



Glide Rural Fire Protection District

Glide Community Emergency Communication Plan

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Approved by Glide Rural Fire Protection District

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INTRODUCTION & PURPOSE

Who we are

Glide Volunteer Fire Department was formed in 1973 to provide fire and medical response to the Glide Community. In 1980, the **Glide Rural Fire Protection District (GRFPD)** was approved and currently serves over 5,000 residents in approx. 25 sq. miles containing over 100 miles of roads.

The approximate GRFPD boundaries are from mile post 7.75 on 138 East to Rock Creek Rd and from Echo Rd (off North Bank Rd) to New Bridge Rd (off of Little River Rd).

Glide Fire Department is staffed with approx. 45 volunteers and operates with 2 Ambulances, 2 Class A Pumpers, 2 Water Tenders, 1 Brush Truck and 1 Rescue Unit. Glide Fire Department responds to over 600 calls a year, including fire, medical response, hazardous material incidents, rescue calls, and public assistance. Glide Volunteers consists of Firefighters, EMTs, EMRs, Driver/Pump Operators and other District staff and support personnel.

The intent of the Glide Community Emergency Communication Plan is to provide a framework for emergency communications for communities within the Glide Rural Fire Protection District and surrounding areas. This document describes how to use hand-held radios to communicate with your local field teams, your neighborhood **Net Control (NC)**, **Glide Fire Department "Glide Base" Net Control (GBNC)**, **Douglas County Emergency Operations Center (EOC)**, or other neighborhood NCs. By learning basic two-way radio operation skills and processes and practicing, you will be better prepared to help yourself, your neighborhood, and inform the Douglas County Emergency 911 Dispatch and/or EOC in the event of an incident.

This plan is based on the City of Eugene "Neighborhood Radio Communications Response Guide" dated August 2021.

Why/How Emergency Communication

Most planned scenarios involving a Cascadia earthquake events predict normal communications platforms broken and most roads unusable in the affected area. In addition, after the Snowmageddon event in 2019 and the Archie Creek Fire in 2020, power and conventional communication paths, such as land-lines, internet, cell phone, became unavailable.

For the **Glide Fire Department (GFD)** to have any insight into the status of the individual neighborhoods that may become isolated during an emergency, they will need to be able to communicate with each of the neighborhoods via an alternative platform. Using simple-to-use **General Mobile Radio Service (GMRS)** and/or **Family Radio Service Radio (FRS)** radio platforms (See Chapter 1), neighborhood volunteers, typically in groups of two with FRS radios, will be able to go door-to-door and report back to their neighborhood base station locations. The neighborhood base stations will summarize the information and with GMRS radios, transmit the information to the Glide Fire Department. The GFD will transmit the information to the Douglas County emergency services and respond accordingly (see figure 1.1). The specifics of this process is based on the procedures outlined below in the **Glide Community Emergency Communication Plan (GCECP)**. The intent is to practice these procedures through drills several times a year in order to be better prepared for a real life emergency situation. The better prepared as a community we are, the safer we all will be.

The **Federal Communication Commission (FCC)** does not require a radio license for **FRS** radios, however, general radio protocol and practices outlined in this plan are necessary effective emergency radio communications. The FCC does require radio operators using the GMRS frequencies acquire a GMRS license (For specific information on FCC regulations for GMRS, please reference the following website: <https://www.ecfr.gov/current/title-47/chapter-I/subchapter-D/part-95/subpart-E>). Therefore, during drills and emergencies, there will be a licensed GMRS radio operator at the Glide Fire Department. That operator will be referred to as “Glide Base” Net Control (GBNC) and will be using their GMRS call sign.

Information received by Glide Base Network Control will be provided to the Douglas County 911 and/or Emergency Operations Manager to formulate strategies to address the immediate community needs. This plan is a community based network for emergency radio communications specifically using the FRS and GMRS radios. Although HAM radio operation is a valuable tool during limited communications, this plan does not address HAM operations during emergencies. As part of a separate program, GFD will have licensed HAM operators at the Fire Department to coordinate with **Douglas County Amateur Radio Emergency Service (ARES)** and other outside services via HF, VHF and UHF frequencies.

ACRONYMS AND ABBREVIATIONS

ARES	Douglas County Amateur Radio Emergency Service
CERT	Douglas County Community Emergency Response Team
EOC	Douglas County Emergency Operations Center
FCC	Federal Communication Commission
FEMA	Federal Emergency Management Agency
FRS	Family Radio Service Radio
GCECP	Glide Community Emergency Communication Plan
GFD	Glide Fire Department
GMRS	General Mobile Radio Service
GRFPD	Glide Rural Fire Protection District
GBNC	Glide Fire Department "Glide Base" Net Control
ICS	Incident Command System
MURS	Multi-Use Radio Service
NAP	Neighborhood Assembly Point
NC	Net Control
NCTL	Net Control Team Leader
RTL	Radio Team Leader
Simplex	(radio-to-radio)
W	Watts

Chapter One: Strategy

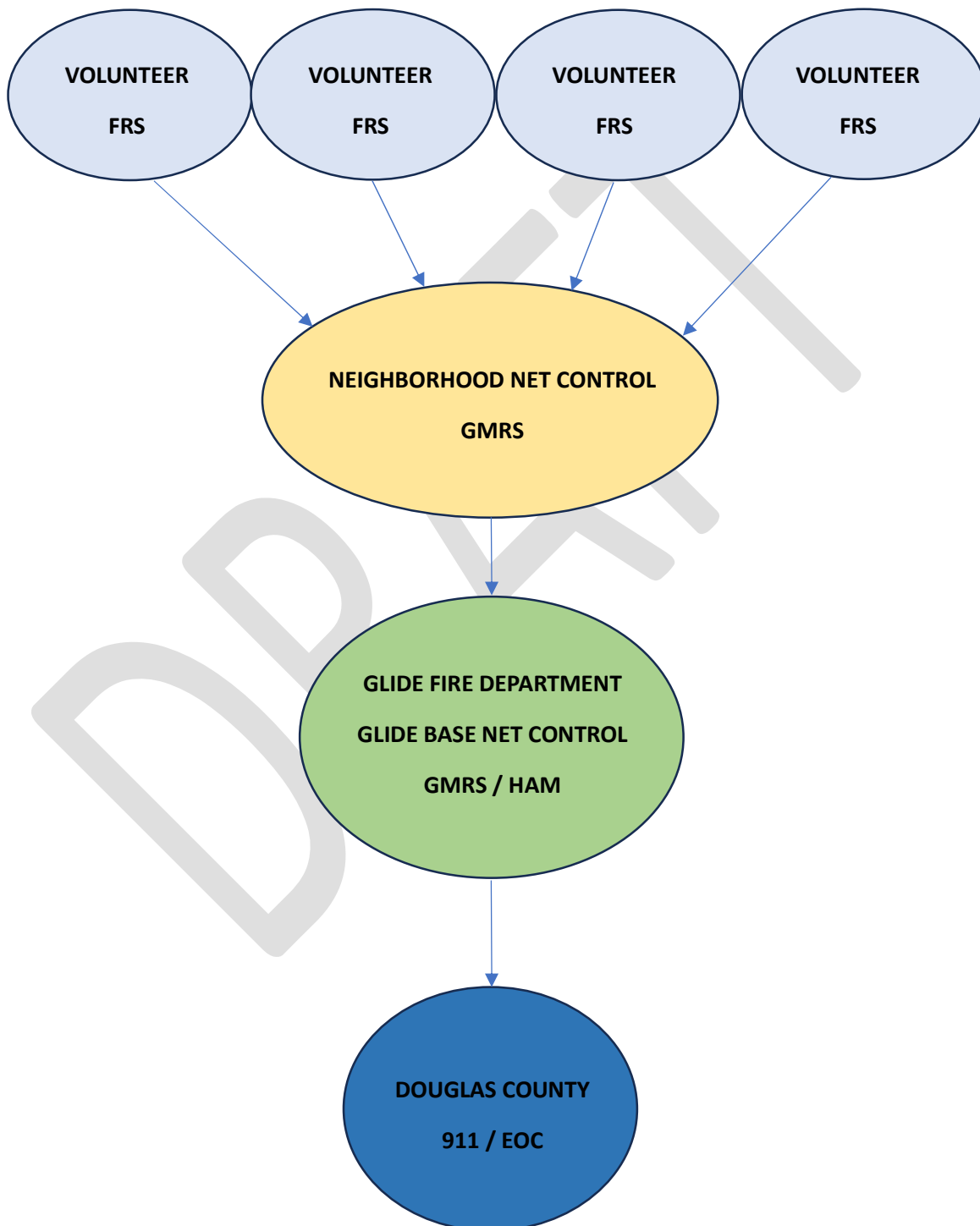
The Glide Community Emergency Communication Plan is a coordinated effort to enable individuals and/or neighborhoods within Glide and surrounding areas to communicate with the Glide Rural Fire Protection District during an emergency that leaves conventional communications paths damaged and/or inoperable. The physical hardware for the GCECP consists of various FRS and GMRS handheld radios, and base station radios strategically placed in various neighborhoods, and generator-powered repeater radios systems on Lane Mountain and two more sites to be determined based on geographic conditions affecting radio transmissions. There currently is a GMRS base station radio at the Glide Fire Department (GFD), 18910 North Umpqua Hwy, Glide, Oregon, that will be operated by a licensed GMRS volunteer during emergencies.

Each neighborhood volunteer group will have a strategically coordinated radio-based communications network utilizing FRS radios that will feed status information to their neighborhood base station location known as Net Control (NC). The neighborhood status information collected by the neighborhood NC will be communicated by GMRS radios through GMRS repeater channels or **simplex (radio-to-radio)** channels to the Glide Base NC at the GFD. The GFD will in turn, provide pertinent information to the Douglas County 911 and/or EOC to triage and assign resources as needed/available (**Figure 1**).

The Glide Community Emergency Communication Plan has designated five geographic Sections within the greater Glide area. They are listed as Glide Central, Glide North, Glide East, Glide South, and Glide West. Each Section is further divided into specific neighborhoods for that Section. In total, there are 22 identified neighborhoods, within the greater Glide area considered in this plan. (**See Appendix A through Appendix F**). Based on common physical access (i.e. no bridges) and favorable geography for the use of handheld radios, a specific location within one or several neighborhoods, be it a home or business, will be identified as a **Neighborhood Assembly Point (NAP)**. Each neighborhood/community will determine the location of their respective NAP. Currently, it is probable that out of the 22 identified neighborhoods, these neighborhoods will be consolidated into five or six NAPs. Each NAP will have direct access to the neighborhood Net Control. The neighborhood NC will be set up with base station radios that will be able to communicate with the Glide Base NC. Some areas further east on SR 138 East, may combine HAM VHF or HF radio base stations to relay information due to the topography and distance to the GFD.

FIGURE 1

COMMUNITY COORDINATION BLOCK DESIGN



Each neighborhood NC, will have a volunteer GMRS radio operator capable of transmitting via a repeater, or directly to, the Glide Base NC. The neighborhood GMRS radio operator will be designated as the **Net Control Team Leader (NCTL)** for that neighborhood. The NCTL will be a licensed GMRS radio operator(s) and will be trained to coordinate with individuals within the neighborhood via FRS or GMRS radios. NCTL will operate the neighborhood Net Control “base station” and will be the primary coordinating station to report out from the neighborhood to the Glide Base NC. Each NCTL may designate a GMRS licensed **Radio Team Leader (RTL)** to operate the base station radio during such times as they are handling other duties. **Specific radio processes for this plan are noted in Chapter 4.**

The Glide Community Emergency Communication Plan (GCECP) is intended to be operated as a neighborhood community communication plan during times of emergencies when standard communication operations are limited. The GCECP is not a citizen based disaster response team. There is separate and specific training for Community Emergency Response Team (CERT) operations that is a FEMA-sponsored program that educates and trains volunteers in disaster preparedness and response. GCECP has been developed to provide a communication link to the Glide Fire Department to coordinate neighborhood status information only. **The Douglas County Community Emergency Response Team (CERT)** utilizes VHF **Multi-Use Radio Service (MURS)** for its field teams. The CERT field teams will be assisting the Fire Department during emergencies. Although, the field teams may coordinate with the NCTLs, the CERT communication plan is a separate plan from the Glide Community Emergency Communication Plan.

Chapter Two: Two-Way Radios

This section describes three types of radios, the pros and cons of each, and recommendations for use in emergency communications.

2.1 Family Radio Service (FRS) Radios

A license is not required to operate a FRS radio. FRS radios have twenty-two channels and are allowed to transmit up to 2 **Watts (W)** of power on channels 1-7 and 15-22. If you need to communicate in your immediate neighborhood, your own block, or within a radius of several blocks, an FRS hand-held radio should accommodate your needs. Since FRS radio operators do not have FCC licenses, they do not have FCC issued call signs. FRS operators should use tactical call signs (i.e. Glide Community East 2 or Diamond Lake 1) assigned by the Net Control Team Leader (NCTL) or Radio Team Leader (RTL) at their local neighborhood Network Control (See Chapter 4).

2.2 General Mobile Radio Service (GMRS) Radios

A license from the FCC is required to operate a GMRS radio. If you plan to communicate both in and beyond your neighborhood, GMRS shares the same 22 frequencies with FRS radio users. GMRS can operate at a higher power level, except for channels 8-14 where both radios are limited to 0.5 W.

GMRS has a total of 30 channels, 22 FRS/GMRS combined channels plus 8 repeater channels. Using a GMRS radio at a higher power on channels 1-7 and 15-22 will overpower a FRS radio being used on the same channel in the same vicinity. It is recommended teams use a low wattage when different radio types are being used in close proximity.

GMRS radio operators must use their FCC-issued radio call signs when communicating. GMRS licensing is good for 10 years and costs \$35 (as of 2026). The license covers you and your immediate family and can be renewed after 10 years. To use GMRS as a method of communication, neighborhood NCs should try to ensure GMRS users possess a valid GMRS license. [More information on GMRS radios and licensing can be found on the FCC website at <https://www.fcc.gov/wireless/bureau-divisions/mobility-division/general-mobile-radio-service-gmrs>.](https://www.fcc.gov/wireless/bureau-divisions/mobility-division/general-mobile-radio-service-gmrs)

2.3 Ham Radios

The following information is for reference only. HAM radio communication is not recommended for the GCECP as it may tie up HAM radio operators involved in other emergency operations.

A license from the FCC is required to operate a ham (amateur) radio. Additionally, ham operators must pass an exam before they can use their ham radio. There are three different classes of ham licenses and depending upon an operator's license, the power limit for ham radio varies between 1 Watt and 1500 Watts.

If you plan to communicate outside of your neighborhood for recreational purposes, ham radios are a great tool. They are also used to establish emergency radio communications throughout the nation and in many major cities. Ham radios have the greatest capacity for communications due to the many frequencies available and the ability to transmit over longer distances than FRS or GMRS radios. Ham radio operators use their FCC-issued radio call signs when communicating.

Many cities have dedicated ham radio frequencies for emergency use. The dedicated emergency frequency in Douglas County is 146.900 Lane Mountain Repeater for the Douglas County Amateur Emergency Radio Service (ARES).

2.4 Frequencies and Channels

2.4.1 FRS and GMRS Radios:

Channels 1-22 can be used by both FRS and GMRS radios at the maximum power settings listed in **Table 2.4 -1** below.

Table 2.4.1 FRS and GMRS Power Settings		
Channels	FRS (Watts)	GMRS (Watts)
1 - 7	2 Watts (Medium Power)	5 Watts
8 - 14	0.5 Watts (Low Power)	0.5 Watts
15 - 22	2 Watts (Medium Power)	50 Watts

Table 2.4.1 FRS and GMRS Power Settings		
Channels	FRS (Watts)	GMRS (Watts)
23 - 30 (Repeater Channels)	N/A	50 Watts (if a GMRS Repeater is Available)

Chapter Three: Pre-Disaster Preparations

3.1 Introduction

This section covers preparing yourself and your neighborhood in advance of a disaster. Making time now to gather radios, equipment, and materials for yourself and your neighborhood NC, will better prepare you to respond.

Learning about processes, understanding responsibilities, participating in training, and practicing skills will help you support your community when they need you most.

3.1.1 Building a Personal Radio Response Go-Kit:

Prepare now to provide emergency communications to support your neighborhood after a disaster by building a Radio Response Go-Kit. Your kit should contain the following items:

- Radio
 - Mark your radio with your name, cell phone number, and Federal Communications Commission (FCC) issued call sign (if applicable).
- Additional radios to loan (if available)
 - Mark each radio with a unique identification code for tracking.
- Extra radio batteries (AA in Clam Shell preferred)
- Notepad
- Pencils and pens
- Radio manufacturer's instruction manual
- Waterproof radio cover (if your radio is not waterproof)
 - A clear plastic bag and rubber band will suffice. When in operation, cover the radio with a bag and wrap the rubber band around your wrist to secure.
- Flashlight (preferably headlamp) and extra batteries in protective bag
- Copy of the Field Guide (see Section 6 and 7)
- Copy of Phonetic Alphabet (see Section 7.5)
- Communication Forms (see Attachment 1)
 - [Communications Log](#)
 - [Sign In/Sign Out \(ICS 211\)](#)
 - [General Message \(ICS 213\)](#)
 - [Unit Activity Log \(ICS 214\)](#)

3.2 Preparing for Radio Communications

Neighborhood and Glide Base NC are locations where neighbors agree to assemble after a disaster. The locations should be determined ahead of time, visible from the road, preferably a public space, and have shelter available. After a major disaster, neighborhood team members will activate by reporting to their neighborhood NC with their Personal Radio Response Go-Kit (see Section 3.1.1) or will be issued a radio by the NCTL. Upon arrival, members will report to the Net Control Team Leader (NCTL) for an assignment and/or to the Radio Team Leader (RTL) for a radio (if you don't have one). The NCTL/RTL should inform neighborhood team members of the base channel to be used.

Neighborhood teams will begin by checking in with their neighbors and communicate findings to their neighborhood NC via Family Radio Service (FRS) radios. The neighborhood NCTL will report to the Glide Base NCTL via GMRS or a designated HAM frequency if applicable. The Glide Base NCTL in turn will pass on the district reports to the Douglas County Emergency 911 Dispatch and/or EOC (see Figure 1.1)

3.2.1 NC Staffing:

Ideally two, preferably three, individuals are needed to staff a neighborhood NC. The following positions are recommended for neighborhood NC staffing:

- Net Control Team Leader (NCTL)
- Radio Team Leader (RTL)
- Scribe

3.2.2 Recommended NC Communications Equipment:

A suite of communications equipment is needed to stock a NC. Table 3.1 identifies ham, FRS, and other general communications equipment needed to support NC operations.

