



**REACT TRAFFIC
SYSTEM
FIELD OPERATIONS
GUIDE (RTS FOG)
5 JULY 2018**

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1. ZELLO INSTALLATION AND OPERATION

A. REQUIRED EQUIPMENT

- Internet access
- Good quality headset with microphone
- Do not use a dongle headset

B. DOWNLOAD ZELLO AND INSTALL

- Go to <http://www.zello.com>
- Click on the FREE DOWNLOAD and follow the instructions
- Set your Traffic call sign in uppercase as your user name, for example REACT TRAFFIC 241
- Write down your user name and password in a safe place

Downloading installs a Zello icon on your desktop – this is the operational access to Zello.

Open Zello icon

- A small control panel will be displayed
- In the pull downs at the top, select TOOLS
- Select ADD CHANNEL
- In the channel box type: REACT/Traffic System
- From the displayed list, click on REACT/Traffic System
- Review channel details to make sure correct channel
- Click NEXT to install channel in your selections

C. TO TRANSMIT AND LISTEN

- Set audio control on your computer display (speaker symbol in the lower right) to the on position
- Open the Zello icon on the desk top
- On small control panel in lower left click on small circular icon in orange or green - select Headphones.
- Click on REACT/Traffic System icon – bar color changes - you are in the net
- On bar with two vertical buttons and a lock symbol, click on left hand button to transmit – button turns red and red waves appear in the selected channel bar (NOTE: standard is to use push to talk, not voice activated)
- Release after transmission

- When another station is transmitting green waves will appear in the selected channel bar

D. TESTING

To test if voice transmission is working:

- Select ECHO channel
- Transmit – red waves indicates transmission
- Listen – green waves indicate message retransmission by Zello – if heard transmission and reception is normal

E. CLOSING STATION

- Transmit (CALL SIGN) closing station
- Click headphone button to offline

2. NET ORGANIZATION AND DUTIES

A. NET CONTROL STATION

- Directs the operations of the Traffic Net
- Conducts the operation of the Net in accordance with the Emergency Operations Plan
- Opens the Traffic Net at the scheduled time or as soon as possible in emerging incidents
- Maintains the Net Log and Check-In Log
- Coordinates the dispatch of all listed formal message traffic
- Clears stations to make listed announcements
- Clears stations to pass informal traffic with other Traffic Stations as appropriate
- Closes the Traffic Net when all traffic has been cleared or when the net's operation is no longer required
- Completes and files the daily Traffic Net report
- Maintains files of all Traffic Net records

B. BACKUP NET CONTROL STATION

- Assumes control of the Traffic Net on the absence of the Net Control Station
- Provides a relief operator for the Net Control Station

- Performs other duties as requested by the Net Control Station, including maintaining the Net and/or Check-in Logs

C. LIAISON STATION (REACT)

- As required coordinates the flow of formal message traffic, announcements, and incident information from and to the Traffic Net from and to other REACT nets
- Liaises with any one other net: REACT Command and Standby Nets and with tactical nets established for REACT operations as required
- Maintains contact with both Traffic Net and the assigned net for liaison

D. LIAISON STATION (OTHER ORGANIZATION)

- As required coordinates the flow of formal message traffic, announcements, and incident information from and to the Traffic Net from and to other organization traffic and emergency nets
- Liaises with any one other net in accordance with appropriate Memorandum of Understanding
- Maintains contact with both Traffic Net and the assigned net for liaison

- May be a REACT station or a member station of the other net

E. BULLETIN STATION

- As assigned monitors specific sources of incident information for an event in progress
- Reports key information from the incident information source to the net on either a schedule or as announced by the source
- Maintains a log of the content of any bulletins transmitted

F. TRAFFIC STATIONS

- Monitor Traffic Net at the scheduled time
- Checks-in with call sign, any formal messages with their precedences and addresses
- Originates radiogram and ICS 213 messages for supported organizations
- When called by Net Control transmits formal message to Traffic Station identified to deliver the message
- When directed by Net Control receives and delivers formal messages
- Submit Monthly Participation Report

3. ACTIVATION LEVELS

ACTIVATION LEVEL 4 - STANDBY

- Message net stations increase situational awareness
- Review Net emergency operations plan
- Check equipment and form supply
- Initiate daily net – message traffic Routine

ACTIVATION LEVEL 3 - READINESS

- Determine station's availability and schedules
- Initiate REACT/Standby Net to stage stations – roll call every 2 hours 0800-2000
- Individual stations take actions to protect ability to communicate in event of impact
- Traffic System activated for daytime coverage – message traffic Routine and Priority.

