

SC4ARES



Amateur Radio Emergency Service Communicator's Field Operation Guide

Fifth Edition

July 2021

ICS Frequencies

Label	Output Freq.		CTCSS	Description	Call Sign
CMD11	440.7250	+	114.8	Branch 1 net	WB6JKV
CMD11D	440.7250	s	114.8	CMD11 Direct	
CMD12	146.9550	-	114.8	Branch 1 net	KM6EZE
CMD12D	146.9550	s	114.8	CMD12 Direct	
CMD13	443.9500	+	114.8	Branch 1 net	KM6EZE
CMD13D	443.9500	s	114.8	CMD13 Direct	
CMD14	441.0750	+	114.8	Branch 1 net	WA6TOW
CMD14D	441.0750	s	114.8	CMD14 Direct	
VTAC11	146.4900	s	114.8	Branch 1 (SMCO1)	
VTAC12	147.5700	s	114.8	Branch 1 (SMCO2)	
CMD21	147.2850	+	114.8	Branch 2 net	WR6HMB
CMD21D	147.2850	s	114.8	CMD21 Direct	
CMD22	444.9000	+	91.5	Branch 2 net	WR6HMB
CMD22D	444.9000	s	91.5	CMD22 Direct	
VTAC21	147.5550	s	114.8	Branch 2 (HMB primary)	
VTAC22	146.4600	s	114.8	Branch 2 (HMB secondary)	
VTAC23	146.5050	s	114.8	Branch 2 (King's Mtn. primary)	
VTAC24	147.4350	s	114.8	Branch 2 (King's Mtn. secondary)	
CMD31	146.7300	-	114.8	Branch 3 net, linked to Cmd. 33	W6SCF
CMD31D	146.7300	s	114.8	CMD31 Direct	
CMD32	440.1000	+	114.8	Branch 3 net	WA6DQP
CMD32D	440.1000	s	114.8	CMD32 Direct	
CMD33	442.3250	+	141.3	Pescadero net, linked to Cmd. 31	KD6KGE
CMD33D	442.3250	s	141.3	CMD33 Direct	
VTAC31	146.5650	s	114.8	Branch 3 (La Honda)	
VTAC32	146.5050	s	114.8	Branch 3 (Loma Mar, Skylonda)	
VTAC33	146.5200	s	114.8	Branch 3 (Pesc., San Gregorio)	
VTAC34	146.5350	s	114.8	Branch 3 (SSEPO)	
VTAC71	146.4300	s		Bay Area Hospital Net	
VTAC72	147.4200	s	114.8	Red Cross Local Net	
VTAC73	147.4650	s		SMCTAC	
VTAC74	147.5400	s		OESTAC	
CTL91	146.9250	-	114.8	North county wide net	WA6TOW
CTL91D	146.9250	s	114.8	CTL91 Direct	
CTL93	146.8650	-	114.8	South county wide net	KC6ULT
CTL93D	146.8650	s	114.8	CTL93 Direct	
CTL95	146.8050	-	114.8	Branch 3 linked to CTL93	KC6ULT
CTL95D	146.8050	s	114.8	CTL95 Direct	
LTAC91	51.5000	s	114.8		
LTAC92	51.5200	s	114.8		
LTAC93	51.5400	s	114.8		
LTAC94	51.5600	s	114.8		
LTAC95	51.5800	s	114.8		
LTAC96	51.6000	s	114.8		
VTAC91	146.4900	s	114.8	County wide tactical (SMCO1)	
VTAC92	147.5700	s	114.8	County wide tactical (SMCO2)	
VTAC93	146.4750	s	114.8		
UTAC91	446.0000	s	114.8	County wide tactical (SMCO3)	
UTAC92	441.0000	s	114.8	County wide tactical (SMCO4)	
UTAC93	446.5000	s	114.8		

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Preface

This reference guide was prepared by the South Coast Citizens Corps Council Amateur Radio Emergency Service (SC4ARES) of southern San Mateo County, California. This guide summarizes the information SC4ARES members need to provide effective communication services during an emergency. SC4ARES thanks the many South County ARES members who gave many hours in putting this material together. Supplementary information may be found in the South County ARES handbook at <https://k6mpn.org/>

If you find errors in this SC4ARES guide, please send corrections to sc4ares@sc4arc.org

Emergency Coordinators Contacts

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Vacant

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Vacant

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Stan Ackerman, W6SSA (looks like he passed away)

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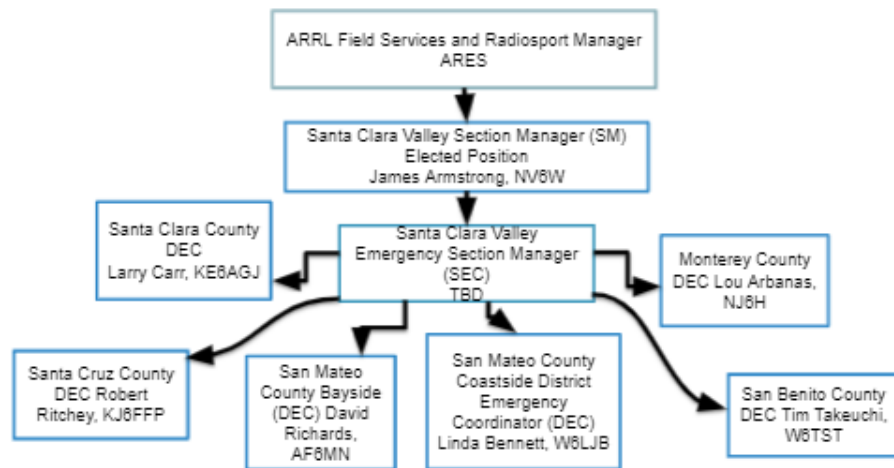
Woodside, Portola Valley

Vacant

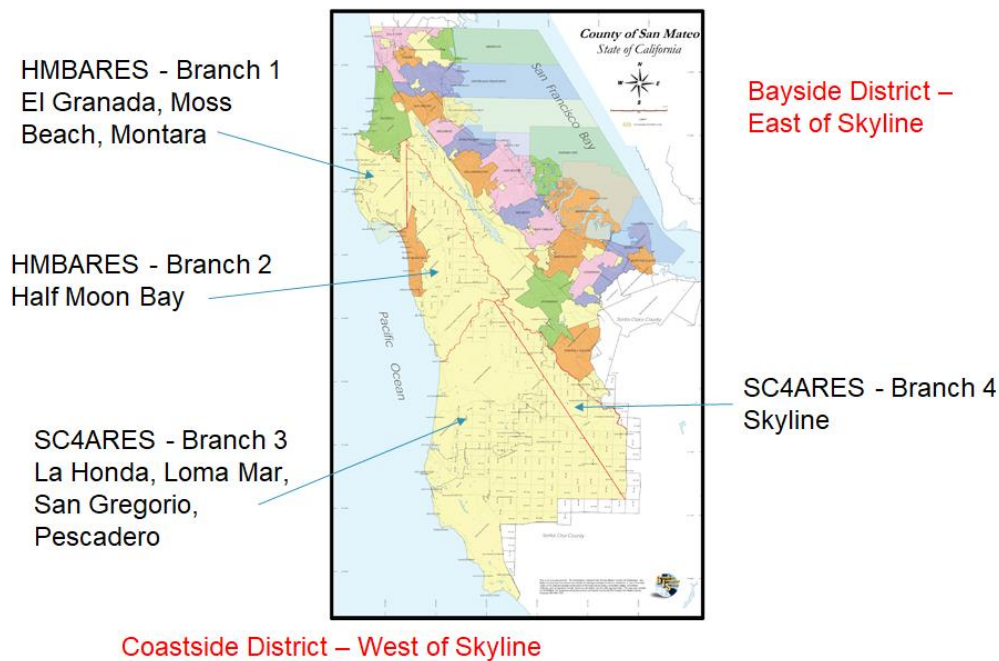
Introduction

SC4ARES is the ARES branch of the SC4 Amateur Radio Club which provides backup communications in times of disaster to government agencies in La Honda, Loma Mar, Pescadero, San Gregorio and South Skyline in San Mateo County, west of Skyline. This manual is not copyrighted and it may be reproduced and redistributed.