Table 3.1 Neighborhood and Glide Base NC Communications Equipment	
Type	Equipment
GMRS	Radio with antenna (roof antenna preferred)
	Batteries and/or power supply
	Manufacture's or radio owner's instruction manual
FRS	Two (2) radios should remain at the NC
	Additional radios to loan out of field teams
	Extra batteries and/or power supplies
	Manufacture's or radio owner's instruction manual
	List of channel numbers and programmed frequencies established by your neighborhood Communications Team
Base Station Radio	Antenna (roof antenna preferred)
	Power Supply to 110 AC and /or 12 Volt DC power
	Generator (propane and/or solar preferred)
	Grounded system
Two (2) Handheld Radios	Two radios Prefer each team member
	Extra AA batteries (Clam shells preferred)
Other	Headsets, microphones, and other accessories
	Solar panels for charging batteries
	Lighting and headlamps with batteries
	Antennas and cables

3.2.3 Recommended NC Materials:

In addition to communications equipment, a NC will need a variety of materials to support the neighborhood team members. The following list identifies administrative supplies needed to support operations at a NC. Make time now to collect and store the following materials in advance of an incident:

- Notepads and message pads (duplicate)
- Pencils, highlighters, and pens
- Clock
- Whiteboard with markers and/or cork board with tacks
- Volunteer Sign-In/Sign-Out Sheets (ICS 211)
- Copies of Field Team Guides
- Copies of Runner Field Guides
- Expandable file or portable file box for forms
- Binders to sort papers
- Clipboards

- Multiple copies of each form (see Table 3.2) hole punched
- Documentation box

Tracking communication, equipment, and resources will require a variety of forms. Table 3.2 identifies the most common forms used to support incident response and documentation.

Table 3.2 Forms	
ICS Number (if applicable)	Name
ICS Form 211	Volunteer Sign In/Sign Out
ICS Form 213	General Message Form
ICS Form 214	Unit Activity Log
Comms Log ICS Form 309	Communications Log
	Equipment and Radio Check-Out
	Runner Assignment Tracking Form
	Sign In/Out Sheet (Reminder Sign)

Chapter Four: Radio Communication Process

4.1 General

FRS (2 Watts max) radios are recommended for communicating locally between and within field teams and a neighborhood NC. GMRS is preferred for communicating between neighborhood NCs and Glide Base NC. Ham may also be used by neighborhood ham operators to communicate with a neighborhood NC and between Glide Fire Department and the Douglas County EOC.

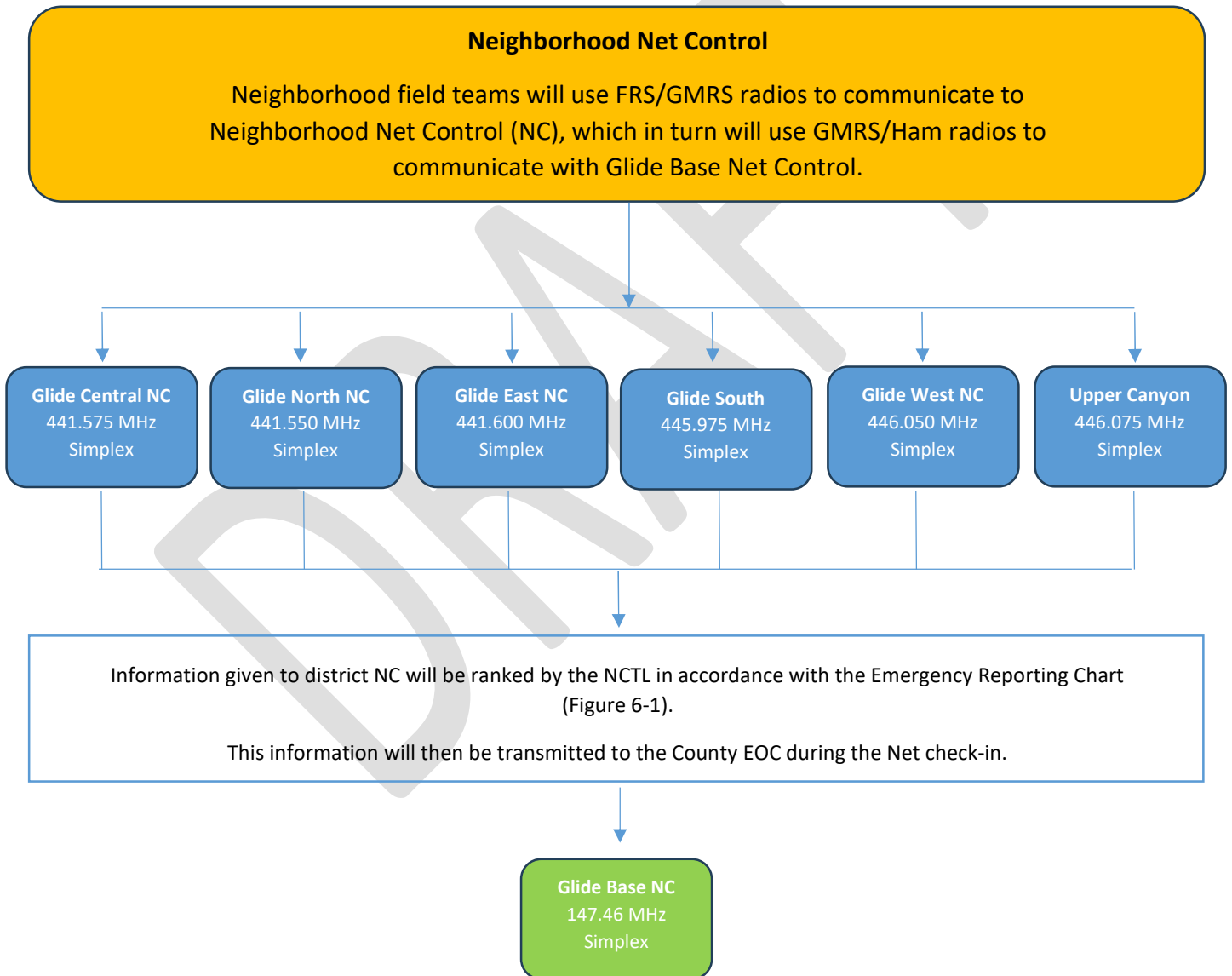
When transmitting messages, a radio operator should ensure clear communication while using the lowest wattage possible. Using a lower power for transmission will preserve battery life, prevent disruption of other radio operators, and minimize interference. With a limited number of available frequencies, on FRS and GMRS, minimizing interference will help to reduce the need to retransmit messages.

4.2 Response Information Flow

The communication process is outlined in the Radio Response Information Flowchart ([Figure 4.1](#)). Field teams will assess their neighborhoods and record information about damage and injured persons. The assessment information is then communicated to the neighborhood NC. Upon evaluation by the NCTL, the information is communicated to the Glide Fire Department NC. The Glide Fire Department NC will review the reports and then determine message priority before sending to the County EOC.

FIGURE 4.1

RADIO RESPONSE INFORMATION FLOWCHART



4.3 Field Team Mobilization and Communications

4.3.1 Getting Started:

Before you support your community make sure you, your family, and your home are safe. Family and home come first. Make sure you assess your home before you respond to the incident. Remember to:

- Smell for gas leaks
- Look for water leaks
- Address safety issues

Once you are ready to respond, put on boots or sturdy shoes, appropriate clothing, and if so provided, grab your Personal Radio Response Go-Kit, and your two-way radio (with extra batteries) and head outside. On your way to report in, begin assessing damage and injuries in route to your neighborhood NC. Survey the streets you see along the way and record assessed damage and injuries. Upon arrival at the neighborhood NC submit your report to the NCTL.

4.3.2 Reporting Neighborhood Status:

As you survey the neighborhood you will need to report injuries or damage, using your radio, to your neighborhood NC. To transmit reports via radio, always include the following four pieces of information:

- Who you are calling (i.e. neighborhood NC)
- Who you are (i.e. tactical call sign)
 - A shorthand designation for your team such as SAR1 (for Search and Rescue Team 1) given to your team by the RTL.
- Where you are
- What your information is

After your transmission is complete, pause and wait for a reply. An example of how a radio transmission might sound is:

- Field team: “(Your neighborhood) NC, this is (your tactical call sign)”
Neighborhood NC: “(Your neighborhood) NC, go ahead.”
- Field team: “(Your neighborhood) NC (your tactical call sign) is located at 1234 Smith Road, two elderly individuals without power, but have wood heat. Both individuals are safe with about 2 days of fire wood. Over.”

Always listen carefully for a response after a transmission. If no reply, repeat the transmission two more times. If still no reply, call another field team and ask them to relay your message.

For example: “Could anyone relay for me?” If yes, you could say: “This is Smith Road 1. Status Check on 1234 Smith is stable, will need to recheck two days. Can you relay to (neighborhood) NC?”

If no contact, send a runner to deliver your message.

4.4 District and Neighborhood NC Communications Team

This subsection identifies the responsibilities of each communications team member stationed at a NC.

4.4.1 Net Control Team Leader:

The Net Control Team Leader (NCTL) is responsible for overall management of NC activities within each neighborhood. The NCTL provides resource and information coordination.

General responsibilities include:

- Assigning NC roles to individuals as they arrive.
- Managing NC operations or delegating responsibility.
- Providing technical support to the RTL prior to receiving emergency messages from field teams.
- Ensuring NC staff maintain situational awareness and follow all safety precautions.
- Ensuring message categorization is followed when submitting information to the Fire Department NC.
- Evaluating hazards and formulating safety precautions for field teams.
 - Determine field team check-in frequency (i.e. 60 minutes) based upon the severity of the hazardous conditions.
- Documenting activity on a Unit Activity Log (ICS 214).

The NCTL is the only position always staffed when a NC is activated. Small incidents or events may only require one person, the NCTL, to accomplish all NC functions. The NCTL is responsible for all NC functions until he or she delegates those functions.

4.4.2 NC Radio Team Leader:

A Radio Team Leader (RTL) should:

- Be familiar with all forms and keep records for NC.
- Be familiar with ham radio frequencies and communicate with the Glide Fire Department NC.
- Understand the limitations and uses of ham, GMRS and FRS radios.
- Monitor AM and FM radio broadcasts for emergency instructions or evacuation orders.
- Keep spare radio batteries for both field and AM/FM radios.
- Set up all radios and ensure they are in working order.

- Determine what FRS/GMRS channels are open and assign channels for neighborhood field team to neighborhood NC communications.
- Inform all radio users of the designated channels for field team to neighborhood NC communication and update field teams on any channel changes made during deployment.
 - Members of the same field team will often need to communicate with each other by radio. Each team member will require a radio set to the field team channel and the team will require an additional radio set to the RTL channel. The RTL will also need extra radios to monitor all field team channels.
- Keep channels clear for necessary communication.
- Communicate by FRS radio between the neighborhood NC and the field teams and by ham radio between the neighborhood NC and the Glide Base NC.
 - If a field team is unable to contact their RTL directly, they will attempt to relay the message to another field team who can.
- Perform or oversee all the scribe duties until the position is filled.

4.4.3 Optional Second Radio Operator:

If a secondary radio operator (SRO) is available, they can:

- Relieve the RTL as needed.
- Deliver messages to and from the NCTL.
- Monitor AM/FM radio or television broadcasts.
- Supply and re-install spare batteries for radios.

4.4.4 Scribe:

Often the RTL serves as the scribe. Ideally an additional person, if available, will assist the RTL in writing down incoming messages from FRS and ham radios. Scribe responsibilities include:

- Assisting the RTL in documenting messages.
 - Use duplicate phone message pads, if available. Provide the original to the NCTL and retain the carbon copy for the NC's records.
- Recording messages as they are received. A message should never be altered from its original content.
- Logging all messages, sent and received, on the Communications Log.
- Supporting immediate transmission of emergency messages to the Glide Base NC.
 - Messages, sent by runner, should be written on the ICS 213 General Message form.
 - Log the status of these messages on the Communications Log and keep checking for responses.

- Completing the General Message Form (ICS 213) for any hand-delivered messages to the GFD NC, another neighborhood NC.
 - Proper use of the General Message Form (ICS 213) includes:
 - The use of accurate information, plain language, and common terms.
 - Completion of all necessary fields specifically:
 - Message content
 - Position of sender and recipient (position is more important than name)
 - Time and date
 - To and from
- Assisting the NCTL by documenting each team's tactical call sign and ensuring the RTL has a copy.
- Assisting the RTL in documenting identification numbers of loaned radios, and the date and time of their return.
- Working with the NCTL to forward all documentation to the GFD at the conclusion of the incident.

4.4.4 Runner:

If all radio and telephone communications fail, the only reliable option may be employing runners to hand-carry written messages to GFD NC's. If runners are used, the General Message Form (ICS 213) should be utilized to communicate these messages.

Runners may travel on foot, by bicycle, or by vehicle. If on foot or bicycle, two people should travel together for safety. NC will document runner names, location dispatched to, time they were dispatched, and the time they returned on the Runner Assignment Tracking Log.

Runner responsibilities include:

- Working in pairs when traveling by foot or bicycle.
- Using the General Message Form (ICS 213), County Map, and information from the RTL to determine the safest route.
- Defining their route to NC prior to departure.
- Alerting the RTL of their departure time and ensuring the time is logged on the Runner Assignment Tracking Log prior to departure.
- Ensuring all messages include a sender and a recipient (position is more important than name).
- Reviewing each message to ensure they can answer any questions the recipient may have.
- Checking in with the RTL immediately upon return and ensuring their return is logged on the Runner Assignment Tracking Log.

4.5 Documenting Communications

At the conclusion of the incident all completed forms must be given to the Documentation Unit in the Planning Section at the Douglas County EOC. It is their responsibility to collect, record, and safeguard all documents relevant to the incident. Relevant documents include all:

- Written messages
- Forms
- Other incident documents and notes

Documentation is required for the Douglas County EOC to receive reimbursement of eligible costs from the **Federal Emergency Management Agency (FEMA)** and the State of Oregon. The NCTL will forward all documentation to the Douglas County EOC.

During an incident, the use of ICS forms is encouraged. If these forms are not available, all necessary information should be recorded using any available paper. Make sure to keep everything.

Prior to an incident, RTLs are expected to:

- Become familiar with ICS and other required forms
- Practice using these forms during communication drills
- Stock copies of all forms at their designated NC

Chapter Five: Maintaining Your Skills

A state of readiness is maintained through training and practice. Continued practice builds familiarity and the skills needed to function effectively during the stress of a disaster.

Potential training and practice opportunities include:

- Training and drills in your community.
 - Visit <https://glidefire.org/> for upcoming training opportunities.
- Using your radios with your family and your neighbors and making sure you can:
 - Turn your radio on and off
 - Follow the instructions in your radio manufacturer's manual
 - Understand your radio display icons and buttons
 - Select and change channels on your radio
 - Use the push-to-talk button without cutting off your words
 - Speak into the microphone clearly
 - Hold the radio properly with the antenna upright
 - Raise and lower the volume
 - Change the batteries in your radio
 - Use the protocol recommended in this guide
- HAM, GMRS and FRS radio emergency nets.
 - An "emergency net" is a readiness practice involving a scheduled session on ham (amateur), GMRS or FRS radio. A typical net session begins with NC reading an opening script establishing the purpose of the net. Individual members check in at the direction of NC.
 - Consider starting a neighborhood radio net and calling each other regularly. Radio Nets can be used to:
 - Standardize radio equipment within and between neighborhoods
 - Practice following a structured radio net control protocol
 - Conduct regular practice/drills between neighborhoods
 - Designate primary and secondary channels
 - Map good transmission locations and dead zones
 - Create street maps with addresses
 - Identify radio relay points

The next section contains the Field Guides for neighborhood communication team members (Radio Team Leader, Field Teams, and Runner). To improve preparedness, review these guides regularly, and print multiple copies of each so you are ready to respond after a disaster.

Chapter Six: Field Guides

6.1 Radio Team Leader Field Guide

6.1.1 General:

Chaos and confusion can occur immediately following a disaster. Reliable and timely information is critical for effective response and recovery. This guide, developed by the Glide Fire Department Emergency Management Program, will assist predesignated district net control (NC) ham radio operators in communicating with the Douglas County Emergency Operations Center (EOC). It will also assist neighborhood NC in communicating with their Glide Fire Department NC and field teams.

Coordinating communication to limit chaos and confusion when passing vital information will improve response and recovery operations. To begin emergency communications after a disaster, use the Radio Team Leader (RTL) Checklist ([Table 6.1](#)).

Prior to beginning transmission, please confirm:

- The communication station, (i.e. net control (NC)), is safe.
 - Check for gas leaks, electrical hazards, and the structural integrity of the building prior to commencing operations.
- The radio is positioned away from loud noises and commotion.
- There are enough supplies to last the RTL through their shift.
- There are copies of the Communication Logs and Message Forms (ICS 213) available.
- The radio will turn on and double check secondary power supplies.

To begin transmission:

- Tune the radio to your area's assigned frequency as designated by your Neighborhood Net Control
- If you are the first station broadcasting, assume net control until further notice from your Glide Fire Department NC or the Douglas County EOC.
 - It is important to remember following a catastrophic incident like a Cascadia Subduction Zone earthquake the EOC will need to be staffed. Personnel assigned to the EOC will also need to secure their homes and families prior to activation. Travel to the EOC may also be challenging and the EOC may need to be relocated. The activation of the EOC will take time to occur. It could take 12-24 hours before communication with the EOC can occur.
- Have a scribe, if available.

- Collect reports from field teams and categorize these reports utilizing the Emergency Reporting Chart (Figure 6.1.2) on Page 25.

6.1.2 Net Operations:

The Glide Fire Department NC to the Douglas County EOC Net is a directed net. A directed net has a single net control station (NCS), orchestrating operations of the net. The first station broadcasting within each district will assume the responsibilities of the NCS, until relieved. When the EOC is activated, it will assume the role of NCS for all Glide Fire Department NCs.

