



Mount Mahogany Stake

Emergency Communications Handbook

December 2009

www.mmserc.net

Terms of Use

The information provided in this manual is presented as a resource for Ham radio operators of the Mount Mahogany Stake of the Church of Jesus Christ of Latter-Day Saints in Pleasant Grove, Utah. The contents of this manual have been prepared under the guidance and direction of the Stake Emergency Communications Specialist with the assistance of other experienced Ham radio operators and Ward Emergency Communications Specialists. This information is intended to assist local Ham operators with proper procedures, techniques and resources for communications use in the event of an emergency.

While this information may prove helpful for Ham radio operators in other locations, it should not be considered accurate or relevant outside of the Stake boundaries for which this training guide was developed. Individuals using this manual outside of the intended area are encouraged to conduct their own research to identify frequencies, emergency communications procedures and relevant local resources specific to their respective location.

It should be further stated that this document does not necessarily represent the official emergency communications standards and protocols of the Church of Jesus Christ of Latter-Day Saints.

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Mount Mahogany Stake ERC Handbook and Training Manual

Updated December 2009

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Note: The following qualifications are written for a Church calling that could be appropriate, (with proper word changes) to describe the qualifications for Area, Region, Stake and Ward ERC personnel.

Qualification for an Emergency Response Communication Specialist

1. ERC Communications Personnel are responsible for assisting Priesthood leaders in establishing and maintaining lines of communication with higher Priesthood authorities and local resources in the event of a loss of telephone (land-line) and mobile (cellular) communications. Amateur radio has proven both essential and highly effective in times of need when operated by trained individuals holding a valid FCC amateur radio license. The class of license necessary to fulfill this responsibility will vary by terrain, distance, and type equipment needed. An FCC Technician license can be used in most Ward or Stake situations, and may even be adequate from Stake to Area. However the signal range of UHF/VHF frequencies may not be adequate from some areas to Headquarters. In these cases effective independent communication may require High-Frequency equipment and a General class or higher licensed operator. Priesthood leaders must consider their specific communications needs when extending a call to an ERC Specialist.
2. When extending a call to an ERC Specialist, the individual should already own the equipment necessary to allow effective communication within the scope of their assignment. Communication capabilities beyond their assignment area would be a plus. It is not Church policy to ask people to buy equipment for their calling that they cannot afford or would not normally purchase in the pursuit of their radio hobby.
3. ERC Specialists should be committed to the long-term improvement of their radio station to more optimally achieve the kinds of communication that would be needed in the event of an emergency. This would include both radio equipment and antennas as needed. This implies that emergency communication preparedness is already a goal of the prospective ERC Specialist's pursuit of their radio hobby.
4. ERC Specialists should be willing and able to represent the Church and the Church's interests in both emergency training and in service during actual emergencies.
5. ERC Specialists should be able to commit to the required radio activity of at least one check-in per week on an ERC net appropriate to the level they serve, such as Stake or Area. They must be willing to commit to a self-motivated program to promote and improve emergency communication preparedness in their Ward, Stake, or Area.
6. The ERC Specialist calling requires an individual who is highly self-motivated. In most instances, the ERC Specialist will not find themselves under close supervision from Priesthood leadership and will need to magnify their calling without the need of frequent PPI interviews and reports. There is only the encouragement of a Stake/Area communications coordinator and the fellowship that can come from Net meetings with other Hams. A person holding this position could hold another Church position at the same time as long as the other calling did not require other Priesthood leadership or activity during an emergency. Additionally the ERC Specialist should not hold an occupation such as Law Enforcement, Firefighter, or National Guard that may require emergency service as part of their employment. However these individuals often prove to be excellent resources for training and organizing the job to be done.

