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| ***BODEGA BAY CERT*** | | |
| **STANDARD OPERATING GUIDELINES** | Article: | CERT SOG #1 |
| References:   1. BBFPD SOG: 6-7: Coordination/Communication with Other Agencies During a Disaster 2. Operating Manual CERT BBFPD Station | |
| Subject: CERT Radio Room Net Control Operations | |

**Purpose**

The purpose of this SOP is to state staff requirements and protocols for CERT Net operations in the Radio Room. CERT Net operation supports BBFPD EOC (Emergency Operations Center) communications. More details are provided in the SOG references.

### CERT Amateur Radio Emergency Net Objectives

Amateur radio Hams will operate an amateur radio communications Net in order to inform BBFPD EOC of the needs, resources, and conditions of the community.

* Liaison between the Operations Desk and the CERT Net Control Station will be the responsibility of the BBFPD Auxiliary Communications Unit (AuxComm)
* Directed Net protocols will be used. All communication will go through Net Control unless otherwise directed by Net Control.

**CERT Radio Room Roles and Tasks**

The **CERT radio room manager** will be asssigned by the CERT Board and usually be the Board Ham Director. The CERT radio room manager will:

* Ensure a readiness state for all CERT radios, devices and antennas in the radio room by periodically testing and maintaining them.
* Train a cadre of Net Control Hams capable of operating the CERT radios under disaster conditions.
* Recruit and schedule qualified Ham operators and scribes for disaster conditions.
* Monitor and provide quality control on the Net as operations proceed.
* Either be part of AuxComm or interface with AuxComm to ensure Net messages are appropriately brought to the proper EOC officer.

**CERT radio room Net Controllers** will be recruited and scheduled to operate in four-hour shifts during an disaster.

* Operate the radios in accordance with the Radio Room Operations Manual
* Open and close the Net in the radio room.
* Periodically conduct roll calls of Bodega Bay Neighborhoods to identify who is on the Net. Record.
* Act as a coordination point to allow neighborhoods the ability to share information and resources.
* Act as “eyes and ears” of BBFPD by gathering information from the neighborhoods and passing it to the EOC as appropriate.
* Use Emergency, Priority and Routine classifications.
* Log sign-in and out as well as all events

**CERT Radio Room Scribes** will write Net messages legibly and concisely on forms:

* Identify messages as Emergency, Priority, and Routine.
* Pass the messages to an AuxComm Ham or other designated member of the EOC

**Operational Protocols Based on MAJOR Disaster Types**

**Major Earthquakes**

* Open the Net on 146.205 immediately upon a level 5.0 or greater earthquake (may be done prior to arriving to the station by handheld radio).
* Begin recruiting and scheduling Net operators and scribes via channel 1 Net.
* Conduct roll call of shed neighborhoods and others.
* Begin taking messages (Emergency, Priority, Routine). Pass to EOC.
* Close the Net, with a formal statement of closing, upon notice from BBFPD IC to do so.
* Upon closing ensure all equipment power is off, logs are complete, and doors are locked.

**Tsunamis**

Tsunami event messages are designated by three types: Watch, Advisory, and Warning.

* If possible (time available), the CERT Radio Rom Manager will open the CERT Net at the station upon any of the levels and schedule operators for the duration of danger
* Net operators will inform CERT Hams of the state of Tsunami types and BBFPD staff actions (evacuations and messaging for evacuations)
* A scribe will be needed to carry word back to the operator from a BBFPD staff member
* Close the Net when BBFPD IC says operations are complete for CERT.
* Notify any remaining Net Controllers of Net closure via email and phone.

**Wildfire**

* Begin recruiting and scheduling Net operators and scribes upon notice by PG&E of a possible power shutdown.
* Publish the operator schedule via email to all CERT Hams
* Open the Net at either the time of the designated power shutdown or issue of an evacuation warning.(Whichever comes first)
* Close the Net upon confirmation of a Mandatory Evacuation Notice (from BBFPD IC). Closing should be done with a formal statement of closing and the reason why. Be sure to inform the Net that this is a mandatory evacuation notice from the Sonoma County Sheriff.
* Upon closing ensure all equipment power is off, logs are complete, and doors are locked.
* The CERT radio room manager will notify all future scheduled Net operators, by email and phone, that the Net has been aborted.