ACTIVATION LEVEL 2 – LIMITED ACTIVATION

- Station protective measures should be complete.
- Deployable Communications Teams should be ready to deploy – individual Team base stations operational

- Traffic System 12 hour coverage 0600-1800 - message traffic Priority and Emergency.

ACTIVATION LEVEL 1 – FULL ACTIVATION

- Emergency communications are fully operational,
- Communications Teams are deployed as needed,
- REACT Traffic System coverage 18 to 24 hours based on ongoing operations – message traffic Priority and Emergency.

4. BEFORE OPERATIONS CHECKLIST

- If there is a scheduled start time be in position 15 minutes before start
- Check that conditions are safe to operate in current location
- Check radio connections (for radio, TNC, computer, network radio) to other equipment and antenna
- Turn on radio, network radio, computer and observe for normal operations
- Adjust control settings as required
- Control background noise – television, dog barking, etc.
- FOG opened to net script.
- Messages to be transmitted reviewed and ready.
- Spare message blanks available to hand
-

- Briefing available to hand (in disaster or major emergency) (if NCS)
- Text of any announcements available to hand (if NCS)
- Net Log and Roster available to hand (if NCS)
- Check e-mail for incoming messages (every 15 to 30 minutes) (including alphanumeric pager)
- Check e-mail junk mail for any incoming actual messages (every 15 to 30 minutes)
- Conduct echo test (Zello or Echolink)
- Clock, watch, computer time available and accurate.

5. RADIOGRAM FORMAT

A. TYPING FORMAT FOR E-MAIL

NUMBER PRECEDENCE STATION OF ORIGIN CHECK
PLACE OF ORIGIN TIME FILED (indicate Z for UTC or
three letter time zone) MONTH AND DAY FILED

BREAK

ADDRESSEE NAME (and/or organization, position)

ADDRESS TELEPHONE E-MAIL (as needed)

BREAK

(exercise messages start with EXERCISE X)

(spot reports start with SPOT REPORT)

TEXT

(exercise messages end with X EXERCISE)

BREAK

SENDER NAME POSITION

B. HEADER AND FOOTER FOR E-MAIL

- Top of e-mail for exercise – THIS IS AN EXERCISE MESSAGE
- For all Messages – REACT RADIOGRAM MESSAGE
- Followed by the actual radiogram

- Bottom of E-mail for exercise – THIS IS AN EXERCISE MESSAGE

C. TRANSMITTING

- Transmit once copying speed
- Read only the contents of the field, do not read the name of the field:

Copy

- Number
- Precedence (EMERGENCY, Priority, Routine, Welfare)
- Call sign of Station of Origin (Amateur or GMRS call, REACT Traffic call, REACT Team plus Unit Number)
- Check (number of words in text, including Xray, Query, number and letter groups)
- Place of Origin
- Time filed (24 hour clock, indicate time zone)
- Date filed (format year-month-day)

Break

- To
- Place
- Phone Number
- E-mail

Break

- Text (maximum 25 words including Xray, Dash, and Query and groups)

Break

- Name
- Position

End, or End and ____ More, or End and No More

6. ICS 213A FORMAT GENERAL MESSAGE

A. TYPING FORMAT FOR ICS FORM 213A GENERAL MESSAGE/E-MAIL

1. incident name
2. message to
3. message from
4. subject
5. message date
6. time message written
- 7.A. message number
- 7.B., 7.C., etc. text, paragraphs for clarity
8. approved by
9. reply
10. replied by name / position or title / date / time

B. HEADER AND FOOTER FOR E-MAIL

Top of e-mail for exercise – THIS IS AN EXERCISE MESSAGE

For all Messages – REACT ICS 213A MESSAGE

Followed by the actual ICS 213A message

Followed by for exercise – THIS IS AN EXERCISE MESSAGE

C. USE

- Blocks 1-8 are the outgoing message
- Blocks 1-10 are the message reply
- Replies transmit blocks 1 through 10
- Use block titles if confusion is possible – not required between REACT Traffic Stations

D. ADDED PREAMBLE

- For transmission by Amateur Radio the following standard header can be used:

Number / precedence / station of origin / ICS / check / place of origin / time of origin / date of origin

E. ICS FORM 213A

- Standard ICS form 213 adapted for use by REACT international
- Differs from standard ICS 213 by having message number as 7.A. in the normal Text Block and paragraphs to separate key elements of text.
- Becomes standard ICS 213 by treating all text as Block 7.

7. ICS 213C TEAM AVAILABILITY REPORT

See header and footer instructions section 6.