Responsibilities of The Stake ERC Communication Specialist

1. In the event of an emergency the Stake ERC Specialist will;
 - a. Provide communication between his or her Stake President, the Area Welfare Committee Chair, and with the Area 70 through the Bishop's Storehouse as directed.
 - b. Provide communication between his or her Stake President and the Wards in the Stake.
2. In preparation for a disaster the Stake ERC Specialist will;
 - a. Attend all meetings scheduled by the Stake Emergency Preparedness Coordinator
 - b. Prepare and submit a Stake Emergency Communication Plan through the Stake Welfare Committee to the Stake President for approval.
 - c. Participate in all training, including Nets and communication exercises, provided by the Stake or Area ERC Specialists.
 - d. Assist in training all Ward ERC Specialists by Nets and through classroom training as necessary to be prepared to fulfill their responsibilities.
 - e. Maintain a list of amateur radio operators in the Stake and their communications capabilities.
3. Duties of Assistant Stake ERC Specialists;
 - a. Assistant Stake ERC Specialists should be prepared to act as Stake Communicators when the Stake ERC Specialist is not available.
 - b. Assist the Stake ERC Specialist in training Ward ERC Specialists

Responsibilities of The Ward ERC Communication Specialist

Each Ward within the Stake will call one radio operator to act as the Ward ERC Specialist, with ideally four additional operators as assistants. These individuals are encouraged to be licensed amateur radio operators and participate in all communication activities in the Ward and in the Stake.

1. In the event of an emergency the Ward ERC Specialist will;
 - a. Provide communication between his or her Bishop and the Stake President.
 - b. Provide communication between his or her Bishop and other assigned personnel within the Ward, such as the Ward Emergency Preparedness Specialist and/or Block Captains.
 - c. Provide communication at the Ward Emergency Rally Point.
2. In preparation for an emergency the Ward ERC Specialist will;
 - a. Prepare and submit a Ward Emergency Communication Plan through the Ward Welfare Committee to the Bishop for approval.
 - b. Participate in all training, including Nets and communication exercises provided by the Stake or Area ERC Specialists.
 - c. Assist in training as directed by the Area and Stake ERC Specialists.
 - d. Maintain a list of all licensed Radio Amateurs in the Ward and their respective licenses, equipment, and communications capabilities.
 - e. Encourage Ward members, especially youth, to become involved in Amateur Radio.
3. Duties of Assistant Ward ERC Specialists;
 - a. Assistant Ward ERC Specialists should be prepared to act as a Ward Communicators when the Ward ERC Specialist is not available, and to assist in training Ward radio amateurs.

Emergency Communication Plan for the Mount Mahogany Stake

PLEASE NOTE:

Communication via Telephone is to be considered first choice. Amateur radio use should be employed when and if telephone communications become unavailable.

OBJECTIVE:

To establish emergency communications within Stake, and between the Stake and the Utah South Area Lindon Facility in less than 30 minutes following an emergency situation.

FREQUENCIES:

The following frequencies are to be used:

VHF 2-Meter Simplex: **147.500 (MM Stake Freq.)** Designator: Michael Carter - KC7IRL
VHF 2-Meter Simplex: **145.590 (Lindon Storehouse)**
VHF 2-Meter FM Repeater: **147.02 + Offset, 100Hz** Designator: Darren - Lindon
HF 80-Meter SSB - **3,902.50 (Lindon Storehouse)** Designator: George Oates - K7BFI

(NOTE:

If your Stake cannot communicate with the Utah South Area Lindon Facility by VHF, instructions should be given here for your specific HF contact and/or relay.)

COMMUNICATIONS CENTER:

The communications center will be established at the Mount Mahogany Stake Building. (usually a Stake Center Building) The alternate communication center will be located at the Stake ERC Specialist's home. (Currently Mike Carter, KC7IRL located at 1280 N 860 W in Pleasant Grove.) The Stake Communication Center may become mobile as directed.

CALL-UP and ACTIVATION:

The first person aware of an emergency situation should begin a call-up, and establish contact Stake Priesthood leadership. When starting a call-up instructions should be given on the frequency (designator) to use and where operators should report. The first communicator on the scene shall operate as the Stake ERC communicator until relieved by those in higher authority.

CONTACT

Contact should be made as soon as possible with Area leaders. The telephone may be used or an operator may be sent in person depending upon circumstances. Phone numbers should be listed on the Stake Emergency Information Card found at the back of this manual.

