



LOS ANGELES COUNTY DISASTER  
COMMUNICATIONS SERVICE

# Monday Night Net

**Standard Operating  
Procedures**

## **SOP FOR MONDAY NIGHT NET**

### **OVERVIEW:**

There is a need for a SOP so in time of emergency DCS can quickly and accurately determine the resources which are available from each District.

The protocol used on the Air Band by the FAA is proven and works very well. There is a distinct call, handshake, communication and read-back with ID for every transmission. The fact that everyone on the frequency knows what to expect and who is supposed to speak next makes for a very efficient use of the frequency.

### **NOTES:**

- Read the messages, prior to the start of the net, to familiarize yourself with them.
  - The messages are read at reading speed on the 2 meter, 6 meter and 10 meter nets.
  - The messages are transmitted via NBEMS (MT63-2KL)\* on the 1.25 meter net.
- Once again, the idea is to smoothly and quickly get through the entire District list on the First Call and to try to reach any missed Districts on a Second Call. Late or missed Districts will know that Net Control (NC) will come back to them in order rather than with a blanket call for late or missed Districts at the completion of the roll call (See 4 in Procedure of the preamble).
- Anyone trying to check-in out of order will be advised to wait to be called during the roll call.
- The Net Control operator shall identify every ten (10) minutes and at the close of the Net. NC only needs to say, "This is K6CPT Station ##." With the first and last ID, NC needs to identify with their FCC amateur call as well.
- When calling for Staff check-ins, NC will break the call into groups: Staff 01-10, Staff 11-20, and Staff 40-917.

### **EXAMPLE EXCHANGE BETWEEN NET CONTROL & DISTRICT STATION OPERATOR**

[NC Reads Net Preamble from Script followed by the Weekly DCS Messages]

- Messages - Reading speed on the 2 meters, 6 meters & 10 meters nets, via NBEMS (MT63-2KL)\* on the 1.25 meters net.
- \* - The remainder of the 1.25 meter net will be via voice

[NC]: Net control will now begin District Roll Call:

[NC]: District ## - [Name]

[District Op.]: District ##

[NC]: Go ahead District ##

[District Op.]: District ## reporting X Operators, XX hours, Adam One Two Three, King Adam Six Adam Boy Charles

[NC]: I copy X operators, XX hours, Adam One Two Three, King Adam Six Adam Boy Charles

[District Op.]: Affirmative

- District operator should say "Correction" if the read-back was inaccurate followed by the correction NC should read back the correction and the District operator should reply, "Affirmative."

[NC]: District ##

- Calling the next District Station.

#### NOTES:

- It is not necessary for the District operator to announce the Date. NC already knows the date and the report is for that date even if it includes hours for more than one week.
- If a District has multiple weeks reports, add the reports together and submit as one report.
- It is not necessary to say the words, "Unit ID" or "Amateur Call". NC is ready to copy the District report in the correct order: Operators, Hours, Unit-ID and Amateur Call.
- It is not necessary for the District operator to ask, "How copy?" If Net Control cannot read the Station, Net Control will say so.
- The report is a Tactical Message. In the interest of conserving time and keeping the frequency open it is not necessary to exchange additional comments during the net or to thank the District Station for making its report (courtesy is implied).
- Staff Officers will not report hours during the net, just indicate with a check mark ( ✓ ) that they checked in during the net.
- If you are unable to copy any part of the report, say "Say Again" and the part of the report that you need repeated. Example: Say Again the Tactical Call.

#### EXAMPLE STAFF OFFICER EXCHANGE

[NC]: I will now call Staff Officers in three groups, starting with Staff 1 through 10

[Staff]: Staff 3

[NC]: Go ahead Staff 3

[Staff]: Staff 3, WA6XYZ

[NC]: I copy Staff 3, WA6XYZ

[Staff]: Affirmative

[NC]: Additional Staff Officers, 1 through 10

[Staff]: Staff 4...

- Net control will continue to call for staff officers in this group (Staff 1 through 10) until no one else responds.

[NC]: Staff Officers 11 through 20

[Staff]: Staff 12...

- Net control will continue to call for staff officers in this group (Staff 11 through 20) until no one else responds.

[NC]: Staff Officers 40 through 917

[Staff]: Staff 50...

- Net control will continue to call for staff officers in this group (Staff 40 through 917) until no one else responds.
- Always acknowledge responses by repeating the Tac Call and Amateur Call.

