6	9	1	
60	818-756-8660	5320 Tujunga Av	North Hollywood	562J2	14	3	Btn 14 HQ

Sta	Telephone	Address	Community	Map	Btn	Div	Rmks
61	213-485-6261	5821 W 3rd St	Fairfax	633D1	18	2	Btn 18 HQ
62	310-575-8562	11970 Venice Bl	Mar Vista	672C3	4	2	
63	310-575-8563	1930 Shell Av	Venice	671J5	4	2	
64	213-485-6264	118 W 108th St	South Los Angeles	704C5	13	2	
65	213-485-6265	1801 East Century Bl	Watts	704G4	13	2	
66	213-485-6266	1909 W Slauson Bl	South LA / Hyde Park	673H5	13	2	Div 2 HQ
67	213-485-5971	5451 Playa Vista Dr	Playa Vista	702D1	4	2	
68	213-485-6268	5023 Washington Bl	Mid-City	633D5	18	2	
69	310-575-8569	15045 Sunset Bl	Pacific Palisades	631B5	9	1	
70	818-756-7670	9861 Reseda Bl	Northridge	500H5	15	3	Btn 15 HQ
71	310-575-8571	107 S Beverly Glen Bl	Bel Air / Holmby Hills	592C7	9	1	
72	818-988-8672	6811 De Soto Av	Canoga Park	530C6	17	3	
73	818-756-8673	7419 Reseda Bl	Reseda	530J4	17	3	
74	818-756-8674	7777 Foothill Bl	Tujunga / Sunland	503H3	12	3	
75	818-757-8675	15345 San Fernando Mission	Mission Hills	501G2	17	3	
76	213-485-6276	3111 N Cahuenga Bl	Cahuenga Pass	593D1	5	1	
77	818-756-8677	9224 Sunland Bl	Sun Valley	503A6	12	3	
78	818-756-8678	4041 Whitsett Ave	Studio City	562F5	14	3	
79	310-548-7579	18030 S Vermont Av	Harbor Gateway	764B1	13	2	
80	213-485-6280	6911 World Way West	LAX / Crash Rescue	702E5	4	2	
81	818-756-8681	14355 Arminta St	Panorama City	532A3	10	3	
82	213-485-8682	1800 N Bronson Av	Hollywood (Hills & Northeast)	593G4	5	1	
83	818-756-8683	4960 Balboa Bl	Encino	561D3	10	3	
84	818-756-8684	21050 Burbank Bl	Woodland Hills	560A2	17	3	Btn 17 HQ
85	310-548-7585	1331 W 253rd St	Harbor City	794A4	6	2	
86	818-756-8668	4305 Vineland Av	Toluca Lake	563A5	14	3	
87	818-756-8687	10124 Balboa Bl	Granada Hills	501C4	15	3	
88	818-756-8688	5101 N Sepulveda Bl	Sherman Oaks	561H3	10	3	Div 3 HQ
89	818-756-8689	7063 Laurel Canyon Bl	North Hollywood	532G5	14	3	
90	818-756-8690	7921 Woodley Av	Van Nuys	531F3	10	3	
91	818-756-8691	14430 Polk St	Sylmar	482A4	12	3	
92	310-840-2192	10556 W Pico Bl	Century City	632D5	18	2	
93	818-756-8693	19059 Ventura Bl	Tarzana	560G2	17	3	
94	213-485-6294	4470 Coliseum St	Crenshaw District	702D2	18	2	
95	213-485-6295	10010 International Rd	LAX Area / Hotel Row	702J5	4	2	
96	818-756-8696	21800 Marilla St	Chatsworth	500A5	15	3	
97	818-756-8697	8021 Mulholland Dr	Laurel Canyon / Mulholland	592J1	14	3	
98	818-756-8698	13035 Van Nuys Bl	Pacoima	502D2	12	3	Btn 12 HQ
99	818-756-8699	14145 Mulholland Dr	Beverly Glen	562B7	10	3	
100	818-756-8600	6751 Louise Av	West Van Nuys	531C6	10	3	
101	310-548-7501	1414 25th St	San Pedro South Shores	823J7	6	2	
102	818-756-8602	13200 Burbank Bl	Valley Glen	562D2	14	3	
103	818-756-8603	18143 Parthenia St	Northridge	531A1	15	3	
104	818-756-8604	8349 Winnetka Av	Winnetka	530E2	17	3	
105	818-756-8605	6345 Fallbrook Av	Woodland Hills	529H7	17	3	
106	818-756-8606	23004 Roscoe Bl	West Hills	529G2	17	3	
107	818-756-8607	20225 Devonshire St	Chatsworth	500D4	15	3	
108	818-756-8608	12520 Mulholland Dr	Franklin Canyon	592F1	14	3	
109	818-756-8609	16500 Mulholland Dr	Encino Hills	561E7	10	3	
110	310-548-7545	2945 Miner St, Berth 44-A	Fort MacArthur Area	854D1	6	2	
111	310-548-7541	1444 S Seaside Av, Berth 256	Terminal Island	824D5	6	2	
112	310-548-7542	444 S Harbor Bl, Berth 86	San Pedro	824C5	6	2	
114	818-756-8635	16617 Arminta St	Air Ops / Crash Rescue	531D3	10	3	V N Airport