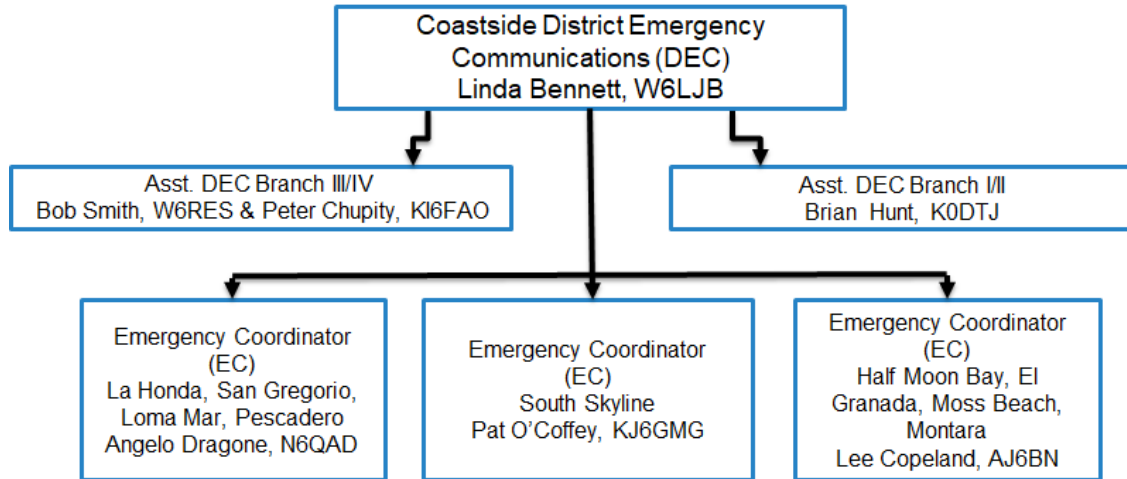
SC4ARES is integrated within the ARRL ARES organization:



San Mateo County ARES Districts



Coastside District ARES Managers:



Whom we serve

SC4ARES serves the communities of La Honda, Loma Mar, Pescadero, San Gregorio and South Skyline. These areas west of Skyline are under the jurisdiction of the San Mateo County Sheriff's Department.

Requirements to become and maintain SC4ARES membership

1. Have a valid Amateur Radio license of technician level or higher
2. Desire to serve
3. Register with local ARES EC
4. Accept and agree to follow ICS protocols and chain of command
5. Participate in local ARES Nets and Training activities
6. Participate as Net Control for local ARES Nets or in ARES events / drills (minimum requirement: twice a year)
7. Maintain an ARES Taskbook and a profile in ARES Connect
8. Complete SC4ARES minimum required training (ICS 100)
9. Maintain minimum 12 hour "Go Bag"
10. Demonstrate proficiency in programming and HT
11. Make effort to continually improve communication skills
12. CERT trained (optional)

ARES Registration form can be found at

<http://www.arrrl.org/files/file/Public%20Service/fsd98.pdf>

ARES TaskBook can be found at

http://www.arrrl.org/files/file/Public%20Service/ARES/ARRL-ARES-FILLABLE-TRAINING-TASK-BOOK-V2_1_1.pdf

What Every SC4ARES Member Must Have - 12hr “Go Bag”

1. Map guide for our area.
2. Hand-held 2-meter transceiver (a dual band 2M/440 is better.)
3. Power source for at least 12 hours operating time, e.g., extra ni-cads, gel cells, AA pack, etc.
4. Ten-foot coaxial cable patch cord, with BNC male connectors at each end, 2 each BNC to PL259 adapters and one SO239 to SO239 barrel adapter. With these items you will be able to connect to nearly any antenna drop at any location.
5. Notepad and writing instruments.
6. ID badge and FCC license.
7. Personal medications, food and water for a 12-hour shift.
8. Appropriate clothing for weather and terrain.
9. First aid kit, flashlight and spare batteries.
10. Bag, briefcase, etc. to hold all of the above. Keep it in your car trunk and you will always have it with you when you need it.

Some References

- [The ARRL Operating Manual](#), third edition or later.
- FCC rules and regulations Part 97.
- For assembly of cable connectors (BNC, UHF (PL259), and N connector) see “Assembling a Station” in [The ARRL Handbook For Radio Communications](#).
- For Emergency Coordinators, [The ARRL Emergency Coordinators’ Manual](#)
- For ARES, Practices, [ARES Manual](#)
- [ARRL National Traffic System Methods and Practices Guidelines](#)
- Additional info on Emergency Kits available [here](#)

Abbreviations

ARES = Amateur Radio Emergency Service
CDF = California Department of Forestry, now CAL FIRE
CTCSS = Continuous Tone-Coded Squelch System
DEC = District Emergency Coordinator
EC = Emergency Coordinator
EOC = Emergency Operations Center
FD = Fire Department
FEMA = Federal Emergency Management Agency
GPS = Global Positioning System
H&W = Health and Welfare
ICS = Incident Command System
NCS = Net Control Station
NIMS = National Incident Management System
OES = Office of Emergency Services
PD = Police Department
PL = Private Line™, Motorola trademark for CTCSS
SEC = Section Emergency Coordinator
SEMS = Standardized Emergency Management System
USGS = United States Geological Survey
UTM = Universal Transverse Mercator

Emergency Response Plan

What to Do

Turn on your radio and listen to the CMD31 146.730- PL 114.8 repeater or the CTL95 146.805- PL 114.8 repeater.

The W6SCF CMD31 repeater on 146.730- PL 114.8 will be our resource repeater and the CMD32 440.100+ PL 114.8 could be used as backup if instructed so by the EC. These repeaters have different coverage areas. If these repeaters are down or unreachable, use the output frequency CMD31D 146.730 in simplex mode. If the repeater is down, the net control operator will use the repeater output frequency, CMD31D, 146.730, in simplex mode to announce which channel to use. Not everyone may hear the announcement so stations with more than one receiver are encouraged to continue to monitor CMD31D to help direct late arrivals to the new frequency announced by the net control operator.

Activating the Membership

When an emergency occurs, the membership may be activated. It may be obvious to you that you should check in, as in an earthquake; Or you may hear a report on your broadcast radio, on the local simplex or club repeater frequency, or receive a phone call. When an emergency happens, you should immediately monitor the club repeater CMD31 146.730- PL114.8 or the County OES repeater CTL 95 146.805- PL 114.8 if the first one is down and take appropriate action (check in, form the net, etc.). Remember to use ICS forms if possible.

Forming the Emergency Response Net

1. Make sure your location is secure: no gas smell, no electrical hazards, building seems safe, family members accounted for and safe
2. LISTEN first to the repeater (if the repeater is down, transmit on the repeater output frequency (simplex)). This is the RESOURCE frequency. Ask if there is a Net Control Station (NCS). If there IS a net control, follow his/her directions. If no answer, YOU ARE IT. Net control should be your ONLY task.
 - a. Declare the net as a Directed Net
 - b. Use the Template Net Activation Script in Appendix B as a reference
 - c. Start a LOG using Form IC214 to record everything
 - d. Remember to I.D. every 10 minutes
 - e. Perform roll calls of check-ins periodically
3. Follow ARES leadership directions as activation is formalized
4. **Do not ever Self-Deploy**

Emergency and Priority Traffic

If you have emergency or priority traffic and need to break into the net, there are several established procedures for doing so. Examples where you should interrupt on-going traffic are as follows:

“Break Break” or Life Threatening” if the situation is immediately life-threatening.

“Priority” if the situation is endangering property and/or has potential to turn into life threatening.

All other traffic should wait for an appropriate pause in the net traffic before transmitting. It is the Net Control Station’s responsibility to determine the nature of traffic, and deal with it appropriately. Ask how serious the situation is.

Communication priorities

Top Priority - communications directly relating to the immediate safety of life of individuals or the immediate protection of property.