## **PROCEDURE WORDS (Pro Words)**

**Say Again** – I have not understood your message, please Say Again. Usually used with prowords All After or All Before

**All After** – Repeat the message you just sent me beginning after the word or phrase said after this proword.

**All Before** – Repeat the message you just sent me ending before the word or phrase said after this proword.

**Correction** – An error has been made in this transmission (or message indicated). The correct version is...

**Affirmative (Affirm)** – Confirm or Yes

## **THE MONDAY NIGHT NET EVALUATION**

The purpose of the Monday Night Net evaluation is to help LACDCS have the best net possible. We want to focus on how we can do it better. Your valuable input will be used to improve the net and the evaluation form.

Currently, districts that conducted the previous week's net will evaluate the current week's Net Control Station. The DCO or his/her designate will conduct the evaluation. Review the LACDCS Monday Night Net SOP before each County Net.

Comments on the evaluation form should be constructive in nature. Our goal is to have a consistently great net which will also serve as a template for LACDCS countywide communications in time of emergency

## **MONDAY NIGHT NET BACKUP DISTRICT**

The last District conducting the Monday Night Net is the standby District in case the regularly scheduled District cannot or does not come up to conduct the net.

If the DCO of the District scheduled to conduct the net knows in advance the District will not be able to fulfill its responsibilities, the DCO is responsible for contacting the standby District's DCO advising of such. Staffs 10 and 11 are to be notified as well.

If a District does not read the five-minute preamble by 1857 hours, the standby District is to take over, read the five-minute preamble and conduct the net. If at any time the regularly scheduled District is able to assume its duties, they are to 'break into' the net and advise Net Control of such and conduct the remainder of the net.

## **FORM RETENTION**

Retain the Monday Night Net forms at the station from which the net was conducted. The forms should be retained for at least a year plus the current year.

## **DEFINITIONS**

DCS – Disaster Communications Service

DS – District Station

FAA – Federal Aviation Administration

FCC – Federal Communications Commission

ID – Identification

K6CPT – King, Six, Charles, Paul, Tom (DCS amateur call)

NC – Net Control

SOP – Standard Operating Procedure

District Op. – District Operator



# Los Angeles County Disaster Communications Service Net Control for the County Monday Night Preamble and Script



## 5 MINUTES BEFORE NET: (1855 Hours)

This is K6CPT Station ##. A net will be conducted on this frequency in five minutes. The cooperation of all amateurs on this frequency for the duration of a test drill to commence at nineteen hundred hours will be greatly appreciated.

Amateur radio operators interested in joining the Los Angeles County Disaster Communications Service, please visit [laccds.org](http://laccds.org) and click the "Join Us" button.

The following bands will be activated for tonight's drill:

\_\_\_\_\_ 10 Meters    \_\_\_\_\_ 6 Meters    \_\_\_\_\_ 2 Meters    \_\_\_\_\_ 1.25 Meters

This is K6CPT Station ##, **Operator's Tac Call**, **Operator's AMATEUR Call**, clear.

## OPENING NET: (1900 Hours)

This is K6CPT Station ## net control station of the Los Angeles County Disaster Communications Service.

This net is activated at nineteen hundred hours. This is a directed closed net for Los Angeles County Disaster Communications Service and only registered members may be recognized by this net control station.

Members operating from a County Station shall identify with "K6CPT" and the Station identifier. Members operating from their own station will use their unit identifier followed by their amateur call. This operator is **Operator's Tac Call**

## Procedure:

- Identify every 10 minutes with "This is K6CPT, Station ##"
  - 1. Transmit messages - Reading speed on 2 meters, 6 meters & 10 meters  
- Via NBEMS (MT63-2KL) on 1.25 meters, using the ICS-213 form\*
  - 2. Roll call of districts (via voice), (list any traffic).
  - 3. Call for Staff Officers (01-10, 11-20, 40-403 - Do not ask for hours)
  - 4. Call for missed districts.
  - 5. Station ## will stand by until nineteen thirty hours. K6CPT
- \* - If net control does not have NBEMS capability or is unable to arrange for another district station to transmit the messages via NBEMS, transmit the messages via voice at reading speed.

### **CLOSING NET: (1930 Hours)**

This is K6CPT Station ##, net control station of the Los Angeles County Operational Area Disaster Communications Service. The cooperation of all amateurs on this frequency during the test drill just completed is greatly appreciated. The frequency is clear at nineteen thirty hours. This is K6CPT Station ##, **Operator's Tac Call, Operator's AMATEUR Call**, clear.

### **FORM RETENTION:**

Retain the Monday Night Net forms at the station from which the net was conducted. The forms should be retained for at least a year plus the current year.

