

OES Communications Van Operations Guide

Published: January 13, 2003

Revised: July 11, 2003

Table Of Contents

1.	Driving Instructions	3
2.	Set Up Instructions	4
3.	Power System Instructions	6
4.	Radio Instructions	8
5.	On-Board Supplies	10
6.	Responsibilities	11
7.	Appendix A – On Board Supplies	12
8.	Appendix B – Communications Guidelines	13
9.	Appendix C – Walkaround Inspection	14
10.	Volunteer Acknowledgement	15

Note: Milpitas Fire Dept. SOP 4-32 governs the use of the OES Communications Van. This Guide is a supplement to the SOP. Should any conflict arise between this Guide and the SOP, the SOP shall be the controlling document.

1. Driving Instructions

1.1 Operation By Volunteers

1.1.1 When the Van is being operated (1) by volunteers who have satisfactorily completed a course of driving instructions defined by the OES Battalion Chief and whose driver's licenses have been cleared by Milpitas Police, and (2) subsequent to an authorized OES Communications Van Mission issued by Milpitas Fire/OES, the rules contained in this Guide shall apply.

1.1.2 A single volunteer may drive the Van from the fire station in which it is stored provided that the Van does not need to be backed out of the station apparatus room. If the Van is returned by a single volunteer, it will be left outside the station in a location which will not limit the movement of other vehicles and it will be locked and the keys taken inside and left in plain view on the station desk. Any station doors opened by volunteers must be closed by volunteers before leaving the station.

1.1.3 If two volunteers are present, the Van may be backed out of or into the station. In such event, spotter requirements defined in Section 1.1.4 of this Guide must be followed.

1.1.4 Volunteers should plan driving routes to avoid backing up the Van. If, in the course of setting up the Van, backing up is required, a spotter must stand behind and to the driver's side of the Van so that the driver can see the spotter at all times to receive directions. Before backing up the van, the driver and spotter shall agree on hand signals to be employed to give directions.

1.1.5 The Van is NOT equipped to respond Code-3 (i.e., with red light and siren). All operation of the Van will comply with the California Vehicle Code and with directions given by persons authorized to direct traffic.

1.1.6 The Van's warning lights should be employed when (1) moving through a congested area at low speed (such as arriving on scene) or (2) when its parked position should be made visible to other traffic to avoid collisions but only for short deployments and with the engine running.

1.1.7 When the Van is in motion, every person on board shall be seated and wear the seat belt or 3-point belt provided at each seat. Travelling with persons seated in the rear compartment is not recommended but, if it becomes necessary, all rear seats should be swiveled so that passengers face forward.

1.2 Operation By Milpitas Fire Personnel

1.2.1 Department driving standards apply to operation of the Van by Milpitas Fire personnel. Additionally, Sections 1.1.5, 1.1.6 and 1.1.7 apply to operation of the Van by department personnel.

2. Set Up Instructions

2.1 Setting Up For Public Education Events

2.1.1 When setting up the OES Communications Van for public education events, the primary concern shall be the safety of the public who may come near or on board the Van. This concern shall be balanced with making the Van visible and accessible to the public. Work with event organizers to maximize the visibility and accessibility of the Van while ensuring the safety of the public. Use traffic cones to mark the corners of the Van if nearby vehicular traffic is expected.

2.1.2 It is recommended to have the passenger (right hand) side of the Van face the pedestrian traffic flow at events since (1) the rear door opens away from the passenger side and (2) the generator is located on opposite side.

2.1.3 Be sure that the location of safety equipment (e.g., first aid kit, fire extinguisher, flashlights, bottled water) and that of any event related material (e.g., brochures, etc.) are known to all personnel working on board the Van.

2.1.4 At least one person on board the Van at every public education event must be current with regard to first aid training.

2.1.5 Every person on board the Van shall wear an OES identification vest at all times while at public education events.

2.1.6 Use of on board supplies during events shall be monitored and recorded to ensure replenishment. See Sections 5 and 6 of this Guide. Maintain prudent security of on board supplies at public events.

2.2 Setting Up For Emergency Events

2.2.1 When setting up the OES Communications Van for emergency events, the primary concern shall be the safety of personnel working on board or nearby the Van. This concern shall be balanced with making the Van accessible to on scene personnel. Work with the Incident Commander or Logistics Section Chief to maximize the accessibility of the Van while ensuring the safety of all personnel. Use traffic cones to mark the corners of the Van if nearby vehicular traffic is expected.