REACT only message used to report availability of members and formed Teams

1. Incident Name
2. To (name/position/organization) (not used if submitted by website template)
3. From (Team name and number)
4. not used
5. Date
6. Time
- 7.A. Message Number
- 7.B. Current Team Status (choices)
 - Released
 - Activation Level 4 - Standby
 - Activation Level 3 - Readiness
 - Activation Level 2 – Limited Activation
 - Activation Level 1 – Full Activation
 - Not operational
- 7.C. Total Team members available
- 7.D. Number Type IV Teams available 25 miles/12 hours
- 7.E. Number Type IV Teams available more than 25 miles to 72 hours
- 7.F. Other information

8. Team member making report

8A. E-mail

8B. Telephone number

8. ICS 213D MISSION REQUEST

See header and footer instructions section 6.

REACT only message used to provide dispatch information for Team response to supported agency request.

1. Incident Name
2. To (name/position/organization)
3. From (name/title)
4. Subject: Mission Request
5. Date
6. Time
- 7.A. Message number
- 7.B. Event type (choice)
 - Actual response to a major emergency or disaster
 - Exercise
- 7.C. Actions required (choice)
 - All actions except communications simulated
 - Actual activation and movement of people and equipment
- 7.D. Response duration (choice)
 - Expect 12 hours duration
 - Expect 24 hours duration
 - Expect 72 hours duration
- 7.E. Time needed

- 7.F. Agency or organization to be supported
- 7.G. Location
- 7.H. Contact person (name, position)
- 7.I. Contact by (call sign, frequency, phone, etc.)
- 7.J. Other instructions
- 7.K. Support
- 7.L. Weather and hazards
- 8. Approved by (name, position, title)
 - 8.A. E-mail
 - 8.B. Telephone number

9. ICS 213E INITIAL SITUATION AND ACCOUNTABILITY REPORT

See header and footer instructions section 6.

REACT only message used by Teams to report their situation daily in a major emergency or disaster.

1. Incident Name
2. To (name/position/organization) (not used if submitted by website template)
3. From (Team name and number)
 - 3.A. Location
4. Subject: Initial Situation and Accountability Report
5. Date
6. Time
 - 7.A. Message number
 - 7.B. Situation (choice)
 - BLACK – damage to Team stations and/or injuries to members
 - RED – damage in your county, city, town, village
 - ORANGE – damage in neighboring cities or counties
 - YELLOW – damage reported in state
 - GREEN – no significant impact
 - 7.C. Major emergency is (if name is not obvious, include major secondary incident)
 - 7.D. (check if) Electric power out
 - 7.E. (check if) Telephone service out

- 7.F. (check if) Internet out
- 7.G. Team Activation Level (choice)
RELEASED
ACTIVATION LEVEL 4
ACTIVATION LEVEL 3
ACTIVATION LEVEL 2
ACTIVATION LEVEL 1
NOT OPERATIONAL
- 7.H. (check if) Team is activated in place
- 7.I. Team resources deployed
- 7.J. Agency being supported
- 7.K. Radio Service/channel/frequency
- 7.L. Number Team members available
- 7.M. Number Team members not accounted for
- 7.N. Hours of volunteer work today
- 7.O. Critical needs and information
- 8. Team member making report (name, position)
 - 8.A. E-mail
 - 8.B. Telephone number

10. ICS 213F ONGOING OPERATIONS REPORT

See header and footer instructions section 6.

REACT only message used to provide daily summary of REACT operations for Councils, Board, other agencies.

1. Incident Name
2. To (REACT Board, Councils, Supported Organizations)
3. From
4. Subject: Ongoing Operations Report (insert period)
5. Date
6. Time
 - 7.A. Message number
 - 7.B. Number of Teams reporting
 - 7.C. Teams not activated
 - 7.D. Teams at Activation Level 4
 - 7.E. Teams at Activation Level 3
 - 7.F. Teams at Activation Level 2
 - 7.G. Teams at Activation Level 1
 - 7.H. Teams not operational
 - 7.I. BLACK - Teams with damage or injury
 - 7.J. RED – Teams with damage in their city or county
 - 7.K. ORANGE – Teams with damage in neighboring cities or counties
 - 7.L. YELLOW – Teams with damage in their state
 - 7.M. GREEN – Teams with no significant impact

- 7.N. Teams with power, telephone, Internet outages
- 7.O. Teams activated in place
- 7.P. Teams with resources deployed
- 7.Q. Agencies being supported
- 7.R. Radio services in use
- 7.S. Locations where work is being done
- 7.T. Number of team members available
- 7.U. Number of team members injured or killed
- 7.V. Number of team members not accounted for
- 7.W. Total hours of volunteer work today
- 7.X. Critical needs and information
- 8. Individual making report
 - 8.A. E-mail
 - 8.B. Telephone number

11. ICS213G MUTUAL AID REQUEST

See header and footer instructions section 6.