A directed net is a formal net requiring participants to follow a set of instructions. The NCS will establish these instructions upon assuming the role and will broadcast them every 10 minutes. Additional instructions and announcements will be broadcast by the net controller (Radio Team Leader) at the NCS, as needed. The following protocols apply to all net operations:

- The net controller at the NCS is the only individual in charge of the net.
- Participants will use the tactical call sign assigned to the station, instead of an operator call sign, to ensure participants know what station is broadcasting regardless of operator.
- All participants will use the Phonetic Alphabet (Table 7.6) while broadcasting.
- Net participants will be courteous to other stations and follow the net controller's directions carefully.

6.1.3 EOC Net Activation:

When, and if, the Douglas County EOC is activated for an event, the Douglas County EOC net controller will interrupt the Glide Fire Department NC net operation, when appropriate, and announce the following:

- Formal change of NCS control
- Net instructions
- Net announcements

Once the Douglas County EOC has activated its net, the net control operator will assume responsibility for the district net. At this time the information, collected by each district, can begin transmitting in accordance with the Emergency Reporting Chart (Figure 6-2) to the Douglas County EOC.

6.1.4 Information Gathering and Message Urgency:

Information Gathering

Neighborhoods are encouraged to solve problems and/or issues if they can. Issues resolved at the neighborhood level do not need to be relayed to the EOC unless they provide situational awareness. Subject matter and time must factor in to prioritizing or assigning precedence to a message. Prioritize all information gathered within your district and transmit said information

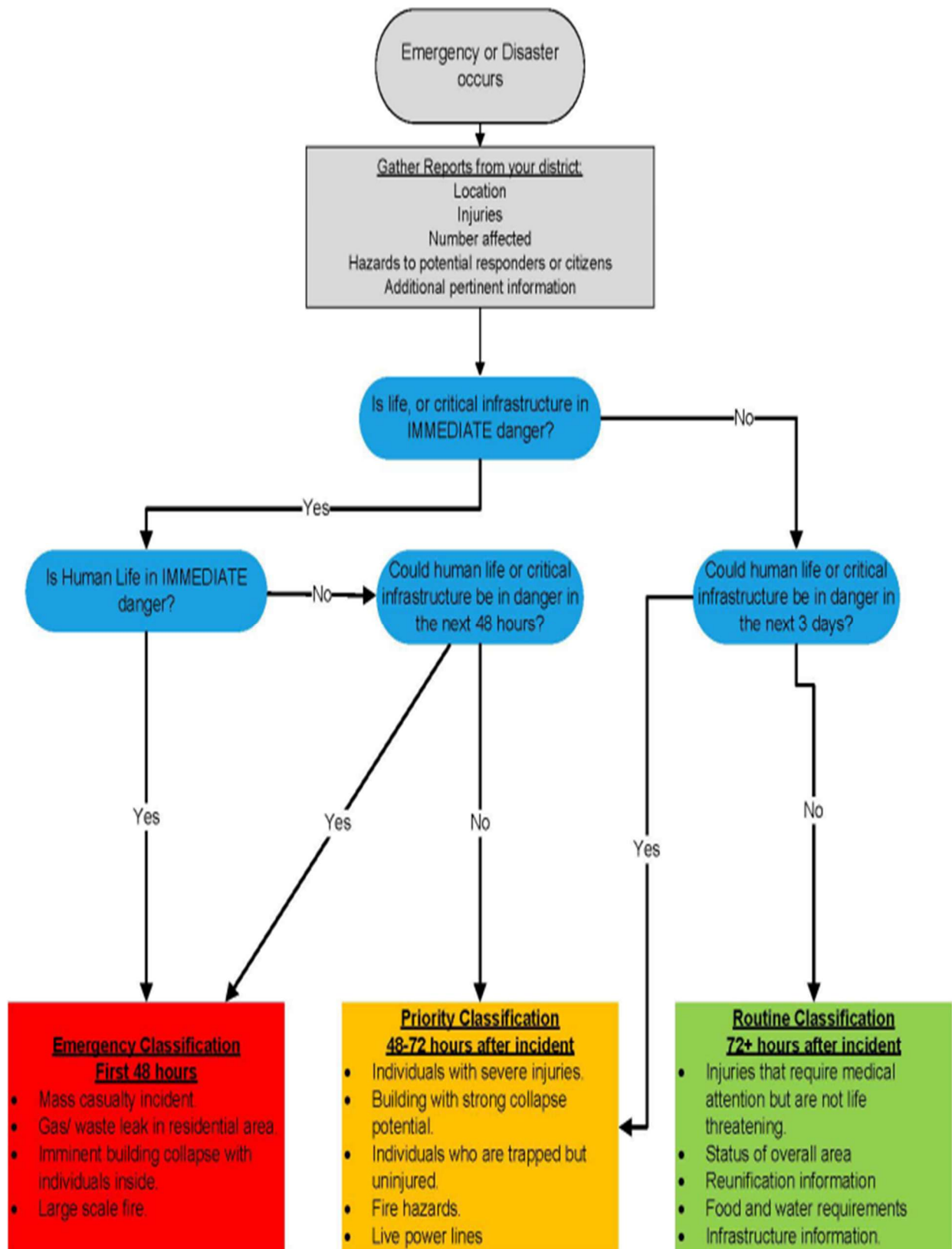
in accordance with the Emergency Reporting Chart ([Figure 6.1.2](#)) time frame outlined on Page 25.

6.1 Radio Team Leader Checklist:

Table 6-1 Radio Team Leader Checklist (Record Daily)	
Time	Assign Radios
	Ensure each field team has a radio, a tactical call sign, and a minimum of 2 members. Use the Radio Communications Plan (ICS 205) to track teams.
	Fill in the Volunteer Sign In-Out List (ICS 211) Form based on assignments given by the NCTL. Record tactical call signs, team members' names, and assignment location. Also record on the whiteboard or paper. (Ex. Search and Rescue 2 – even numbered houses on block.)
	Initiate Field Team Leaders radio checks before sending teams on assignment. ☐ Turn on radio. ☐ Check the battery power. ☐ Set the radio to the assigned channel. ☐ Have all teams do a radio check with you before going out. ☐ Provide extra batteries. ☐ Give a Field Team Guide to each team. ☐ Give multiple copies of the General Message Forms (ICS 213) to each team.
Record Messages:	
Record emergency messages on the General Message Forms (ICS 213) to transmit to the district NC or the EOC.	
Record all incoming messages from field teams on the Communications Log. Deliver messages to the NCTL on duplicate phone message pads (if available) and make sure to keep a copy for the NC records.	
Receive messages from NCTL and relay information and actions to the field teams.	
Always include the following with each message: ☐ Date ☐ Time in 24-hour time (ex. record as 0630 not 6:30 AM). ☐ Sender/Recipient Information: To and From and Position/Title ☐ Collect all General Message Forms (ICS 213) and Communications Logs at end of your assignment/shift and give to the NCTL. Remember to use the ABCs of communication – Accurate, Brief, and Clear.	
Make Sure to:	
☐ Account for all field personnel every 60 minutes (minimum) (unless the NCTL has determined hazard conditions dictate otherwise) and record status. If no contact: 1) Contact other teams to see if another team can communicate with them. 2) If no, send two runners, with a radio, to check on missing team. ☐ Ask for relief if you are getting tired and not thinking clearly. ☐ Take care of your team. If people are tired, have them take breaks or replace them. ☐ Always conduct a handoff or briefing with your replacement. ☐ Monitor broadcast stations for emergency information. ☐ Account for all team members, have them sign-in/out on the Volunteer Sign In-Out List (ICS 211) Form as they arrive, depart, or finish their assignment. This is a major safety concern! ☐ Collect all radios. Record the loan and return on the Equipment and Radio Check-Out sheet.	
Table 6-1 Radio Team Leader Checklist (record daily)	

Table 6.1.5 Radio Team Leader Checklist (Record Daily)		
Time	Set up: Action	Date: _____
	Initiate your Unit Activity Log (ICS 214) Form.	
	Radio Team Leader Name:	
	Scribe Name:	
	Briefed by Net Control Team Leader (NCTL).	
	If applicable, set your home radio to your designated frequency as provided by the Glide Fire Department.	
	Set up a communication whiteboard (or use what you have available).	
	Sketch your net control organizational chart.	
	Put up the SIGN IN/SIGN OUT Sheet reminder.	
	NCTL will put out a Volunteer Sign In/Sign Out sheet (ICS 211) .	
Time	Collect Materials & Determine Channels	
	Use the Radio Communications Plan (ICS 205) to assign a channel and an alternate channel for field teams to use for communication.	
	Determine radio availability and type for use.	
	Use the Assignment Tracking Log (ICS 204) to assign tactical call signs.	
	Tape identification numbers and owner's names on loaner radios prior to distribution.	
	Record loaned radios on the Equipment and Radio Check-Out Sheet.	
	Collect the following materials if you haven't already: - Communications Log (log all messages here) - Completed Assignment Tracking Log (ICS 204); include tactical call signs - Radio Communications Plan (ICS 205) (1 per day or as needed) - Volunteer Sign In-Out List (ICS 211) (1 per shift) - General Message Forms (ICS 213) (for hand delivered messages via runners) - Unit Activity Logs (ICS 214) (1 per shift per person) - Radio Communications Team Field Guide (provide 1 to each field team) - Radios with extra batteries - City and neighborhood maps - Pens, pencils, and notepaper - Whiteboard and erasable markers - Lighting (headlamps and batteries) - File folder with forms and portable file box for storage - Recommended spiral bound phone message book (duplicate) to record messages.	

Figure 6.1.2 Emergency Reporting Chart:



6.2 Field Team Guide

6.2.1 Getting Ready to Deploy:

- Get a tactical call sign (i.e. Damage Assessment 1) for your team.
- Turn on your radio.
- Check the battery power.
- Set the radio to the assigned channel.
- Call the Radio Team Leader (RTL) for a radio check.
- Make sure you have extra batteries.
- Take a copy of the Damage Assessment Form for your team to use.
- Take multiple copies of the General Message Forms (ICS 213).
- Use an ICS 213 when unable to communicate by radio.

Table 6.2.2 Radio Troubleshooting:

Table 6.2.2 Radio Troubleshooting	
If	Then
Nothing appears in the LCD display after you turn the radio on.	Check the batteries. The batteries may be installed incorrectly or dead.
The radio dies or drops in volume.	The batteries may be low. Replace the batteries.
The LCD is lit but you cannot hear anyone.	1. Turn the volume up; 2. Relocate to another position in the area away from tall buildings, metal fences, and vehicles. 3. Confirm you are on the assigned channel. (You must be on the same channel as the person with whom you are trying to communicate.)
You have relocated and are on the correct channel, but still cannot hear.	Try turning your radio to the highest power setting. Call another station and ask for a relay.
No one can hear you.	Make sure VOX is not turned on. Make sure your microphone is not covered. Elevate the antenna.
You cannot change channels or make adjustments.	Check to see the radio is not in the lock position. If it is, press the lock button to unlock.

6.2.3 Field Team Safety Tips:

- Always work with a partner.
- Always bring at least two radios.
- Wear protective gear and weather-appropriate clothing.
- Check in, every 60 minutes (minimum), with the RTL.
 - If you can't reach the RTL at Net Control (NC), see if you can relay through another team to provide a status update.
 - How often you need to check in will be determined by the NCTL and communicated to field teams by the RTL.
- Check for and record hazards on your route.
- Safety first. Always take care of yourself and your partner.
- Return to NC and check in with the RTL when finished with your assignment and remember to sign out.

6.2.4 On Assignment:

- Materials needed to perform field assessments may include:
 - Paper and pencil
 - Copies of the following forms:
 - Damage Assessment Form
 - General Message Forms (ICS 213)
 - Unit Activity Log (ICS 214) (1 per person per day)
 - Radio and extra batteries
 - Personal protective gear
 - Any additional resources for your assignment.
- Prior to deployment check out a radio from the RTL and record it on the Equipment and Radio Check-Out sheet, unless you are using your personal radio.
 - Make sure it works before leaving on your assignment
 - Confirm you are on the correct channel.
- Get your team assignment and remember your tactical call sign.
- Decide who will be your team's radio operator.
- When you return from the field, report to the RTL.
- Turn off the radio and return all borrowed equipment and paperwork to the RTL at the end of your shift.
- At the end of your shift remember to sign out on the Volunteer Sign In/Out List (ICS 211) Form.

6.3 Runner Field Guide

6.3.1 Getting Ready to Deploy:

- Get a tactical call sign (i.e. Runner 1).
- Turn on your radio.
- Check the battery power.
- Set the radio to the assigned channel.
- Call the Radio Team Leader (RTL) for radio check.
- Make sure you have extra batteries.
- Take a copy of the Damage Assessment Form for your team to use.
- Take multiple copies of the General Message Forms (ICS 213).
 - Use an ICS 213 when unable to communicate by radio.

6.3.2 Radio Troubleshooting:

Table 6.3.2 Radio Troubleshooting for Runners	
If	Then
Nothing appears in the LCD display after you turn the radio on.	Check the batteries. The batteries may be installed incorrectly or dead.
The radio dies or drops in volume.	The batteries may be low. Replace the batteries.
The LCD is lit but you cannot hear anyone.	1. Turn the volume up; 2. Relocate to another position in an area away from tall buildings, metal fences, and vehicles; 3. Confirm you are on the assigned channel. (You must be on the same channel as the person with whom you are trying to communicate.); 4. Elevate the Antenna.
You have relocated and are on the correct channel, but still cannot hear.	Try turning your radio to the highest power setting. Call another station and ask for a relay.
No one can hear you.	Make sure VOX is not turned on. Make sure your microphone is not covered.
You cannot change channels or make adjustments.	Check to see the radio is not in the lock position. If it is, press the lock button to unlock.

6.3.3 Runner Safety Tips:

- Work with a partner when travelling by foot or bike.
- Always bring two radios.
- Wear protective gear and weather-appropriate clothing.
- Always communicate your route to a location and back before leaving Net Control (NC).
- Check for and record hazards on your route.
- Safety first. Always take care of yourself and your partner.
- After messages are delivered, return to NC and check in with RTL.
- Record your return status on the Runner Assignment Tracking Log.
- At the end of your shift remember to sign out on Volunteer Sign In-Out List (ICS 211) Form.

6.3.4 On Assignment:

- Materials needed to hand deliver messages include:
 - Paper and pencil
 - Copies of the following forms:
 - Damage Assessment Form (Record hazards, injuries, and road conditions found on your route.)
 - General Message Forms (ICS 213)
 - Unit Activity Log (ICS 214) (1 per person per day)
 - Radios and extra batteries
 - Personal protective gear and any additional resources for your assignment
- Check out a radio from the RTL and record it on the Equipment and Radio Check-Out sheet, unless you are using your personal radio.
 - Make sure it works before leaving on your assignment.
 - Confirm you are on the correct channel.
- Get your team assignment and remember your tactical call sign.
- Decide who will be the team's radio operator.
- Check in, with the RTL, every 60 minutes.
 - How often you need to check in will be determined by the NCTL and communicated to the field teams by the RTL.
- Have a clear route established and understand you may need to change your route.
- Carry a map in case you need to alter your route.
- When you return from the field, report to the RTL.
- Ensure each message sent has the sender and recipient filled in on the form.
- Before leaving to deliver a message, read the message to make sure the message is clear.
- Once you deliver the message, wait for the recipient to write a reply, then return to NC.

- Check in with RTL immediately upon return and ensure your return has been properly logged.
- Turn off your radio and return all borrowed equipment and paperwork to RTL at the end of your shift. Record the radio return on the Equipment and Radio Check-Out sheet.
- Always sign out at the end of your shift.

DRAFT

Chapter Seven: Communication Basics

7.1 Communication Tips

The following should be used by all radio operators to improve communication:

- Only one person can talk at a time on a radio but anyone with a radio can listen.
- Listen carefully to and for messages.
- Acknowledge transmissions addressed to you by saying “copy”.
- If two people talk at the same time, stop and confirm the channel is clear, then start over.
- Field teams should check in every 60 minutes (or at the time interval set by the NCTL due to hazardous conditions) with NC.
- Follow the ABCs of communication:
 - Accurate
 - Brief
 - Clear
- Use radios for necessary communication only.

7.1.1 Talking on the Radio:

- To transmit a message using a radio:
 - 1) Press the **Push to Talk (PTT)** button when you wish to speak.
 - 2) Hold the PTT button for one second before speaking.
 - 3) Hold the PTT button the entire time you are talking.
 - 4) Release the button a half-second after talking.
- Take your time and think about what you’ll say before transmitting.
- Keep messages short but complete, see Clear Text vs. Conversation (Table 7-5).
- Speak calmly and clearly in a normal voice.
- Use the Phonetic Alphabet (Table 7-6), when needed, to communicate clearly.
- Talk at a speed people can write.
 - It is suggested you say five words at a time, then pause by saying “break” and release the PTT button in case the listener needs to say “slow down” or “speed up!”
If no direction is provided, continue transmitting your message at the same pace with pauses every five words.
- When including numbers, say each number separately (i.e. 1059 would be one, zero, five, nine) or in sets of two numbers (10, 59).

7.1.2 Holding your radio:

To properly hold your radio, about a thumb's distance away from your mouth, keep the antenna vertical, and the microphone at a slight angle.

7.2 Transmitting Messages

Whether a message is an emergency, a routine, or a radio check-in, it should always include these elements:

- Who you are calling
- Who you are (name and tactical call sign, or just your tactical call sign)
- Where you are
- What you want and need

7.2.1 Emergency Messages:

Emergency messages (for more information see Section 6.1.4) identify a life threatening situation including active hazards and immediate medical needs. When transmitting an emergency message, use the words "Emergency Traffic!" If you hear an emergency message while you are transmitting, pause Neighborhood Radio Communications Response Guide your routine message until the emergency transmission is complete. Table 7.1 provides an example of an emergency message transmission.

Table 7-1 Emergency Message Transmission	
Steps	Example
1. To break in with an emergency say.	"Break for Emergency Traffic"
2. Identify who you are calling and who you are	"(Neighborhood) NC this is (tactical call sign) with Emergency Traffic!"
3. Response	"(Tactical call sign), this is (neighborhood) NC. Go ahead."
4. Transmit message and location	"(neighborhood) NC, this is (tactical call sign). People are trapped in a house at one, two, three, four Sierra, one, three."

7.2 Routine Messages:

Table 7.2 provides an example of a routine message transmission.

Table 7-2 Routine Message Transmission	
Steps	Example
1. Who you are calling and 2. Who you are.	“(Neighborhood) NC. This is (tactical call sign).”
3. Wait for response	“(Tactical call sign). This is (neighborhood) NC. Go ahead.”
4. Re-identify, location, and message	“(Neighborhood) NC, (tactical call sign). At three, one street and Clinton. Requesting six blankets.”

