

Again, thank you for volunteering for the Los Altos Festival of Lights Parade. As in years past this promises to be a fun event.

This is the welcome page of the “Festival of Lights Parade Instructions”. Please print and review this entire document prior to parade-time. Also, bring it with you – no copies will be available at the briefings. Of particular interest are the frequencies that we will be using – please program these into your radio before leaving home. This is a must!

You must be a sworn DSW to participate in this event. If you do not have a current DSW card, there will be an opportunity to have a “day of” DSW assignment from Los Altos. You must be ready for the process at staging no later than 4:15PM. This will happen at the beginning of your briefing period so it is important that you be on time! The “day of” form will be at Staging next to the ICS 211 form. We may not be able to accommodate you if you are late.

Each ham has been assigned a unique PL code – yours is listed on page 3 of the attached PDF file. This code must be programmed with all the frequencies listed on the ICS205 form later in this document. Your radio will be checked at Staging to ensure that you have programmed these into your radio. Please refer to your radio’s manual on the instructions on how to do this. Note that some radios can be configured to use “Tone”, “Tone Squelch”, “DCS” and even more. Please use “Tone” and not any of the other options. Note that some radios do not support all the tone combinations that are defined. **If you have a radio that doesn’t support the tone that is assigned to you, please contact me so we can find a suitable alternate.**

Hams may park next to the Staging Area – see the parking map. In order to do so, you must arrive before the barricades are set up and display the parking pass on your dash. You will not be able to leave until after the parade is over since this area is inside the parade route. If you arrive after the barricades are up, you will need to find parking on the street. **You are strongly encouraged to arrive before the barricades go up since construction at the Community Center has taken many spaces away. Street parking will be less available this year. Parking will be available at Los Altos High School but it will be a 15 minute walk to staging.** Refer to the parking map for alternatives.

This year we will be using the County Resource Net before and after the parade to track your progress as you travel to/from the event. The attached document has more information on how this works and who this applies to. Generally, everyone is encouraged to use the Resource Net so that you can be familiar with how it works in case you are pressed into action during a real situation.

If the weather looks “iffy”, an announcement will be made around 3:00 PM on the W6ASH, AA6BT and the N6NAC repeaters. There is no “rain date” this year – it gets held on Sunday or we wait until next year.

In the rest of the document, you will see:

- Page 1 summarizes the key information about the parade. All of this information is also explained later in the document as well.
- Page 2 is a description of the Resource Net and how it works
- Page 3 is the roster showing your position and your PL tone. Be sure to program this tone with each of the frequencies that you will be using (Parade Tactical Net and Shadow Net frequencies as listed on the ICS 205)
- Page 4 is the parking pass for parking near the Staging area.
- Page 5 and 6 are the assignment information regarding the parade, including the activation numbers. This information is useful when checking into the Resource Net.
- Page 7 is a map showing where parking may be available.
- Page 8 is a map of the parade route and assignment areas. Slightly different this year is we have not designated checkpoints on both sides of the parade route. More information will be available at the briefing meeting.
- Page 9 is the ICS 205 communications plan showing the frequencies we will be using. Please program these into your radio before you leave home. Don’t forget to set the PL tone that has been assigned to you.
- Page 10 is a list of typical questions that get asked at the parade.
- Page 11 describes the jobs and their responsibilities.
- Page 12 is a general timeline for the parade. This is a best-guess estimate based on past parades.

- Page 13 describes some of the typical situations that you might encounter during the parade with suggestions on how to handle the situation.
- Page 14 summarizes the Net operations and provides guidelines to you when you need to place a call to a specific location such as the Police Liaison.
- Page 15 describes the crowd size estimation guidelines. Please be familiar with this process – the parade organizers rely on us to provide this information accurately.
- Page 16 is the Lost Child/Lost Parent form to be used if you encounter such a situation. We will discuss this more during the briefing.

For logging the work that you do, please bring an ICS 214 and an ICS 309 with you. These can be found on the County site:

http://www.scc-ares-races.org/MACinfo/ICSfiles/go-kit/ICS_214-SCCo-ARES-RACES_Unit_Log.pdf

http://www.scc-ares-races.org/MACinfo/ICSfiles/go-kit/ICS_309-SCCo-ARES-RACES_Comm_Log.pdf

Please print and bring these with you. At the parade, please turn these forms in at Staging when you check out – there will be a box waiting for you. This is required for all MAC and MITs (MAC in Training), and suggested for all hams.

If you have a hi-visibility vest, please bring it. We do not have any vests available at the parade. Also, please dress appropriately – it might be chilly.

Lastly, if your plans change and you cannot help with the parade, please send me an email so I can adjust resources as needed.

Thanks again for your help.

