

OVERVIEW

From: Stake Emergency Communications Committee

To: Ward Emergency Communications Teams

In preparation for upcoming emergency communications exercises

- 1) There are a minimum of three people on each search team. They are the Radio Operator, the Scribe and the Safety Person/Runner.
- 2) The Radio Operator communicates with the Ward Area Communications Center. All Radio Operators confirm always that the destination has copied the message correctly.
- 3) The Scribe records these and any other significant damage on the forms provided. The Scribe also verifies that the radio messages are accurate and complete including the ADDRESS.
- 4) The Safety person helps everyone stay safe by pointing out hazards and unsafe conditions. This person is also the one left behind to guard hazards such as down power lines, gas leaks, etc. It is important that we prevent further injury or death from a hazard we have identified. If the team has more than one radio the one should be left with the safety person.
- 5) In the Ward Area Communications Center, there should be two radio operators, three scribes, and one Decision Maker (member of the bishopric, Elders Quorum President, Relief Society President, or designee).
- 6) When possible there should be a person with RDA experience at the Ward Area Communications Center, in a manager role, to help solve problems and guide the process.
- 7) The two radio operators will be assigned to handle incoming and outgoing traffic. One for each job. They will each have a scribe to record all traffic.
- 8) The Decision Maker will have a Scribe/Runner to assist as directed by the Decision Maker.
- 9) The Decision Maker's job is to decide if the Ward Area has the resources to take care of the incident or if it should be forwarded to the Stake.
- 10) The Stake Communication Center is much like the Ward Communication Center.
- 11) The Stake will have three radio operators, two for incoming messages and one for outgoing messages. Each of these radio operators will have a scribe. The Decision Maker will have a scribe/runner to assist him. The manager at the Stake location will also have runner/assistant. The two incoming radio operators will alternate incoming calls to allow them time to assess the accuracy of their last transmission and TAKE A BREATH.
- 12) Outgoing messages from the Stake will go to the Coordinating Council Area Communications Center for distribution to the appropriate resource provider. That is to the proper city or county location. This will, in most cases be handled by a Sheriffs Communications Team member stationed in or near the effected area.

Search Teams

- 3 people (4, if automobile driver is involved)
- Radio Operator o Scribe o Safety/Runner o (Driver)
- 1 Radio (preferably 2)

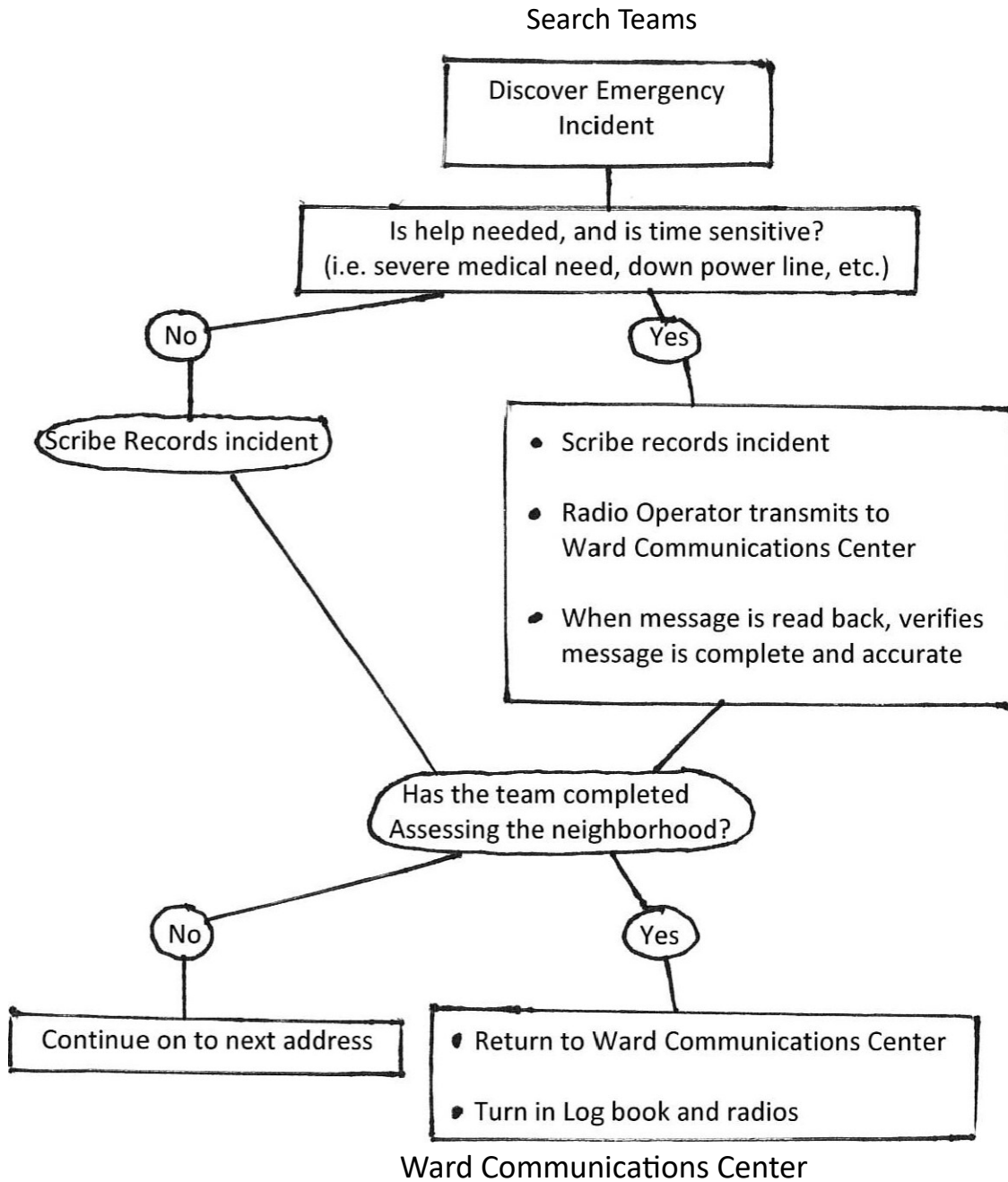
Role: Inspect neighborhood following emergency incident (i.e. earthquake) to identify where and what kind of help is needed