REACT only message used to request assistance from other REACT Teams through Councils or Incident Management Team.

1. Incident Name
2. To (Council or Incident Management Team)
3. From
4. Subject: Mutual Air Request
5. Date
6. Time
 - 7.A. Message number
 - 7.B. Type of assistance required: (Communications Teams, Base Station Teams, Message Teams)
 - 7.B.4. Number of teams required
 - 7.B.5. Other resources needed
 - 7.B.6. Radio services and frequency bands needed
 - 7.B.7. Specific equipment requirements
 - 7.C. Where needed
 - 7.D. Time period needed for
 - 7.E. Current and expected hazards
 - 7.F. Is billeting and feeding available?
 - 7.G. Agency being supported
 - 7.H. REACT Point of Contact
 - 7.I. How to contact

8. Individual making request

8.A. E-mail

8.B. Telephone number

12. ICS213H INCIDENT BRIEFING

See header and footer instructions section 6.

REACT only message used to brief Teams and stations on a developing or ongoing incident.

1. Incident Name
2. To (Council or Incident Management Team)
3. From
4. Subject: Incident Briefing
5. Date
6. Time
- 7.A. Message number
- 7.B. Net Emergency Operations Plan activated as of (time)
- 7.C. Alert Level
- 7.D. Net supports (name of supported agency or agencies)
- 7.E. Point of contact is
- 7.F. Event is (name or type of the major emergency or disaster)
- 7.G. Impact as of (actual or predicted time)
- 7.H. At or To (place or location)
- 7.I. With (types of impacts ongoing or expected)
- 7.J. Critical safety information

7.K. Phase of operations (pre-impact deployment and population protection, response, emergency recovery, recovery)

7.L. REACT's assigned function is

7.M. Expected duration (of the response if known)

8. Individual making briefing

8.A. E-mail

8.B. Telephone number

13. REPLYING TO ICS 213 MESSAGES

REPLYING BY DIGITAL RADIO OR E-MAIL

- Complete preamble or address block as appropriate.
- Paste the message received into the text field and add to the message:

9. reply

10. replied by name / position or title / date / time

REPLYING BY VOICE

- Generally do not pass complete original message unless conditions permit and the potential for confusion warrants the retransmission of blocks 1 through 8.
- Insert standard preamble and add as text:

Reply to (insert name of person from) message (number if known) date (month and day) time (in 24 hour clock) subject (as listed)

9. reply

10. replied by name / position or title / date / time

14. MESSAGE PRECEDENCE

EMERGENCY (always written out)

- Highest priority regarding immediate threats to life or life-saving operations and operations of relief organization such as ordering supplies or distributing relief aid.
- Deliver in minutes after origination.

PRIORITY (written as P)

- All other official messages related to emergency response.
- Deliver in hours after origination.

WELFARE (written as W)

- Request for or report of an inquiry into welfare of individual the message originator cannot otherwise contact.
- Often held until registration systems established.

ROUTINE (written as R)

- All other messages.
- Deliver within 1 to 2 days of origination.

TEST (written as T before Emergency, P, W, or R)

- Message is an exercise message.

15. MESSAGE NUMBERS

- Message numbers are assigned by the originating station (the station that first composes the message)
- The same message number is retained by the message throughout its transit through the Traffic System.
- Message numbers start with 1 for the first message of the year on 1 January and are sequentially numbered through the year to last message on 31 December.

16. TIME CONVERSION

| Time Zone | Standard Time | UTC Offset Hours |
|-----------|---------------|------------------|
| Atlantic | AST or AT | 4 |
| Eastern | EST or ET | 5 |
| Central | CST or CT | 6 |
| Mountain | MST or MT | 7 |
| Pacific | PST or PT | 8 |
| Alaskan | AKST or AKT | 9 |
| Hawaiian | HST or HT | 10 |

| Time Zone | Daylight Time | UTC Offset Hours |
|-----------|---------------|------------------|
| Atlantic | ADT | 3 |
| Eastern | EDT | 4 |
| Central | CDT | 5 |
| Mountain | MDT | 6 |
| Pacific | PDT | 7 |
| Alaskan | AKDT | 8 |
| Hawaiian | HST or HT | 10 |

- To convert time zone time to UTC add offset to current local time zone time.
- To convert UTC to time zone time subtract offset from UTC.

- If UTC time when converted is past the 24 hour format limit of 0001 to 2400 you have gone forward or backward to a different UTC day. Converting from local time zone to UTC, step forward to the next day. Converting from UTC to local time zone step backwards to the previous day.

17. PHONETIC ALPHABET

Alfa
Bravo
Charlie
Delta
Echo
Foxtrot
Golf
Hotel
India
Juliet
Kilo
Lima
Mike
November
Oscar
Papa
Quebec
Romeo
Sierra
Tango
Uniform
Victor
Whiskey
Xray
Yankee
Zulu

18. STANDARD MESSAGE PUNCTUATION

Spoken (written in message as) - meaning – counts or does not count as a word in the check:

XRAY (X) - period or separator at end of message – counts as a word

ROMEO (R) – decimal point in figure groups

DOT (DOT) – period in an e-mail group – counts as a word

QUERRY (QUERRY) – question mark – counts as a word

ATSIGN (ATSIGN) - @ in an e-mail address – counts as a word

SLANT BAR or SLASH (/) – slash in URLs

DASH (-) – separate special number of mixed groups – counts as a word

If other punctuation absolutely necessary, pronounce and write the name of the punctuation mark.

19. MESSAGE HANDLING BY E-MAIL

A. FORWARD MESSAGES BY E-MAIL IF

- Listed on the Bulletin Board for stations in your region or for all stations
- Message received for handling from the Traffic Net
- Message Emergency or Priority and other, faster methods not practical
- Routine

B. PROCEDURE

- List message on the Bulletin Board if received directly on net, by direct e-mail, or in some other way
- Go to <https://webmail.bravehost.com>
- Use Watch.Officer@reactwarning.org e-mail
- Compose header as normal using Team Database or e-mail address supplied with message
- In text block of e-mail form use a first line of either *This is an ICS213A format message* or *This is a Radiogram message*
- Paste in the message text in the correct format
- Send the message

- Go to the Bulletin Board and enter to whom the message was sent and date and time (if different from the time on the computer clock) in the Post A Response form
- Compose and send a service message (see section 9) to the message originator
- On the Bulletin Board use the Post A Response form to record the Service message sent

20. HANDLING ALL TEAMS MESSAGES

- All REACT Teams messages should be copied by all stations on the Net.
- Go to the Watch Officer e-mail account.
- Compose an e-mail (see instructions for Radiogram and ICS 213 series messages).
- Using the Team database, address the e-mail to all Teams in your assigned region.
- Send the e-mail.
- Originate a service message back to the author of the message confirming attempted delivery.

21. SERVICE MESSAGES

All messages will be serviced by the delivering station with a message back to the origin station with the following:

- Message number, date, time, subject
- message delivery date and time
- how delivered (telephone, radio, e-mail, fax, etc.)

Service message precedence:

- Normally Routine
- If knowledge of receipt is operationally time sensitive use same precedence as original message

Post service message under original message in the Bulletin Board

22. NET REPORTS

- Within 48 hours of the completion of the net the Net Control Station will originate a radiogram message reporting net activity.
- In the text section of the message:

NET REPORT (insert name of a special event if net for exercise or actual major emergency) (day of the month) (month) (number of stations checking-in) STATIONS (the three number call sign of each station in order) (number of messages of a precedence) (precedence) (time net opened in 24 hour clock + three letter time zone designator) (duration of net) MINUTES

Example:

NET REPORT OPERATION TSUNAMI 27 JANUARY 3
STATIONS 241 242 921 15 ICS213 4 TEST PRIORITY
0750EST 6 HOURS 10 MINUTES

- Send net reports to the Net Manager and to REACT International Headquarters.

23. MONTHLY PARTICIPATION REPORT

- Each month each Traffic Station should submit the 7th of the month a station report by radiogram totaling the station's activity during the previous month.
- In the text section of the message:

MONTHLY REPORT (month) (year)

MESSAGES (number handled)

NETS (the number of Traffic nets participated in)

- Messages handled include those originated, transmitted, received, and delivered. A message is only counted once regardless of the number of functions the operator performs (a message you write and transmit is counted as one message, a message you receive and deliver is one message)
- Book messages (addresses such as all stations, all Teams, Region 1 Teams, etc. where one message will be delivered to a number of addressees) are counted by the number of addressees for transmission, receipt, and delivery handled by the individual station.

- Station that originates a message counts message as origination, but not as transmitted. Station that handles a message originated by someone else counts the message as transmitted.
- E-mail delivery counts as delivery, with each e-mail addressee counting as one message.
- Send participation reports to the Net Manager

24. DAILY TRAFFIC NET SCRIPT

- On REACT/Traffic System Zello Channel

All Stations, this is (call sign) net control calling the REACT Traffic System directed net.