Revised Nov 16, 2009 by AC6VV, Updated October 18, 2010 by K6JGZ

Emergency Response -- Levels of Responsibility:

In the State of California, the Governor's Office of Emergency Services (OES) is responsible for disaster response.

The County of Los Angeles is responsible for the LA County area, including the City of Los Angeles, and reports to OES.

The City of Los Angeles, as a chartered city, has its own Emergency Preparedness Department and Emergency Operations Center (EOC) that manages operations city-wide during a disaster. There is only one EOC in the City of Los Angeles.

Department Operating Centers (DOCs) report to the EOC and are stationed at the EOC. There are several DOCs -- LAFD, LAPD, DWP, DOT, Animal Control, Building and Safety, etc.

ACS reports to the LAFD DOC and that is as far as our messages need to go during an emergency. The DOC will take our information and distribute it accordingly, including to the EOC as necessary.

Current ACS Staffing by Position

As of October, 2010

POSITION	NAME	FCC CALL
ACS Coordinator		
City Radio Officer	Captain Kevin Nida	WD6AIS
Operations Officer	Truman Van Dyke III	KE6JCA
Planning Officer	Alberto Casanova	KF6UXT
Logistics Officer	Mark Willardson	N6UOZ
ACS Records Administrator	Donna Greisen	KG6VGB
ACS-CERT Liaison	Jonathan Zimmerman	K6JGZ
ACS Training Officer	Martin Woll	N6VI
D1CUL	Theodore Fukushima	N6ZZK
D2CUL	John Beckwith	N6JCB
D3CUL	Solomon Bash	W6DNZ
B1CUL		
B2CUL	John Minger	AC6VV
B3CUL		
B4CUL	Carl Ginsberg	KI6DGB
B5CUL		
B6CUL		
B7CUL	Tom Wirth	KG6TRS
B9CUL	Jack Root	KD6SB
B10CUL		
B11CUL	Doug Leffert	KC6WZU
B12CUL	Dennis Nolan	KD6PLU
B13CUL		
B14CUL	Jonathan Zimmerman	K6JGZ
B15CUL	Martin Woll	N6VI
B17CUL		
B18CUL		

ACS Uniform Requirements

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

Required Items

ID Badge – ACS members will display the ID Badge issued to them at all times while on duty. The recommended method is to clip the ID Badge 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. If you have a name plate it will be affixed ¼ inch above the right pocket. Communications Volunteer patches will be supplied by the ACS and must be sewn on the shirts and jacket as shown below.



If you decide to purchase a name plate, it should be 5/8th inch by 2 ½ inch, chrome, with black engraved lettering, as above.

If you do not have a name plate, you may have your name embroidered on your shirt per current LAFD regulations.

Trousers – Dickies Work Pant #874DN (dark navy) Twill. Dickies Cargo Work Pant #WP592DN (dark navy) Twill, or Original 5.11 Tactical Pants (74251) in Fire Navy Twill may be substituted if you prefer additional pockets. Under no circumstances will shorts or cutoffs be worn.

Required Items, continued

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.



ACS Response Scenarios

Earthquakes

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

Brush Fires, Heavy Rain, Flooding, Mud Slides

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. Responders may be activated to work with CERT Teams

Special Events

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

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

Standby Monitoring

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

ACS members are encouraged to monitor Channel 1 as possible on a daily basis and to use Channel 1 to stay in contact with other ACS members on the frequency.

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

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

Community Fire Patrol (CFP)

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 and 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.

Community Fire Patrols shall be deployed by sworn personnel of the LAFD responsible for The Program on “Red Flag” days as well as other days deemed necessary by said LAFD CFP Program Manager(s).

Program Goals

The goal of the Community Fire Patrol Program is to promote fire safety, educate and increase awareness of the public and to diminish accidental fire, and to deter potential arson.

LAFD CFP Volunteer Duties and Responsibilities

The Community Fire Patrol Volunteer (CFPV) shall patrol city streets and state highways within the geographical limits of the City of Los Angeles and the surrounding area. The CFPV must maintain a high level of professionalism, operate a motor vehicle in a safe and professional manner, keep detailed records of activities and observations during patrol and be courteous and professional in their contact with the General Public.

The CFPV operates under both direct and indirect supervision of the Program Manager or supervisor attached to the CFP detail. Indirect supervision is accomplished through periodic updates transmitted by Amateur Radio or through a predetermined tactical channel on the LAFD 800 MHz radio system. The CFPV does not make arrests nor confront suspected arsonists; but rather observes and reports their findings up the Chain-of-Command so that the appropriate action may be established and taken.

CFP Uniform

For ACS Members, a complete and clean well-pressed uniform shall be worn during all CFP activities. Los Angeles City General Volunteers and Rehab Utility Unit Volunteers shall also wear their uniforms in the same appropriate fashion and manner. CFP safety vests and helmets shall also be worn when provided by the program, especially when outside of the vehicle during the deployment.

Vehicle Identification

While operating a private or department vehicle during a CFP assignment, appropriate magnetic signs shall be maintained for identification during the detail.

Community Fire Patrol (continued)

Radio Communications

Radio traffic shall be passed through Amateur Radio or through predetermined tactical channels on the LAFD 800 MHz radios. A Control Operator shall manage radio traffic as the Net Control until the deployment is completed.

The Activation Process

Activations may take place in several ways, all of which involve appropriate utilization of the LAFD Chain-of-Command. The Activation may commence at the Battalion level, with an ACS Battalion Comm Unit Leader (BCUL) directing the request to his/her Division Comm Unit Leader (DCUL). In turn, the DCUL would contact the City Radio Officer (CRO) who would in turn notify the ACS Coordinator and a decision about activation would be made at the Program Management / Command Level.

The above Activation model may also be reverse engineered, with the activation initiating from the top of the Command Chain (e.g. via the CRO or ACS Coordinator) with information flowing down the Chain-of-Command through a paging system or the ACS Repeater-based (Amateur Radio) Activation and concomitant General Volunteer Notification via conventional telephone paging methods.

Staffing

All CFP vehicles shall be staffed by a minimum of two volunteers at all times, with one volunteer acting as Navigator/scribe and the other(s) as Driver/communicator (or any other safe and logistically sound combination of the same).

Battalion/Division Office/ Staging Check-In

Upon arrival at the Battalion or Division Office or Staging Area, check-in shall occur with the program manager or designated CFP supervisor. Volunteers shall sign-in, receive magnetic CFP signs and then deploy when given such directive following a briefing. During the deployment, periodic check-ins with the Control Operator/Net Control shall occur at pre-designated regular time intervals. During periodic check-ins, Net Control shall be advised of your team's radio designator, members working, FCC and/or tactical call signs (when Amateur radios are utilized) and the area and duration of your patrol.

Documentation

Each team will complete an ICS-214 documenting their major activities and subject and vehicle reporting forms as necessary. Each vehicle is also required to have a safety check before going into service. The safety check will be documented on the appropriate form. All forms are to be left with the CFP supervisor upon demobilization.

Community Emergency Response Teams (CERT)

The Los Angeles Fire Department **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 team, 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 2010, over 50,000 citizens have been trained by these members of the Disaster Preparedness Unit. This successful program continues to evolve and expand.

The ACS encourages CERT members to become FCC licensed Amateur operators and has developed the CERT Communication Plan for their use. The CERT Comm Plan is subordinate to the ACS Comm Plan and together they form the ACS-CERT Comm Plan. The CERT Comm Plan uses FRS radios for local tactical communications and amateur radio frequencies from the CERT IC to the Originating Fire Station, the Battalion Station, the Division Station, and up through the LAFD chain of communication. Additional information regarding the CERT Comm Plan and ACS-CERT operations is available in the Appendix to this document.

The ACS and CERT are separate LAFD Volunteer organizations that 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 Activation Script

*The following script is a sample of a Net Activation script. The net control operator must transmit both their personal FCC callsign and the N6ACS callsign as required by FCC regulations. In addition, it is especially important to identify whether the information being transmitted **is**, or **is not** a drill or training exercise.*

“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 (insert your callsign) operating as ACS Net Control N6ACS, for the Los Angeles City Fire Department’s Auxiliary Communications Service. The City of Los Angeles experienced a (**describe incident**) at (**insert time and date**). Preliminary data indicates (**provide generalized description based on factual information**).”

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

“This is N6ACS Net Control. 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-ins is made.”

“Visitors are requested to monitor only – thank you.”

“All stations are requested to respond exactly as follows when called:

Tactical Callsign, Available / Not Available, Amateur 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 (insert your callsign) operating as ACS Net Control N6ACS”.

LAFD ACS
Los Angeles Fire Department
Auxiliary Communication Service

HAM RADIO
COMMUNICATIONS
MESSAGE LOG

Message Number	Precedence	Sending Operator	Place of Origin	Date Created	Time Created
To		Position			
From		Position			
Subject					
Message					
If message continues on back of page, check box.					
<input type="checkbox"/> YES					
Approver		Position			
Received By					
Date Received		Time Received			
Message Delivered To		Date		Time	
<hr style="border-top: 2px dashed black;"/>					
Reply Date		Reply Time			
Reply					
If reply continues on back of page, check box.					
<input type="checkbox"/> YES					
Reply Approver		Position			
Reply Sent By					
Reply Received By					
Date Reply Received		Time Reply Received			
Reply Message Delivered To		Date		Time	

PRECEDENCE: Flash, Emergency, Operations, Priority, Health/Welfare, Routine or "Fill-in-the-blank"

Deployment Information Card

Deployment Information

Assignment:

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

Assignment:

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

Assignment:

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

Assignment:

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

Los Angeles Fire Department Radio Frequencies

Downloaded from the LAFD web site September 12, 2010

OPERATIONS CONTROL DIVISION

Proudly serving the cities of Los Angeles and San Fernando

These Voice Radio Frequencies are used by the LAFD for managing emergency operations within the City of Los Angeles.

USE	CHANNEL	FREQUENCY	CTCSS
Operations - LAFD Division 1	1	860.9375	85.4
Operations - LAFD Division 2	2	859.9375	88.5
Operations - LAFD Division 3	3	858.9375	91.5
Control - EMS (South of Mulholland)	4	857.9375	94.8
Administration - Fire Prevention - Support Services	5	856.9375	97.4
Emergency Trigger	6	858.2375	131.8
Control - Fire (South of Mulholland)	7	859.4375	192.8
Control - Fire & EMS (North of Mulholland)	8	858.4375	103.5
Control – Alternate [NOTE: Often used for Brush Fires]	9	857.2375	107.2
Operations – EMS	10	856.2375	123.0
Command	11	860.7625	127.3
Tactical	12	860.4375	186.2
Tactical	13	857.4375	141.3
Tactical	14	856.4375	146.2
Tactical	15	859.7625	151.4
Tactical	16	858.7625	162.2
Tactical	17	857.7625	167.9
Tactical	18	856.7625	173.8
Interagency Calling Channel	19 <ICALL>	866.0125	
Interagency Tactical Channel	20 <ITAC1>	866.5125	
Interagency Tactical Channel	21 <ITAC2>	867.0125	
Interagency Tactical Channel	22 <ITAC3>	867.5125	
Interagency Tactical Channel	23 <ITAC4>	868.0125	
Interagency Tactical Channel	24 <FIREMARS>	868.9875	

Glossary

BCUL	Battalion Communication Unit Leader
CERT	Community Emergency Response Team
CFP	Community Fire Patrol
CP	Command Post
CRO	City Radio Officer
DCU	Division Communication Unit Leader
DOC	Department Operating Center
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Commander
IAP	Incident Action Plan
NET	A group of stations who gather on one frequency with a purpose.
PTT	Push To Talk activation switch on a microphone. Push to talk, Release to listen.
OCD	Operations Control Dispatch – LAFD Dispatching Center
TRAFFIC	Message or information sent from one location to another via radio or other electronic means

Additional Information

www.cert-la.com – LAFD CERT Web site – General CERT Information

www.cert-la.com/radio/commplan.htm – CERT Comm Plan Information

www.lafdacs.org – LAFD ACS Web site – Contains files of many of the items in this appendix.

www.lafd.org – Los Angeles Fire Department Web site

<http://lafd.org/firecorps.htm> -- LAFD Fire Corps Web site.

<http://groups.yahoo.com/group/LAFDACS/> -- ACS Yahoo Group
ACS membership group – Files and Postings

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