(NOTE: ERC Specialists are not to create the content of emergency messages and are not to transmit messages that have not been approved by the appropriate Priesthood leader.)

CIVIL AUTHORITIES:

DO NOT contact civil authorities unless directed to do so by Priesthood leadership. Be prepared to contact local ARES groups if so directed.

UTAH SOUTH AREA CENTER:

Contact should be made with the Utah South Area facility by phone 1-(801) 785-8585, or when telephone service is not available by using the VHF Simplex at: **145.590**, VHF FM Repeater at **147.02 + Offset, 100Hz**, or using the HF 80-Meter SSB frequency of **3,902.50**.

Preparations For Emergency Operations (For use by Areas, Stakes, and Wards with appropriate word changes.)

The following preparations are to be made in advance. (ie. Do These NOW!):

1. A call-up list of all operators will be prepared and distributed to everyone involved. This list should include instructions for executing the call-up plan. ("call the next person on the list," or "call everyone on the list" for example.)
2. Prepare a prioritized list of (Area, Stake or Ward Leaders - select the appropriate organization) to whom shadow ERC Operators should be assigned.
3. A list of operators and their communications capabilities should be compiled and attached to this emergency communications plan. A communications map should be created showing communication link capabilities. (For comms. between Wards, Stakes, and the Area ERC Center.)
4. A list of all emergency information should be compiled and attached to this emergency communications plan. The emergency information card fills this need.
5. SHELTERS: If Ward meeting houses or Stake centers are to be used as emergency shelters, Wards/Stakes should assign operators to communicate for the shelter as long as they have the capability. If local meeting houses or Stake centers are not used in this manner, Priesthood leadership should consider temporarily assigning local operators to assist at shelter locations nearby.
6. Training will be conducted by the Bishop's Storehouse ERC Specialist and will normally include:
 - a. Participation in appropriate Nets on a regular basis. (Appropriate meaning Ward/Stake)
 - b. Nets are to be held on a hierarchical basis - Areas hold Nets with their Stakes, Stakes hold Nets with their Wards. This is done to reduce time and to keep the nets simple. A Ward ERC Specialist may well have the equipment and skill to contact the Area or Church Headquarters in Salt Lake City, but should only contact higher authorities only at the request of Stake or Area leadership.
 - c. Practice periodic tests of the Call-Up System. These tests should be performed every six months at a minimum, or more frequently as changes are made to Stake operator rosters.
 - d. Practice should be conducted on message preparation, transmission, and reception.
 - e. Practice passing simulated message traffic. (NOTE: DO NOT practice passing simulated emergency traffic. This can lead to false alarms should personnel not involved in the simulation mistake the practice for a real-world event.)
 - f. Assistance and training should be extended to assist individuals who wish to obtain or upgrade an amateur license to find the appropriate assistance. There are many organizations engaged in this activity, therefore the ERC Specialist should direct individuals as appropriate and use their time to train individuals according to the needs of the Church.

BASIC DEPLOYMENT EQUIPMENT CHECKLIST (Jump Box Contents)

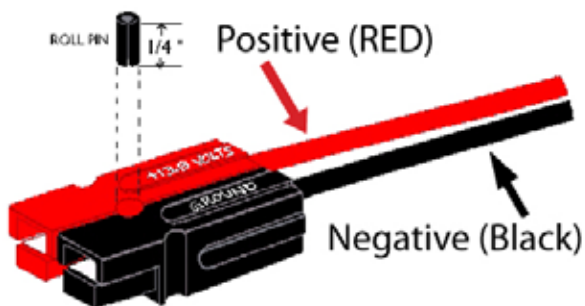
- 2-Meter HT (Handheld Radio)
- Extra Batteries
- Extra Antenna (J-Pole, Wire, Ground Plane, etc)
- Earphone for HT (Maintains Confidentiality)
- Zipper Pouch with Pens and Pencils
- Sheets of Blank Paper or Notebooks
- Copies of Emergency Report Forms
- Printed Copy of This Manual
- Copy of Your Ham Radio License
- 20 Feet of Coax (RG8 Mini with PL259 Connectors)
- SO239/SO239 Adapter and BNC/SMA Adapter
- Red and Black Power Cord with Power Pole Ends
- Flashlight With Extra Batteries
- Water and Snacks For Short-Term Deployment
- Clothing Appropriate for Weather Conditions
- Personal 72-Hour Kit For Longer-Term Deployments