Art Whipple / WA3AW

Assistant Coordinator, Los Altos Amateur Radio Emergency Service

awhipple@whipples.us

Los Altos Festival of Lights Parade 2019

Information for Hams

1. Times:

- Time to arrive: Before your briefing starts.
- Net Control Briefing at **3:00 PM** at the Net Control location.
- Shadow, Rover and Checkpoint Briefing at: **4:30 PM** sharp at the Staging tent (see below). **Please arrive early. Barricades will be up by 4:00.**
- Parking is more constrained than usual in Los Altos this year. Arrive early or expect to walk further than you expect.
- Parade starts at 6:00 PM
- Parade is typically over by 7:30 PM. Hams will be released no later than 8:00 PM

2. Radio Equipment Needed:

- Checkpoints: 2M HT, Extra Batteries. **Charge all your batteries the night before.**
- Shadows: 440-capable HT, Extra Batteries. **Charge all your batteries the night before.**
- Earphones or headset so you can hear over band noise. **This is essential**
- Long Antenna (this helps improve coverage)
- Program your radio for all frequencies listed on the ICS 205. Be sure to include your assigned PL tone.

3. Other Items

- Reflective vest.
- Warm coat, gloves and a hat are useful as it can be chilly
- Flashlight (no lights in the porta-potties), clip board, pen/pencil, note pad
- Name Tag (DSW, SPECS, club, or equivalent)
- Rain gear in case of inclement weather
- **There will be a Sign In/Out log – be sure to sign in AND out.**

4. Radio Frequencies

- **All Frequencies are listed on the ICS205 form later in this packet. Please program your radio for these frequencies. Don't forget to include your assigned PL tone.**

5. Resource Net/Travel Net:

- The Resource Net will be in operation starting at 3:30 PM. If you are a MAC or MIT, you must use the Resource Net during your travels in order to receive credit for this event (this is a county ARES/RACES requirement, not a parade requirement). All hams who are covered with County DSW are encouraged to use the Resource Net before and after the parade to become familiar with County procedures. The Resource Net will be on the AA6BT (146.115 + 100), W6ASH (440.800 + 100) and N6NAC (444.625 + 110.9) repeaters. Also see the next page for additional information.

6. Directions & Parking

- You can park in the parking plaza behind the Post restaurant at Main and First Streets. In order to do this you need to do two things: display the parking pass (in this packet) on your dash and arrive before the barricades go up. Also, you cannot leave until after the parade finishes. If the barricades are up, do not drive around them and do not ask any officer to allow you through. You will need to find street parking in this case. University Ave. and Los Altos High School (15 minute walk) are good alternatives. Refer to the attached map.

7. Meeting Point for Briefing and Location for Checkpoint and Shadow Hams - The Staging Tent

- In Plaza South on First Street, just behind the Post Restaurant. Check the map.
- The Net Control location has been moved to another location. Don't go there – go to the ham Staging tent.

8. At the Briefing you will get:

- Handout with your assignments and instructions. Bring the map that is included in this package.
- Hams will be deployed to their assignments at about 5:20 PM

9. Net Tactical Frequencies: see the ICS205 form later in this document

- **All hams have been assigned a PL code. This code must be programmed in your radio for the above frequencies. Your PL code can be found on the roster page in this packet. Please program these frequencies into your radio before you come to the event.** (See ICS205)
- Also, to prevent accidental changing of frequency, etc. during operation, lock your keyboard if you can.
- If you need assistance prior to the parade, contact the Resource Net

10. In case of Rain or threat of Rain

1. An announcement will be made on the repeaters around 3:00 PM on Sunday indicating if parade is on or cancelled.
2. You can also check the Parade's new website at www.losaltosparade.com

Questions: Call Art, WA3AW, 650 823-9433 (cell) or e-mail: awhipple@whipples.us

Resource/Travel Net information

The Resource net will be operating in Level 3 or “coordination of Mutual Aid” mode starting at 3:15PM. This is sometimes referred to as the “Travel Net” because one of the primary responsibilities of this Net is to track your movements during your travel to or from your assigned destination. After you check in with the Net Control operator, you will be contacted every 15-20 minutes for a Health and Welfare check. For this (and any) assignment, you can use the “RACES Assignment Form” to track important information related to the event. You can find this form later in this document (filled out for you)

Travel to the Parade Site

When you are ready to travel, contact Resource Net Control and inform them you are ready to start travel to the festival of Lights Parade. Do ***not*** contact Resource Net Control if you are not ready to travel (still packing equipment, etc.). Resource Net Control will ask if you have the activation number (it is on the “RACES Assignment Form” later in this document) and are ready to travel. Net Control will then ask for your location and the last three digits of your odometer. You can provide the nearest intersection for your location (they don’t need to know your home address). To minimize radio traffic, a good radio operator will initially contact net control in this manner “Resource Net Control, this is N6JRC, ready to depart.”