Any station with Emergency traffic?

(call sign) pass your traffic.

Any station with Priority traffic?

(call sign) pass your traffic.

Net member stations check in by call sign with any traffic. *Call roll in order of call sign.*

Acknowledge stations by Call Sign if no traffic, or (call sign) Copy (precedence of traffic listed)

(call sign) pass your traffic. *Start with the highest precedence traffic*

Any Announcements or informal traffic?

Late check-ins or additional traffic?

This is (net control call sign) closing the REACT Traffic System net at (24 hour clock time + time zone), out.

A. CALLING ROLL CALL

- Check-ins to the net are done as a roll call check-in.
- Roll call is done by transmitting the call signs of all net member stations in numerical order, pausing for sufficient time to allow a response, and acknowledging the response.
- Station checking in gives Call Sign, traffic by precedence, number of messages or books, and destinations.
- If a station keys (green waves on Zello) but there is no audio, ask the station to confirm their check-in by two microphone clicks. If heard/seen check the station in as they are able to hear the net.
- At the end of traffic and announcements, Net Control will call the roll of stations absent at the regular check-in.
- Stations checking-in late will give their Call Sign, list any traffic, and indicate if they have copied any of the previous message traffic.

B. TRANSFER OF NET CONTROL

- The net will remain under positive control of the Net Control Station at all time. The Net Control Station will never abandon the net.
- Net control may be transferred to train new net control stations, to provide rest for the Net Control Station in extended operations, for safety, etc.
- To transfer net control:

Net Control Station calls: (call sign of station to take over) this is (Net Control Station call sign), request you assume Net Control, over.

Taking over station replies: (call sign of old Net Control Station) this is (new Net Control Station call sign), wilco, out. All stations, this is (new Net Control Station call sign) assuming control of the net at (time in 24 hour clock + time zone), out.

C. CLEARING TRAFFIC

- Formal messages are cleared in the order of:
 - Precedence
 - Emergency
 - Priority

- Welfare
- Routine
- Within a precedence in the order of either
 - Destinations if there are more than one message to a destination
 - Order in which they were listed
- Test messages (messages for exercises) will be cleared in the same way
- Actual messages take precedence over all Test messages
- To clear traffic, Net Control calls the listing station and clears that station to call either the nearest station to the address of the message or the regional Watch Officer.
- If no station is available either Net Control or the listing station may forward the message by e-mail.

25. DISASTER TRAFFIC NET SCRIPT

- On REACT/Traffic System Zello Channel

All Stations, this is (call sign) net control calling the REACT Traffic System directed disaster net.

Incident net briefing follows: *Have the briefing as complete notes before you start.*

- The Alert Level is (insert level)
- The Net is supporting (name of supported agency or agencies)
- Our point of contact is (facility and duty position of the contact)
- The event is (name or type of the major emergency or disaster)
- Impact as of (actual or predicted time)
- At (place or location)
- With (types of impacts ongoing or expected)
- Critical safety information is (any critical warnings of hazards that may impact Net members)
- Phase of operations (pre-impact deployment and population protection, response, emergency recovery, recovery)
- REACT's assigned function is (what REACT Teams are being activated to do)
- Expected duration (of the response if known)

Net member stations check in by call sign and list any traffic by precedence and destination. *Call roll in order of call sign.*

Acknowledge stations by Call Sign if no traffic, or (call sign) Copy (precedence of traffic listed)

(call sign) pass your traffic. Start with Emergency traffic. Only clear Priority when emergency traffic complete. Only clear Welfare when priority complete. Only clear Routine when welfare complete.

Any incident related Announcements?

Late check-ins or additional traffic?

Clear additional traffic by precedence as received.

If a scheduled closing time has been established: The net will remain open until (24 hour clock time + time zone).

This is (net control call sign) closing the REACT Traffic System net at (24 hour clock time + time zone). *If the net is closing temporarily for a part or a whole operational period but will reopen add: The net will reopen at (24 hour clock time + time zone). Out.*

26. STANDBY NET SCRIPT

- On REACT/Standby Net Zello Channel

All Stations, this is (call sign) net control calling the REACT directed Standby net

Net member stations check in:

- *As called*
- *By call sign group*
- *By area*

Acknowledging by call sign

Provide the standard net briefing. Incident net briefing follows: Have the briefing as complete notes before you start.