Duties:

- Scribe — Records home address, description of incident and any other significant damage in log book provided
- Radio Operator —Transmits message to Ward Communications Center, if help is needed beyond capability of family to fend for themselves and if time sensitive.

Note: All radio transmissions always begin and end with "This is only an exercise" to prevent false alert to civil emergency authorities.

- Safety/Runner- Apprises team of hazards. If needed, this person remains at scene (preferably with radio) to protect others as in the case of a down power line while the rest of the team continues on with the search.
- Driver — No responsibilities other than safely transporting the team



- 7 people
- Radio Operator — Inbound transmissions o Scribe — Inbound (2 each) o Radio Operator — Outbound transmissions o Scribe — Outbound o Decision Maker o Manager
- 2 Radios

Role: Receive messages from search teams, Decision Maker determines if help can be provided by ward or if message needs to be forwarded to Stake Communications Center

Duties:

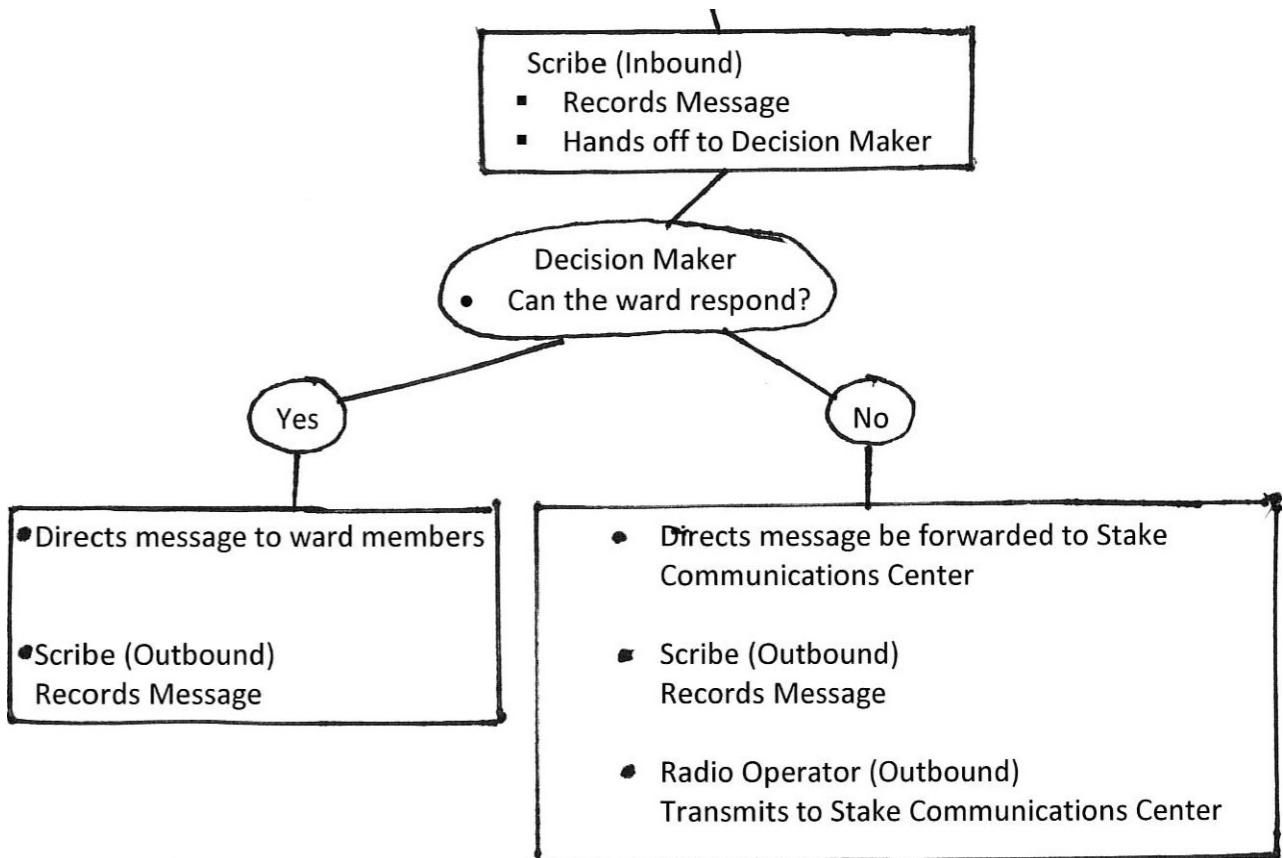
- Radio Operator (Inbound) — Receives transmissions from field search team, repeats message back to make sure it is complete and accurate
- Scribe (Inbound) — Records incoming message in log book, providing duplicate copies. Scribe verifies message is complete and accurate
- Decision Maker (member of Bishopric, EQ Presidency, RS Presidency, or designee) — Determines if anyone in the ward has resources to respond to incident. If yes, directs message to ward members. If no, forwards to Stake Communications Center.
- Scribe (Outbound) — Records in duplicate in log book each message sent
- Radio Operator (Outbound) —Transmits message to Stake Communications Center, verifying message is received completely and accurately.

Note: All radio transmissions always begin and end with "This is only an exercise" to prevent false alert to civil emergency authorities.

