

CCARES Emergency Procedures

Revised April 18, 2010

1. Activation Conditions:

- a. CCARES may be activated by the Culver City Fire Department for any of the following conditions:
 - i. Airplane Crash
 - ii. Earthquake
 - iii. Fire
 - iv. Flood
 - v. Telephone Outage
 - vi. Power Failure
 - vii. Riots
- b. Whenever one of the above (or a similar condition) occurs in the Culver City Area, CCARES members should immediately monitor:
 - i. The K6CCR repeater at 4445.600 mHz
 - ii. As a back up, District 1 at 144.330 mHz simplex

2. Interim Operator Procedures:

- a. Definition: any CCARES member having technical capacity to monitor and announce that “The CCARES net is operational,” and who will maintain a list of check-ins to forward to the Control Operator. First radio operator to check in is the Interim Operator unless and until relieved.
- b. It is imperative that the CCARES Frequency be engaged at once to guarantee usage during the emergency!
- c. The Interim Operator will just take check-ins to determine who is available. The operator will NOT take reports. The Interim Operator will instruct those with damage reports to “Stand-By.”

3. Control Operator Procedures:

- a. In the event of an emergency, one of the members of the CCARES Board of Directors will report to Fire Station One to open the EOC.
- b. In the even that the EOC is destroyed or non-functional, one of the members of the CCARES Board of Directors will report to Fire Station One to activate an emergency EOC using the Command Vehicle.

- c. The radio equipment will be activated. The Control Operator will announce that “The CCARES Net is operational.”
- d. Control Operator checks to see if there was an Interim Operator. If so, transfer the list of check-ins to the EOC.
- e. Control Operator takes any additional check-ins and damage reports.
- f. Control Operator will convey damage reports to the City EOC using Incident Reports.
- g. Control Operator gives specific assignments and instructions as requested by the City EOC.
- h. Whenever CCARES is present in the EOC, the repeater and/or 144.330 MHz must be monitored at all times.

4. District Radio Operator Procedures

- a. Culver City CERT is divided into three (3) Districts
- b. The District Assembly Areas and simplex frequencies are:
 - i. District 1 - Carlson Park = 144.330 MHz
 - ii. District 2 - Tellefson Park = 146.445 MHz
 - iii. District 3 - Lindberg Park = 147.570 MHz
- c. The Control Operator will assign radio operators to each of the three (3) Districts from among those operators available. The District Operator is responsible for contacting the District Manager and setting up communications between the District Manager and the Control Operator using the repeater.
- d. The District Operator has set up communications, the Control Operator will transfer to the District Operator all radio operators from that District that have checked in. From that point forward, unless otherwise instructed, those radio operators will cease communications with the Control Operator and will talk exclusively to the District Operator on the appropriate District frequency.
- e. The District Operator will transmit to the Control Operator all damage reports received from radio operators in that district.

5. Emergency Net Procedures for all radio operators

- a. All operators will monitor at all times either the repeater or their District frequency as instructed.
- b. Check your radio and other emergency equipment.
- c. Before leaving for assignment, **safety check** family members,

- property and neighborhood. Assess damage in immediate area.
- d. Proceed to NERT Assembly Area. Once at the NERT assembly area, contact the NERT Manager to set up communications with the District Operator.
 - e. As soon as the NERT has assembled, send all damage reports to the District Operator.
 - f. Follow instructions of Interim Operator or Control Operator.
 - g. Make all transmissions short.
 - h. Relay weak transmissions when you realize that the Interim Operator or Control Operator cannot hear a radio operator calling in.

6. Emergency Frequencies:

- a. The primary frequency will be the K6CCR repeater at 445.600 MHz, ctcss 131.8.
- b. Each of the 3 Districts has its own simplex frequency:
 - i. District 1 = 144.330 MHz
 - ii. District 2 = 146.445 MHz
 - iii. District 3 = 147.570 MHz
- c. The K6CCR packet radio frequency is 144.630 simplex.
- d. The following are back-up simplex frequencies in case of interference:
 - i. 144.350 MHz
 - ii. 144.360 MHz
 - iii. 446.500 MHz.