2.2.2 It is recommended to have the passenger (right hand) side of the Van face the event since (1) the larger windows and work surface are on that side, (2) the rear door opens away from the passenger side and (3) the generator is located on opposite side.

2.2.3 Be sure that the location of safety equipment (e.g., first aid kit, fire extinguisher, flashlights, bottled water) and that of any event related material (e.g., ICS Forms, reference material, etc.) are known to all personnel working on board the Van.

2.2.4 All personnel working on board the Van shall wear appropriate identification vests or other identifying clothing at all times.

2.2.5 Use of on board supplies during events shall be monitored and recorded to ensure replenishment. See Sections 5 and 6 of this Guide.

3. Power System Instructions

3.1 General

3.1.1 The first (i.e., left most) square red button on the dashboard – marked BATT – needs to be pressed to start and operate the Van.

3.1.2 Additionally, the second square red button on the dashboard – marked REAR COMP – needs to be pressed to provide power to the rear compartment.

3.1.3 When the Van is secured from operation and shore power connected (see below) all square red buttons must be in the Out (unpressed) position.

3.2 External AC Power (Shore Power)

3.2.1 When the OES Communications Van is parked in a fire station apparatus room, an AC power cord shall be connected between the external connector aft of the driver's door and an AC outlet in the apparatus room to maintain battery charge. This cable shall be disconnected before the Van is moved. A spare AC power cord shall be stored where marked inside the external storage door aft of the passenger's door.

3.2.2 If AC power is available where the Van will be set up, the spare cord can be used to power the Van in lieu of the on board generator.

3.3 On Board Battery Power

3.3.1 The Van has separate batteries for starting the engine and for running the rear compartment equipment. The rear compartment equipment may be run for up to one hour on battery. For deployments greater than one hour or if additional equipment is to be powered by on board systems, then the generator should be started.

3.4 On Board Generator Power

3.4.1 The on board diesel generator will power all rear compartment equipment as well as additional equipment or lighting. The generator uses the same fuel tank as the main engine and the generator fuel pickup is located so that it will run out of fuel while still leaving a reserve for the main engine.

3.4.2 For deployments greater than one hour, the generator should be used to power rear compartment (and other) equipment.

3.4.3 To start the generator, press and hold the upper switch to the up position for about 10 seconds to warm the glow plug. While continuing to hold the upper switch in the up position, press the lower switch to the up position, releasing both switches when the generator is running.

3.4.4 To shut down the generator, press the lower switch to the down position until the generator stops running.

3.4.5 *Caution:* Be sure that no flammable materials are located near the generator exhaust. Further, be sure that the generator exhaust is away from personnel working near the Van.

4. Radio Instructions

4.1 Communications Capabilities

4.1.1 The following radios are located on the OES Communications Van:

Milpitas Fire Radios – one located in driver’s compartment; two in rear
VHF Public Safety Radios – one located in driver’s compartment; two in rear
Milpitas Police Radio – located in rear compartment
Milpitas DPW Radio – located in rear compartment (can also monitor EMS)
EOC-to-EOC Radio – located in rear compartment
ARES/RACES 146/440 Radio – located in rear compartment
ARES/RACES 222 Radio – located in rear compartment
ARES/RACES Handheld Radios – located in storage case in rear compartment

4.2 Communications While Driving

4.2.1 Radios on Milpitas Fire channels and on various VHF public safety channels are available to the driver and front compartment passenger.

4.2.2 The driver shall advise Milpitas Fire (on MFD1) when the Van is in service and when it arrives on scene or leaves (and subsequently re-enters) the City. See Appendix B for examples of routine communications.

4.2.3 If the Van is being driven to an emergency event outside the City, the driver shall inform Milpitas Fire of the agency to which the Van will report.

4.2.4 The radio call sign of the Van is OES COMMUNICATIONS. When transmitting on mutual aid or other agency channels (including ARES/RACES channels), the call sign is MILPITAS OES COMMUNICATIONS. FCC requirements for operator identification on Amateur Radio frequencies shall be observed.

4.2.5 If communications on ARES/RACES frequencies is necessary during driving, a passenger may be seated at the RACES desk in the rear compartment, consistent with Section 1.1.7 of this Guide.