If your travel takes longer than 15-20 minutes, Resource Net Control will call you for a Health and Welfare check. When called, provide Resource Net Control with the last three digits of your odometer and your location. Be prepared – do not make Resource Net Control ask you for this information. Your exchange should go something like this:

(NC) “N6JRC, Health and Welfare”

(N6JRC) “N6JRC, 280 South at El Monte. Odometer 123. N6JRC”

(NC) “Roger.”

Note: You may be ticketed for operating your radio while driving. When called for a Health & Welfare check, please pull over to a safe location, reply to the H&W check, then continue on. We are not responsible if you get ticketed!

When you arrive at the Parade, park your car and stay in it! Call Resource Net Control and let them know you have arrived and your location. If you have parked next to Staging, the Resource Net will release you and you can walk to the Staging tent to check in. If you park away from Staging, then stay on the Resource Net frequency until you reach Staging. Let the Resource Net know when you arrive at Staging so they can finish tracking you.

After the Parade

Returning home is done in a similar manner:

1. Before you leave the Parade NC location, sign out on the 211 form at Staging, turn in your paperwork, and tell the NC (via radio) that you are ready to walk to your vehicle. Don’t tell the Staging crew you’re ready to go – contact Parade Net Control.
2. When you reach your car, call the Parade Net Control and tell them you are ready to start your travels. They will instruct you to contact Resource Net Control.
3. Contact Resource Net Control and wait for instructions. They may be busy, so please be patient. If you cannot reach Resource Net Control, contact the parade Net Control again and ask for assistance. Do not leave on your own – this invalidates your DSW coverage if you are involved in an accident.
4. While traveling, you may be asked for a Health and Welfare check. See the instructions above.
5. When you arrive home, inform Resource Net Control. They will want your ending odometer.

Assignments

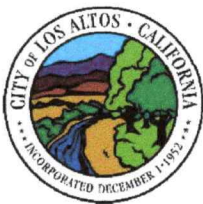
This year we have many volunteers. We have tried to accommodate your preferred positions but have not been able to in every case. Checkpoints are assigned in a block, and you are requested to monitor your side of the block. Please walk the entire length of your assigned area. Make it a point to meet the other hams on the adjoining areas, search out and introduce yourself to some of our police and fire officers. There are a small number of staff personnel this year. Their job is to back you up – if you need help, inform Net Control and someone will be dispatched to your location. Your final assignment will be made when you check in at the Staging Tent.