- Manager (where possible a person with RDA experience) — Oversees smooth flow of operation, helps:solve problems, guides the process, and helps where needed

Ward Communications Center

Message Received by Radio Operator (Inbound)



Stake Communications Center

- 10 people
- Radio Operator — Inbound transmissions (2 each) o Scribe — Inbound (2 each) o Radio Operator — Outbound transmissions o Scribe — Outbound o Decision Maker o Assistant/Runner (as needed) o Manager o Assistant Manager/Runner (as needed)
- 3 Radios

Role: Receive messages from Ward Communication Centers, Decision Maker determines if help can be provided by stake or if message needs to be forwarded to Coordinating Council Area Communications Center

Duties:

- Radio Operator (Inbound) — Receives transmissions from ward communications centers, repeats message back to make sure it is complete and accurate. The two Radio Operators will alternate incoming calls to allow time to assess the accuracy of their last transmissions and take a breath.
- Scribe (Inbound) — Records incoming message in log book. Scribe verifies message is complete and accurate.

- Decision Maker — Determines if anyone in the stake has resources to respond to incident. If yes, directs message to stake members. If no, forwards to Coordinating Council Area Communications Center.
- Assistant/Runner — assists Decision Maker as needed
- Scribe (Outbound) — Records in duplicate in log book each message sent
- Radio Operator (Outbound) — Transmits message to Coordinating Council Area Communications Center, verifying message is received completely and accurately.

Note: All radio transmissions always begin and end with "This is only an exercise" to prevent false alert to civil emergency authorities.

- Manager- Oversees smooth flow of operation and helps where needed
- Assistant Manager/Runner — Assists Manager as needed

Stake Communications Center