4.3 Communications While Set Up At Emergency Events

4.3.1 The primary radios to be used while set up at emergency events are the VHF Public Safety Radios, the EOC-to-EOC radio and the ARES/RACES radios.

4.3.2 The Milpitas Police and Milpitas DPW radios may be used as necessary but it is anticipated that most traffic with Milpitas Dispatch will be via Milpitas Fire channels.

4.3.3 The Milpitas DPW radio may be used to monitor County EMS channels 91 and 92. There is no EMS transmit capability.

4.3.4 The radio call sign to be used while set up is dependent upon the nature of the event and will be assigned by the Incident Commander or the Logistics Section Chief.

4.3.5 The ARES/RACES handheld radios may be issued to ARES/RACES volunteers if deemed appropriate by the senior RACES person on board the Van. All equipment assignments shall be recorded on an ICS303 form to ensure that the assigned equipment is returned at the end of each Operational Period.

4.3.6 Refer to Section 4.2 of this Guide regarding communications when returning from emergency events.

4.4 Communications While Set Up At Public Education Events

4.4.1 The primary radios to be used while set up at emergency events are the ARES/RACES radios. The Milpitas Fire, Police and DPW radios may be used to monitor traffic. The Milpitas DPW radio may be used to monitor County EMS channels.

4.4.2 Other radios may be brought on board the Van with the prior written authorization of the OES Battalion Chief or the Emergency Services Coordinator. Such radios may include HF radios requiring external or generator AC power as well as external antennas. Any external antenna(s) shall be erected with safety as the primary concern consistent with Section 2.1.1 of this Guide.

4.3.3 The radio call sign to be used on Amateur Radio frequencies while set up at public education events is W6MLP.

4.3.4 Refer to Section 4.2 of this Guide regarding communications when returning from public education events.

5. On Board Supplies

5.1 On board supplies consist of three categories:

- (1) Safety equipment,
- (2) Reference material, and
- (3) Operating supplies.

5.2 A list of on board supplies is contained in Appendix A of this Guide.

5.3 As on board supplies are consumed during deployment of the OES Communications Van, the driver shall maintain a record of such use. This record shall be delivered to the OES Battalion Chief or to the Emergency Services Coordinator as soon as reasonably possible following each deployment of the Van. If the Van is to be deployed for an extended period during which supplies may be exhausted, then the driver shall either (1) periodically request re-supply from the OES Chief or ESC or (2) arrange with the Logistics Section Chief for on scene re-supply.

6. Responsibilities

- 6.1. It is the responsibility of the OES Battalion Chief or, in his/her absence, the Emergency Services Coordinator, to review and approve each deployment of the OES Communications Van consistent with Milpitas Fire SOP 4-32 and to record each authorized deployment in the log required by that SOP.
- 6.2 It is the responsibility of authorized Van drivers to operate and set up the Van in a safe manner consistent with Section 2 of this Guide.
- 6.3 It is the responsibility of each radio operator to comply with City, departmental or ARES/RACES policies and with applicable FCC rules and regulations.
- 6.4 It is the responsibility of each ARES/RACES operator to keep his/her own FCC Amateur Radio license current and to operate within the privileges granted by that license.
- 6.5 It is the responsibility of the Van driver to record usage of on board supplies and to communicate such usage to the OES Chief or the ESC or to arrange with the Logistics Section Chief for re-supply.
- 6.6 It is the responsibility of the RACES Equipment Manager to maintain the readiness of the ARES/RACES handheld radios stored on board the Van.
- 6.7. It is the responsibility of the OES Chief or the ESC to maintain the readiness of the Van and its complement of installed radios. Vehicle maintenance may be delegated to the domicile fire station and/or the department mechanic.
- 6.8 It is the responsibility of each person associated with each deployment of the Van to conduct themselves safely and professionally reflecting favorably upon the Milpitas Fire Department and the City of Milpitas.

Appendix A On Board Supplies

Note: Quantities indicate recommended minimums.