Power Coupler Standards

The Mount Mahogany Stake has adopted the Anderson PowerPole Connector as the standard for use on all Stake Radio Equipment. All Stake Ham operators are encouraged to adopt this standard on their own equipment in order to ensure quick and easy installation and substitution of radios, power supplies, batteries, and other equipment.

The Anderson PowerPole system is also the agency standard for the Utah County ARES organization, the Utah County Sheriff's Communications Team, several local Police and Fire EMS services, as well as the Utah VHF Society which owns and operates a number of repeaters throughout the State.

Either the 15-ampere or 30-ampere sizes may be used, and both sizes mate with each other. The plastic parts are the same for both sizes. The barrel area (which holds the wire) of the 15-ampere silver-plated contact is smaller than that of the 30-ampere contact, but the contact area is the same. The connectors dovetail together into a compact unit.



Housings should be mated according to the diagram above, viewing from the contact side (opposite the wire side), tongue down, hood up, RED on the LEFT, BLACK on the RIGHT. Use a 3/32-inch-diameter roll pin, 1/4 inch long, to keep the housings from sliding apart.

Highly conductive silver-plated copper contacts allow minimal contact resistance at high currents. Self-wiping action on make and break keeps conducting surfaces clean. Contact dents keep connectors mated in high-vibration applications and provide quick-break, snap action upon disconnect.

Non-corrosive stainless-steel leaf springs maintain constant contact pressure—ideal for frequent connections/disconnections and intermittent overloading. Durable,

high impact-resistant, polycarbonate housing with UL94V-2 flammability ratings comes in many colors for circuit traceability and coding.

Identical connector halves are genderless—making assembly quick and easy and reducing the number of parts stocked. Molded-in dovetails allow for a customized harness in a variety of configurations. When the connectors are disconnected, no metal parts are exposed.

The 15-ampere contacts are designed for 16-20 AWG wire and the 30-ampere contacts are designed for 12-16 AWG wire. The contacts can be soldered or crimped to wires. A relatively expensive crimping tool is available from Anderson. Other, less expensive, crimping tools are available from some of the sources listed below. After a contact has been attached to a wire, it should be installed into the housing so that the housing spring mates with the underside of the contact.

To remove a contact from the housing, use Anderson insertion/extraction tool #111038G2. You may also substitute a very small blade (jeweler's screwdriver or X-acto knife) to depress the spring, allowing the contact to be removed.

The connectors can be panel mounted with clamp receptacles, consisting of two aluminum plates (Anderson part #1462G1), notched to hold the plastic housings when they are dovetailed together.

The plastic housings come in other colors also. Red and black are suggested for standard DC connectors (red as positive and black as negative).

(Prices and Stock Numbers below are as listed through www.powerwerx.com. Local sources also exist.)

Anderson Power Pole Part Numbers:

- 15 Amp Red/Black PowerPole Sets # PP15-10 (10 Pk) \$9.95
- 15 Amp Red/Black PowerPole Sets # PP15-25 (25 Pk) \$19.95
- 30 Amp Red/Black PowerPole Sets # PP30-10 (10 Pk) \$9.95
- 30 Amp Red/Black PowerPole Sets # PP30-25 (25 Pk) \$19.95

(Note: 15 Amp PowerPoles are recommended for 16 - 18 gauge wire. 30 Amp PowerPoles are recommended for 12 - 14 gauge wire.)

