

## WOODRIDGE ESTATES

### EMERGENCY COMMUNICATIONS PROJECT

#### PURPOSE

The purpose of this Emergency Communications Project is for adopting a backup conduit of communication for those times when Woodridge Estates has lost all avenues of electronic communication. This system is for when no landline/phone, internet or cell phone services are available as we experienced this past winter.

We hope to accomplish the following:

- 1) To be able to relay an emergency situation to the appropriate agencies
- 2) To make blanket emergency announcements over a monitored frequency

1) To be able to relay an emergency situation to the appropriate agencies:

A handheld backup family radio will be assigned to each household within the Woodridge Estates. Scattered throughout our Estates will be Area Leads, Group Leads and Co-lead radio households. Approximately 5 -15 households will be assigned to each Group Lead household. These assignments are determined by location and the ability to transmit successfully from Group Lead and Co-lead locations. They will be responsible for relaying critical or urgent information. The Group Leads will communicate to our Area Lead or Co Area Lead, who will have a different radio, capable of communicating to a HAM radio Area Operator. The Lead will make the request for assistance to our Area Lead. The Area Lead will then hail a HAM radio Area Operator and make the request for assistance.

2) To make blanket emergency announcements over a monitored frequency:

This conduit of information can function the same way in reverse. Meaning, any critical or urgent information that Woodridge Estates should be made aware of can be communicated using this procedure. For example, a working vegetation or structure fire in our area, evacuation orders and information, and lastly, an urgent need for outside assistance will be communicated to our Area Lead by a HAM Area Operator. In turn our Area Lead will make the necessary announcement on the monitored 2 way radio frequency. In order to provide as failsafe a system as possible the Group Leads or Co-leads will repeat the announcement to their groups.



## RESPONSIBILITY

It will be the responsibility of each household to monitor their radio during the emergency situation where all other communication is lost and when there is a severe weather alert or a red flag day in our area. It would be beneficial to your household to have more than one individual know how to operate the radio. You will also need to keep the battery in the radio fully charged utilizing the charger/cradle which accompanies the radio. Please see handout regarding charging the battery pack. Also each household will need to be available for the required quarterly testing of the radio system or make other arrangements with your Group Lead or Co-lead for the test.

## RADIO PROCEDURE

ABC's of two way radio use: A-Accuracy, B-Brevity and C-Concise.

Know what you are going to say before you start to transmit your message. This will help keep your message accurate, concise and brief. It will be important that we keep the transmissions to emergency situations only and not to use the radios for idle chit chat.

Example:

Fischer household has an emergency and needs to communicate to their Group Lead, Anthis, it should sound like this:

"Anthis Household, Fischer Household, emergency traffic"

Anthis reply...."Fischer household go ahead?"

Fischer will then convey the message....after Fischer has communicated the message:

Anthis response should be...."Anthis Household copies"

Before you transmit make sure the radio is clear of radio traffic. All radios will be on channel six.

## TESTING THE SYSTEM

Once a quarter we will test the system on the following dates; March 15, June 15, September 15 and December 15. Each household will answer when called by the Group Lead. If there is no response when called on the radio, the Group Lead should communicate with that non-responsive household. If you will not be available for the test, it is your responsibility to communicate with your Lead and perhaps set up an alternate time to test your radio. For this system to work in an emergency we will all need to be diligent in keeping the radios in good working order and monitor the radio as much as possible.

Example:

Anthis should say: "Quarterly Radio check, please acknowledge when called"....."Fischer Household"

Fischer household responds...."Fischer Household copies"

And so on until all households have been checked.