Second Level Priority - communications directly relating to the provision of shelter, food, and safety to people who have been displaced by the disaster.

Third Level Priority - Health and Welfare communications originated in disaster areas on behalf of disaster victims and directed to relatives and friends in other areas.

Fourth Level Priority - Health and Welfare communications originated outside the disaster area. The quantity of these communications should be minimized as they are destined for either non-disaster areas where telephone service is available or for disaster areas where the ability to deliver is uncertain.

Lowest Level Priority - all other Amateur Radio communications.

What is expected from you during a deployment?

1. Make sure your family is safe. No one can be expected to perform well in an emergency situation when they are concerned about their loved ones.
2. Follow instructions on this guide, and operate with the ICS system
3. Once on-site for your assignment, check in in with the assigned contact (EC, Communication Unit Leader or Shift Supervisor)
4. Prepare to operate - check equipment and connections.
5. Initiate a log and check in with Net Control. Get your Tactical Call Sign if you

don't already have one

6. Use formal message forms if available. Don't forget to write the message numbers and short subject description in your log. See key set of forms in Appendix F
7. Use the Tactical Call Sign for identification. Do not identify excessively with your FCC call sign. The Tactical Call is more important
8. Remember, your primary function is message handling. Keep chatter to a minimum. Do not spread rumors. Refer members of the press to the responsible official.
9. Pass traffic using the most efficient tool. If there is a phone working use it.
10. On the radio, at all times monitor your assigned frequency. Use a second channel, rig or scanner to listen around
11. When your shift is over, brief your replacement before leaving. Pass along notes and other pertinent information, including any messages still awaiting replies.

Passing Message Traffic

1. Speak clearly and in an even tone. Speak across the microphone, not into the microphone. Don't shout
2. Be sure to get the name of the messenger sender, the recipient and a message number if any.
3. Pause every five words or so to allow time for the other operator to write. Don't speak faster than you can write. The receiving station should acknowledge receipt of the item. When passing lists, pause after each item for acknowledgment
4. Use clear text (plain section) - no Q-signals or jargon!
5. The receiving station should confirm the accuracy of the message. An incorrect message can be worse than no message at all.

Operational Do's and Don'ts

Do's

- Listen for your Tactical Call Sign.
- Use simple phrases.
- Answer promptly when called.
- Keep the frequency available as much as possible.
- Keep transmissions short.
- Bring spare, fully charged batteries.
- Bring a gain antenna. Do not depend on a rubber duck.
- Let third parties speak over your radio.
- Ask for whom the message is intended.
- Shield your mike from the wind.
- Use an earphone unless someone else needs to hear.

Don'ts

- Don't leave the Net without checking out.
- Don't make unnecessary transmissions.
- Don't talk louder in a noisy environment.
- Don't use jargon, Q signals or 10 codes - use clear text.
- Don't acknowledge the presence of a jammer.
- Don't repeat rumors.
- Don't use VOX or lock the PTT switch.

Disaster Service Worker Registration

You will be covered by worker's compensation insurance for any personal harm or injury you experience from the time you leave your home until the time you return *only if you are registered as a Disaster Service Worker in advance by a competent agency* (County Area OES, local city, Red Cross, CAL FIRE, etc.) You may be issued an assignment number when called out. If so, bring it with you to your assigned location. SC4ARES will register you with the county OES upon completion of your training.

Appendix A

SC4ARES Emergency/Tactical Frequencies

HMB ARES	Tac	147.555 s	
HMB ARES	Res/Tac	147.285+114.8	WB6ASD
HMB ARES	Res/Tac	440.725+100.0	WA6AFT
Kings Mt.	Tac	144.345 s	
Kings Mt.	Res/Tac	53.640- 107.2	N6ZX
Kings Mt.	Res/Tac	145.370- 107.2	N6ZX
Kings Mt.	Res/Tac	440.450+ 107.2	N6ZX
Kings Mt.	Res/Tac	27.005CB Ch. 4	
La Honda ARES	Tac	146.565 s	
La Honda ARES	Res/Tac	146.730- 114.8	W6SCF
La Honda ARES	Res/Tac	440.100+114.8	W6SCF
La Honda ARES	Res/Tac	146.865-114.8	OES
La Honda ARES	Res/Tac	146.805-114.8	OES
Loma Mar	Tac	146.505 s 114.8	
Loma Mar	Res/Tac	146.730- 114.8	W6SCF
Loma Mar	Res/Tac	146.625-114.8	KE6MNJ
Loma Mar	Res/Tac	146.865-114.8	OES
Loma Mar	Res/Tac	146.805-114.8	OES
Loma Mar	Res/Tac	440.100+114.8	W6SCF
Pescadero	Tac	146.505 s 114.8	
Pescadero ARES	Tac	146.520 s 114.8	
PescadoRes	Tac	146.625-114.8	KE6MNJ
Pescadero	Res/Tac	146.730- 114.8	W6SCF
Pescadero	Res/Tac	440.100+114.8	W6SCF
Pescadero	Res/Tac	146.865-114.8	OES
Pescadero	Res/Tac	146.805-114.8	OES
San Gregorio	Tac	146.520 s 114.8	
San Gregorio	Res/Tac	146.730- 114.8	W6SCF
San Gregorio	Res/Tac	146.625-114.8	KE6MNJ
San Gregorio	Res/Tac	440.100+114.8	W6SCF
San Gregorio	Res/Tac	146.865-114.8	OES
San Gregorio	Res/Tac	146.805-114.8	OES

If any of the repeaters fail, use the receive frequency in SIMPLEX MODE.

Appendix B

Net Activation Script (Check-in list available [here](#))

This is *<your name, your call>* at *<tactical>* I am net control operator for this SC4ARES net in support of operations for the *<activation name>* activation.

<pause to allow repeater to ID>

This is a directed net: Please pass all traffic through net control. Stations not participating are requested to stand by until this net is completed. Stations with emergency or priority traffic may break in at any time.

Is there any emergency or priority traffic? Please come now.

<listen for a few seconds after the squelch drops>

We will now have check-ins. Please respond with your call sign and tell us if you have traffic. Remember to hold your mike button down a second before you begin speaking: This will allow the repeater time to pick up.

<proceed through roll call list. Don't forget to give your call sign as identification every 10 minutes when you hear the repeater ID.>

Are there any more check-ins for the net? You do not have to be a member of this group to check in.

<listen for a few seconds after the squelch drops>

We will now exchange traffic.

<Go down through the roll call list passing the net to each person with traffic. I.e "<their call sign> proceed with traffic">

Do we have any late or missed check ins? Please come now.

<listen for a few seconds after the squelch drops>

We will have another roll call for check-ins at *<give a time>*. Net control monitoring
<close with your call sign>

Or

The SC4ARES group would like to thank all those who participated in tonight's net. This repeater is now returned to general purpose use at *<local time>*.

<close with your call sign>

Appendix C

ITU Phonetic Alphabet

A	Alfa	"AL-FAH"
B	Bravo	"BRAH-VOH"
C	Charlie	"CHAR-LEE" or "SHAR-LEE"
D	Delta	"DELL-TAH"
E	Echo	"ECK-OH"
F	Foxtrot	"FOKS-TROT"
G	Golf	"GOLF"
H	Hotel	"HOH-TELL"
I	India	"IN-DEE-AH"
J	Juliett	"JEW-LEE-ETT"
K	Kilo	"KEE-LOH"
L	Lima	"LEE-MAH"
M	Mike	"MIKE"
N	November	"NO-VEM-BER"
O	Oscar	"OSS-CAH"
P	Papa	"PAH-PAH"
Q	Quebec	"KEH-BECK"
R	Romeo	"ROW-ME-OH"
S	Sierra	"SEE-AIR-RAH"
T	Tango	"TANG-GO"
U	Uniform	"YOU-NEE-FORM" or "OO-NEE-FORM"
V	Victor	"VIK-TAH"
W	Whiskey	"WISS-KEY"
X	X-ray	"ECKS-RAY"
Y	Yankee	"YANG-KEY"
Z	Zulu	"ZOO-LOO"
0	Zero	"ZE-RO"
1	One	"WUN"
2	Two	"TOO"
3	Three	"TREE"
4	Four	"FOW-ER"
5	Five	"FIFE"
6	Six	"SIX"
7	Seven	"SEV-EN"
8	Eight	"AIT"
9	Nine	"NIN-ER"
.	Decimal	"DAY-SEE-MAL" (In a string of digits.)
.	Stop	"STOP" (End of a sentence.)
?	Query	"KWER-EE"
/	Stroke	"STROKE"
@	At-sign	"AT-SINE"