- The Alert Level is (insert level)
- The Net is supporting (name of supported agency or agencies)
- Our point of contact is (facility and duty position of the contact)
- The event is (name or type of the major emergency or disaster)
- Impact as of (actual or predicted time)
- At (place or location)
- With (types of impacts ongoing or expected)

- Critical safety information is (any critical warnings of hazards that may impact Net members)
- Phase of operations (pre-impact deployment and population protection, response, emergency recovery, recovery)
- REACT's assigned function is (what REACT Teams are being activated to do)
- Expected duration (of the response if known)

Next roll call at (specify time). Any station needing to close contact Net Control before closing. Out.

Acknowledge subsequent check ins and advise of the next roll call time.

When an assignment is received call the appropriate station and clear it to leave the net to the new assignment.

At next specified time: This is (call sign) net control with a roll call of stations on the (purpose or event) standby net – all report if operations normal.

Are there any additional stations joining the net?

Provide any updates to the initial briefing.

Next roll call at (specify time). Any station needing to close, contact Net Control before closing. Out.

This is (net control call sign) closing the standby net at (24 hour clock time + time zone name). Out. *If the net is closing temporarily for a part or a whole operational period but will reopen add: The net will reopen at (24 hour clock time + time zone).* Out.

27. COMMAND NET SCRIPT

- On REACT/Standby Net Zello Channel

All Stations, this is (call sign) net control calling the REACT free Command net

Net member stations check in by incident management team duty position:

Acknowledge stations by duty position call sign.

If appropriate provide the standard net briefing.

Incident net briefing follows: *Have the briefing as complete notes before you start.*

- The Alert Level is (insert level)
- The Net is supporting (name of supported agency or agencies)
- Our point of contact is (facility and duty position of the contact)
- The event is (name or type of the major emergency or disaster)
- Impact as of (actual or predicted time)
- At (place or location)
- With (types of impacts ongoing or expected)
- Critical safety information is (any critical warnings of hazards that may impact Net members)

- Phase of operations (pre-impact deployment and population protection, response, emergency recovery, recovery)
- REACT's assigned function is (what REACT Teams are being activated to do)
- Expected duration (of the response if known)

Stations may call other duty positions as needed.

Maintain a log of key events, information, and decisions.

Acknowledge subsequent check ins and advise them to use assigned duty position call sign.

When advised by the incident management team that the net is no longer needed or will close and reopen:

This is (net control call sign) closing the standby net at (24 hour clock time + time zone name). Out.

If the net is closing temporarily for a part or a whole operational period but will reopen add: The net will reopen at (24 hour clock time + time zone). Out.

28. TACTICAL NET SCRIPT

- On designated REACT/Tactical Net Zello Channel

All Stations, this is (call sign) net control calling the REACT (*insert event name, division, group, etc.*) (free or directed *as required*) tactical net.

Net member stations check in by assignment tactical call sign:

Acknowledge stations by tactical call sign.

If a free net: Stations may call other stations as needed.

Maintain a log of key events, information, and decisions.

Acknowledge subsequent check ins and advise them to use assigned tactical call sign.

When advised the assignment is complete and the net is no longer needed:

This is (net control call sign) closing the (name) tactical net at (24 hour clock time + time zone name). Out.

29. TRANSMISSION QUALITY

- Correct issues in transmission strength and readability to improve message handling
- Perform regular checks on equipment to ensure it is in working order
- Provide signal reports to/about stations on request of Net Control Station or station itself

LOUD and CLEAR – strong signal with good quality and easily understood

GOOD READABLE – not as strong a signal but easily understood

FAIR READABLE – signal is of only moderate strength and requires attention to copy the message

WEAK READABLE – signal is quite weak but the content can be distinguished, may require fills

WEAK UNREADABLE – it is possible to identify that a transmission is being made but the contents cannot be distinguished

KEY ONLY – for Zello, a signal can be seen but there is no transmission of information

- Other distortions of signals, overmodulation, picket fencing, multipath distortion, fading should be immediately reported to Net Control

30. NET ISSUES

A. NET CONTROL NOT AVAILABLE

- Net control station must be on the channel at the scheduled time for the duration of the net
- If NCS not present any station may open net after a delay of 3 minutes past net time
- If NCS lost contact for 3 minutes during net any station may transmit (*call sign*) *Assuming Net Control* and continue the net
- Preference to assume net control is the designated Backup Net Control Station

B. NON-MEMBER STATION CHECK-IN

- Traffic Nets are directed nets with a set membership.
- Non-member stations are acknowledged as a courtesy but not called on
- Liaison Stations from other nets are handled as though they are Traffic Net member stations

C. INTERFERENCE OR INTRUDER

- Do not acknowledge interference or any individual who is attempting to disrupt the net