7.2.3 Radio Check:

Confirming your radio is transmitting is important to successful communications. Performing a radio check prior to responding is a key step in responder safety. Table 7-3 demonstrates how a radio check should be performed.

Table 7-3 Radio Check	
Steps	Example
1. Who you are calling and 2. Who you are	“(Neighborhood) NC this is (tactical call sign) Radio check, over.”
3. Response from Command Post	“(Tactical call sign) this is (neighborhood) NC. Loud and clear.”

7.4 Radio Code Words

Table 7.4 Radio Code Words	
Clear Message (USE)	Avoid
Break	"We need to pause our transmission."
Copy	"I can hear you clearly."
Correct/Affirmative	"Yes."
Correction	"I am going to correct an error in what I said."
Doubled	Two stations are talking at once. Both stations need to pause and re-transmit separately.
Go ahead	"I am here and ready to receive your message."
Negative	"No"
Out	"I am turning my radio off." (Only say "Out" when you are finished using the radio.)
Over	"I am through talking and waiting for an immediate reply."
Radio check	"Can you hear me okay?"
Relay	"I'm unable to send my message. Please send my message."
Roger	"I have received your message and I understand it."
Say again / transmission	Repeat last "Please repeat what you just said."
Standing by	"I am waiting and listening for a reply or further information."

7.5 Clear Text vs Conversation

Table 7.5 Clear Text vs. Conversation	
Clear Text (USE)	Conversational (Do not use radios for conversation)
At scene	I have arrived at (<i>location</i>).
Available	We are finished with the delivery of supplies to (<i>location</i>) and we are on our way back ready for a new job.
Available at scene	We are still at (<i>location</i>) and have unloaded victims but can take another job if you need us to.
Can handle	We have what we need to do this job.
Copy	Ok, I understand what you want me to do.
Emergency traffic	We have just come upon some seriously injured people and need to talk to you right away. Everyone needs to be quite.
En route Sheldon Park	We are going to (<i>location</i>).
Net Control- Rock Creek 2	Net control, this is the Rock Creek 2 Team.
Radio check	This radio doesn't seem to be working very well. Can you hear me ok?
Resource request (Be clear & specific.)	We need some medical help on this one.
Responding	We are on our way to the (<i>assigned task</i>).
Say again	What did you say? I didn't hear you. Someone else was talking to me.
Unreadable	I can't hear that; there's too much static.

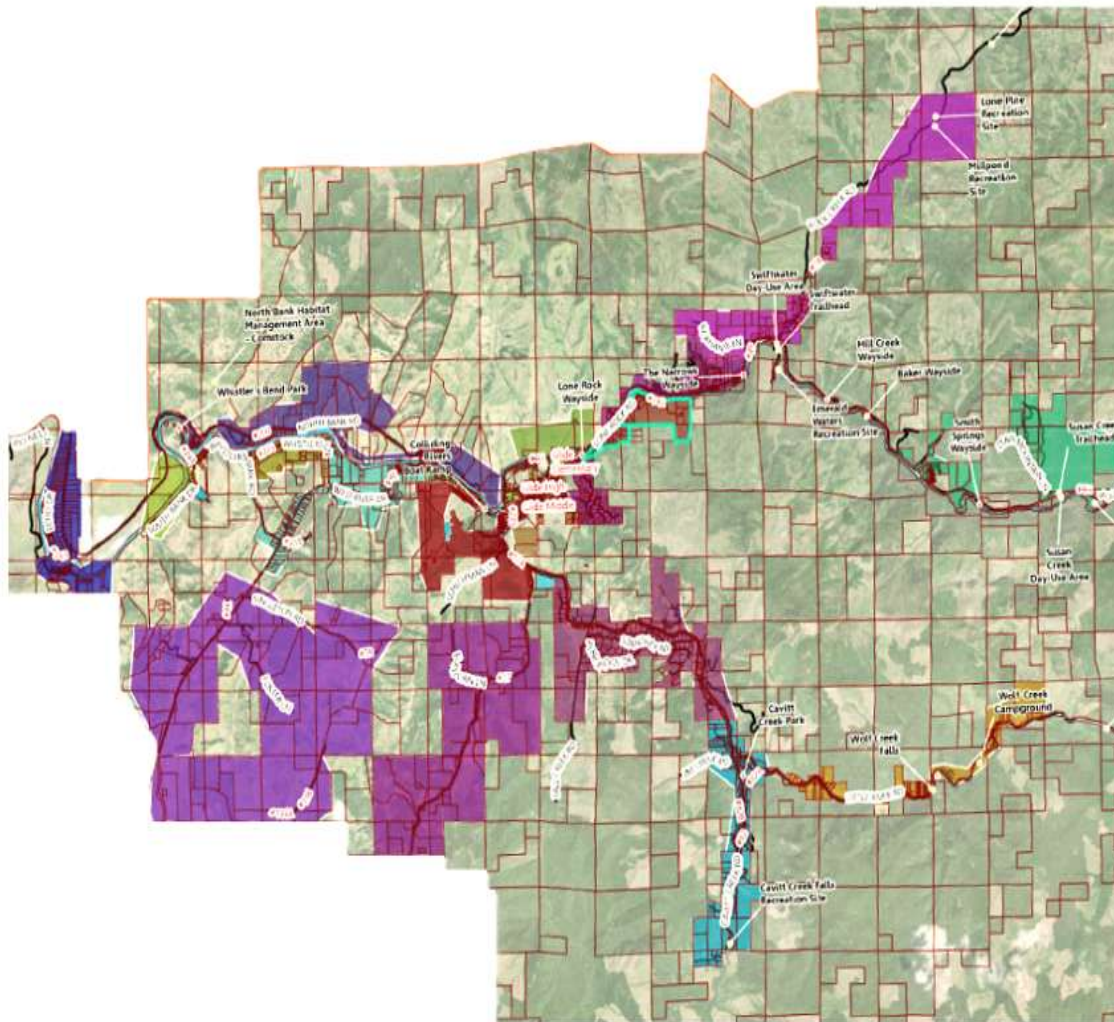
7.6 Phonetic Alphabet

Table 7-6 Phonetic Alphabet			
Letter	Phonetic Alphabet	Letter	Phonetic Alphabet
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	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

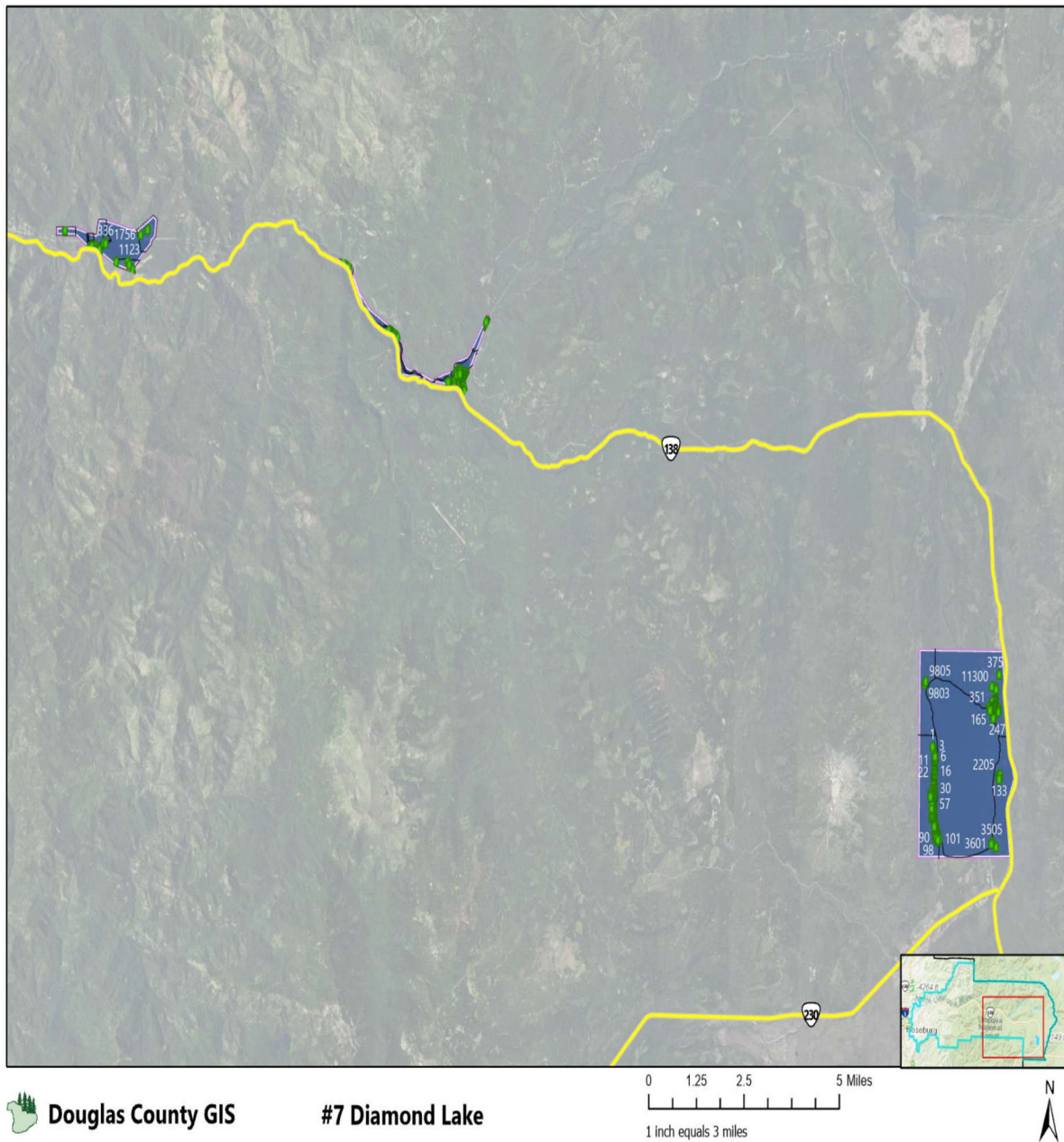
APPENDIX A

OVERVIEW MAPS

Glide Map A



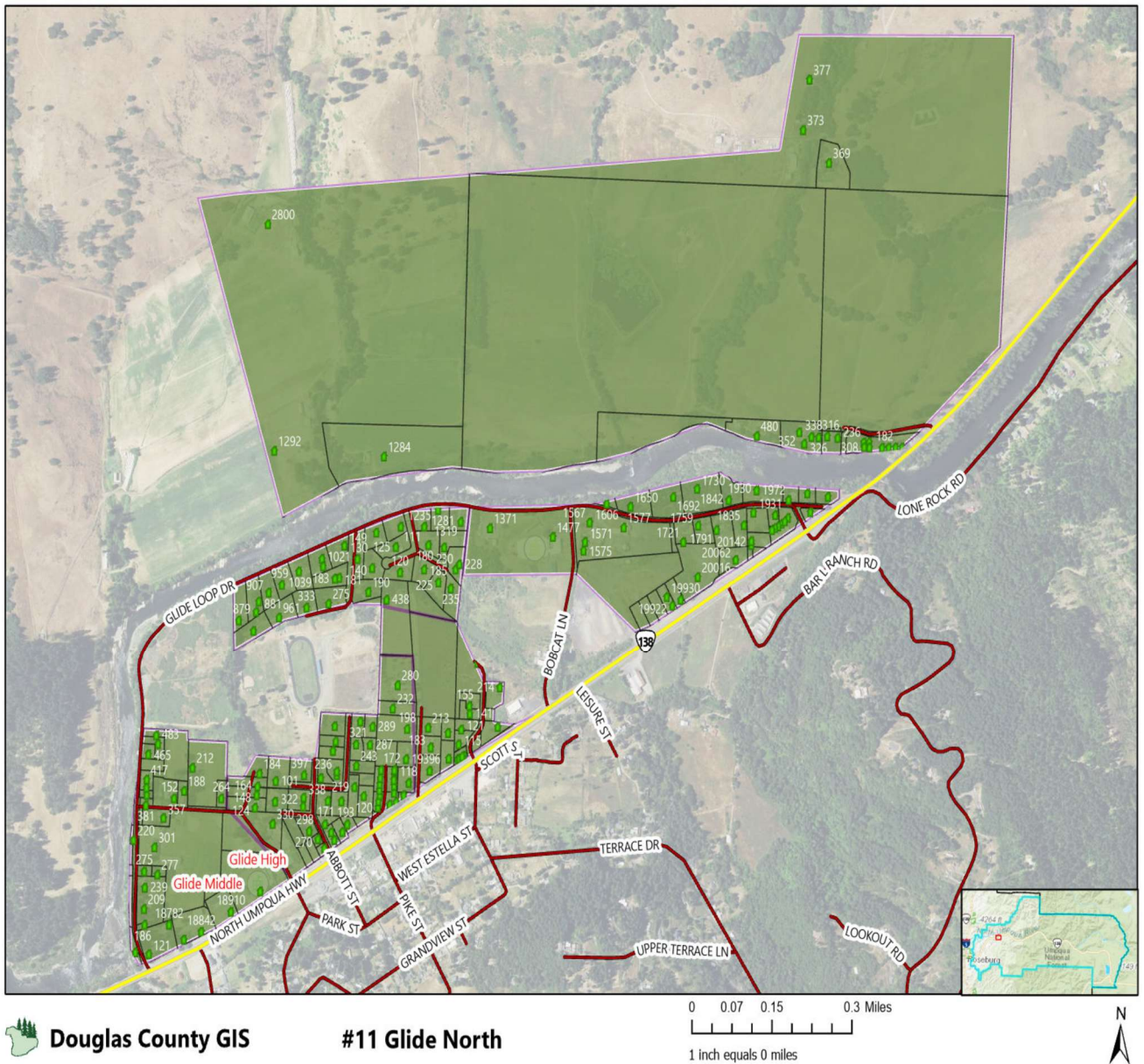
138 East Upper Canyon Map B



APPENDIX B

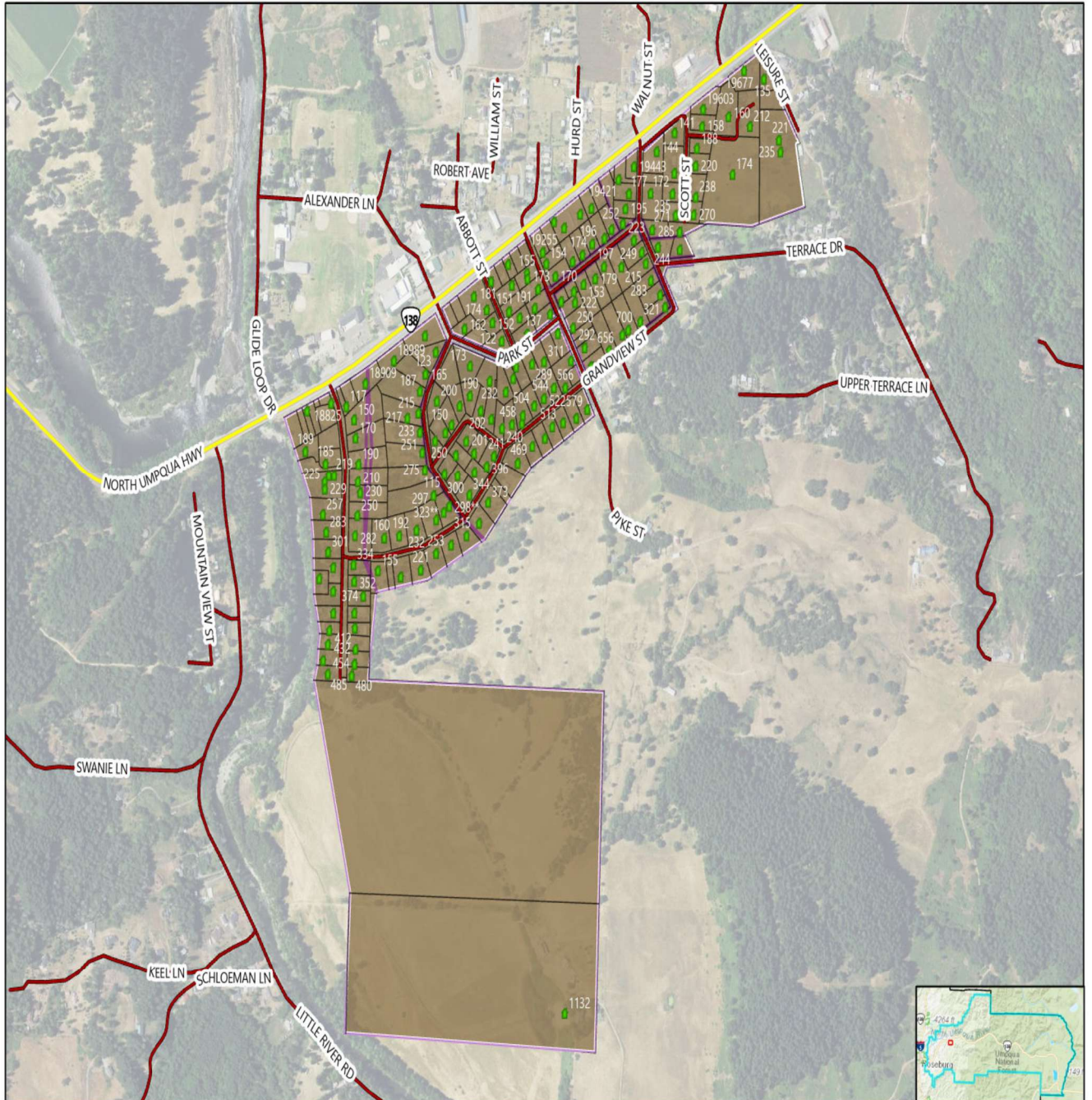
GLIDE CENTRAL SECTION MAPS (6)