Callsign	Last	First	Assigned Position	Primary City	PL Tone
AA6PM	Melhus	Peter	NetControl/eval	Saratoga	241.8
AB6CJ	Pelton	Vicki	Shadow Eval - Nancy	Palo Alto	189.9
AE6EO	Platt	Dave	Checkpoint	Mountain View	103.5
AJ6DU	Hong	Ted	Checkpoint	San Jose	107.2
AJ6JN	Thiessen	Forrest	Shadow - Sami	Mountain View	110.9
AJ6XZ	Grafton	Jeff	Checkpoint	Mountain View	225.7
K2LL	Katin	Neil	Shadow - Ken	Los Altos Hills	167.9
K2SYW	Jeffery	Stu	Rover	Los Altos	114.8
K6FJC	Laubach	Mark	Staging	County of Santa Clara	146.2
K6FSH	Fishman	Bob	Shadow - Ed	Mountain View	88.5
K6GA	Kenniston	Michael	Net Control	San Jose	241.8
K6GWK	Kalbach	Gary	Checkpoint	Los Altos	141.3
K6JLN	Nilles	Jeff	Checkpoint	Los Altos	151.4
K6MAL	Maluf	Nadim	Checkpoint	Los Altos	192.8
K6OTT	Ott	Andreas	MAC Evaluator	Sunnyvale	127.3
K6SLB	Bordelon	Scott	Net Control	San Jose	241.8
K6WRU	Underwood	Walter	Shadow - Keith	Palo Alto	177.3
K6ZJI	Remillong	Keith	Checkpoint	Mountain View	162.2
KC6RSC	Roth	Steve	Checkpoint	Sunnyvale	173.8
KD6DIF	Hoffman	Terry	Checkpoint	Santa Clara City	254.1
KE6BJQ	Slattery	Timothy	Net Control	Mountain View	241.8
KG6TMI	Muffler	Patrick	Staging	Palo Alto	179.9
KG6YHS	Beardsley	Irene	Net Control	Palo Alto	241.8
KI6PUR	Van Mell	Richard	Checkpoint	Mountain View	203.5
KI6VMY	MacMillan	Duncan	Shadow - Murphy	Los Altos Hills	218.1
KJ6ACE	Clendenin	Donald	Shadow - Michelle	Milpitas	69.3
KJ6WCM	Nelson	Jeff	Checkpoint		100.0
KK6EWQ	Halchin	Judy	Shift Supervisor	Cupertino	71.9
KK6PCV	Tavel	Tracie	Checkpoint	Los Altos	229.1
KM6AMS	Evans	Fred	Shadow - Brown/Carl	Los Altos	233.6
KM6VYV	Cartalano	Louis	Rover		250.3
KM6YEC	Holliday	Kerry	Checkpoint	Milpitas	67.0
KM6YZM	Shay	Bernard	Checkpoint	Los Altos	94.8
KN6CIZ	Bremeau	Nicolas	Checkpoint	Los Altos	123.0
KN6CJA	Bremeau	Christian	Checkpoint	Los Altos	74.4
KN6FLZ	Scheuerell	Ann	Checkpoint	Los Altos	186.2
KN6IW	Liencrest	Bjorn	Rover	County of Santa Clara	196.6
KT6JK	Wen	Todd	Checkpoint	Cupertino	91.5
N6ALI	Cassidy	Alison	Net Control	Saratoga	241.8
N6DY	Bailey	Mark	Shadow - Mike	Los Altos Hills	156.7
N6EIO	Rosa	David	Checkpoint		85.4
N6GUY	Guy	Harry	Rover	Los Altos	136.5
N6IM	Cascone	Bob	Checkpoint	Cupertino	165.5
N6JRC	Clark	Jim	IC Evaluator	Los Altos	97.4
N6MEF	Fox	Michael	MAC Evaluator	County of Santa Clara	210.7
N6UOB	Beck	Byron	Checkpoint	Campbell	82.5
W0DAV	Creemer	David	Checkpoint	Palo Alto	206.5
W6JMK	Kristian	John	Shadow - Bauer	Los Altos	118.8
W7WPO	Jones	Edwin	Checkpoint	Los Altos Hills	131.8
WA3AW	Whipple	Arthur	IC	Los Altos	79.7
WA6TJX	Ricci	Dave	Checkpoint	Los Altos	171.3
WB6BWQ	Keller	Loretta	Net control	Sunnyvale	241.8

Place on driver's side dash area

This side facing down

-----Fold on dotted line-----



Festival of Lights Parking Permit



Valid on Sunday, December 1, 2019

RACES Assignment Form

Santa Clara County ARES/RACES

RACES ACTIVATION NUMBER:	LOS-2019-006 (Los Altos) XSC-19-08T (Santa Clara County)
ASSIGNMENT TASK:	Los Altos Festival of Lights Parade
ASSIGNMENT ADDRESS (Street, City):	See Special Instructions on next page
LOCAL CONTACT: Name	Art Whipple / WA3AW
LOCAL CONTACT: Phone Number	650-823-9433
LOCAL CONTACT: Frequency, PL	
START TIME:	Resource Net Opens at 3:15 PM Parade Net Opens at 4:00 PM
LENGTH OF ASSIGNMENT:	No later than 8 PM
STARTING ODOMETER READING:	

RESOURCE NET FREQUENCIES

REPEATER	FREQUENCY (offset)	TONE (PL)
AA6BT (Primary)	146.115 (+)	100.0
LINKED TO W6ASH (North Valley)	440.800 (+)	100.0
LINKED TO N6NAC (South Valley)	444.625 (+)	110.9

INSTRUCTIONS:

- Before contacting the Santa Clara County RACES Resource Net Control, contact your city EC to verify that you can respond to the County call for assistance. If this is a training event, you should contact your EC before the event to be sure that you have been released to respond to this call.
- Before contacting the County Resource Net Control, install your magnetic mount antenna on your vehicle, connect your radio, put your go-kit in your vehicle, record the last three digits of your odometer on the line above, and be ready to start your vehicle upon receiving your assignment.
- Be prepared to provide the highway or street you are on, and the last three digits of your odometer when asked by the Resource Net Control during Health and Welfare checks.
- Advise the County Resource Net Control when you have arrived at the assignment location, telling the net control where you have parked your vehicle. If you park at Staging, you will be checking out of the Resource Net at this time, then checking in at the Staging tent. If you park away from Staging, then stay with the Resource Net operator until you reach the Staging area. At that time you can check out of the Resource Net and check in at the Staging tent.
- Reverse this procedure when you have completed your assignment and are ready to return home.
- Use other side for special instructions**

RACES Assignment Form

Santa Clara County ARES/RACES

SPECIAL INSTRUCTIONS:

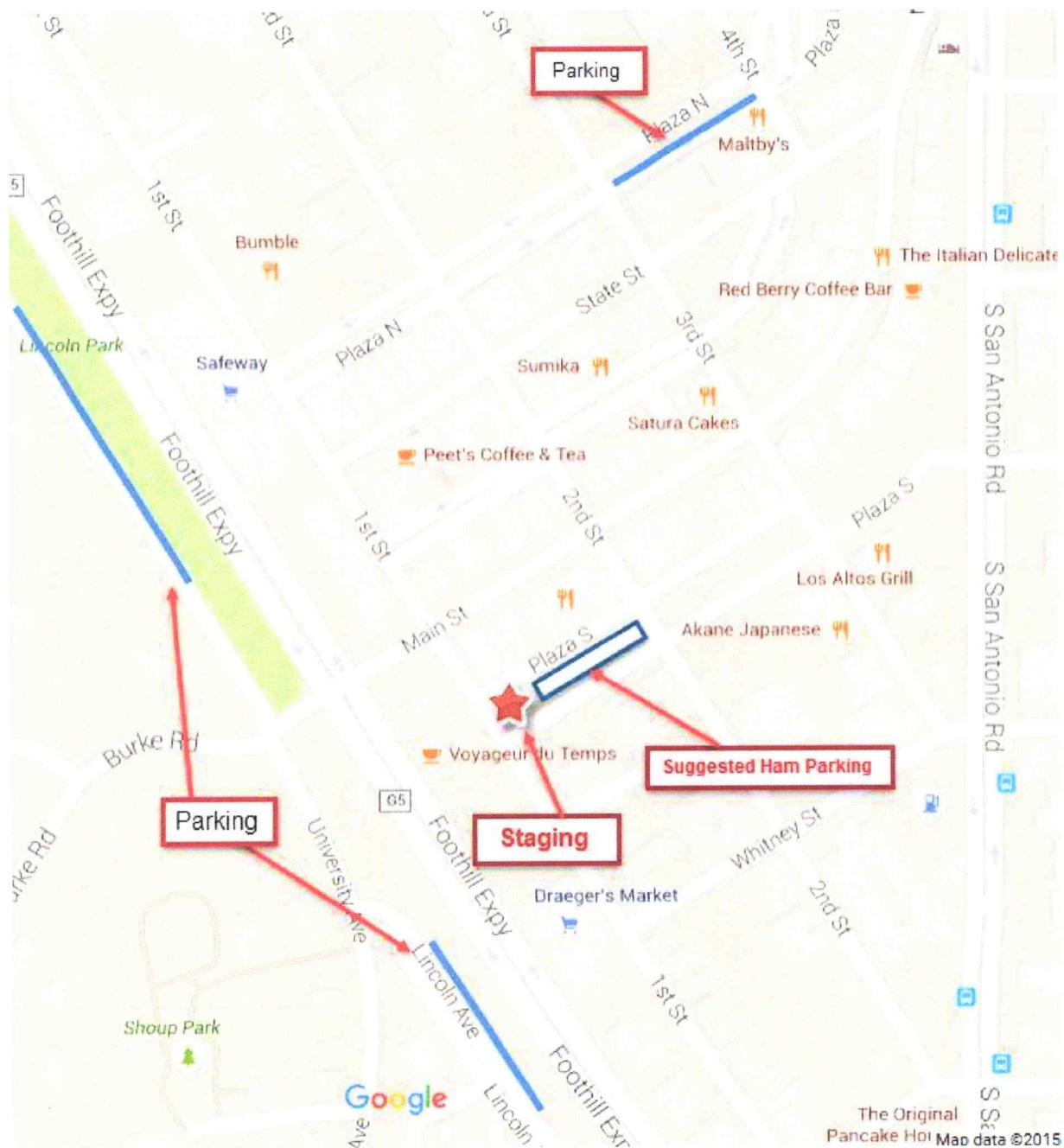
1. Be sure to program your radio with your assigned PL tone.
2. Suggested parking is next to Staging but you definitely need to be on time to do this – **be sure to bring your parking pass**. Alternate parking might be available on University Ave between Burke and Edith.
3. Once you arrive, stay in your car and let Resource Net Control that you have arrived. If you are parking at Staging, you will be checking out of the Resource Net at this time, then walking to the Staging tent to check in and get your assignment. If you are parking elsewhere, tell Resource Net when and where you are parked. The Resource Net will ask you to start walking to the Staging area. Stay on the Resource Net during this time – we need to track you. Contact the Resource Net one last time when you reach Staging – check out of the Resource Net and sign in at the Staging tent. The Staging tent is in Plaza South, behind the Post Restaurant.
4. When you arrive at the Check-In table, be sure to sign in on the ICS-211 Sign-In Sheet. Without this we don't know you are here and your assignment will be given to someone else.
5. PLEASE BE ON TIME FOR YOUR BRIEFING. ALLOW TIMES FOR RADIO CHECKS, BATHROOM BREAKS, ETC. THE PARADE WILL START WITHOUT YOU.
6. PLEASE PROGRAM ALL FREQUENCIES IN YOUR RADIO WELL BEFORE YOU LEAVE HOME. LEAST FAVORITE QUESTION: "What was that frequency again?"

