

## EMERGENCY AMATEUR RADIO OPERATOR

**Mission:** To provide an alternate path of external or internal communications when normal hospital or community communications have failed or have been disrupted.

Position Reports to: <b>Section Chief or other HIMT personnel</b> Command Location: _____		
Position Contact Information: Phone: (____) _____ - _____    Radio Channel: _____		
Hospital Command Center (HCC): Phone: (____) _____ - _____    Fax: (____) _____ - _____		
Position Assigned to:	Date:    /    /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date:    /    /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date:    /    /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<b>Receive appointment</b> <ul style="list-style-type: none"> <li>Obtain briefing from the Section Chief or other assigning Hospital Incident Management Team (HIMT) personnel on: <ul style="list-style-type: none"> <li>Size and complexity of incident</li> <li>Expectations of the Incident Commander</li> <li>Incident objectives</li> <li>The situation, incident activities, and any special concerns</li> </ul> </li> <li>Assume the role of Emergency Amateur Radio Operator</li> <li>Review this Job Action Sheet</li> <li>Put on position identification (e.g., position vest), if provided</li> <li>Notify your usual supervisor of your assignment if you are on the hospital staff</li> </ul>		
<b>Activities</b> <ul style="list-style-type: none"> <li>Request or implement a tactical call sign</li> <li>Participate in briefings and meetings as requested</li> <li>Advise designated personnel immediately of any operational issue you are not able to correct or resolve</li> <li>Set up and maintain communication equipment to provide ongoing communications support for the Hospital Command Center (HCC)</li> <li>Do not leave communication equipment without coordination with Net Control (NC); notify NC upon return</li> <li>Check in with appropriate regional hospital or health NC via amateur radio and follow instructions given</li> <li>If requested, relay hospital status report to NC</li> <li>If hospital or health NC not available, check in with local Emergency Operations Center (EOC) emergency radio operations net and follow any instructions given</li> <li>Communicate directly with the Logistics Section Chief, Communications Unit Leader, or designee via radio or designated Runner for all Urgent Communications.</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 213: Document all communications on a General Message Form</li> </ul>		

## EMERGENCY AMATEUR RADIO OPERATOR

<ul style="list-style-type: none"> <li>HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Intermediate Response (2 – 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>Transfer Emergency Amateur Radio Operator role, if appropriate                             <ul style="list-style-type: none"> <li>Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>Ensure the new operator is introduced to the current operator and any appropriate Hospital Incident Management Team (HIMT) personnel, and Net Control (NC)</li> <li>Address equipment needs and setup, including frequencies used and documentation practices</li> <li>Address any health, medical, and safety concerns</li> <li>Address political sensitivities, when appropriate</li> <li>Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> <li>Obtain situational status report from the Net Control (NC) and Hospital Incident Management Team (HIMT) personnel</li> <li>Ensure amateur radio and other assigned radio communication equipment is properly functioning</li> <li>Review and test redundant systems</li> <li>Receive and archive all documentation related to formal internal and external facility communications on HICS 213: General Message Form; provide a copy of the form to the Documentation Unit</li> <li>Ensure messages requiring follow up so noted and tracked according to message precedence and importance</li> <li>Maintain copies of all incoming and outgoing relayed messages</li> <li>Request a designated Runner to be assigned, if appropriate</li> <li>Respond to external requests by NC for additional information on hospital status</li> <li>Advise designated personnel immediately of any operational issue you are not able to correct or resolve</li> <li>Continue to accept and organize all documentation and forms submitted by the assigned section</li> <li>Check the accuracy and completeness of records submitted; correct errors or omissions by contacting appropriate personnel</li> <li>Maintain all historical information and record consolidated plans</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 213: Document all communications on a General Message Form</li> <li>HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

## EMERGENCY AMATEUR RADIO OPERATOR

Extended Response (greater than 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>• Transfer Emergency Amateur Radio Operator role, if appropriate               <ul style="list-style-type: none"> <li>○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>○ Ensure the new operator is introduced to the current operator and any appropriate Hospital Incident Management Team (HIMT) personnel, and Net Control (NC)</li> <li>○ Address equipment needs and setup, including frequencies used and documentation practices</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> <li>• Advise designated personnel immediately of any operational issue you are not able to correct or resolve</li> <li>• Continue to accept and organize all documentation and forms submitted by the assigned section</li> <li>• Continue to ensure amateur radio communication equipment is properly functioning</li> <li>• Assist with other communications (HEAR, 800mHz radio, etc.) if requested</li> <li>• Participate in situation briefings as requested</li> <li>• Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>• HICS 213: Document all communications on a General Message Form</li> <li>• HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Demobilization/System Recovery	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>• Transfer Emergency Amateur Radio Operator role, if appropriate               <ul style="list-style-type: none"> <li>○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>○ Ensure the new operator is introduced to the current operator and any appropriate Hospital Incident Management Team (HIMT) personnel, and Net Control (NC)</li> <li>○ Address equipment needs and setup, including frequencies used and documentation practices</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> <li>• Do not leave post until released by your supervisor</li> <li>• When relieved, inform Net Control and sign off from all appropriate nets</li> <li>• Ensure the return, retrieval, and restocking of equipment and supplies</li> </ul>		

## EMERGENCY AMATEUR RADIO OPERATOR

<ul style="list-style-type: none"> <li>• Ensure that all radios and battery operated equipment is serviced and recharged</li> <li>• Return all radios to appropriate configuration in preparation for next activation</li> <li>• Notify the Planning Section Chief when demobilization and restoration is complete</li> <li>• Upon deactivation of your position, brief your supervisor on current problems, outstanding issues, and follow up requirements</li> <li>• Debrief personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed</li> <li>• Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> <li>○ Review of pertinent position descriptions and operational checklists</li> <li>○ Recommendations for procedure changes</li> <li>○ Accomplishments and issues</li> </ul> </li> <li>• Participate in stress management and after action debriefings</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>• HICS 221: Demobilization Check-Out</li> <li>• Ensure all documentation is submitted to the Documentation Unit</li> </ul>		

Documents/Tools
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS 203 – Organization Assignment List</li> <li><input type="checkbox"/> HICS 204 - Assignment List</li> <li><input type="checkbox"/> HICS 205A - Communications List</li> <li><input type="checkbox"/> HICS 213 - General Message Form</li> <li><input type="checkbox"/> HICS 214 - Activity Log</li> <li><input type="checkbox"/> HICS 215A – Incident Action Plan (IAP) Safety Analysis</li> <li><input type="checkbox"/> HICS 221 - Demobilization Check-Out</li> <li><input type="checkbox"/> Hospital organization chart</li> <li><input type="checkbox"/> Hospital telephone directory</li> <li><input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication</li> <li><input type="checkbox"/> Computer with internet access</li> <li><input type="checkbox"/> Regional Hospital and Health Emergency Radio Communications Plan</li> <li><input type="checkbox"/> Federal Communications Commission (FCC)-approved amateur radios and operations manuals</li> <li><input type="checkbox"/> FCC-approved Public Safety Radios</li> <li><input type="checkbox"/> Identification Badge and vest</li> </ul>