- Shift to next unused circuit in order on instruction *Blue Sky*:

REACT/Standby Net
REACT/Command Net
REACT/Traffic System
REACT/Tactical Net

31. TRAFFIC SYSTEM CALL SIGNS

REACT Traffic or *Traffic* + 3 digits (first is region, second state, third operator in state:

- 11 Massachusetts
- 12 New York
- 13 Pennsylvania
- 14 Rhode Island

- 21 Kentucky
- 22 Maryland
- 23 New Jersey
- 24 Virginia
- 25 District of Columbia

- 31 Florida
- 32 North Carolina
- 33 Puerto Rico
- 34 South Carolina
- 35 Tennessee

- 41 Indiana
- 42 Michigan
- 43 Ohio

- 51 Minnesota

- 52 Nebraska
- 53 North Dakota
- 54 South Dakota
- 55 Wisconsin

- 61 Idaho
- 62 Montana

- 71 Kansas
- 72 Louisiana
- 73 Missouri
- 74 Texas
- 75 Colorado

- 81 Arizona
- 82 California
- 83 Hawaii

- 91 Canada
- 92 Trinidad and Tobago
- 93 Philippines
- 94 Thailand

32. EMERGENCY PROCEDURES

A. THUNDERSTORMS IN VICINITY

- On hearing thunder or observing lightning
- Close station
- Turn off electric power to all equipment
- Follow procedures to ensure station protection
- Do not approach or touch any station component

B. OTHER HAZARDS – HOME STATION

- If fire, medical emergency, or physical threat dial 911 or emergency number
- Report your location, type of emergency
- If time permits *Break Emergency* - advise net of nature of hazard and that you will be closing
- Close station

C. OTHER HAZARDS – MOBILE/DEPLOYED

- Break Emergency - advise net of nature of hazard and your course of action
- Evacuate or relocate
- Close station if required
- Advise net of new location when reached

33. REACT TRAFFIC SYSTEM EMERGENCY OPERATIONS PLAN

1 June 2018

1. This plan is activated for: major emergencies and disasters that potentially or actually impact multiple REACT Teams.
2. The Team supports:
 - REACT International and its Regions, Councils, and Teams
 - Organizations with which REACT International has Memorandums of Understanding
 - Radio Relay International
3. This plan is activated by:
 - a. Individuals who may activate the plan:
Net Manager, duty Watch Officer.
 - b. How the plan is activated: radiogram to all Traffic System Stations by Radio Relay International traffic system, Winlink, e-mail, Zello REACT/Traffic System channel.
4. Available resources:

- a. Kind and types of teams: 1 Type IV Message Team
- b. Resources: no additional
5. Alert levels:
- a. Alert levels are declared by: Net Manager, duty Watch Officer.
- b. Actions taken at each Alert Level:
- (1) Level 4 STANDBY: All stations check backup power, Zello application, review standard operating procedures and the Field Operations Guide, and stock of log and message forms; start to gather information on the event.
- (2) Level 3 READINESS: Net Manager develops schedule for staffing operations. Normal administrative net supplemented by daily nets to test communications circuits as needed. Contact established with Radio Relay International paired Amateur Radio operators. All REACT Teams notified of current state Traffic System contacts.
- (3) Level 2 LIMITED ACTIVATION: Staffing plan initiated. Traffic Net staffed for 12 hour shift daily based on the nature of the event.

- (4) Level 1 FULL ACTIVATION: Traffic Net staffed for 18 hour a day operations. Standby and Command Nets staffed 0600-1800 EST/EDT if needed.
6. Radio services and frequencies and their assigned function: Primary communications will be conducted using the Zello application. Backup to Zello will be a Team Speak channel.
- Zello REACT/Traffic System channel – operation of the REACT Traffic Net
 - Zello REACT/Command Net – operations of the REACT Incident Management Team
 - Zello REACT/Standby Net – staging channel for REACT stations in major events
7. Length of operations the Team can support: up to 72 hours.
8. Expected duration of operations in power outage: 48 hours if Internet remains available.
9. Activation and deployment options:
- a. Activate in place at home stations: yes with station locations distributed across the United States and in Trinidad and Tobago.

b. Able to deploy within jurisdiction (25 mile radius or less): no

c. Able to deploy beyond 25 mile radius: no

10. Request mutual aid: through Radio Relay International National Emergency Communications Coordinator.

11. Reporting:

a. Availability Report (ICS 213C) - <http://reactwarning.org/ics213c>: on Alert Level 4.

b. Situation Report (ICS 213E) - <http://reactwarning.org/ics213e>: daily by 1800 EDT/EST.