GLIDE NORTH



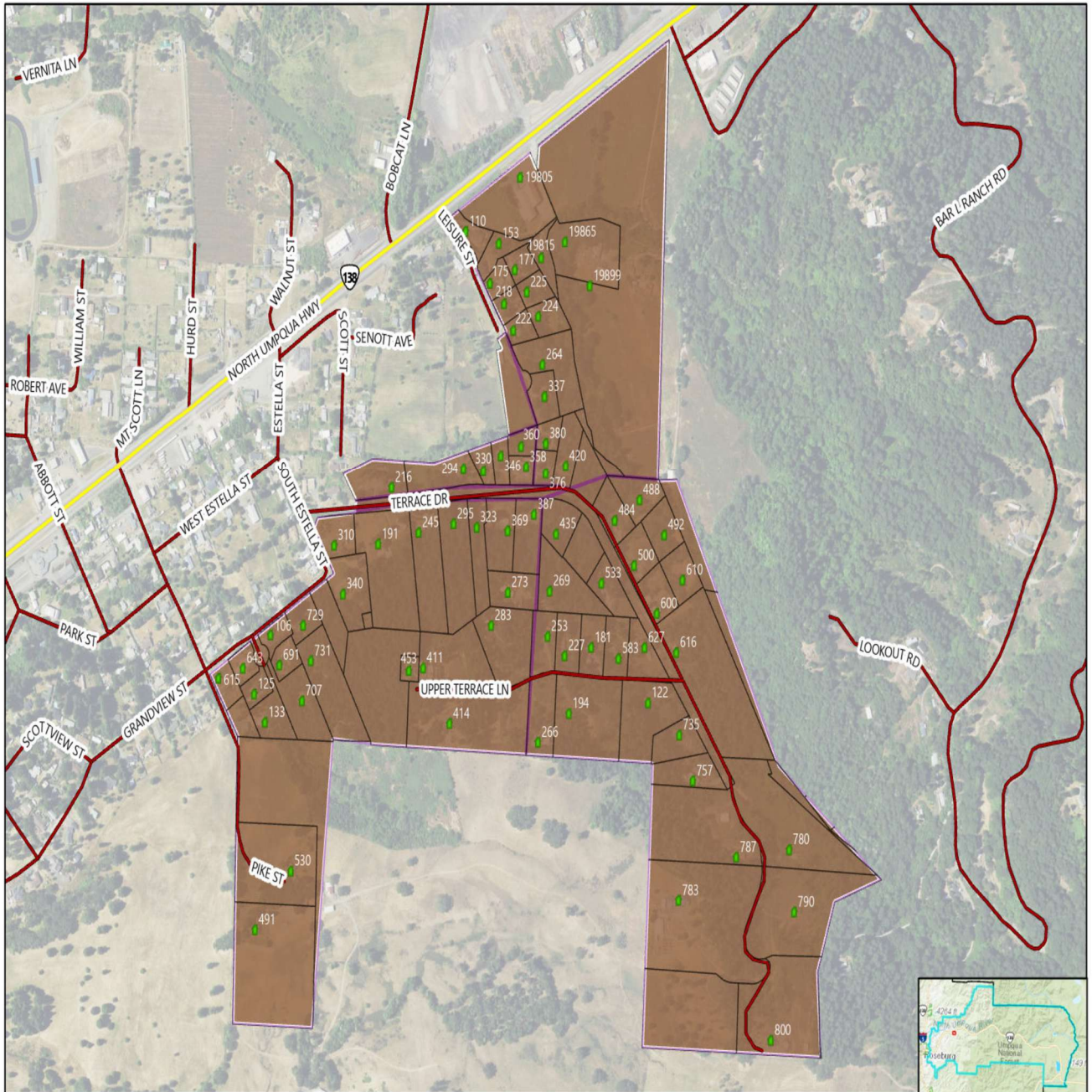
Glide Central Section

GLIDE SOUTH CENTRAL



Glide Central Section

TERRACE DRIVE



Douglas County GIS

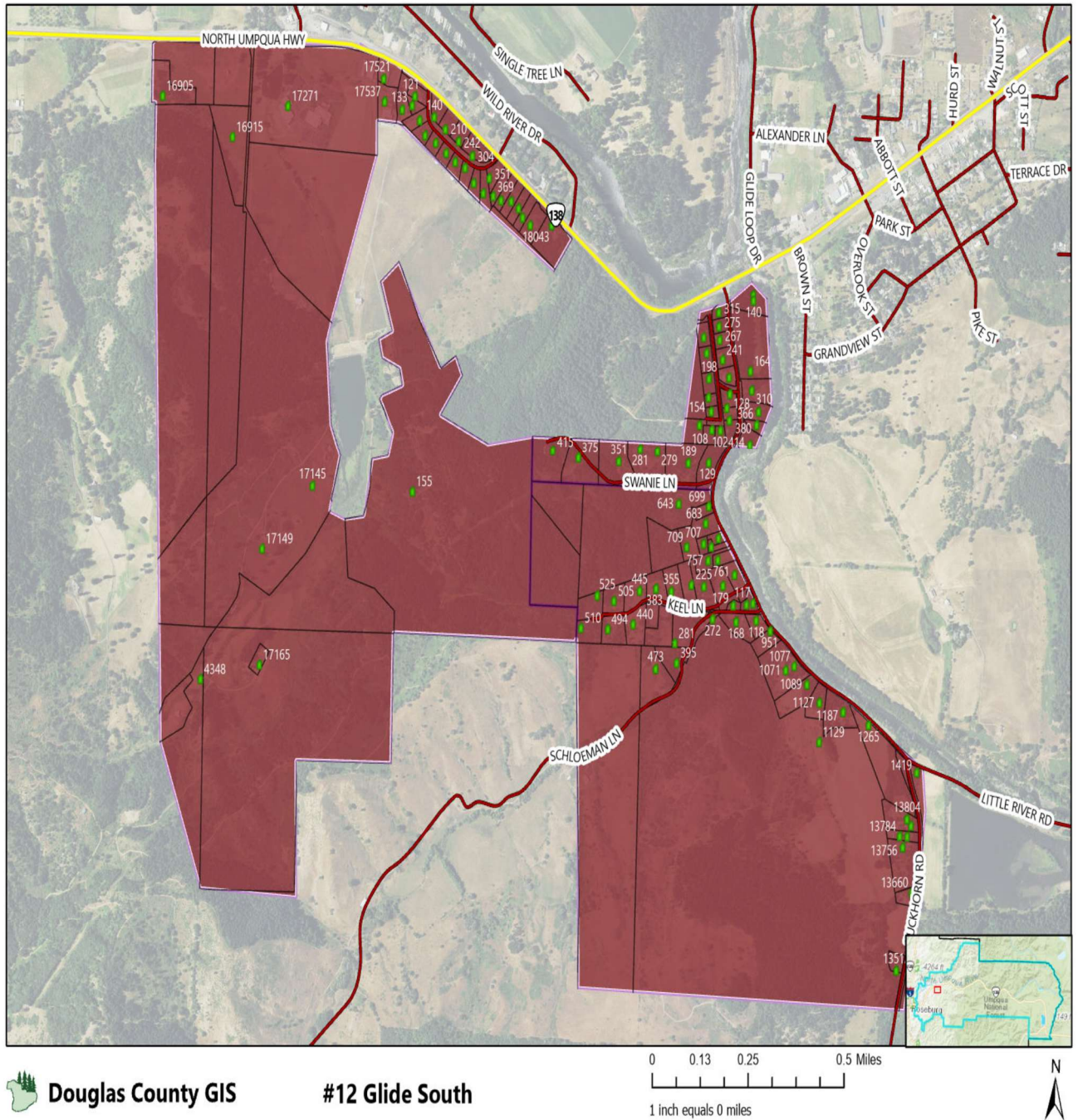
#28 Terrace Dr

0 0.05 0.1 0.2 Miles
1 inch equals 0 miles



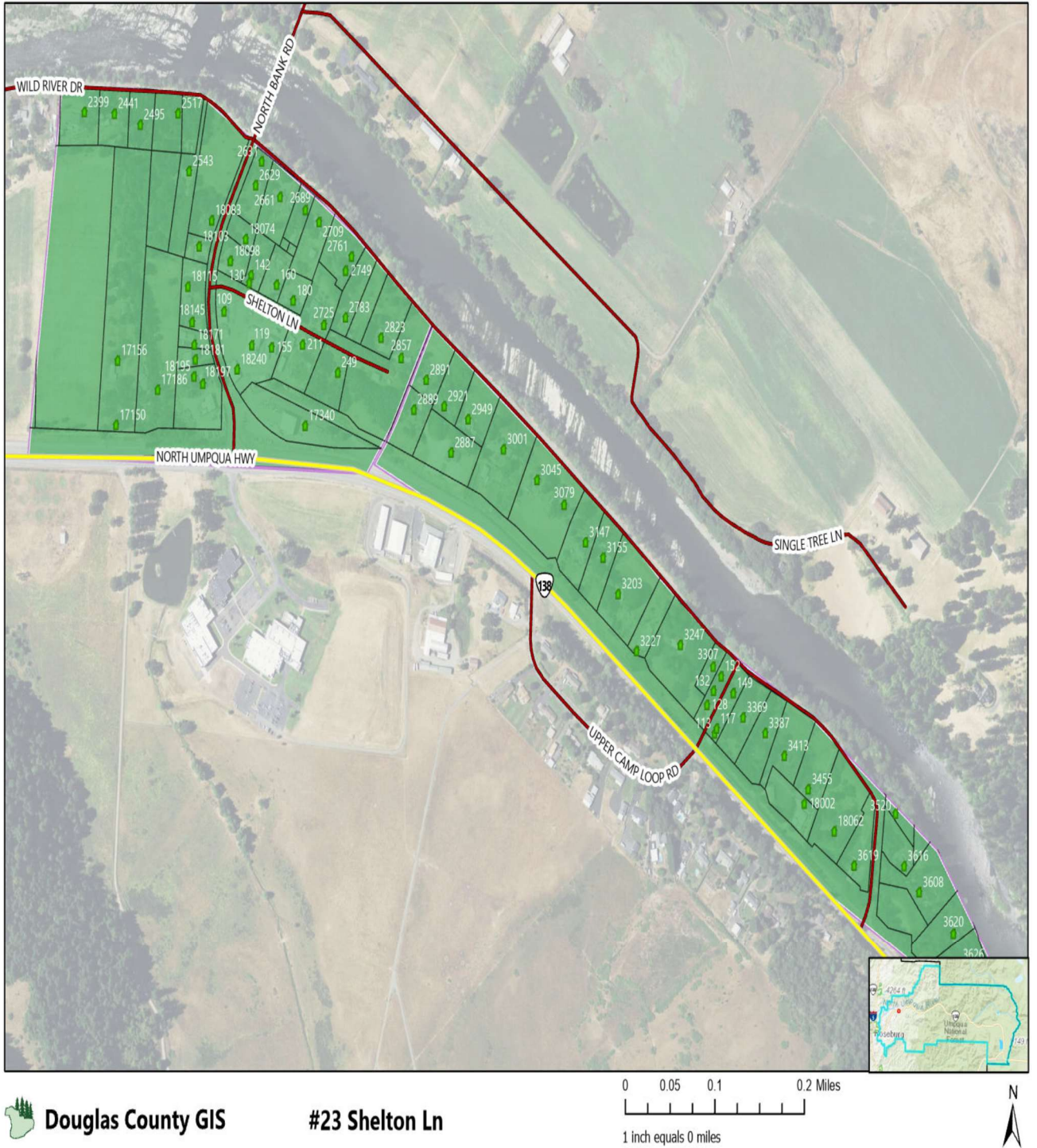
Glide Central Section

GLIDE SOUTH



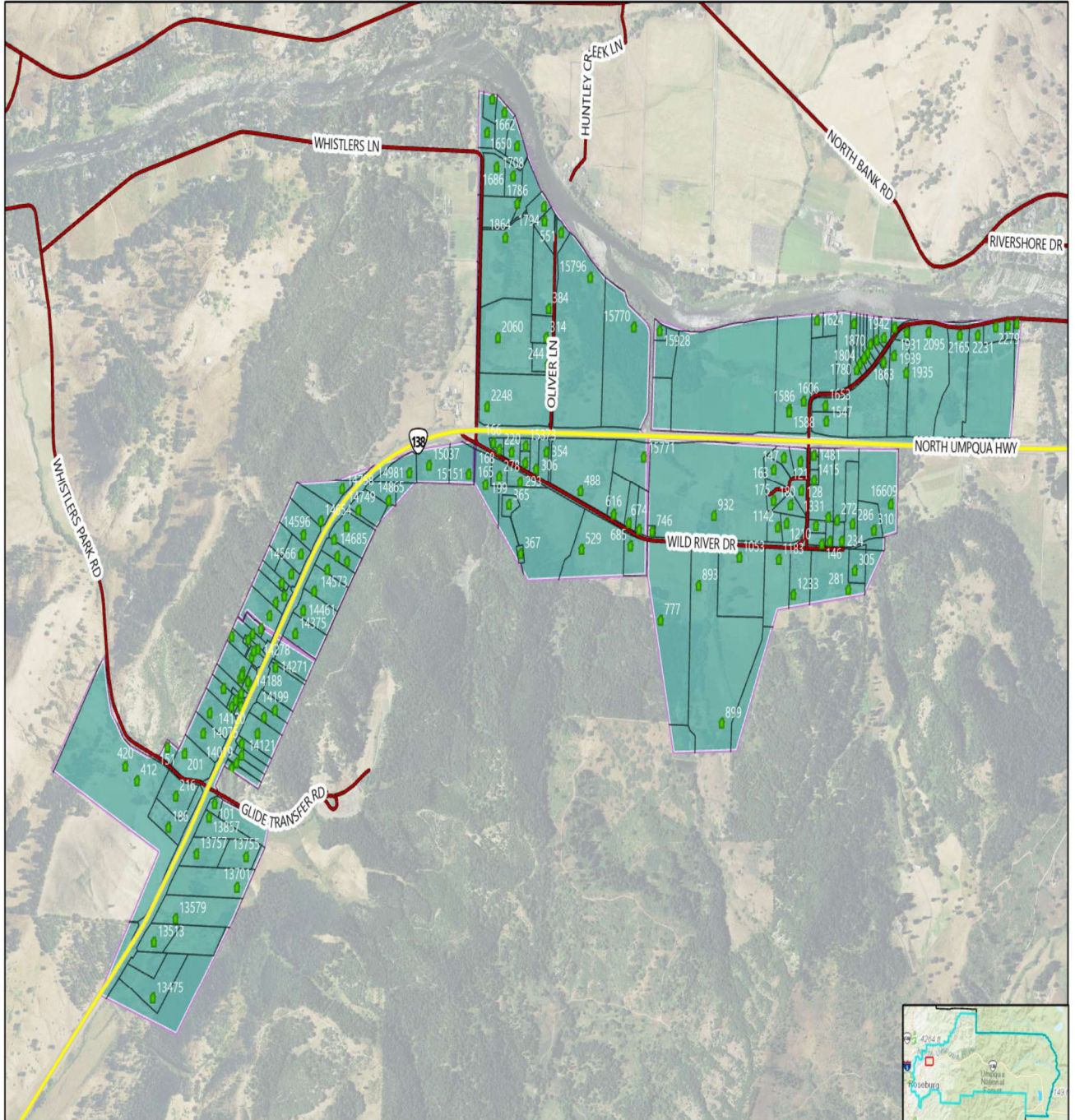
Glide Central Section

SHELTON LANE



Glide Central Section

WILD RIVER DRIVE



Douglas County GIS

#30 Wild River Dr

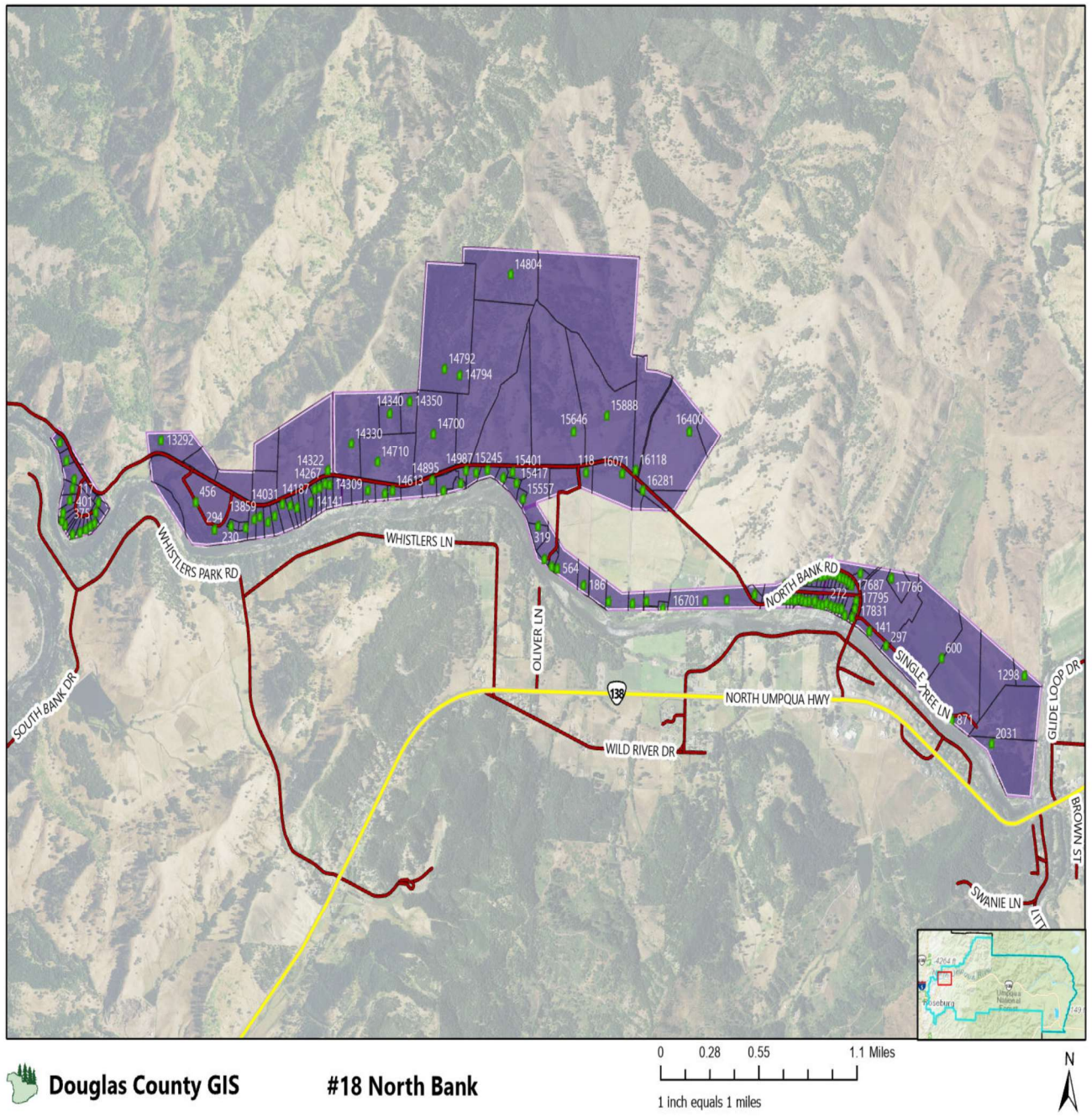
0 0.15 0.3 0.6 Miles
1 inch equals 0 miles



