

VEOC COMM RADIO "C" LEADER Script

Radio Channel 05

9-11-24 kf

ACTIVATED - THIS IS THE VILLAGES GOLF & COUNTRY CLUB EMERGENCY OPERATIONS CENTER. LICENSE NUMBER "WRTF304". EMERGENCY COMMUNICATIONS HAVE BEEN ACTIVATED. IF THERE IS ANY PRIORITY TRAFFIC, PLEASE RESPOND NOW... "OVER"

DRILL – THIS IS THE VILLAGES GOLF & COUNTRY CLUB EMERGENCY OPERATIONS CENTER CONDUCTING A DRILL. THIS IS ONLY A DRILL. LICENSE NUMBER "WRTF304". I REPEAT, THIS IS ONLY A DRILL.

ATTENTION GROUP \_C\_ SECTOR CHIEFS.

- PLEASE DO NOT TRANSMIT UNTIL YOUR SECTOR IS CALLED.
- PLEASE LISTEN FOR OTHER COMMUNICATIONS TRAFFIC BEFORE ATTEMPTING TO TALK.
- YOU MAY ONLY SHUT DOWN YOUR AID STATION WHEN DIRECTED BY YOUR GROUP DISPATCHER IN THE EMERGENCY OPERATIONS CENTER.

WHEN CALLED, PLEASE IDENTIFY YOUR NAME AND SECTOR NUMBER, AND WHETHER YOU HAVE ANY EMERGENCY INCIDENTS TO REPORT. PLEASE END EACH TRANSMISSION WITH THE WORD... "OVER".

WE WILL BEGIN THE ROLL CALL NOW.

(sector contact name)

SECTOR _18_, DO YOU COPY?... "OVER"	Cribari East	_____
		(Celerina Sampolo)
SECTOR _19_, DO YOU COPY?... "OVER"	Verano	_____
		(Don & Sharon Lingofelter, James Saccento)
SECTOR _20_, DO YOU COPY?... "OVER"	Verano	_____
		(Harry & Sonia Soin, Laura Swenson)
SECTOR _21_, DO YOU COPY?... "OVER"	Verano	_____
		(Judi Leonard)
SECTOR _22_, DO YOU COPY?... "OVER"	Highland	_____
		(Margaret Donohoe, Jan Ehrhardt, Marisue Cody)
SECTOR _23_, DO YOU COPY?... "OVER"	Highland	_____
		(Colleen McIntyre, Karen Peters)
SECTOR _24_, DO YOU COPY?... "OVER"	Glen Arden	_____
		(Cathy Pope, Alan & Gayle Chase)
SECTOR _25_, DO YOU COPY?... "OVER"	Valle Vista	_____
		(John Stratakos, Bill & Beth DeVincenzi)

IF THERE ARE ANY SECTORS THAT HAVE NOT CHECKED IN, PLEASE RESPOND NOW... "OVER".

*(IF YOU ARE UNABLE TO COMMUNICATE WITH A SECTOR CHIEF, INFORM THE INCIDENT COMMANDER DESK AND THEY WILL DISPATCH A SECURITY TEAM OR OTHER VEOC MEMBER(S) TO THE SECTOR(S).)*

THE ROLL CALL IS COMPLETE. WE ARE NOW STANDING BY FOR EMERGENCY TRAFFIC... "OVER".

**(WHEN ACTIVE)**

A **VEOC Action Message Form** (triplicate) is filled out for each call detailing the specific incident. Do not stack forms on top of each other while writing on them as they will transfer through to the other forms. Please print clearly.

1. Make sure you get the following information on the VEOC form:

- a. Name of **Sector Chief, Sector #, and Village**
- b. **Address** of where incident is occurring.
- c. **Type of incident:** e.g., fire, gas leak, down tree, etc.

*(Write **Action Message Form #** and address of incident on **Radio Log Form**)*

2. **Verify** by repeating the information back to the **Sector Chief**, you will assess the form and determine which **Specialty Team** should receive the form. If you are unsure which **Specialty Team** should respond to the incident, you should consult with the **Communications Director**.

**Specialty Team Referral Rationale**

<b>Medical</b>	<b>Emotional Support</b>	<b>Public Safety</b>	<b>Logistics</b>	<b>Language</b>	<b>Pets</b>
Person has broken bones, is bleeding, is in shock, ...	Person is distraught, crying, traumatized, emotionally fragile, ...	Directing traffic or persons near damaged structure, gas leak, downed trees, ...	Assistance for batteries, technical issues, setup issues, aid station help, ...	Interpreter needed at aid station or an address	Pets are wandering, unleashed, lost, need care, ...

3. Give the entire Action Message Form to the **Message Form Runner**. The **Communications Director** will inform you of who the **Runner(s)** is/are. Raise the red flag if a runner is not readily available.

- a. The **Runner** will give the top 2 copies (white & yellow) to the assigned **Specialty Team**.
- b. The **Runner** will give the bottom copy (pink) to the **Incident Commander** desk.

4. The **Incident Commander** will determine when the Stand-Down order is appropriate, indicating that the emergency is over. At that time, you will proceed to the **shutdown process** on the next page.

**SHUTDOWN PROCESS:**

**ATTENTION GROUP C SECTOR CHIEFS. EMERGENCY OPERATIONS ARE NOW CONCLUDED. PLEASE REMOVE THE BATTERY FROM YOUR RADIO AND SHUT DOWN YOUR AID STATION.**

**I REPEAT. EMERGENCY OPERATIONS ARE NOW CONCLUDED. PLEASE REMOVE THE BATTERY FROM YOUR RADIO AND SHUT DOWN YOUR AID STATION.**

**I WILL NOW RETURN THIS CHANNEL TO GENERAL USE.**

**I REPEAT, I NOW RETURN THIS CHANNEL TO GENERAL USE... "OVER"**

Before leaving the VEOC, **Comm Team Volunteers** will return all tables, chairs, radios, antennas, unused forms, pens, clipboard, and vests to the **Comm Group bins** and place back in the **VEOC shack**.