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| ***BODEGA BAY CERT*** | | |
| **STANDARD OPERATING GUIDELINES** | Article: | CERT SOG #2 |
| References: Bodega Bay Disaster Plan | |
| Subject: CERT Shed Local Communications | |

**Purpose**

The purpose of this SOP is to define objectives, operations, and protocols for the communications conducted at the neighborhood Sheds.

### CERT Ham Objectives at the local shed level

Local Shed Hams work with CERT teams and the Shed Captain at the local level to communicate and coordinate the neighborhood status and events. Hams at the Shed level play several roles. They work with others to: 1) survey neighborhoods and report to the Shed Captain, 2) communicate status and needs of medical, triage, shelter, rescue and other local teams to the Shed Captain, 3) coordinate among work parties, and 4) communicate with CERT Net Control at the Fire Station at the direction of the Shed Captain.

**CERT Local ham Roles and Tasks**

The **Shed Captain** communicates both locally and with the CERT Net Control at the Fire station. The **Shed Captain** may also be a Ham. If not, a Ham should be designated to work with the Captain at the shed using the 50 watt radio and whip antenna (or Yagi) to talk to CERT Net Control..

* A Handheld (may be a yellow handheld in the Shed set to the local frequency) may be used to communicate locally.
* The Shed Captain/Ham will 1) answer roll calls from Net Control, 2) call into CERT Net Control to provide emergency, priority and routine messages, and 3) answer calls from Net Control for coordination with other Sheds.
* The Shed Captain/Ham will coordinate local teams via the specified simplex frequency for that Shed using the handheld. Hams will use the Tactical call signs assigned for the Shed.
* Shed Captain will log all calls and Ham check ins/check outs.

**Local Shed Hams** work with several teams to coordinate and communicate with Shed teams and Captain’s Ham. They:

* Act as “eyes and ears” of BBFPD by gathering information from the neighborhoods and passing it to the Shed Captain as appropriate.
* Use Emergency, Priority and Routine classifications.

**Scribes.** It may be helpful when times are busy to have a scribe, working with the Captain, to take notes and compose messages. Scribes will write Net messages legibly and concisely:

* Identify messages as Emergency, Priority, and Routine.
* Pass the messages to the Captain’s Ham.
* Messages should include: Time, location, message classification and message.

**Operational Protocols Based on MAJOR Disaster Types**

**Major Earthquakes**

Major earthquakes will probably be the most time demanding and intense disaster type. These events may require a week or more of local operation. Expect power and phone service to be out.

* Captain to assign teams, including Hams to work parties for survey and assessment
* Focus on road closures, liquefaction damage, structural damage, landslides, fires and other earthquake associated impacts on infrastructure.
* Focus on life threatening and critical medical cases for triage and treatment.
* When calling to CERT Net Control request a medical side bar for advice on treating medical cases if needed
* Begin taking messages (Emergency, Priority, Routine). Pass to CERT Net Control.
* Conduct periodic roll call of work parties..
* Upon closing ensure all local Shed members are accounted for.

**Tsunamis**

Tsunami event messages are designated by three types: Watch, Advisory, and Warning. A watch indicates a Tsunami may be coming shortly and will be issued anytime a seismic event is large enough and close enough. Even an event from the Cascadia Subduction Zone, possibly a few hundred miles away, may trigger a large Tsunami within 15-30 minutes.

* If a watch is issued be prepared to get Shed members to high ground and ready to respond if needed.
* If an advisory is issued it is expected that only low lying areas such as beach edges will be impacted. It is unlikely the Local Shed need mobilize.
* If a Warning is issued mobilize immediately if you haven’t already.
* Be aware that campgrounds such as Doran Beach and Westside Park may evacuate to the neighborhoods. You may have refugees.
* If possible (time available), the CERT Net Control will open at the Fire Station. Call in to check for information and provide it.
* CERT Net operators will inform Local CERT Hams of the state of Tsunami types and BBFPD staff actions (evacuations and messaging for evacuations)

**Wildfire**

Wildfire events, as seen recently, will be accompanied by Public Safety Power Shutdowns and Evacuations orders. CERT Net Control will initiate upon either a power shutdown or evacuation warning to Bodega Bay from Sonoma County Sheriff. Upon a Mandatory Evacuation order CERT Net Control will close. All citizens should evacuate at that point.

* Local Sheds should attempt to have a list of special needs residents and contact them.
* Local sheds should open to provide charging of cell phones and handheld radios via the Shed generators.
* Local sheds should setup the 50 watt radios for contact with CERT Net Control if needed.
* When a mandatory evacuation order is issued find a way to notify all residents.