

INSTRUCTION FOR RADIO OPERATORS ARRIVING AT SHELTERS

Revised 05-21-2018

When a shelter is opened for a hurricane or other emergency events, the assigned radio operator should carry out the following.

- Check in with shelter manager. Could be a Brevard County Supervisor assigned to a Special Needs Shelter, or School Principal or other School Employee.
- If possible meet with shelter manager and the staff as soon as shelter opens, even if you do not have your equipment ready. Advise them you are there to provide backup communications between the shelter and the Brevard County EOC, through an intermediate net control.
- With managers agreement select an operating position close to where the shelter manager will be located.
- Locate breaker box that your outlet goes to in case you need to reset breaker.
- You need to try to get an antenna outside the shelter if you can, which means you need to be in a room wall and possible a window.
- Its important to get to shelter early to secure your operating position before the shelter residents fill the space. Shelters can open many hours before a hurricane arrives.
- The radio operator should be on site well before the storm arrives with his equipment setup with operating frequencies programmed into their radios.
- Also there is usually a sign in book for volunteers. This is important for staffing and for feeding, getting credit for operating and occasionally for workers compensation (especially if its a Govt. run site).
- After equipment setup, check in with net control to make sure you have good signal into the repeater. If you do not have adequate equipment check in to net control and tell them what you are missing. It may be possible to provide the missing item(s).
- If there is little traffic and with permission of net control see how many other local repeaters you can communicate with. Also do a simplex check into net control and other shelters near you. This is important if the repeaters go down during of after the storm and you have to relay a message thru another shelter to net control. Write this information down, because another operator who was not involved in the simplex check may replace you at some time.
- Have as many charged batteries as possible in case you loose commercial or generator power. Plan for the worst.
- Don't forget about the personal supply list: food, water, bed roll, spare batteries, etc.
- If you agree to operate for a specific time or shift period and you relief arrives, step down and allow the replacement to take over. No purpose is served by remaining at the operating position longer than scheduled. You will have fulfilled your obligation and can take a break. In addition you could upset your relief who is giving his/her time to assist and expects to start his/her shift.