Briefing Times:

Net Control Operators: 3:00 PM

Shadows, Rovers and Checkpoints: 4:30 PM

Parking Areas





City of Los Altos

Festival of Lights 2019

Ham Radio Positions

- S** Staging / Ham Check-In
- 1** Check Point
- L** Lost & Found
- N** Net Control
- CP** Police Command Post
- P** Police Post
- RE** Rover Area
- PT** Public Toilet
- F1** Fire Unit/Liaison
- S** Staging / Ham Check-In

(Lincoln Park)
N

Edith Street



San Antonio Road

1. Incident Name/Location Los Altos Festival of Lights 2019		2. Activation Number LOS-2019-006 XSC-19-08T		3. Operational Period Date/Time From Date: 12/01/2019 To Date: 12/01/2019 From Time: 1200 Hrs To Time: 2200 Hrs					
4. Communications Resources									
Ch #	Function	Call Sign and/or Sys / Net / Ch / TG Name	Assignment	Rx Freq N / W or + / - / S	Rx Tone or NAC	Tx Freq N / W or + / - / S	Tx Tone or NAC	Mode A, D, M	Remarks
	Resource Net	AA6BT Repeater W6ASH Repeater N6NAC Repeater		146.115 + 440.800 + 444.625 +		146.715 445.800 449.625	100 PL 100 PL 110.9 PL	A	Repeaters will be linked
	Parade Tactical	K6LOS Repeater		146.940 -	None	146.340	**	A	** Use your assigned PL tone
	Tactical Backup 1	(Simplex)		146.595 (S)	None	146.595 (S)	**	A	**Use your assigned PL tone
	Tactical Backup 2	(Simplex)		147.435 (S)	None	147.435 (S)	**	A	** Use your assigned PL tone
	Shadow Net	(Simplex)		446.500 (S)	None	446.500 (S)	**	A	** Use your assigned PL tone
	Shadow Net Backup	W6ASH Repeater		145.270 -		144.670	100 PL	A	
	Phone	Event IC	650-823-9433						Cell phone for Event IC Art Whipple
5. Special Instructions Do not enable Tone Squelch (input tone or receive tone) on your radio for any of the local parade frequencies.									
ICS 205 SCCo RACES		6. Prepared by (Communications Unit Leader) Art Whipple / WA3AW			7. Prepared Date/Time 11/24/2019		8. Page 1 of 1		

General Parade Information

Barricades: Last barricades go up at 4PM. If parking near Staging (**RECOMMENDED**), you need to be there early!!

Band Assembly Area: First Street and Plaza North – by Safeway (see map)

Bus park area: Second Street between Whitney and Lyell. Buses should enter from San Antonio Road

Check-in Desk for parade participants: Plaza North and First Street – near Safeway

Costume & Makeup Area: American Legion Building, 347 First Street

Drop-off Point for Parade participants (after 4:00 PM): First Street and Edith. Do not block Edith Ave.

Float Viewing Area: (post-parade) Plaza South between Third Street and San Antonio Rd (near Los Altos Grill)

Handicap Parking: Plaza North lot behind Wells Fargo Bank. Enter from Edith

Lost & Found: Police Command Post – located at First and State next to Safeway

Parking: Outside barricade area. Cars parked inside parade route cannot leave until after the conclusion of the parade.

Public Toilets: See map

- First Street in Plaza South between Sports Bar and Cork N' Bottle
- Second Street in Plaza North behind Karate studio
- Third Street between Main and State next to Costume Bank
- Third Street in Plaza South next to Bank of the West

Route: Parade starts at First and State Streets and proceeds down State Street to Main Street. Turn right onto Main Street and proceed to First Street. Turn left onto First Street and proceed to Whitney. Turn left on Whitney to Third Street. Turn left on Third Street, then turn right into the Float Viewing Area in Plaza South between San Antonio Road and Third Street (near Los Altos Grill).