Appendix D

The ARRL Radiogram Format

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE	
<div style="text-align: center;"> ARRL — the national association for Amateur Radio™ RADIOGRAM </div>								
TO _____ PHONE NUMBER _____ E-MAIL _____			THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ E-MAIL _____ STREET _____ CITY, STATE, ZIP _____					
FROM			DATE	TIME	TO		DATE	
REC'D			SENT					
This message was handled at no charge by a licensed Amateur Radio operator, whose address is shown in the box at right above. No compensation can be accepted by a "ham" operator. A return message may be filed with the "ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225 Main Street, Newington, CT 06111 or www.arrl.org .			The ARRL is the national association for Amateur Radio and the publisher of <i>QST</i> magazine. One of its functions is promotion of public service communication among Amateur Radio operators. To that end, the ARRL has organized the National Traffic System for daily nationwide message handling.					
			1320 2/11					

Radiogram Form in pdf format can be found here:

<http://www.arrl.org/files/file/Public%20Service/RADIOGRAM-2011.pdf>

Preamble:

- MESSAGE NUMBER
- PRECEDENCE
 - EMERGENCY** Emergency (Always spelled out, life or death urgency in a declared emergency.)
 - P** Priority (official traffic in a declared emergency.)
 - W** Health & Welfare (used only in a declared emergency.)
 - R** Routine (everything else – most frequently used.)
- HX (Optional) Handling code.
 - HXA** (Followed by number) Collect landline delivery authorized by addressee within (number) miles. If no number, authorization is unlimited.
 - HXB** (Followed by number) Cancel message if not delivered within (number) hours of filing time; Service originating station.
 - HXC** Report date and time of delivery (TOD) to the originating station.
 - HXD** Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.
 - HXE** Delivering station gets a reply from the addressee and originates the message back.
 - HXF** (Followed by number.) Hold delivery until (date).

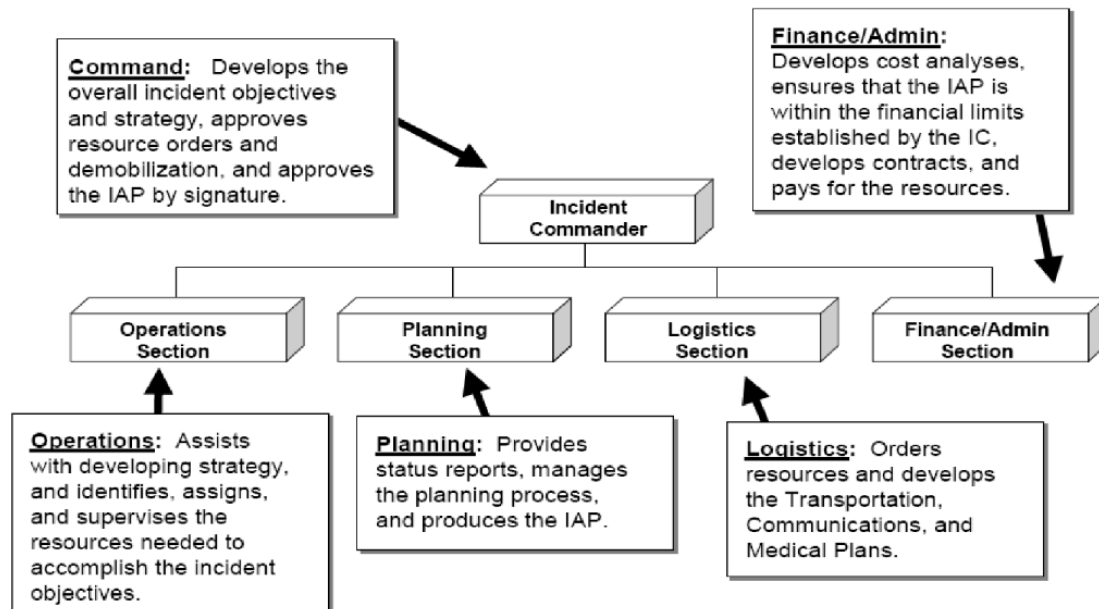
- HXG** Delivery by mail or landline toll call not required. If toll or other expense is involved, cancel message and service originating station.
- **STATION OF ORIGIN** Call sign of station who put the message into NTS format
- **CHECK** The word count in body text only (do not count the address or signature); precede with "ARL" if any of the ARL numbered texts are used (i.e., ARL7).
- **PLACE OF ORIGIN**
 - City**
 - State** (Use standard two letters, postal abbreviation.)
- **TIME FILED** (Optional) If used, indicate time zone (PST/PDT or Z.) 24 hr. format.
- **DATE**
 - Use abbreviation for month.
 - Must agree with timezone in "TIME FILED" above (UTC is 8 hours ahead of PST.)
- **TO:** Addressee, as complete as possible. The delivering station may have to find the addressee in the phone directory if their number has changed.
 - The full name of the addressee and, if possible, as it is most likely to be found in the local telephone directory at the point of delivery. Messages addressed to children should contain the parents listed name (e.g., "Bart Simpson c/o Homer Simpson")
 - Full street address, avoiding abbreviations. Spell out "East," "South," "Street," "Avenue," etc.
 - City, two letter state abbreviation and zip code (very important)
 - Telephone (Be sure to include area code. Most radiograms are delivered by telephone.)
- **THIS RADIO MESSAGE WAS RECEIVED AT:** Delivering station identification and location.
- **Text:** 25 words maximum, 5 per line
 - Use "X" for a period (.) and "QUERY" for a question mark (?)
 - If using ARL numbered texts, spell the number to avoid confusion (ARL TWENTY THREE counts as three word groups for the CHECK.)
- **SIGNATURE:** (Write-in above REC'D block. Not included in CHECK count.) Name & call sign of person who wrote the message. Include a phone number if not a Ham or if new to NTS, so a delivery status or reply message may be returned.
- **REC'D & SENT:** Record the names and call sign of the person you received the message from and/or sent/forwarded the message to, along with the date & time (PST/PDT or Z.)

For more information on the ARRL National Traffic System, see the references on page 1 of this guide.

Appendix E

Introduction to the Incident Command System

What follows is a brief summary. All SC4ARES members should be familiar with the Incident Command System either by having completed CERT training or the FEMA IS-100 course (which may be found on line at <https://training.fema.gov/is/coursematerials.aspx?code=IS-100.c>) or equivalent.



The two underlying bases of the ICS are **Unity of Command** and **Span of Control**. Unity of command means that every individual has only one designated supervisor to whom they are responsible and report. Depending on the type of incident and the nature of the task, each supervisor will have from three to seven subordinates, with about five being considered optimal. This span of control avoids overloading a supervisor with too many tasks.

In a large incident, a subordinate may, in turn, be the supervisor of yet others, with assignments determined by function (groups) or geography (divisions). If a supervisor must manage more than eight subordinates, it is more efficient to split into *branches* either by geography or function and assign another supervisor to each new branch. Likewise, if a supervisor is overseeing fewer than three subordinates, they are probably better merged with another branch, freeing a supervisor and resources for another task. ICS chain of command allows for this type of expansion and contraction in a changing situation.

In an emergency situation such as an accident, the ICS structure is established by the first person to arrive at the scene, who assumes the duties of Incident Commander. As others arrive, that position may be passed on to someone

more qualified. If a situation warrants, the Incident Commander may create:

- Operations Section responsible for the development and implementation of strategy and tactics to carry out the incident objectives. Operations organizes, assigns, and supervises the tactical field resources.
- Logistics Section in charge of communications, supplies and facilities. Logistics is responsible for getting food and medical support to incident personnel.
- Planning Section which gathers, analyzes, and disseminates information and intelligence.
- Administration Section responsible for financial and cost analysis. Administration works with Logistics to ensure resources are procured.

In addition; The Incident Commander may employ a Public Information Officer to provide information to the community and media and a Safety Officer who works with Operations and ensures the safety of all incident personnel.

All responders under the ICS must report in to receive an assignment in accordance with the procedures established by the Incident Commander. Never, NEVER leave without first checking out: Looking for someone who's not there wastes resources and in some circumstances might risk lives.

Appendix E

ICS- Forms

All ICS forms can be found at <https://training.fema.gov/icsresource/icsforms.aspx>

Here is a subset of forms that are most useful in SC4ARES activations

- [ICS Form 205, Incident Radio Communications Plan](#)
- [ICS Form 205A, Communications List](#)
- [ICS Form 211, Incident Check-In List](#)
- [ICS Form 213, General Message](#)
- [ICS Form 214, Activity Log](#)
- [ICS Form 217A, Comm Resource Avail Worksheet](#)

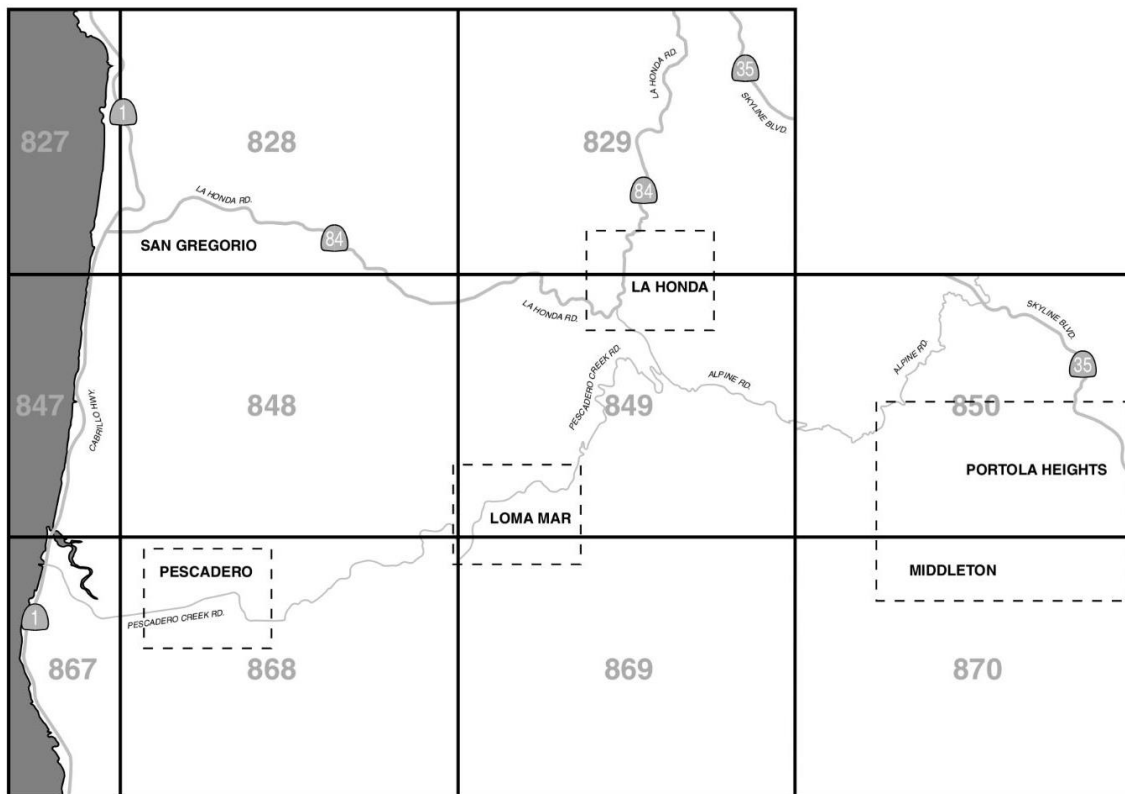
Appendix G

Regional Maps

The following maps give an overview of the area served by SC4ARES. There are two coordinate systems overlaid on each map: The pink letters and numbers in the margins and page numbers correspond to the grid system used in Thomas Guide map books.

The blue grid is the UTM grid used on topographic maps and aeronautical charts. Most GPS receivers can give their position in UTM coordinates making it easy to transfer coordinates to or from these maps.

Index of Map Pages



Note that the maps in this guide use the North American Datum of 1983 (NAD 83.) Many GPS receivers default to using WGS 84 (or World Geodetic System of 1984, which is practically the same as NAD 83 for our use.) Older USGS “quads,” used the NAD 27 datum. In this area the difference between the NAD 27 and NAD 83 is more than 200 meters. You should set your GPS to use WGS 84 or NAD 83 datum while using the maps in this guide. If you are working with others and need to be accurate to better than a few hundred meters, make sure that you know which datum they are using.

The maps here are drawn to a scale of 1:31,680 or 1 inch equals 1/2 mile. A combined pocket tool, item [UTM-MK](#), for 1:31,680 and 1:24,000 (the scale used on USGS 7.5 minute “quads”) may be purchased from:

MapTools
111 Glenn Way #5
San Carlos, CA 94070

MapTools' web site is <https://www.maptools.com/>

The maps in this guide are not a substitute for having USGS topo "quads" or Thomas Guide road maps. Good maps are an investment that will pay you back many times over.

Additional detailed maps:

- La Honda
- La Honda Cuesta Trails
- Loma Mar
- Pescadero
- Portola-Heights

LA HONDA

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0 500 m 1000 m



LOMA MAR

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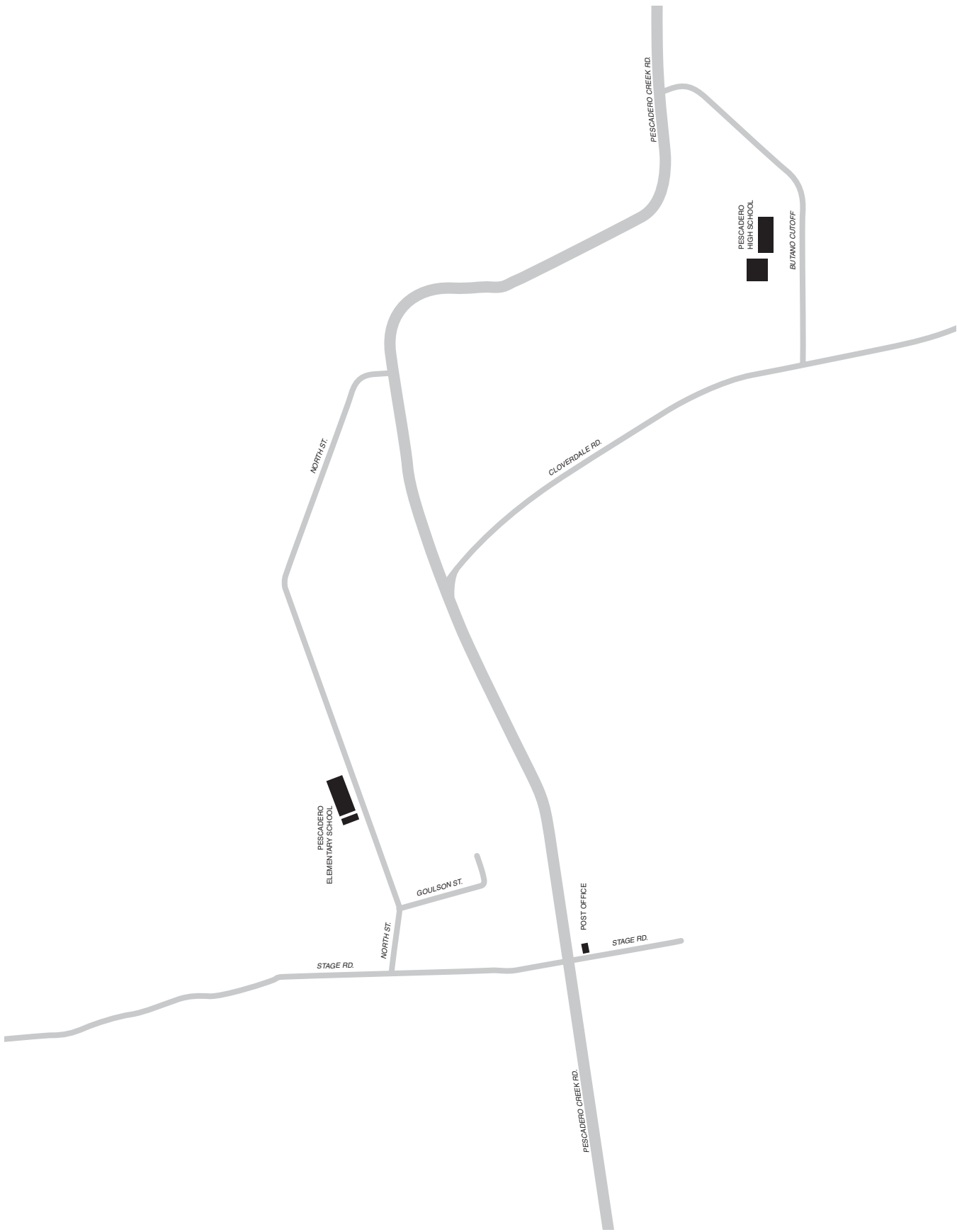