- TIRcrimp Tool for 15, 30 and 45 Amp PowerPole Sets (SKU# TR1crimp) \$39.95
- Anderson PowerPole Insertion and Removal Tool \$11.99

Mount Mahogany Stake Emergency Communications Protocol

FIRST THREE RULES OF RADIO COMMUNICATIONS

1. LISTEN
2. LISTEN
3. LISTEN

CONDUCTING AND PARTICIPATING IN NETS:

1. Use Appropriate Types of Traffic
2. Pay Attention to Net Control Instructions
3. Follow All Directions From Net Control
4. Be Patient When Calling Net Control
5. Use Tactical Call Signs (1st Ward, 3rd Ward)
6. Use ID With Amateur Call Sign Only To Be Legal (As Called For By Net Control)
7. Three-Second ID
8. Pay Attention to Net Traffic - Don't Miss A Call
9. Keep Transmissions Short
10. Use the Word "BREAK" Only For Emergency Traffic
11. Advise Net Control When Leaving and Returning to the Net

THE DO's and DONT's OF PUBLIC SERVICE COMMUNICATIONS

1. Think Before Transmitting
2. Key Your Mike (pause) Then Transmit
3. Use NATO Standard Phonetics (Next Column)
4. Say Numbers Properly (5 = "Five", 9 = "Niner")
5. Speak Slowly and Distinctly - Annunciate
6. Be Concise
7. Use Proper Pro-Words:
 - a. **Affirmative** = Yes, **Negative** = No
 - b. **Roger** = Understood or Correct
 - c. **Say Again** = Please Repeat
8. Don't Use Unnecessary Words or Jargon
9. Don't Yell or Speak Too Loudly
10. Don't Use "10-Codes" (10-4, 10-20, etc.)
11. Don't Use "Q-Codes" (QSO, QRP, etc.)
12. Repeat Instructions For Clarification
13. Give Proper Signal Reports
14. Indicate Audio vs. RF When Giving a Report
15. Give Complete, Accurate Information

REMEMBER:

Your responsibility as an ERC Operator is to provide Priesthood Leadership with clear communications in an emergency. Practice using your radio equipment in a simulated emergency - become familiar with your radio's controls and settings long before you need to use them in a real-world situation when lives may depend upon you. Always make sure that you have your emergency "jump box" accessible at a moment's notice. When possible, have a duplicate set of equipment and supplies in your vehicle at all times. Remember - your life, or the lives of others may depend upon it.

THE NATO PHONETIC ALPHABET

<u>Letter</u>	<u>Phonetic</u>	<u>Pronunciation</u>
A	ALPHA	(AL-FAH)
B	BRAVO	(BRAH-VOH)
C	CHARLIE	(CHAR-LEE)
D	DELTA	(DELL-TAH)
E	ECHO	(ECK-OH)
F	FOXTROT	(FOKS-TROT)
G	GOLF	(GOLF)
H	HOTEL	(HOH-TEL)
I	INDIA	(IN-DEE-AH)
J	JULIET	(JEW-LEE-ETT)
K	KILO	(KEY-LOH)
L	LIMA	(LEE-MAH)
M	MIKE	(MIKE)
N	NOVEMBER	(NO-VEM-BER)
O	OSCAR	(OSS-CAR)
P	PAPA	(PAH-PAH)
Q	QUEBEC	(KEH-BECK)
R	ROMEO	(ROW-ME-OH)
S	SIERRA	(SEE-AIR-RAH)
T	TANGO	(TANG-GO)
U	UNIFORM	(YOO-NEE-FORM)
V	VICTOR	(VIK-TAH)
W	WHISKEY	(WISS-KEY)
X	XRAY	(ECKS-RAY)
Y	YANKEE	(YANG-KEY)
Z	ZULU	(ZOO-LOO)

Stake to Lindon Bishop's Storehouse Basic Communications Plan

(For Use At Stake President's Request And Telephone Service is Unavailable)