# Los Angeles County Disaster Communications Service District Roll Call and Activity Report

Frequency: \_\_\_\_\_

Date: \_\_\_\_\_

Time Opened: \_\_\_\_\_

Ops. Name: \_\_\_\_\_

Time Secured: \_\_\_\_\_

TAC/FCC Call: \_\_\_\_\_ / \_\_\_\_\_

No.	Name	Sta. ID	Total Operators	Hours	Unit ID	Amateur Call
2	East Los Angeles	B ELA				
3/17	South Los Angeles / Lomita	T SLA/ LMT				
4	Norwalk	D NWK				
5	Temple	E TEM				
6	Santa Clarita	F SCT				
8/29	San Dimas / Walnut	W SDM/ WAL				
9	West Hollywood	J WHD				
11	Lancaster	L LAN				
12	Crescenta Valley	M CVS				
13	Lakewood	N LKD				
14	Industry	P IDI				
15	Pico Rivera	Q PIC				
16	Carson	R CAS				
18	Avalon	AVA				
2	Century	SC	Do	Not	Call	
2	Lost Hills	LHS				
26	Plum	PLM				
27	Marina Del Rey	MDR	Do	Not	Call	
95	Aero Bureau	H AERO				
	SCC	Z SCC				
	<b>Total:</b>					

# Los Angeles County Disaster Communications Service Staff Officer Roll Call

Frequency: \_\_\_\_\_

Date: \_\_\_\_\_

Time Opened: \_\_\_\_\_

Ops. Name: \_\_\_\_\_

Time Secured: \_\_\_\_\_

TAC/FCC Call: \_\_\_\_\_ / \_\_\_\_\_

Unit ID	Amateur Call	Checked In (Indicate With Check Mark)
Staff 1	KN6FWI	
Staff 2	KI6TCQ	
Staff 3	KM6ALZ	
Staff 4	KD6JA	
Staff 10	KD6KHJ	
Staff 11		
Staff 12	KD6PYD	
Staff 17	KN6KAT	
Staff 20	KI6NQC	
Staff 45		
Staff 49		
Staff 50	N5DQ	
Staff 51	KI6NQC	
Staff 60	KI6DF	
Staff 65	KK6KTR	
Staff 71	KK6	
Staff 100	WA6NS	

Unit ID	Amateur Call	Checked In (Indicate With Check Mark)

**Los Angeles County  
Disaster Communications Service  
Monday Net Evaluation**

Frequency: \_\_\_\_\_

Date: \_\_\_\_\_

Time Opened: \_\_\_\_\_

Evaluated By: \_\_\_\_\_

Time Secured: \_\_\_\_\_

TAC/FCC Call: \_\_\_\_\_ / \_\_\_\_\_

District Conducting The Net: \_\_\_\_\_ Net Control Unit ID: \_\_\_\_\_

1. **Five Minute Preamble** a. On time? ☐Yes ☐No

2. **Net Opening** a. On time? ☐Yes ☐No  
b. Procedure followed? ☐Yes ☐No  
c. Messages read as written? ☐Yes ☐No

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. **Station Roll Call** SOP followed? ☐Yes ☐No  
a. Was a "Handshake" made between Net Control and each station? ☐Yes ☐No  
b. Were late or missed districts called? ☐Yes ☐No  
c. Were Staff Officers called? ☐Yes ☐No  
d. ~~Were Individual Members called?~~ ☐Yes ☐No (Currently not to be called)  
e. Were there any special circumstances that affected the roll call? ☐Yes ☐No  
f. Did the Net Control Operator identify with "K6CPT Station ##" every ten minutes? ☐Yes ☐No

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. **Closing The Net** SOP followed? ☐Yes ☐No

5. **Uniformity, Consistency and Accuracy**  
a. Were APCO phonetics properly used? ☐Yes ☐No  
b. Was the SOP followed uniformly throughout the net? ☐Yes ☐No - 1 2 3 4 5 +  
c. Was the Net Control consistent in language, cadence and response? ☐Yes ☐No - 1 2 3 4 5 +  
d. Was the information transmitted accurately? ☐Yes ☐No - 1 2 3 4 5 +

6. **What Went Well:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Areas For Improvement:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Los Angeles County Disaster Communications Service District Roll Call Response Evaluation