APPENDIX C

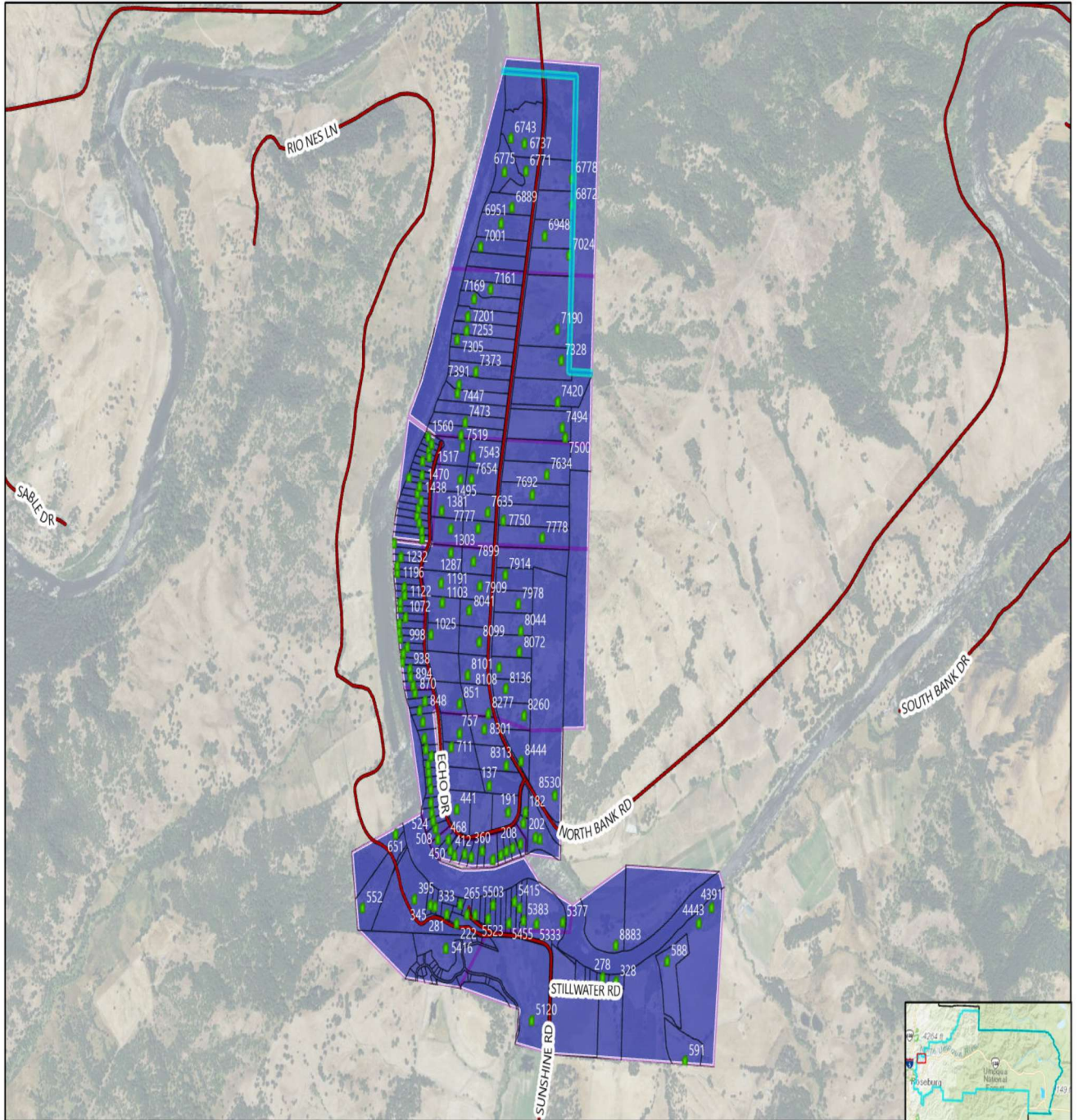
Glide NORTH SECTION MAPS (2)

NORTH BANK



Glide North Section

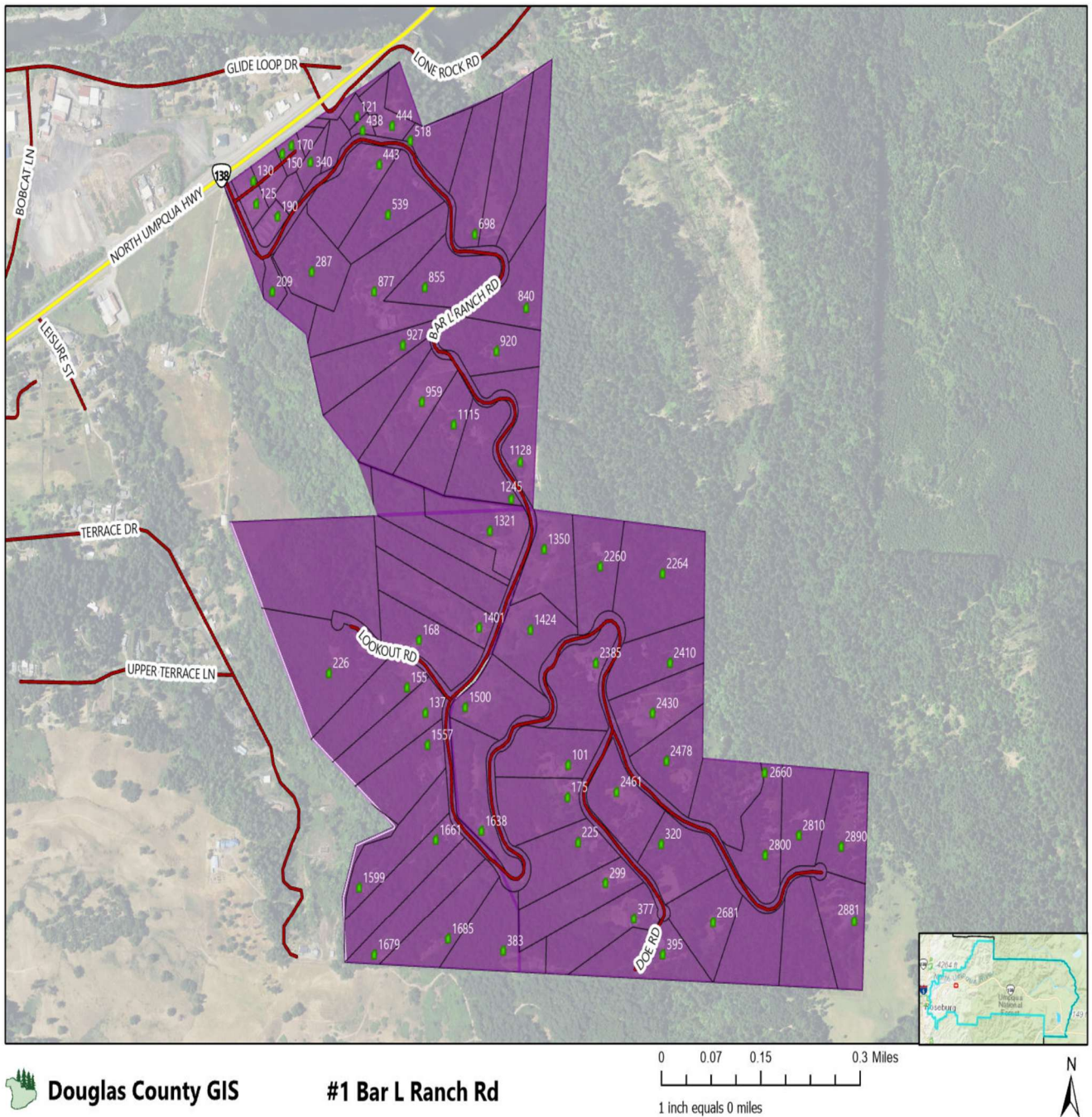
ECHO DRIVE



APPENDIX D

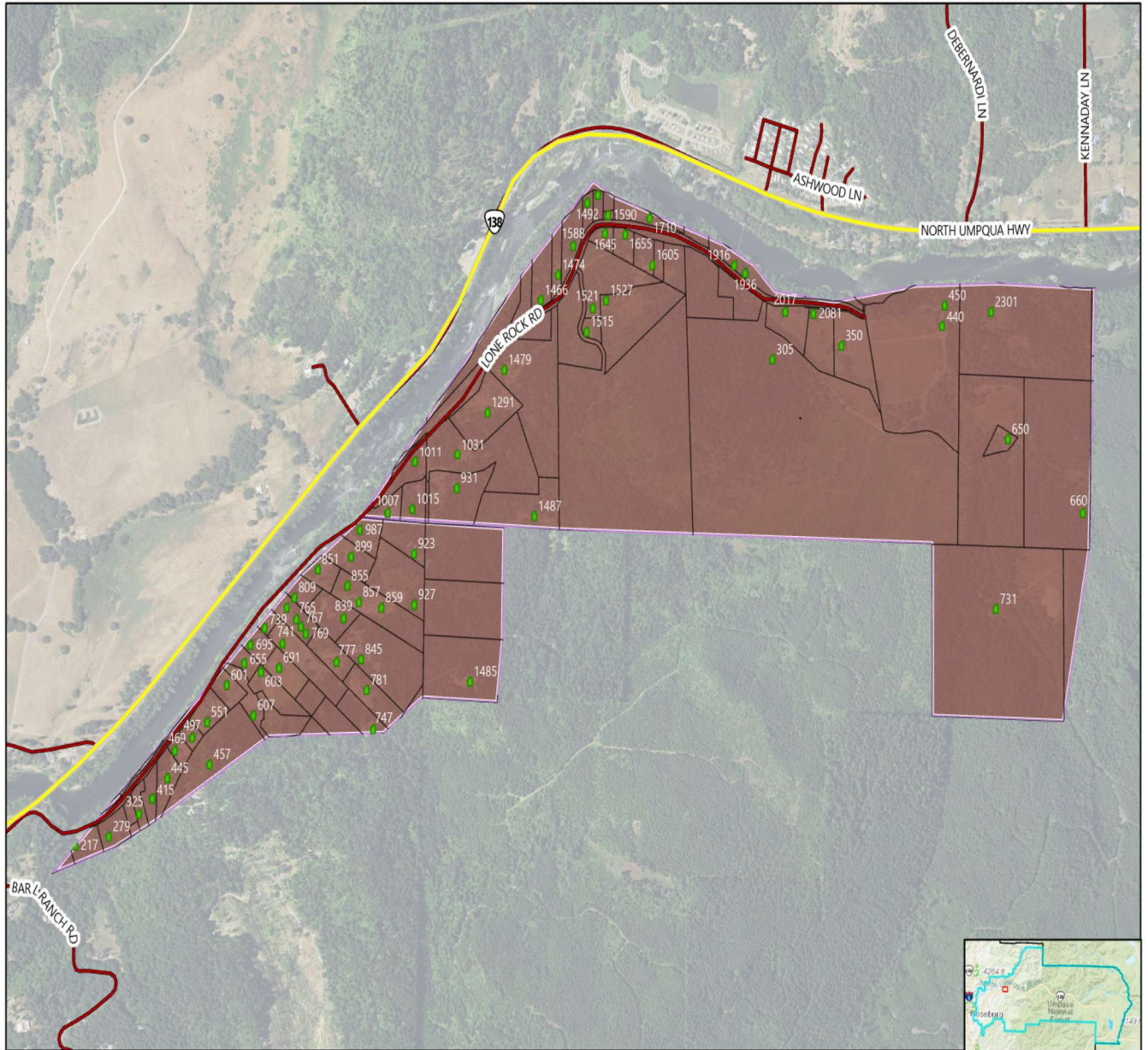
GLIDE EAST SECTION MAPS (6)