1. The Stake President has requested contact to be made with the Lindon Bishops' Storehouse via Amateur Radio.
2. The Lindon Bishops' Storehouse operators may not be aware of the emergency event. In such cases, make contact with any amateur radio operator outside of the affected area and have them phone operators listed in number 7. Arrangements will be made to begin a net on a frequency noted in number 3, \pm QRM (interference).
3. Stake Communications Specialist/Amateur Radio Operator makes contact with the Lindon Bishops' Storehouse Communications Specialists:
 - a. On VHF Frequencies, by calling periodically stations listed in #7, until contact is established on:
 - 1) **145.590 - Simplex**
 - 2) **147.02 + Offset, PL100 Hz**
 - b. On HF, use: **3,902.50 MHz LSB**
 - c. By telephone when this service is restored, at 801-785-0996.
4. Establish times and frequency for ongoing radio communications needs and provide preliminary nature and extent of the emergency event.
5. Provide information regarding circumstances and needs determined by Stake President as outlined. Use ERC Message Form (if available) to communicate information to Lindon Bishops' Storehouse Communications Specialists.
6. Maintain contact with Lindon Bishops' Storehouse Communications Specialists until emergency event is resolved or reliable telephone service is reestablished, then continue by telephone until resolution is achieved.

7. Contact Information:

Current Lindon Bishops' Storehouse Communications Specialists:

George B. Oates, K7BFI

Cell: 1-(801) 420-3706

Home: 1-(801) 785-8585

Merrill Dunn, KG7SW

Cell: 1-(801) 224-3763

Home: 1-(801) 787-3763

Rod Kendall, WY7S

Cell: 1-(801) 368-8406

Home: 1-(801) 225-5147

* Daren Davis, WA7LBA (VHF Specialist)

Work: 1-(801) 785-0996

Home: 1-(801) 226-5380

Bob Campbell, KD7HBW

Work: 1-(801) 369-1174

Note: Stakes have the responsibility to establish an Emergency Communications Plan between each Ward/ Branch and the Stake President, as well as a specific plan to enable each Stake President to contact the Lindon Bishops' Storehouse by Amateur Radio in the event of an emergency that disables telephone service.

Remember, Civil Authorities (Police, Sheriff, Fire, etc.) have priority and Stakes have the responsibility to cooperate and coordinate efforts with them.

VERY IMPORTANT: The Bishops' Storehouse Communications Specialists must be kept current on the identity of the Stake Communications Specialist. (Amateur Radio Operator) Be sure to contact one of the Storehouse Communications Specialists (see Number 7) with updated information following a change in this position.

Useful Information for Stake and Area ERC Personnel

(For Use At Stake President's Request And Telephone Service is Unavailable)

If the telephone system (either land line or cellular) is functional, it is the system of choice. In the event it has failed or is overloaded the Emergency Radio Communications (ERC) should be called into service.

CONTACTING HIGHER AUTHORITY (TELEPHONE)

Instructions for Contacting the Area Presidency
The area presidency should only be contacted by responsible Priesthood leaders. They will use the 800 number they have in their possession.

RADIO

If phone service has failed, contact the Stake, or Area, as appropriate to the situation via the Emergency Response Radio System (ERC) using a properly licensed amateur radio operator. The operator will need to be aware of the following information.

ERC AMATEUR RADIO OPERATIONS

GENERAL OPERATIONS:

When needed an ERC operator will activate the net. Priority of traffic will be:

1. Life-Threatening Conditions
2. Emergency Traffic Requested by Civil Authorities or their designated Agencies.
3. Emergencies related to Ecclesiastical Needs
4. Other relief effort coordination

FREQUENCIES AND MODES:

Primary mode of operations is voice. Digital modes may be used as circumstances warrant. The ERC Net will be operated on the frequency and mode best suited for the situation as determined by Net Control. Frequencies will be referred to by designators to help avoid interference by others. Frequencies are:

80 - Meters: **3,902.50 LSB Voice + or - QRM**
2 - Meters: **147.500 - Simplex (MM Stake)**
145.590 - Simplex
147.02 + Offset, PL100 Hz

2M and 2M Simplex will be used to activate the net. 80M will also be activated simultaneously.

ERC NETS:

Nets will be conducted at Stake, Area and Church Headquarters levels on a regular basis. ERC Specialists are called and serve within the various levels. The Stake President assigned as the Area Welfare Committee Chairman could have his assigned Stake ERC specialist serve both his own stake as well as the Area.