As we will all share the same frequency, the time for testing the radios is as follows:

|                  |          |
|------------------|----------|
| 1 - Red Group    | 10:00 AM |
| 2 - Blue Group   | 10:30 AM |
| 3 - Orange Group | 11:00 AM |
| 4 - Purple Group | 11:30 AM |
| 5 - Yellow Group | 12:00 PM |
| 6 - Green Group  | 12:30 PM |
| Area Lead Test   | 1:00 PM  |

#### IN AN ACTUAL EMERGENCY

Should we experience a situation where we need to activate this emergency system - a complete loss of any other form of electronic communication – it will be the responsibility of your household to monitor the 2 way radio. The Area Lead will make the necessary announcements as received from a HAM Area Operator to enable you to respond accordingly. These announcements will be repeated by your color Group Lead / Co-lead. As previously stated the reverse is also true – should you have a situation where you need assistance the 2 way radio will be your avenue to procure that assistance. We could use more Co-leads. If you so desire to volunteer for this important task please let your Lead know. This system will only be successful if we all assume some responsibility for its success.



## REMINDERS

\*\*\* If you have a remote type phone/landline, and you lose your PG&E power and do not have a backup generator, most likely your phone will not function.

\*\*\*This radio system is only to be used if all electronic communications are lost. It in no manner replaces the 911 system in effect when all forms of communications are up and running.

\*\*\*This is a work in progress, should we need to change things or modify something, please let the POA Board know your concerns.

\*\*\*Extensive testing on the ability of the radios to transmit have been done, should Group Lead or Co-leads be unable to successfully transmit to any household in their group please let the Area Lead know and adjustments will be made.

\*\*\*The radios are the property of Woodridge Estates POA and will need to be returned to the Area Lead, Lead or Co-lead should you vacate your residence.

\*\*\*Lastly, should you decide not to be a part of this emergency radio communication system, please feel free to opt out, as you are under no obligation to participate. Please notify the Board of your decision.



## INSTRUCTIONS FOR AREA LEADS, GROUP LEADS AND CO-LEADS

Firstly, on behalf of the POA Board, thank you for your willingness to take on this responsibility. We want to specifically acknowledge Don Moor, who has graciously accepted the position of Area Lead of our Emergency Communications System. We sincerely hope there is never a need to use this system but in the interest of keeping ourselves and our neighbors safe, the Board has worked diligently on being prepared.

The radios each family will be given are 2-way 5 watt radios. We have tested the radios to find the best reception from your location to that of each household in your color group. You will notice that a few of you have less or more households in your group and again, that is because of your location and the ability to transmit to each of your assigned households successfully. Please refer to the map for the households in your color group.

Those of you who at this point do not have Co-leads are encouraged to speak with your group and find a volunteer to Co-lead with you. Be sure that the radio of your Co-lead can transmit successfully to the Area Lead, Don Moor. It is imperative that we all share in the responsibility of making this system work and we are stressing that concept to all households.

Part of your responsibility will be to test the radios quarterly, which will include contacting households that do not respond to your transmission. It will be left up to you to decide in what manner you would like to make that contact. We are asking households that know they will not be available for the testing to contact their Leads. This is in an effort to share responsibility. Please see the handout, page 2, for examples of the verbiage to use for your radio transmissions. If quarterly testing proves to be ineffective we will make necessary changes.

Additionally, you will need to be available to relay information from your households to the Area Lead in an emergency. Households are being instructed to contact their Group Leads regarding their emergency situation and you are to relay that information to the Area Lead. The 2 way radios are not strong enough to reliably reach the Area Lead from all households, thus the need for the Group Leads and Co-leads. From your locations the radios have been tested and should reach the Area Lead.

Our Area Lead, Don Moor, will have a Baofeng Radio capable of transmitting to ham operators who in turn can contact the necessary agency for assistance. The Baofeng Radio is also capable of scanning the necessary Ham frequencies which will enable us to be aware of



happenings in and around our community. Additionally, these radios will be programmed to scan only and not transmit, CalFire, Shasta County Sheriff's Office and NOAA Weather. Also during the quarterly test the Area Lead will be responsible for transmitting to each Group Lead household to test the quality of that transmission using the verbiage in the handout, page 2, at the assigned time.