BAR L RANCH ROAD



Glide East Section

LONE ROCK



Douglas County GIS

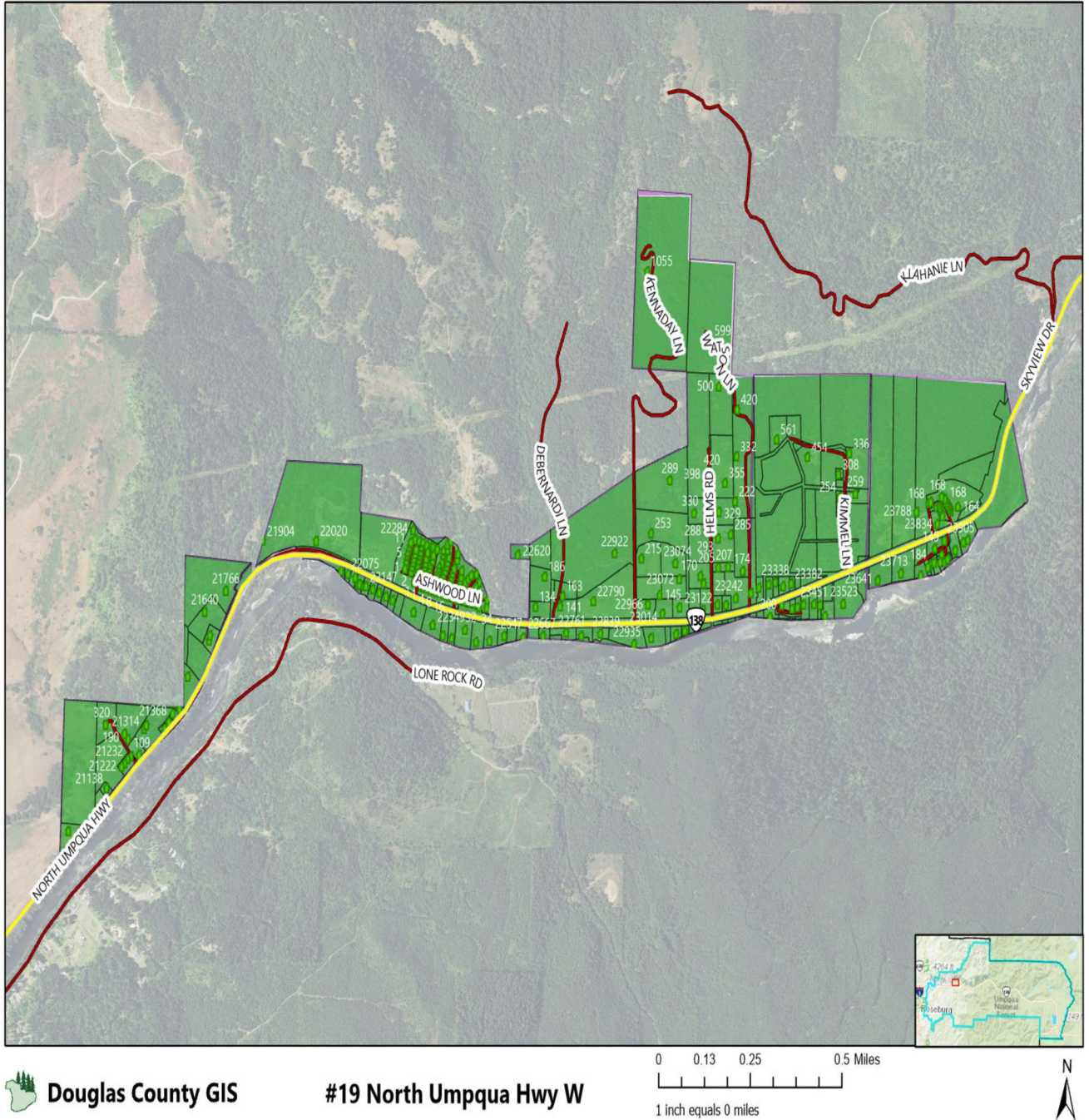
#16 Lone Rock

0 0.07 0.15 0.3 Miles
1 inch equals 0 miles

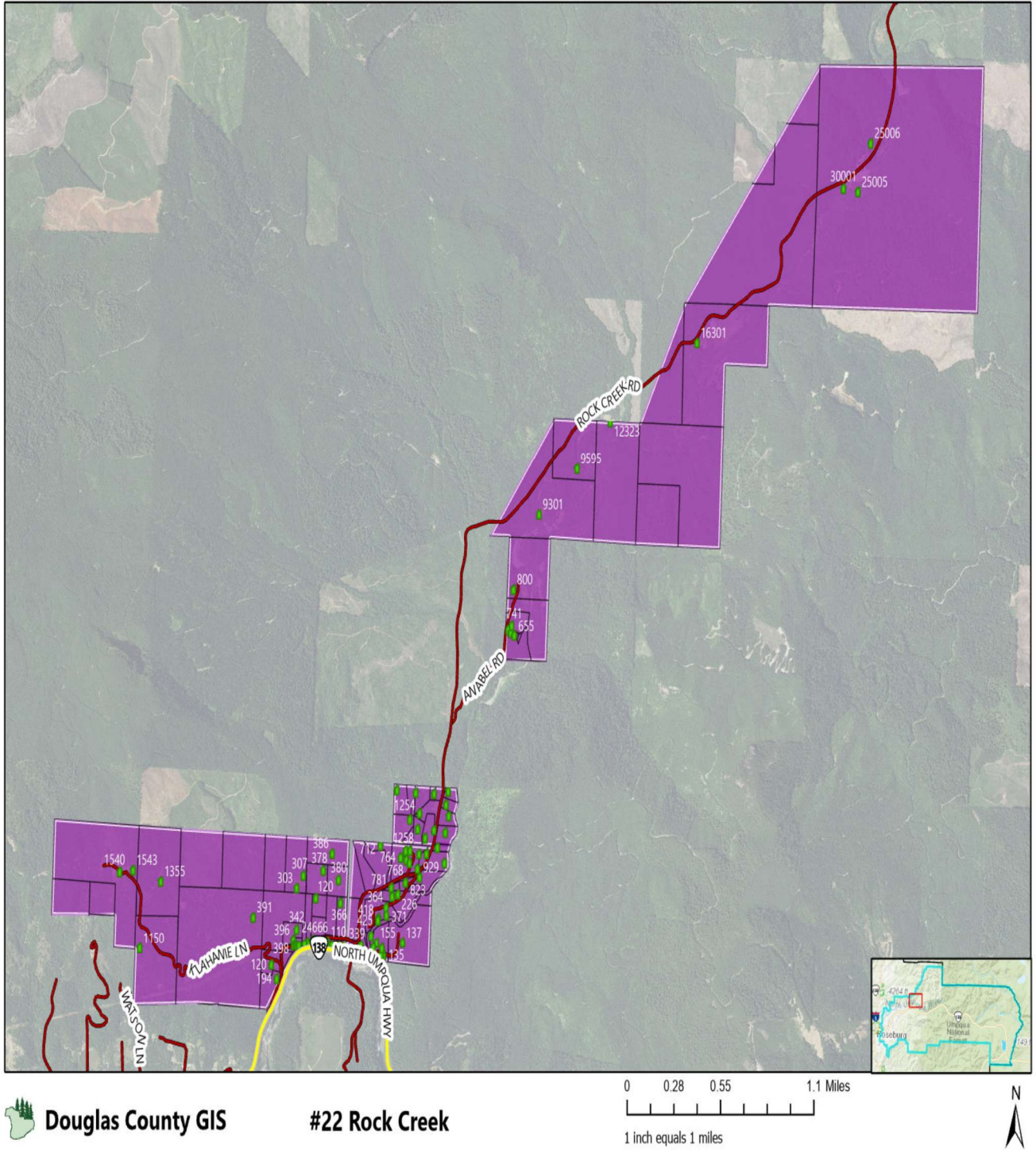


Glide East Section

NORTH UMPQUA HIGHWAY WEST

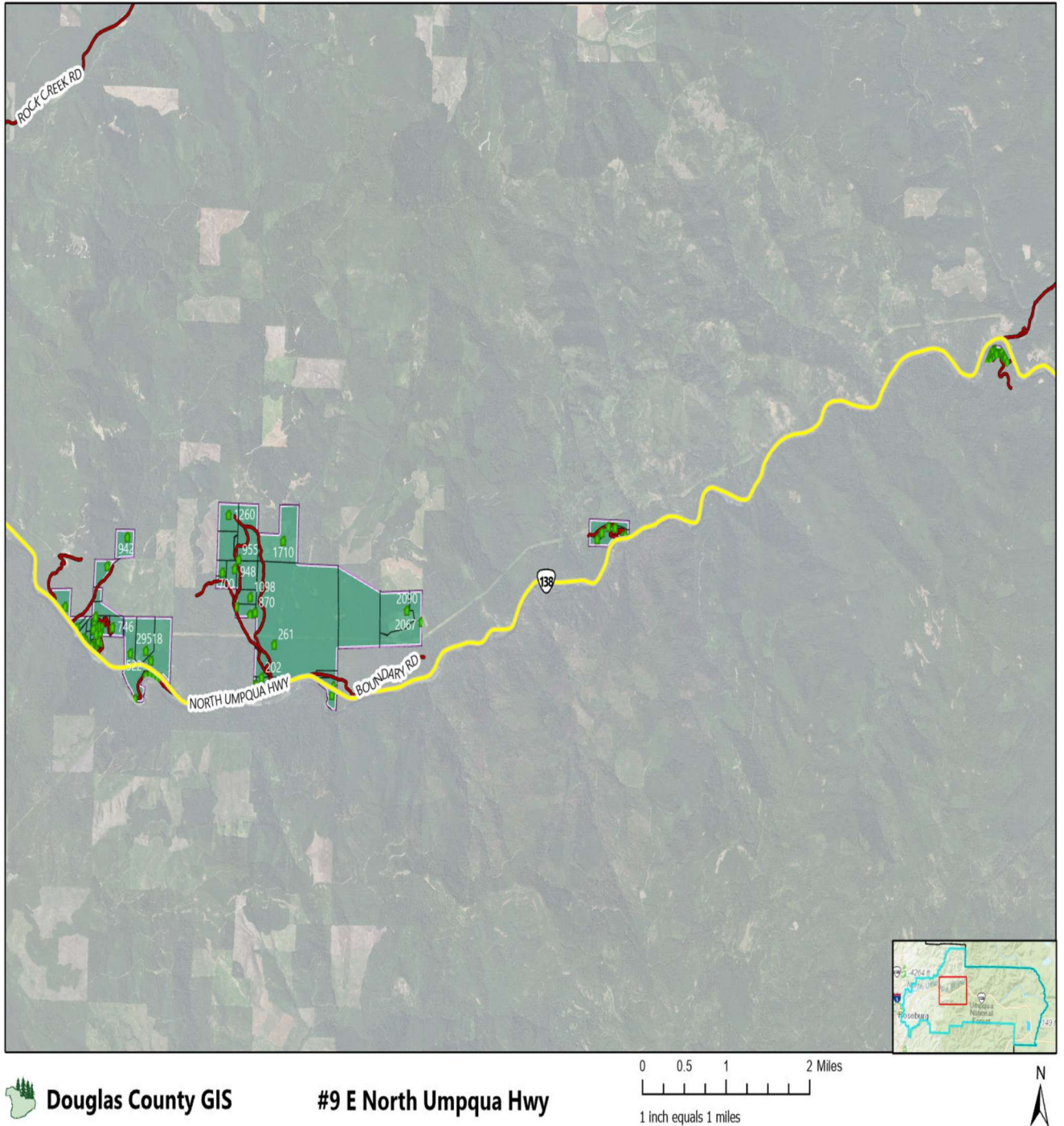


Glide East Section ROCK CREEK



Glide East Section

EAST NORTH UMPQUA HIGHWAY



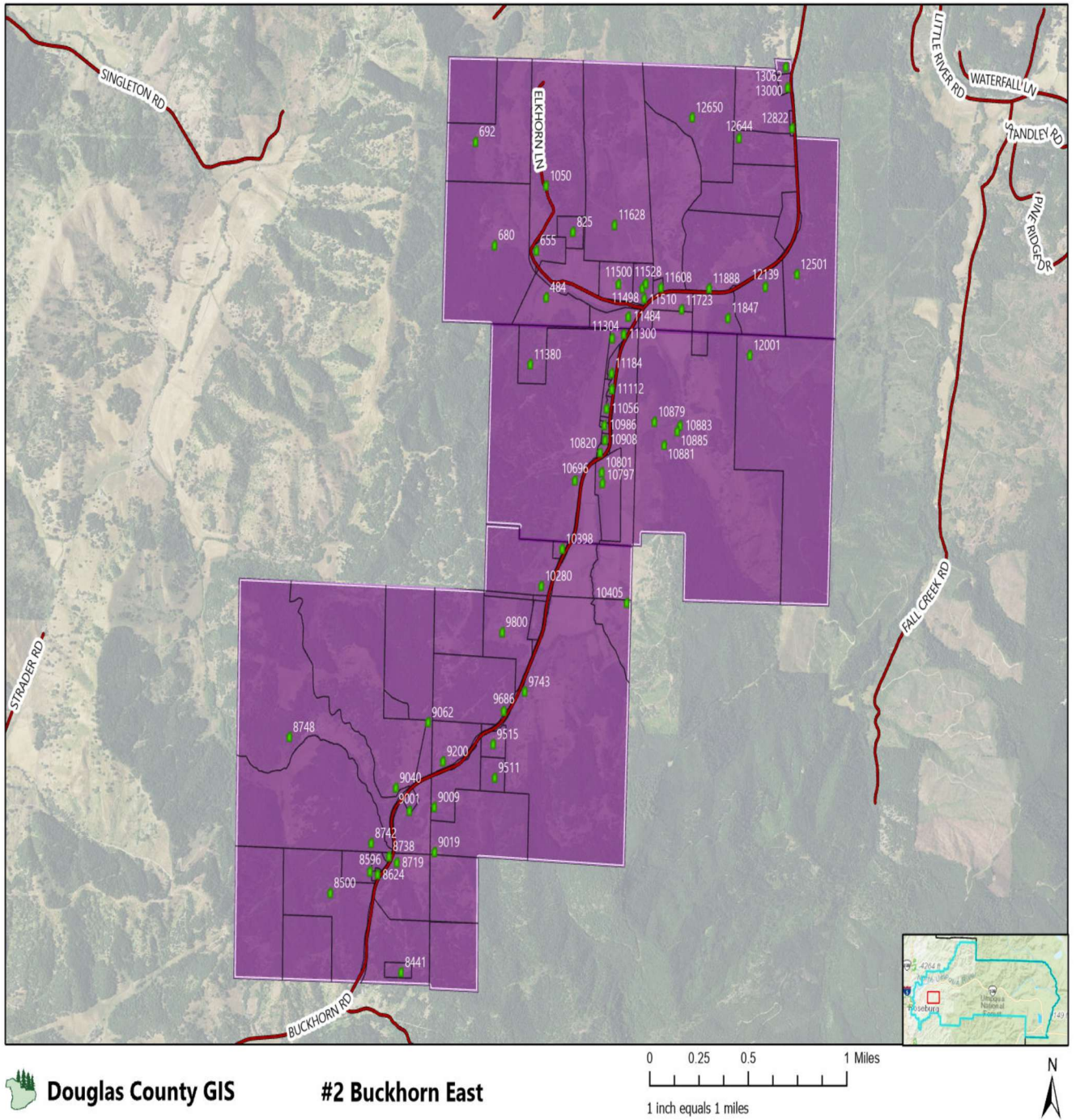
 Douglas County GIS

#9 E North Umpqua Hwy

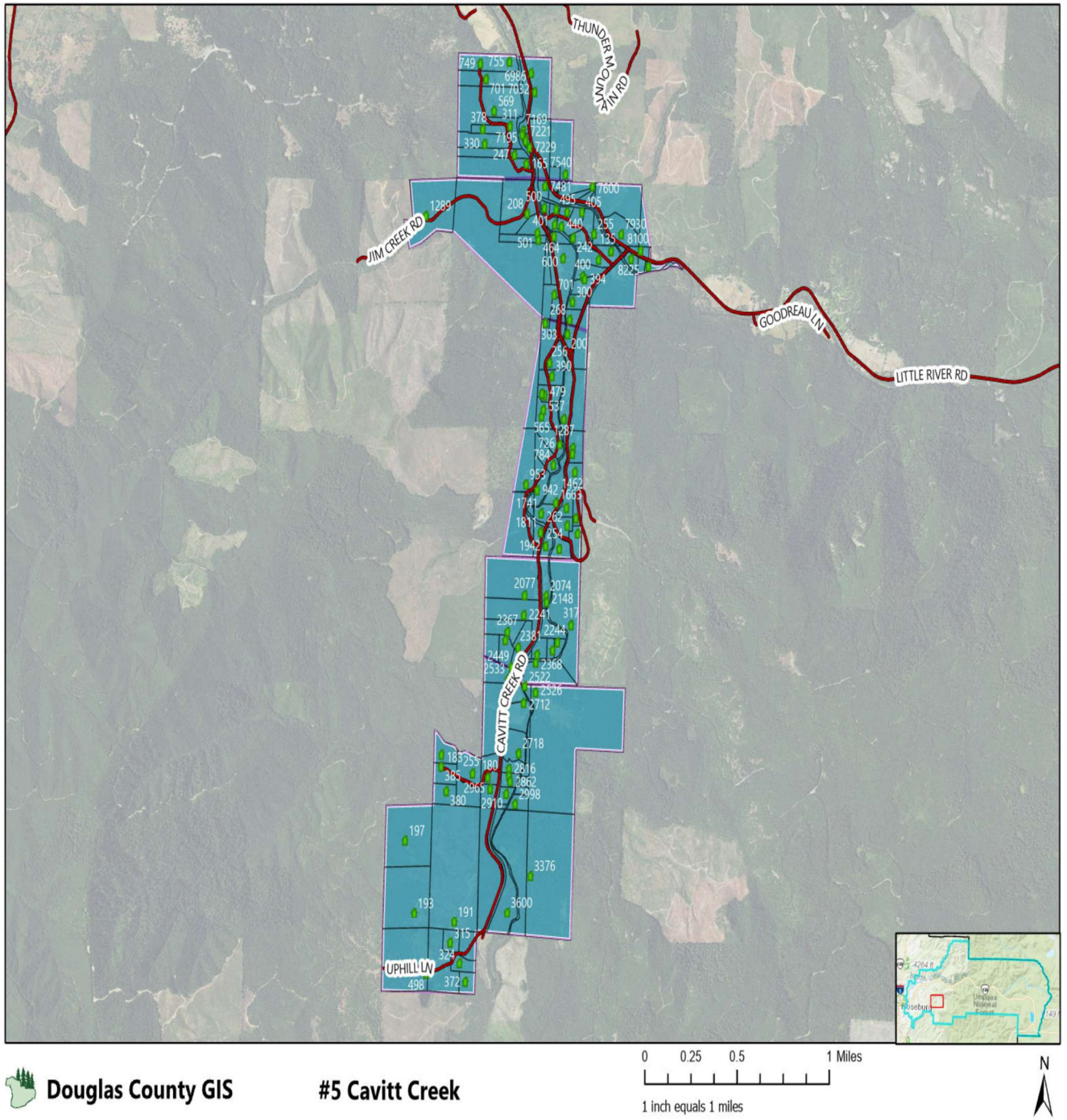
0 0.5 1 2 Miles
1 inch equals 1 miles



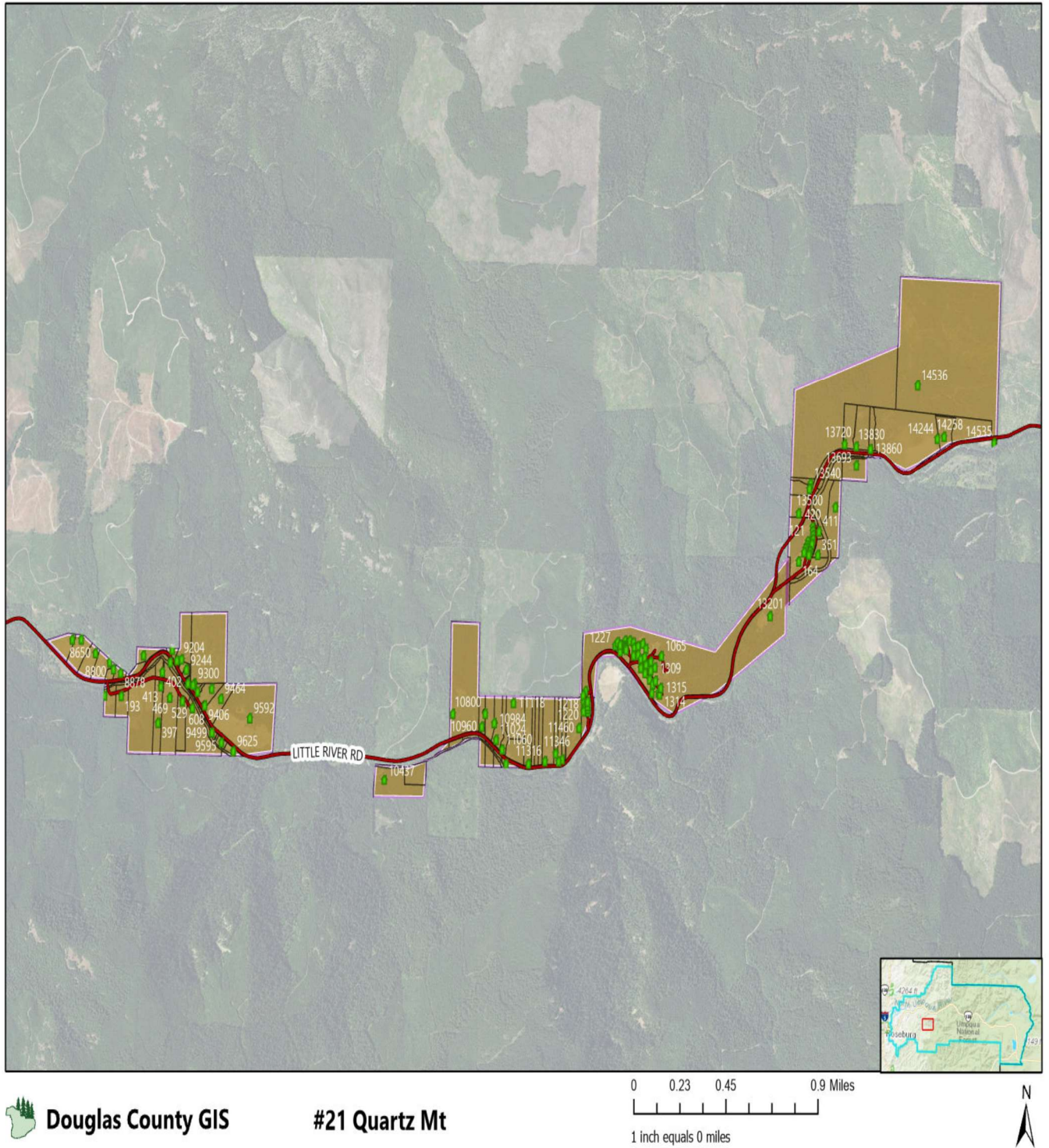
Glide South Section BUCKHORN EAST



Glide South Section CAVITT CREEK

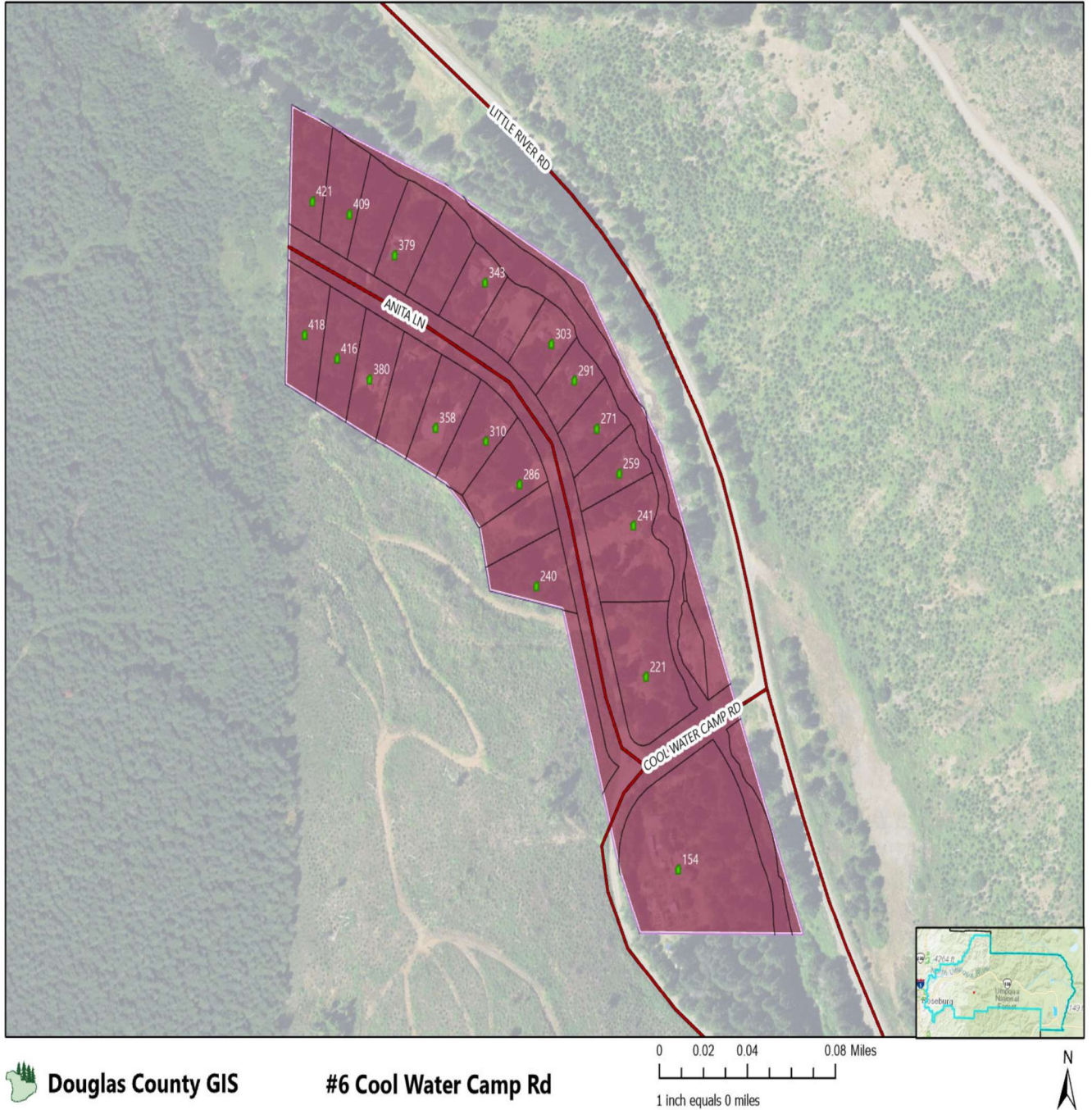


Glide South Section QUARTZ MOUNTAIN