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0 500 m 1000 m

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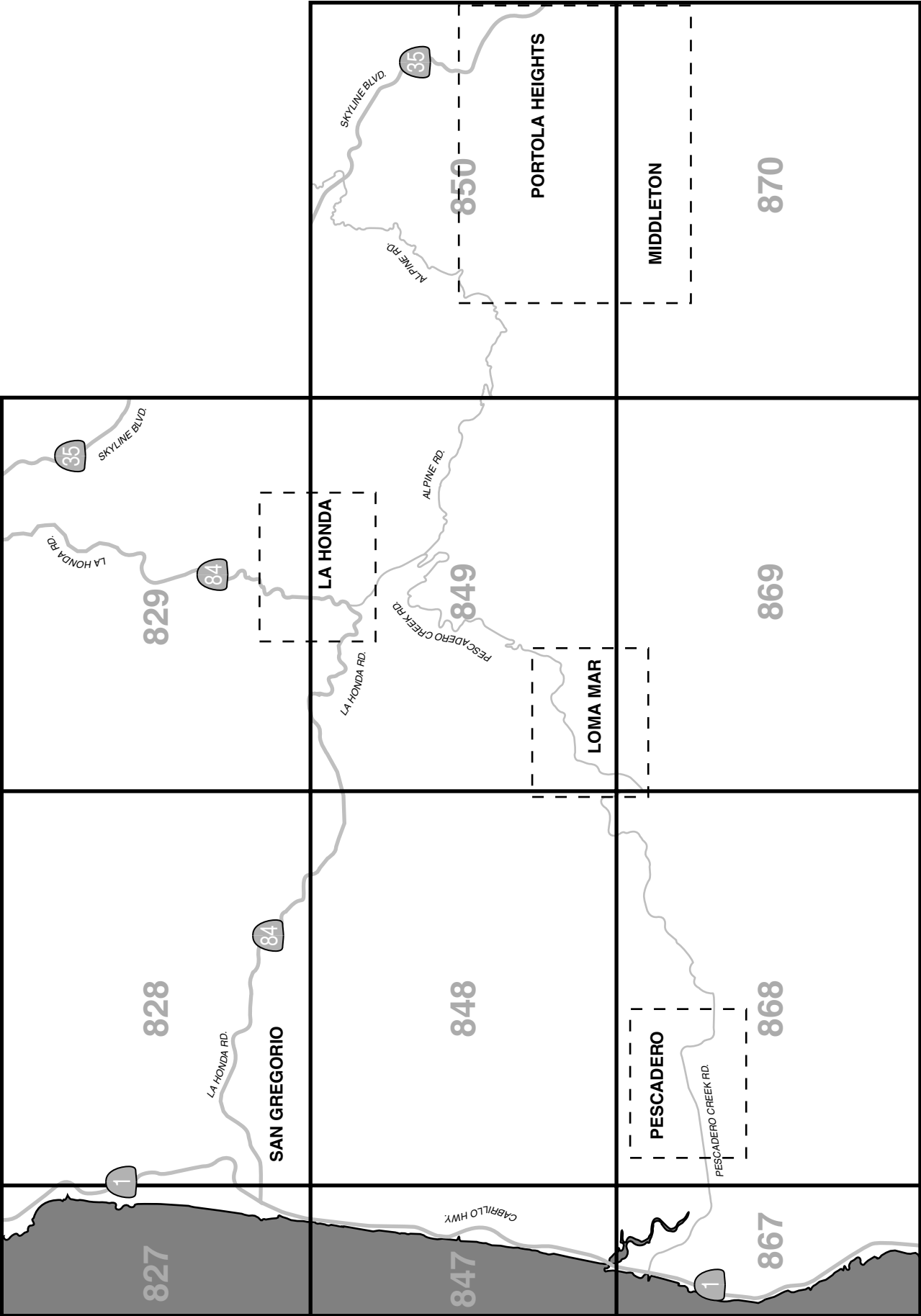


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MIDDLETON and PORTOLA HEIGHTS





Elevation Contour Interval 40 Feet

SEE MAP

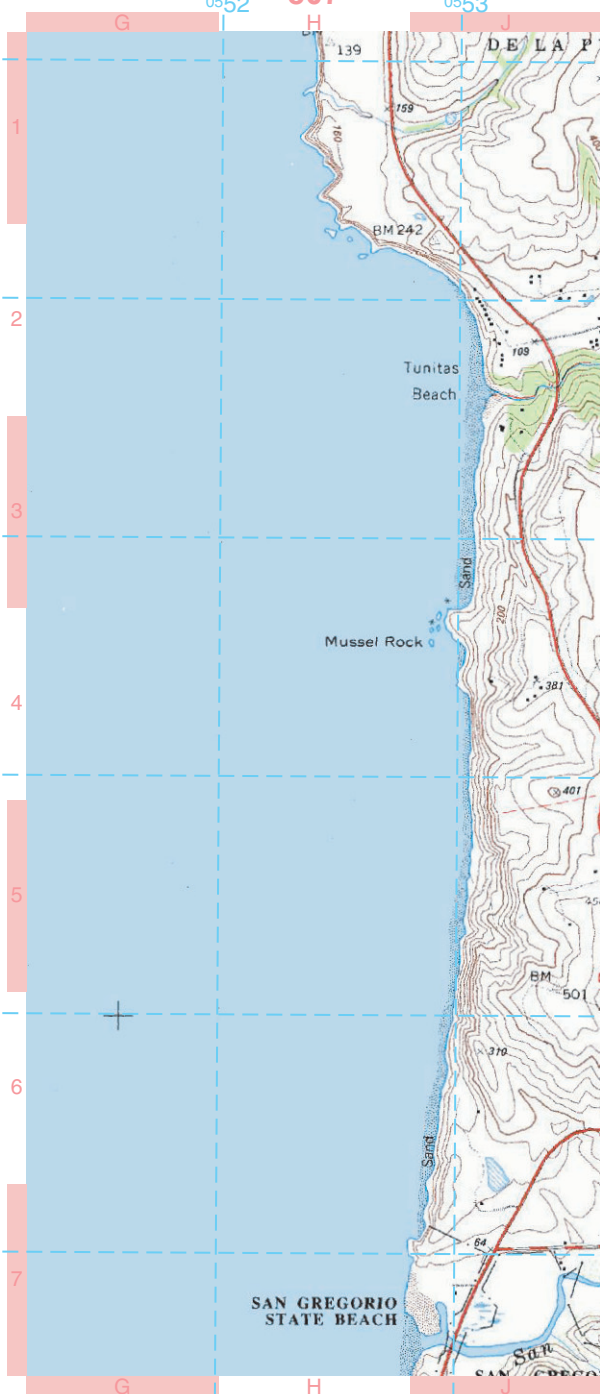
Scale 1:31,680

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Source of map data: U.S. Geological Survey