In an actual emergency the Area Lead could receive information from a HAM radio Operator regarding various states of emergencies. The Area Lead will then make a blanket announcement using the Baofeng Radio on the 2 way radio channel 6 frequency informing all households in the Estates of the situation. All households have been instructed to monitor their radios for just such an emergency announcement.

Each emergency announcement will start with an emergency tone which alerts households to listen to their radios. Making sure the volume on the radio is turned up; the emergency tone is activated by holding down the orange call button, then releasing. Push orange call button again to stop the tone.

Following is an example of the transmission:

Emergency Tone

"To all Woodridge Estate Households – standby for an emergency announcement"

Pause for 10-15 seconds

"There is a working vegetation fire....evacuation order issued by CalFire for immediate evacuation...Evacuate in a westbound direction...Hwy 44 remains open at time of announcement. Woodridge Area Lead clear."

Each Group Lead or Co-lead will then repeat this announcement to their group. This will be done to insure we reach all households.

In numerical order, waiting for radio traffic to clear and using your 2 way radio on channel 6 the transmission should be as follows:

Red group stand by for emergency announcement"

Pause 10-15 seconds



"There is a working vegetation fire....evacuation order issued by Cal Fire for immediate evacuation...Evacuate in a westbound direction...Hwy 44 remains open at time of announcement. Red Lead clear."

Each Lead or Co-lead will then make the same announcement, again in numerical order, until all groups have been contacted.

The Baofeng radios will be programed with HAM radio frequencies and have the ability to scan multiple frequencies. Since we are not a licensed HAM operator, we can only transmit in an emergency situation, a threat to life and/or property only. It should be noted that transmitting on the House Hold 2 way radios will all be done on the channel 6 frequency. Note: Make sure you are on the HAM radio frequency to request emergency resource.

Following is an example of an emergency request:

"Emergency, Emergency, Emergency – Woodridge Area Lead"

HAM Operator responds: "Woodridge Area Lead, go ahead"

Area Lead continues transmission: "Emergency traffic, request an ambulance for a heart attack, standby for address"

Pause

"123 Main Street – Shingletown – cross street of HWY 44 – Woodridge Area Lead clear"

HAM Operator responds acknowledges the emergency request.

It is imperative the Area Lead monitor these frequencies for update information. If it's easier for you to do so, use two radios, the House Hold radio and the Baofeng.

Lastly, communication is key. If as Area Lead, Co-Area Lead, Group Lead or Co-Lead you will be out of town for a length of time it will be important to communicate this. If this sounds cumbersome it may behoove you to gather e-mail addresses from your group and send out a group e-mail assigning your responsibility as necessary and include our Area Lead and Co Lead in that e-mail. The more we communicate among ourselves the better.

## WOODRIDGE EMERGENCY RADIO VOLUNTEERS

Area Lead: Don Moor

Area Co Lead: Dean Davis

Group 1 – Red - 12 Households

Lead: Moor

Co-lead: Diestler

Group 2 – Blue – 7 Households

Lead: Koppman

Co-lead:

Group 3 – Orange - 8 Households

Lead: Lamb

Co-lead:

Group 4 – Purple – 11 Households

Lead: Wilkerson

Co-lead: Hanson

Group 5 – Yellow – 11 Households

Lead: Anthis

Co-lead:

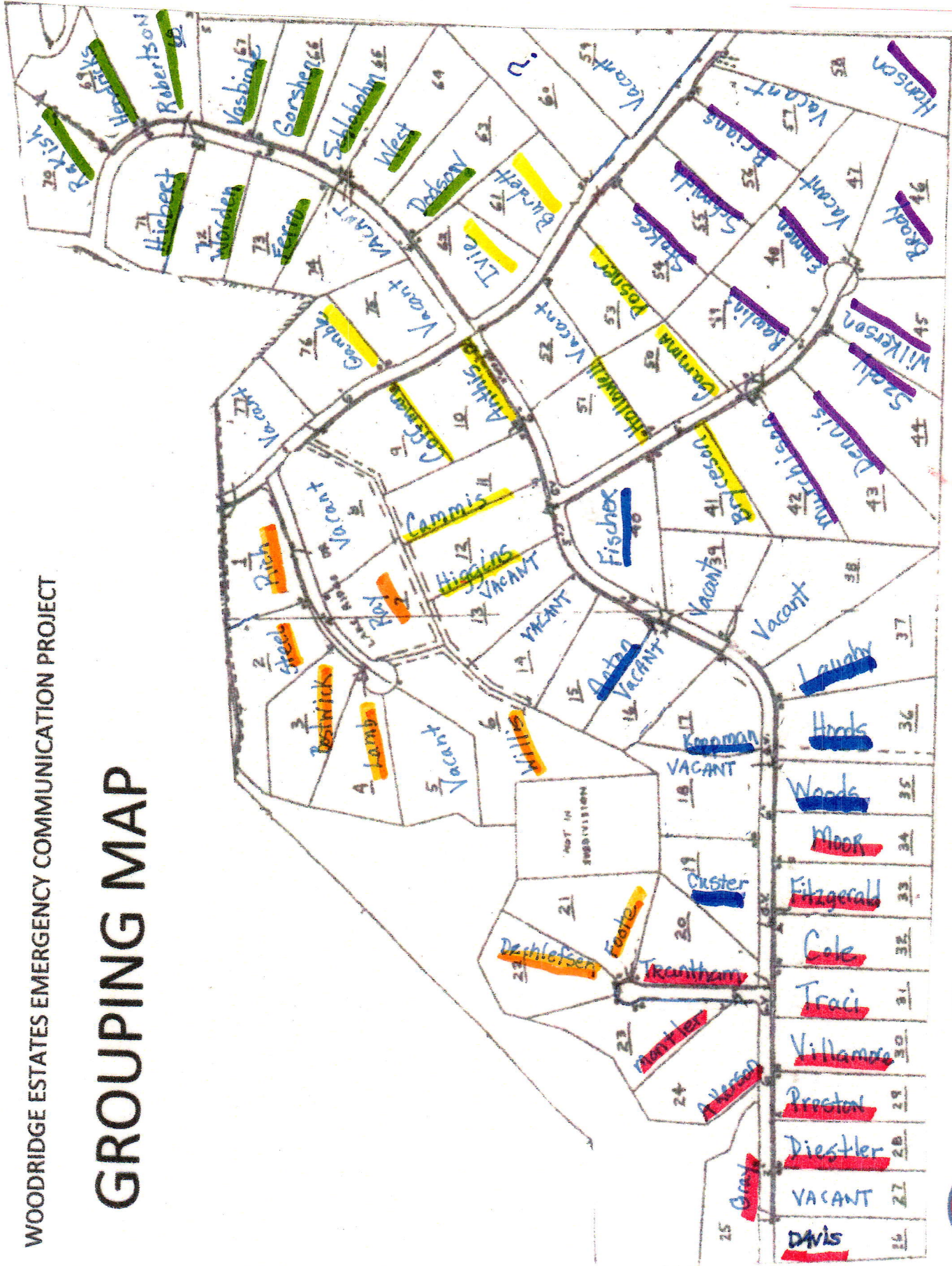
Group 6 – Green- 11 Households

Lead: Robertson

Co-lead: Gorshen



# GROUPING MAP



- 1
- 2
- 3
- 4
- 5
- 6



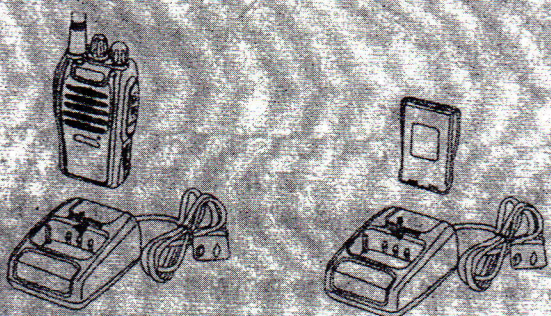
## 2 WAY RADIO OPERATION MANUAL

### CHARGING THE LI-ION BATTERY PACK

Please charge the new battery pack before using it. The new or stored (more than two months) battery pack, which can not reach its full capacity for the first charging. After 2 or 3 times charging and discharging, it can reach full charge.

#### JUST SEE THE FOLLOWING INSTRUCTIONS

1. Plug the adapter into an electric socket.
2. Insert the transceiver or battery into the drop-in charging tray.
3. Ensure that the battery's contacts connect with the drop-in charging tray properly, while the charging is taking place, the light will glow red.
4. After 3 hours charging, the LED Indicator will light green which means the full charge. Now remove the battery or the transceiver from the drop-in charging tray.



#### NOTE:

Do not recharge the battery pack if it is fully charged. Doing so may cause the life of the battery pack to shorten or the battery pack may be damaged.

### INSTALLING/REMOVING THE BATTERY PACK

The usage time of JL-11 Battery Pack is about 8 hours, which is based upon 5% transmit/5% receive/90% standby (standard duty cycle). See following images:

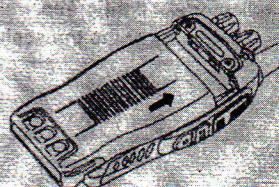


Figure 1

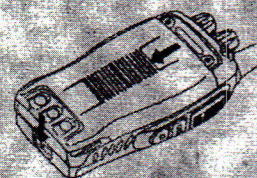
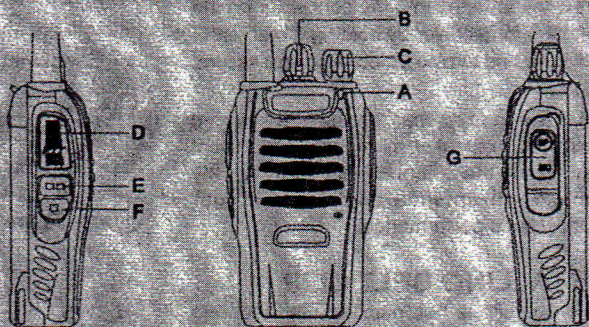


Figure 2

#### CAUTION:

1. Do not short-circuit the terminals of the battery or throw the battery into the fire.
2. Do not disassemble the battery pack yourself.

### GETTING AC QUAINED



- A. Led Indicator**— The LED Indicator lights continuously red when transmitting. And lights green when in reception condition.
- B. Channel Switch**— Rotate it to select the channel. No. 16 channel is scanning channel.
- C. POWER SWITCH/VOLUME CONTROL**  
Turn clockwise to switch ON the transceiver.  
Turn counterclockwise fully to switch OFF the transceiver. Rotate to adjust the volume.
- D. PTT (PUSH-TO-TALK) BUTTON**  
Press this button, then speak into the microphone to call a station. Release to receive a call.
- E. MONITOR BUTTON**  
Press and hold (Squelch OFF) to hear the background noise; Release to return to normal operation.
- F. FUNCTION KEY**— Just press to activate the torch function.
- G. SPEAKER/MICROPHONE JACKS**

### OPERATION

#### SWITCHING POWER ON/OFF

Turn the power switch/volume control clockwise. You will hear a beep and speech, indicating the transceiver is ON.

#### ADJUSTING THE VOLUME

Hold Monitor button down to listen to audio level while rotating the Power switch/Volume control. Rotate clockwise to increase and counterclockwise to decrease volume.

#### SELECTING THE CHANNEL

Turn the channel switch to select your desired channel. NO. 16 is Scanning Channel.

#### TRANSMITTING

To transmit, press and hold [ PTT ] and speak into the microphone in your normal tone of voice.

The LED indicator lights continuously red when transmitting.

To maximize sound clarity at the receiving station, hold the transceiver 2 to 3 inches from mouth and talk in normal tone of voice.