Frequency: \_\_\_\_\_

Date: \_\_\_\_\_

Time Opened: \_\_\_\_\_

Evaluated By: \_\_\_\_\_

Time Secured: \_\_\_\_\_

TAC/FCC Call \_\_\_\_\_ / \_\_\_\_\_

No.	Name	Sta. ID	Procedure Followed	Observations	Comments
2	East Los Angeles	B	ELA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3/17	South Los Angeles / Lomita	T	SLA/ LMT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Norwalk	D	NWK	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Temple	E	TEM	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Santa Clarita	F	SCT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8/29	San Dimas	W	SDM/ WAL	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	West Hollywood	J	WHD	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Lancaster	L	LAN	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	Crescenta Valley	M	CVS	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13	Lakewood	N	LAK	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Industry	P	IDT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Pico Rivera	U	PRV	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Carson	R	CAR	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18	Avalon	V	AVA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24	Century	A	GEN	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not Called
22	Lost Hills	K	LHS	<input type="checkbox"/> Yes <input type="checkbox"/> No	
26	Palmdale	.	PLM	<input type="checkbox"/> Yes <input type="checkbox"/> No	
27	Marina Del Rey	Y	MDR	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not Called
95	Aero Bureau	H	AERO	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	SCC	Z	SCC	<input type="checkbox"/> Yes <input type="checkbox"/> No	

# APCO

## Phonetics

A – Adam	N – Nora
B – Boy	O – Ocean
C – Charles	P – Paul
D – David	Q – Queen
E – Edward	R – Robert
F – Frank	S – Sam
G – George	T – Tom
H – Henry	U – Union
I – Ida	V – Victor
J – John	W – William
K – King	X – X-Ray
L – Lincoln	Y – Young
M – Mary	Z – Zebra

# ITU

## Phonetics

A – Alpha	N – November
B – Bravo	O – Oscar
C – Charlie	P – Papa
D – Delta	Q – Quebec
E – Echo	R – Romeo
F – Foxtrot	S – Sierra
G – Golf	T – Tango
H – Hotel	U – Uniform
I – India	V – Victor
J – Juliett	W – Whiskey
K – Kilo	X – X-Ray
L – Lima	Y – Yankee
M – Mike	Z – Zulu

Note: When using the APCO Phonetics for Unit ID #'s, please note when referring to a Staff member we do not use "Sam." Use "STAFF" for the letter "S".

## **UPDATES:**

11.27.19	Page 6	Update Staff Officers list.
	Page 10	Add ITU Phonetics.
01.22.19	Pages 2 & 6	Add Staff Officers will not report hours, indicate with check mark.
12.17.18	Pages 2 – 3 & 8	Change “District Station” to “District” at several locations & clarify language.
05.29.18	Pages 3 & 4	Deleted script & procedure for SCC (redundant)
04.25.18	Pages 1 - 6	Add transmit messages via NBEMS on 1.25 meters & clarify language, change closing net time to 1930
	Pages 10-11	Updated Net Evaluation forms
06.20.17	Pages 4 & 6	Dropped EOC & X-Ray from the procedure list
	Page 8	Updated district roll call sheet
05.16.17	Pages 4 & 6	Modified 5-minute preamble with simplified wording
04.19.17	Pages 4 & 6	Modified 5-minute preamble with additional wording
	Pages 4 & 6	Removed “or City” from opening preamble
	Pages 4 & 6	Removed ” Call for any guests” in the procedures section
	Page 8	Remove “EOB” from the station roll call sheet
	Page 9	Remove “City &” from the X-Ray roll call sheet
05.20.16	Page 1	Changed what messages are read at Copy Speed
	Page 3	Added definition for reporting multiple weeks reports
	Pages 1-3	Added bullet points throughout the document
	Pages 4-10	Updated sample net control forms
08.27.13	Page 3	Added Monday Night Net Backup District
11.25.11	Page 10	Reference to Zebra Operators removed
	Page 8	Replaced Zebra Check In form with Individual Check In form
	Page 6	Station Abbreviations added to District Roll Call Form
	Page 5	District Station Preamble updating removing reference Zebras
	Page 4	EOB Preamble updating removing reference to Station A and Zebras
	Page 2	Overview and Notes rewritten for clarity
03.22.11	Page 13	Added APCO Phonetics
	Page 17	Changed Century Station from 24 to 21
	Page 2	Reworded the Overview and Moved Notes from page 3 to page 2
	Page 3	Added Monday Night Net Evaluation
	Page 11	Added Monday Night Net Evaluation form
	Page 12	Added Monday Night Net District Responses Evaluation form
07.02.21	Pages 3 & 5	Added form retention instructions
	Page 3	Added definitions
08.01.21	Page 4	Deleted individual operators roll call
11.26.22	Page 1	Updated Example Exchange between net control and the district station,

	Page 1	Added out of order check-in procedure
	Page 2	Added Example exchange between net control and the staff officers
	Page 3	Added Procedure Words (Pro Words) section
01.28.24	Page 4	Added identify every 10 minutes in procedure
	Page 7	Updated Staff roll call

NOTES: