Basic Procedures for When the Earth Stops Shaking
or after any "self alerting" event

1. Check on the health and safety of your family. Take required action. "Family comes first".
2. Ensure your family and loved ones are OK and will be OK if you accept an assignment.
3. Report in to the County Resource Net – AA6BT (146.115 + 100.0 PL) or W6ASH (145.27 – 100.0 PL)
    a. Report if you have any observed damage in your area. (If you can, use the Modified Mercalli Intensity Scale)

This report of observed damage, although an unofficial report, is very important to the County OES Planning group. It gives them an early (unofficial) indication of damage throughout the county.

4. Do review your Grab-n-Go Kit before leaving for an assignment
5. Do not self activate.
6. Do not come to the EOC unless requested,
7. Monitor K6LOS (146.595 simplex). When it comes up, report any damage in your area.
    a. Report if you are ready to accept an assignment.
8. When you report for an assignment you should have your California Drivers License, Los Altos DSW Photo ID card, FCC ham License along with your Grab-N-Go kit.
9. If you are offered an assignment and you have consumed alcohol in the past 8 hours or medication that makes you drowsy, tell this to the person offering you the assignment.
10. If you are given an assignment and
    a. you believe it will be unsafe for you
    b. you do not understand the assignment
    c. you are not properly trained for the assignment,
    d. you do not have the right equipment for the assignment,
    e. **you do not have the strength or stamina for the assignment**
    f. **You have the option of refusing the assignment**
11. If you arrive at an assignment location discover any of the above unfavorable conditions:
    a. Tell the person in charge at the assignment location that you are unable to fill the assignment, request release from the assignment and get acknowledgement.
    b. **Leave the assignment for a safe location.**
    c. Notify the dispatcher of your action.
12. You must stay in contact with your NCO (net control operator) or dispatcher at all times.
    a. If you are traveling in an auto, you should establish contact every 15 minutes.
    b. If you are out of contact, your first priority is to find a location where you can contact with your dispatcher. There are some areas of Los Altos where rubber duck antennas on HTs are not adequate for dependable communication with the EOC. For this reason, we ask all hams to have a mag mount antenna they can use with their HT.
    c. The other item we are requesting every ham to have is a cigarette lighter power cable for their HT.
13. **The dispatcher/supervisor MUST know your location at all times**.
14. You must notify your dispatcher/supervisor every time you
    a. start to move from one location to another on an assignment and
    b. when you reach the new location.
15. Examples that require these two notifications are when you go from:
    a. Home to assignment location.
    b. From the first assignment location to the second assignment location.
    c. Especially from the last assignment location to home.
16. Keep written records of all your activity
    a. times and locations of your assignments
    b. all information necessary for a shift turnover
    c. Keep a message log, if possible
17. All motor vehicle travel while under DSW coverage must be by the most direct route. Do not make any detours or stops for a personal reason.
18. Never mention the name of an injury or fatality over the air.
19. Never talk to anyone outside of your group of workers (like a reporter), about the incident. Always refer them to the Public Information Officer.
20. Hams must always follow ICS procedures in any kind of an emergency
    a. Always use plain English. Never use Q signals, 10 codes or any jargon..
21. Hams should always know:
    a. Who they report to in the ham "chain of command"
    b. What their assignment is.

When you leave an assignment or are demobilized:
    Notify your Net Control
    Brief any new ham taking your assignment
    Notify Net Control when you arrive home.