Glide South Section

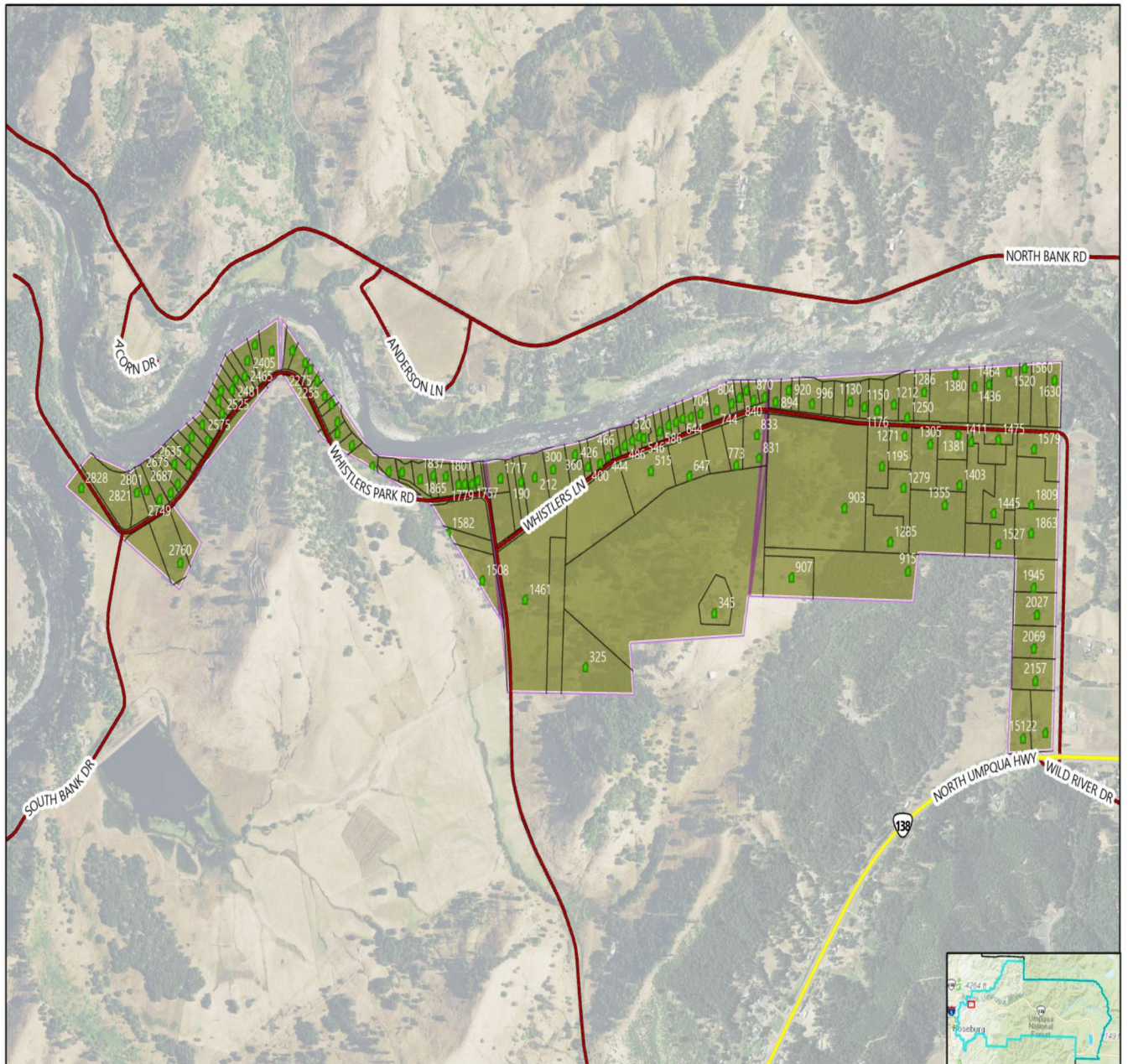
COOL WATER CAMP ROAD



APPENDIX F

GLIDE WEST SECTION MAPS (3)

WHISTLERS BEND



 Douglas County GIS

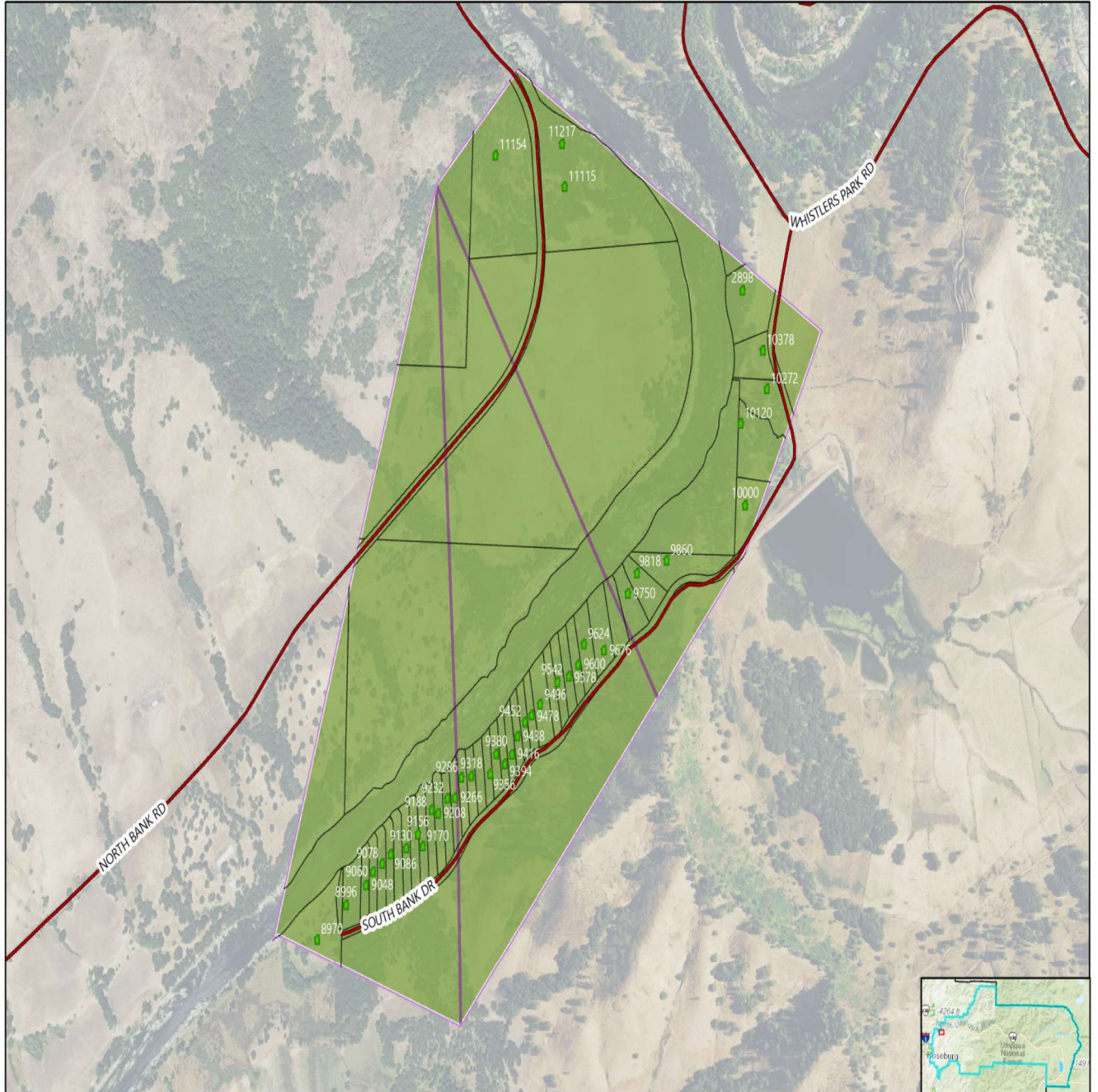
#29 Whistlers Bend

0 0.13 0.25 0.5 Miles
1 inch equals 0 miles



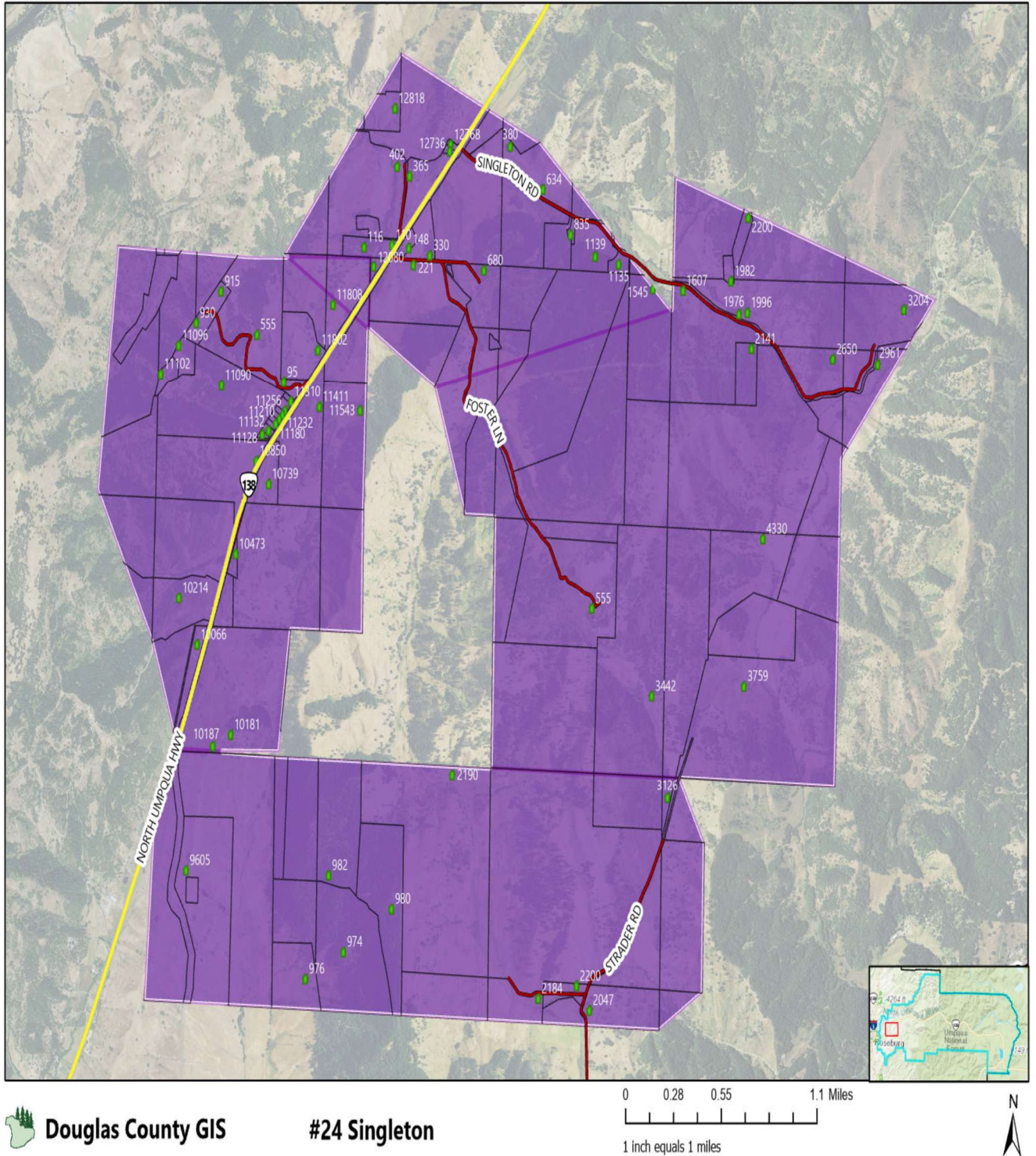
Glide West Section

SOUTH BANK DRIVE



Glide West Section

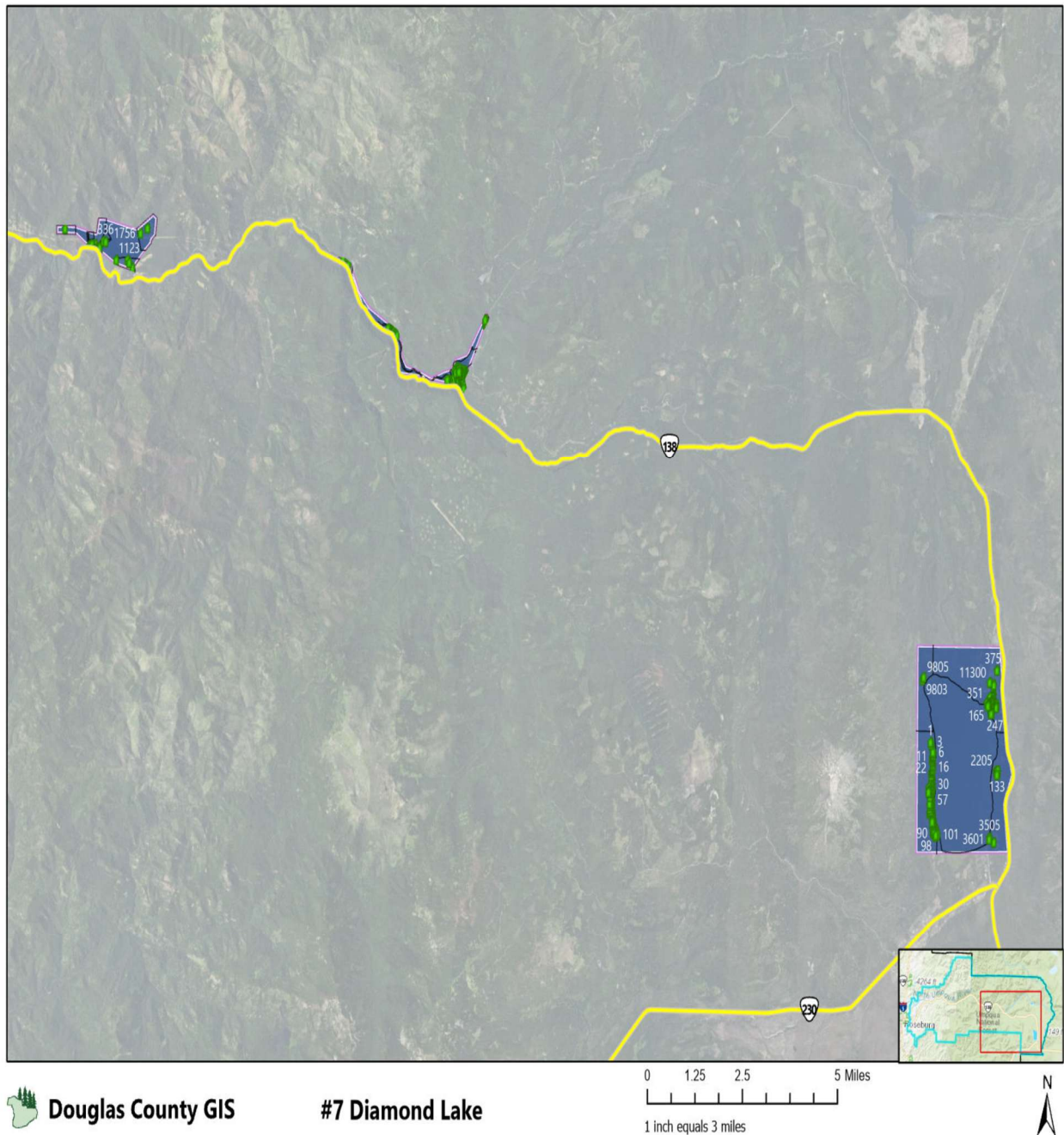
SINGLETON



APPENDIX G

138 East - Upper Canyon

DIAMOND LAKE



ATTACHMENT 1

Communication Documents

Volunteer Sign In/Sign Out Log (ICS 211)

General Message (ICS 213)

Unit Activity Log (ICS 214)

Communications Log

Equipment and Radio Check-Out

Runner Assignment Tracking Form

Sign In/Out Sheet (Reminder Sign)