Staging Areas:

- Floats: Plaza North between First and Third Streets
- Bands: First Street between Edith and Plaza North

Parade Start Time: 6:00 PM. Ends approximately 7:30 PM

HAM Assignments and Responsibilities

Assignment	Responsibilities
Incident Commander / Organizer	Oversees and directs overall ham response for parade
Net Control	Resource Net: Track hams to and from the event from and to their homes. Main Parade Net: Maintain control over net. Periodically announce purpose of the net. Periodically perform roll call for health and welfare. Perform crowd estimate poll at assigned times. Notify Shift Supervisor as needed. Notify Police Liaison immediately in case of lost child/lost parent situations. Shadow Net: Monitor/log Shadow traffic. Periodically do a health and welfare roll call. Pass information to Shift Supervisor as needed
Shift Supervisor	Monitor both nets. Ensure that nets are operating efficiently. Pass situation information between nets as necessary. Help with shift changes
Police Liaison	Pass traffic between Police and Net Control as needed
Checkpoint	Maintain presence at assigned position. Remind crowd that chairs or sitting in street is not permitted – feet only can go in the street. If objections, do not force the issue, report it to Net Control. Observe and report parade progress/problems Stay with lost child/lost parent and report to Net Control. Perform other assignments per instructions from Net Control.
Rover	Make contact with Checkpoints in your area Roam assigned zone, monitor for traffic from Net Control If open Mic situation, check all checkpoints in your area. Perform other duties per instructions from Net Control
Fire Liaison	Make and maintain contact with fire units/paramedics Notify Net Control if fire/paramedics leave on a call Monitor network traffic for situation awareness If needed, escort/follow fire/paramedics to scene of incident.
Shadows	Stay with assigned Parade Official Pass traffic/messages as necessary. Respond to health and welfare checks when called.

Nominal Schedule of Events

Time	What	Who
3:00 PM	Net Control Briefing	Net Control Operators (notified earlier by email)
3:15 PM	Resource Net (Travel Net) opens	All hams participating in Travel Net (Required for MACs and MITs, recommended for County DSW). Non-county DSW travel on their own to Net Control
4:00 PM	Tactical and Shadow Nets begins	See ICS-205 for frequency information
4:15 PM	Swearing in for DSW	You must have either a County or Los Altos DSW card to participate in this event. If you don't have a current DSW, please be present for this.
4:30 PM	Shadow, Rover and Checkpoint briefing	See ICS-205 for frequency information
5:00 PM	Shadow deployment	All Shadows meet with assign person
5:30 PM	Checkpoints and Rovers in position	Checkpoints and Rovers
5:50 PM	Crowd estimate #1	Checkpoints. Estimate average number of rows and report to Net Control when called
6:00 PM	Parade Starts	All. Start will be announced by Net Control
6:30 PM	Crowd estimate #2	Checkpoints. Estimate average number of rows and report to Net Control when called
~6:45 PM	First float enters viewing area	Reported by appropriate Rover
~7:00 PM	Santa float enters parade route	Santa float leaves start area and announced by Net Control
~7:00 PM	Santa float passes your checkpoint	All Checkpoints report when Santa float has arrived at their checkpoint
~7:15 - ~7:30	End of parade passes your location	All Checkpoints and Rovers stay in position until released or reassigned by Net Control
~7:30 PM	Last float enters viewing area	Reported by the appropriate Rover
--	Released by Net Control	All: When release by Net Control, return to Staging and sign out! Return vests as necessary.
--	Shadows released	Shadows: see note below
--	After Sign-out and Travel Net	All: After sign-out at Staging, contact Resource Net (Travel Net) for instructions. Check in with Travel net every 15 minutes for health and welfare. Notify Travel Net when you have reached your final destination.

Notes:

- At end of parade, Net Control may re-assign you to a location closer to the viewing area for crowd monitoring. If this happens you will receive a new Tactical call sign to use at that time.
- Shadows: your parade official may release you when they feel they are done. Do not leave your official until you check in and receive clearance from Nancy Shadow. This is important!

Situation Guidelines

Situation	Action
Cars parked on parade route after 5 PM	Notify Police Liaison. In most cases the PD already knows about the situation
Cars on parade route after 5 PM	Notify Police Liaison
Unusual circumstances • Disturbances • Intoxicated persons • Suspicious packages	Notify Net control and request police assistance. Do not engage in the situation – let the police handle it.
Illegal Vendors	Notify Police Liaison. Provide location, description, and a direction of travel. Police will be dispatched as available
People/families insisting to sit in street	Politely inform them that city guidelines are to sit on the curb with feet in the street. This is a safety issue. If they continue to insist, notify Police Liaison and ask for PD assistance
Lost Children / Lost Parent Reported by Checkpoints or Rovers	Notify Police Liaison immediately of situation. Use “break” or “lost child” if necessary. Use Lost Child/Parent form (last page of these instructions) to collect information for Net Control Stay with parents (OK to leave assignment if necessary). If Parents want to break up, request closest Rover to respond. One ham with each parent is best
Lost Children / Lost Parent Reported by Net Control or PD	Net Control will announce information. Be on the lookout as necessary.
Found Child	Stay with child. Report description and location to Net Control. If child will not stay put, go with them (if you can keep up). Try to locate nearest officer if possible.
Medical Emergencies	Notify Net Control. Call 911. Relay information to Fire Liaison as needed. Stay at scene to help direct paramedics/fire as necessary
Float breakdowns	Report to Net Control
Open Mic	Net Control will know who is the cause of the open mic and will dispatch someone as needed.