Safety Equipment

First aid kit – *replenish as required by expiration dates*

Fire extinguisher – *recharge as required by tag*

Flashlights (2) – *replace batteries at least annually*

Extra flashlight batteries (6) – *replace annually*

Bottled water (12) – *replace at least annually*

Paper cups (24)

OES ID vests (5)

Traffic cones (2)

Fire line tape

Reference Material

MFD Run Book

Santa Clara County Thomas Guide

ICS forms (Comm Plan-ICS205, Unit Log-ICS214, Eqpt Log-ICS303)

RACES forms (Activation Rqst/Rpt, Mutual Aid Rqst, Resource Order)

Resource Binder

Operating Supplies

Folding table

Folding chairs (2)

Laptop computer – *replace battery every two years*

Plug strip

Extension cord

ARES/RACES handheld radios in carrying case – *replace batteries at least annually*

Extra AA batteries for handheld radios (24) – *replace annually*

Hanging folders

Manila file folders

Note pads

Pens

Ruler

Transparent tape and dispenser

Scissors

Stapler and staples

Duct, electrical and masking tape

Waste baskets (2)

Appendix B
Communications Guidelines

Following are examples of communications with Milpitas Fire Dispatch.

When initially going in service...

Milpitas Fire, OES Communications

When acknowledged...

OES Communications in service...enroute [incident name] / no detail / public education
detail at [location] until [end time]

When arriving on scene...

Milpitas Fire, OES Communications

When acknowledged...

OES Communications...on scene [incident name] / at [location]

When returning to domicile station...

Milpitas Fire, OES Communications

When acknowledged...

OES Communications completed last assignment, returning to Station [number]

When back at domicile station...

Milpitas Fire, OES Communications

When acknowledged...

OES Communications out of service at Station [number]

**Appendix C
Volunteer Driver Pre-Deployment
Walkaround Inspection**

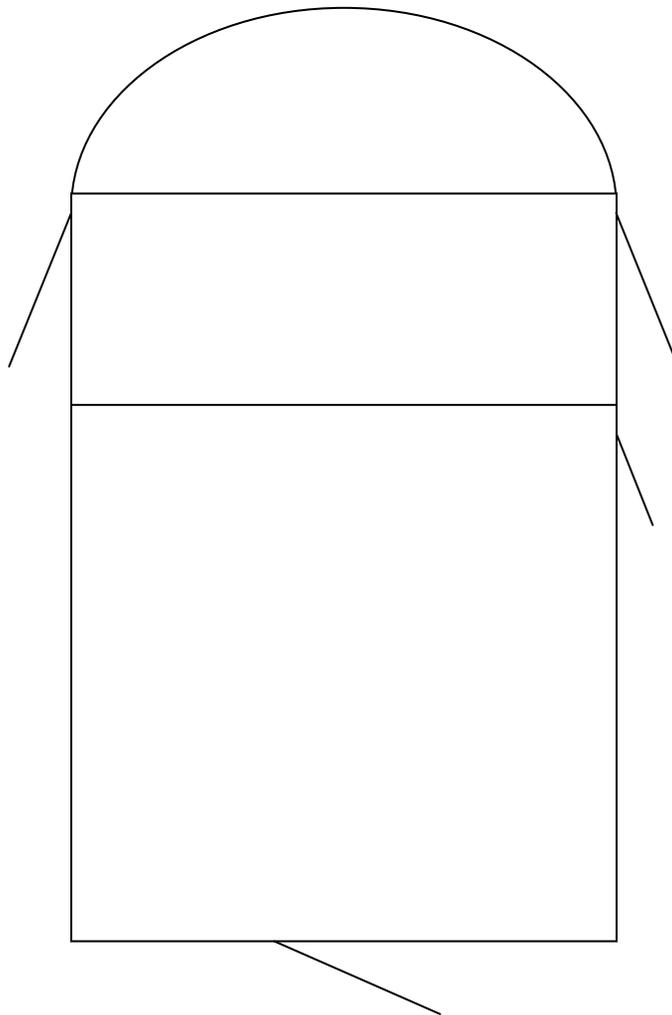
To be jointly completed by Fire Staff and the designated volunteer driver prior to and upon return from deployment.

Date: _____ Event: _____

MFD Staff: _____ Volunteer Driver: _____

Print Name: _____ Print Name: _____

Indicate any damage prior to deployment. Upon return, note any change in condition.



**OES Communications Van
Volunteer Driver Acknowledgement**

Date: _____

To: Milpitas Fire Department
OES Battalion Chief

I have read and understood the OES Communications Van Operations Guide and agree to abide by the Guide and by Milpitas Fire SOP 4-32 while driving or working on board the Van. I understand that my continued authorization to drive the Van is dependent upon maintenance of a current and clear California Driver's License.

Name: _____
(print)

CDL No. _____

Signature: _____