North American Datum 1983 (NAD 83)



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SEE MAP
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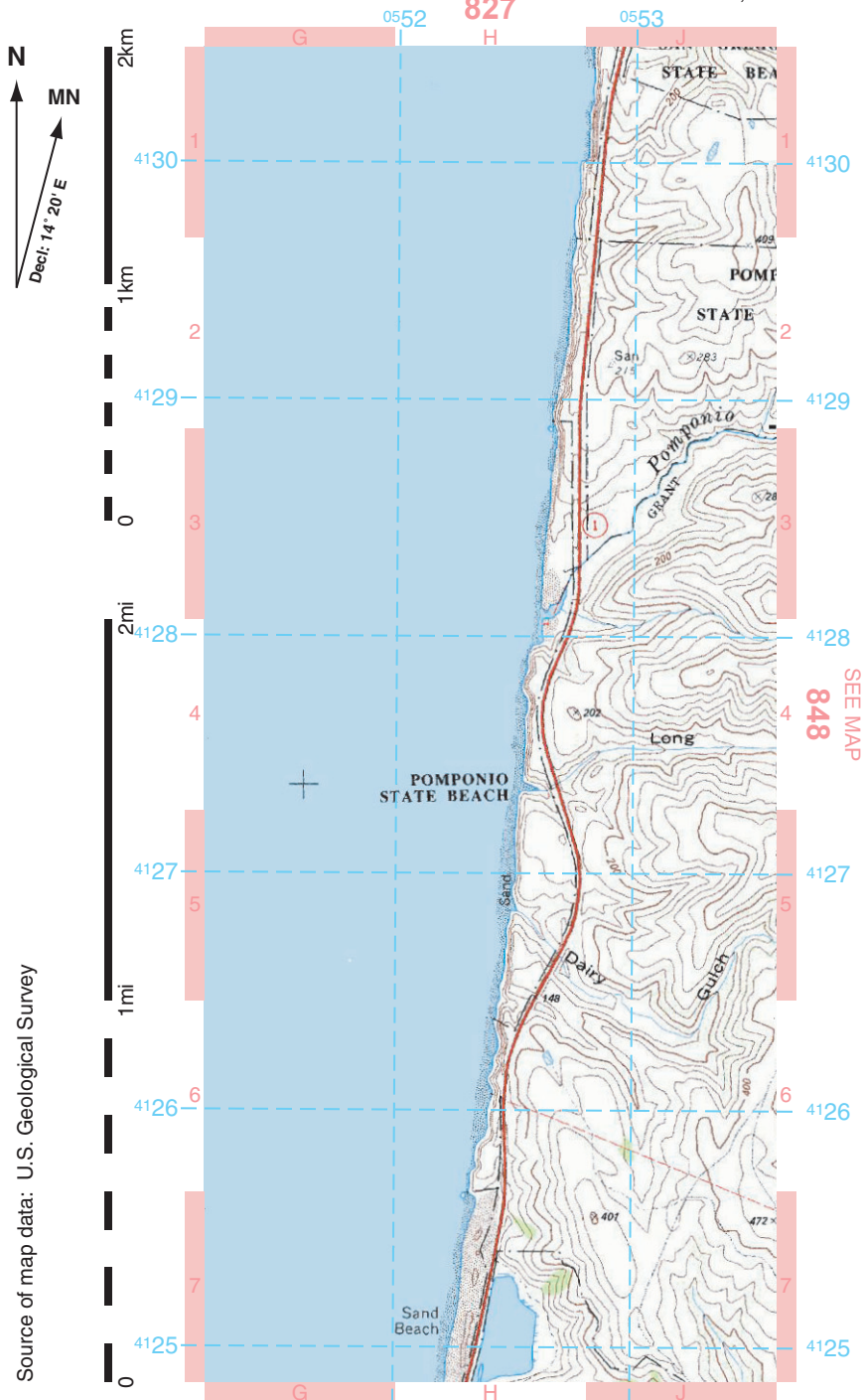
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Elevation Contour Interval 40 Feet

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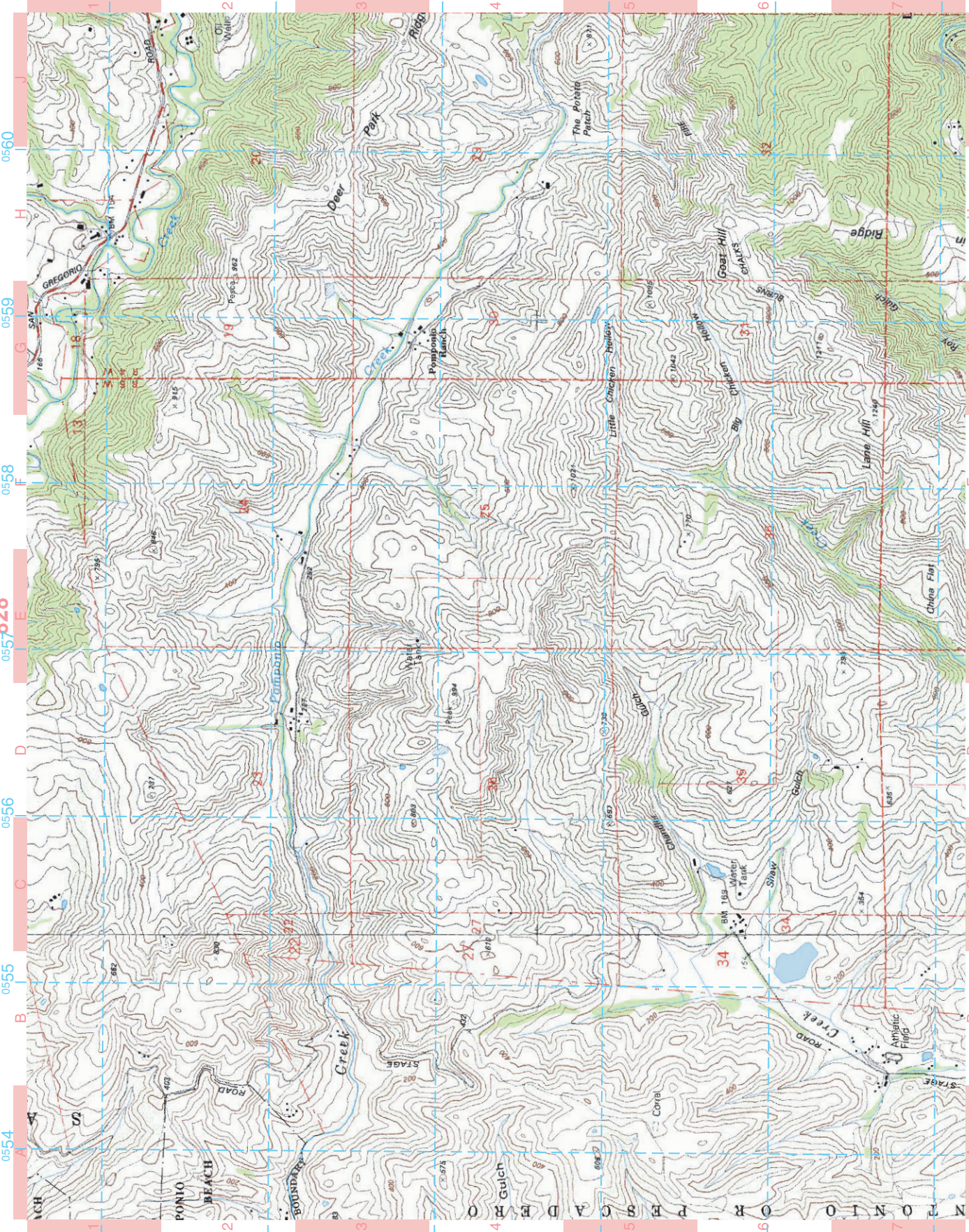
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North American Datum 1983 (NAD 83)

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Elevation Contour Interval 40 Feet

SEE MAP

Scale 1:31,680

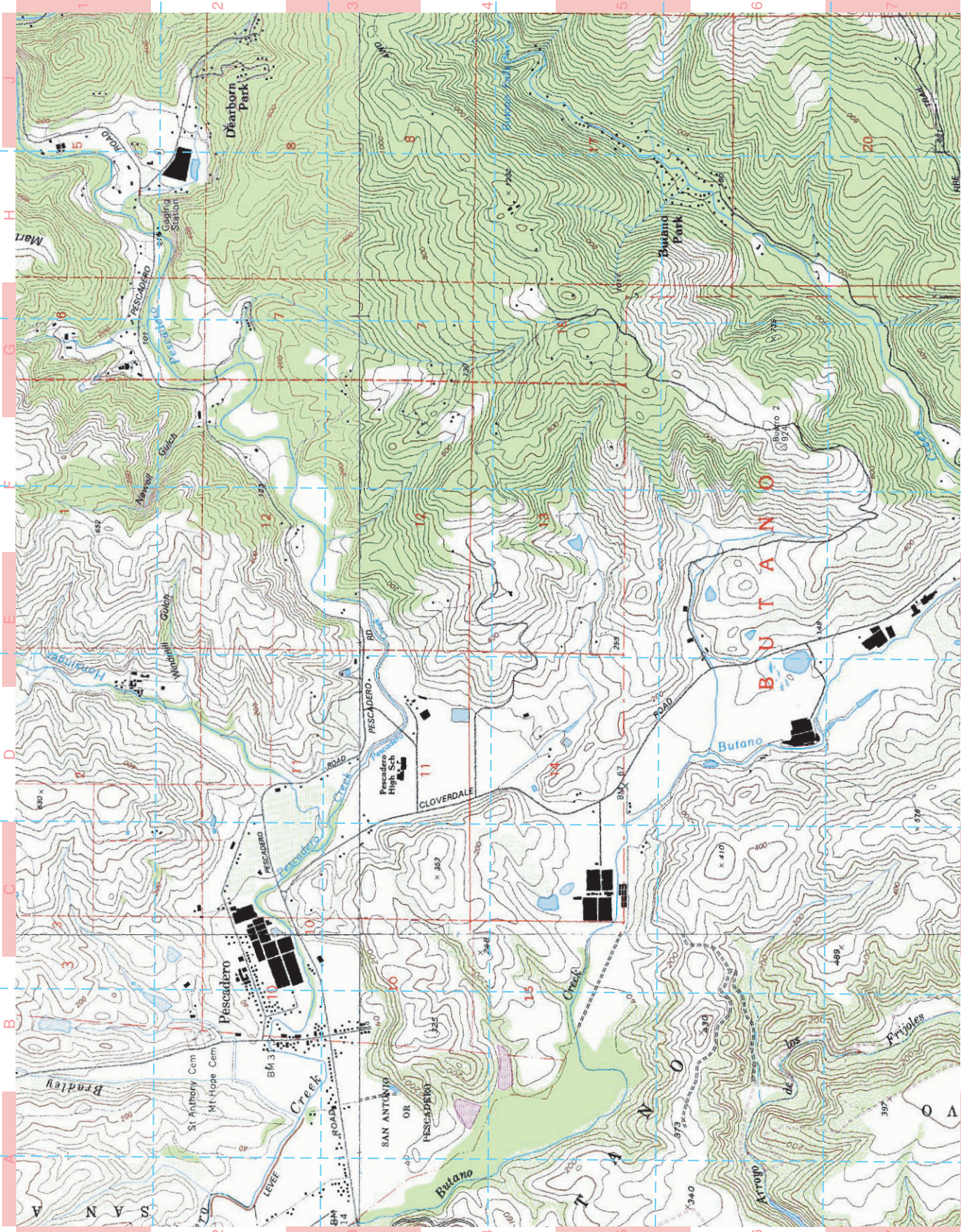
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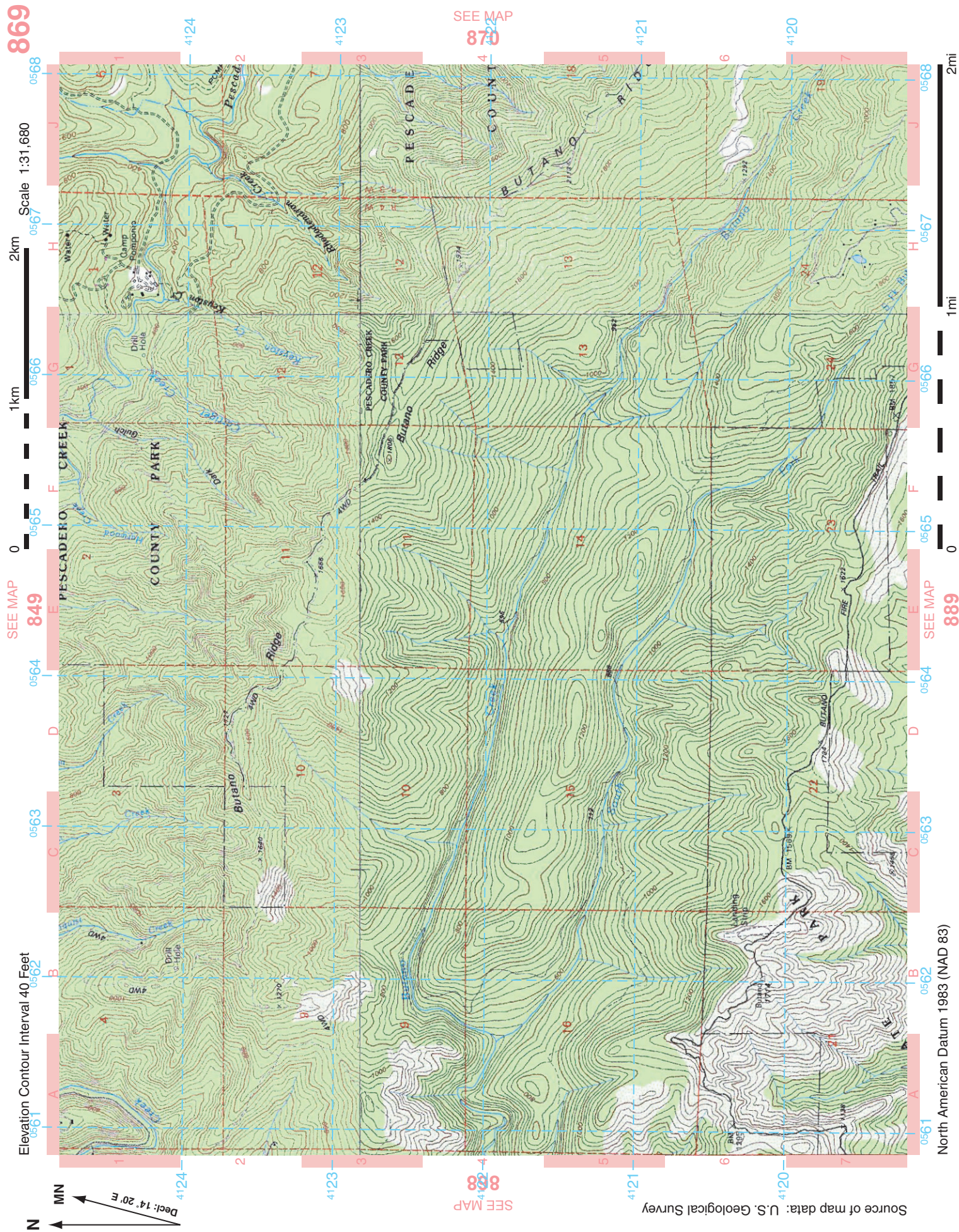


SEE MAP

North American Datum 1983 (NAD 83)

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Source of map data: U.S. Geological Survey

North American Datum 1983 (NAD 83)

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Scale 1:31,680

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SEE MAP 850

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Elevation Contour Interval 40 Feet

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