This is not a complete list. In all cases, notify Net Control and ask for additional resources if needed. Always exercise good judgment and maintain personal safety.

Net Protocol

Main Parade Net (Tactical Net)

- The net will operate as a directed net. Contact Net Control to pass traffic.
- For get a message to the Police Liaison, ask the Net Control operator for permission to “go direct” to the Police Liaison. When done, be sure to include “back to Net Control” in your message to let the NC operator know you are done interacting with the Police Liaison
- To report a missing child/parent (“Lost Person”), immediately ask Net Control for permission to “go direct” to the Police Liaison. Use the Lost Child data gathering sheet (last page of this handout) to help gather information on the lost person. Be clear in your message – looking for a lost child and having a lost child with you are two totally different situations.
- If you are with a lost child/person, stay where you are. Notify the Police Liaison – they will dispatch someone to your location.
- Use tactical call signs listed on the Ham Assignments list. Be sure to use your FCC call sign at the end of your transmission to meet FCC regulations.
- Net Control will do health and welfare checks periodically. When called, respond with your tactical call followed by your FCC call sign. (“This is Checkpoint 5, KG6CRM”)
- Listen for announcements. Net Control may make several announcements during the course of the net as part of the training purpose of this exercise.
- A Crowd Size Estimation will be called for several times during the parade. Net Control will announce when a Crowd Size Estimation is about to be performed. Be ready to provide your information when polled by the Net Control operator. Review the “Crowd Size Estimating Procedure” for information on how to determine the number of rows of people in your area.

Shadow Net

- This net will operate as an “open” net. When trying to reach another Shadow, simply make your call.
- When you are done with your call, end with your FCC call sign. This tells others that you are finished.
- There will be a Net Control operator and Scribe on your frequency to log traffic and do Health & Welfare checks.
- If you encounter a situation where you need to contact the Police Liaison, you can either relay your information through the NC operator on your frequency or, you can switch to the Main Parade Net and ask for permission to “go direct” to the Police Liaison.
- If you encounter a lost child/parent situation, use your best judgement. If you decide to leave your designate, let them know and ask where you can meet up again. If you are close to a Checkpoint, you can enlist that Checkpoint to take over the lost child situation. It is important to make sure that the Police Liaison is notified of the situation.
- Please check with Nancy Shadow when released by your designate. Your designate may think he/she is done with you, but Nancy may want you to stay with your designate so she can get a message to them.

Crowd Size Estimating Procedure

The Los Altos Police Department and the Parade Organizers have asked for our assistance in making estimates of the size of the crowd attending the parade. The estimate will be made by having you report the average number of rows of people in your assigned area of the parade route. This information is then combined and a crowd size estimate is generated. Crowd size estimates are made at 5:50 PM (prior to the start of the parade) and 6:30 PM (approximately half way through the parade).

When you are requested to do so, report your estimate of the average number of rows of people for the area that you are assigned.

- Net Control will prepare the Crowd Estimate Work sheet
- Estimate and report each side of the street separately, if applicable.
- The sides of the street will be designated "left" and "right" as viewed by someone marching along the parade route.
- To estimate the average number of rows of people:
 - Count the number of rows that appear to be the full length of the block.
 - Estimate the length and number of rows that are not full length. Convert these to the equivalent of a full length row (the number will be a fraction most of the time. Add this to the total number of full rows.
 - Examples:
 - The block appears to have people 4 deep for the full length of the block. There is an additional row of people that is about half a block long. Report 4.5
 - The block has 3 people deep for the full length of the block. One area has 2 additional rows for about $\frac{1}{4}$ of the block. Report 3.5 ($3 + \frac{1}{4} + \frac{1}{4}$)

Remember this is an estimate only and requires a quick survey to gather the data.

Lost Child / Parent Info Sheet

Time: _____ Station Reporting: _____ Contacted by: Father Mother Child _____
other

Child Information: Found Lost

Name: _____ Male Female Age: _____
First last

Clothing: _____
top bottom hat

Description: _____
Race Hair color height weight

Last Seen: _____ Time Last Seen: _____
Location

Parent Information

Father: _____ Station with Father: _____
First last

Father Location: _____ Cell Phone: _____

Mother: _____ Station with Mother: _____
First last

Mother Location: _____ Cell Phone: _____

Search Log

Time	Notes

Time Found Child Parent: _____ Found By: _____ Location: _____
Station

Time Reunited: _____ Location: _____