The Mount Mahogany Stake Net meets every Sunday evening at 9:00 p.m. on 147.500 (Simplex) frequency.

Mount Mahogany Stake ERC Weekly Net Script

(For Use With The Weekly MMSERC Net)

At 8:55pm Make The Following Announcement:

QST QST QST. This is (your call sign) with an announcement for all stations monitoring this frequency. The Mount Mahogany Stake ERC Net will begin at 2100 hours (9:00pm) on this frequency. All those wishing to participate please stand by until the net is called.

At 9:00pm Conduct The Net:

Calling the Mount Mahogany Stake ERC net. Calling the Mount Mahogany Stake ERC net. This is (your call sign) Calling the Mount Mahogany Stake Emergency Response Communications Net. My name is _____ and I will be Net Control tonight.

This is a weekly net held each Sunday evening at 2100 hours (9:00 p.m.) local time on 147.500 Megahertz (Simplex) consisting of Emergency Communication Specialists from all of the Wards of the Mount Mahogany Stake. The purpose of this Net is to train radio operators in emergency procedures, to test their radio communication equipment, and practice communication protocols.

Since this is a directed net, please transmit at the direction of the control operator. Stations checking in are asked to remain on frequency until all Net business has been completed. Should it be necessary to leave the Net, please check out with Net Control. When checking in, please give your phonetic call sign, name and Ward, then describe the nature of any traffic you may have for the net.

If there is any emergency traffic during this net, please call using the last letters of your call sign during a pause in the net.

Do we have any emergency traffic at this time?

Roll Call follows:

Net Training item:

Are there any announcements or information from the Stake Specialist (Mike KC7IRL), High Counsel or Stake Presidency?

Are there any announcements, business, information or question for the net? Please call now with your call sign and name.

Are there any visitors or late check-ins? Please call now with your call sign, name and ward.

Is there any unfinished business for the net?

This concludes this session of the Mount Mahogany Stake ERC Net at (time).

This is (your call sign) Net Control now closing the Net. 73 to all and have a good week.

Mount Mahogany Stake ERC EMERGENCY Net Activation Script

(For Use in the Event of an Emergency)

In the event of an emergency, all Stake specialists should monitor the Mount Mahogany Stake Net frequency of 147.500 Simplex. Make contact with other operators in the Stake and stand by until the Net is officially called by the Stake ERC Specialist. If the Net is not called within 10 minutes, the first reporting Ward ERC Specialist will assume control until a designated Stake Specialist or Assistant can officially open the Net as directed by the Stake Presidency.

Emergency Net Control Script (Official Open of The Stake Net):

QST QST QST

Calling the Mount Mahogany Stake ERC Net. Calling the Mount Mahogany Stake ERC Net. This is (your call sign) Calling the Mount Mahogany Stake Emergency Response Communication Net. My name is (Stake Specialist) and under the direction of (President Miles) I am activating the ERC net (time).

All ward ERC Specialists please check in now with your call sign, name, and ward.

At this time we will change over to tactical call signs (name of ward) only ID with your call sign every 10 minutes under direction of net control.

All stations contact your (Presiding Ward Officer) and call net control when contact is made. Please be prepared to pass traffic to the Stake from your ward, and stand by for further traffic from the Stake.

Do we have any emergency traffic at this time?

Mount Mahogany STAKE MESSAGE PROCEDURES

- (1) Life threatening conditions.
- (2) Emergency traffic requested by civil authorities or their designated agencies.
- (3) Emergency related ecclesiastical operation.
(Refer to Emergency Response Communication Form)
- (4) Other relief effort coordination.

Is there any unfinished business or traffic for the net?

This concludes the Mount Mahogany ERC Net at (time).

This is (call sign) Net Control closing the Net.

Instructions to Aid in Preparing a Station Journal

(For Use in the Event of an Emergency)

A Station Journal is to be kept as a record of the station. It is intended to be submitted to priesthood leaders as a report of station activity.

The following items should be included in the journal. They should be recorded as they occur.

1. The time of coming and going of station operators.
2. All ERC Nets checked into during an operating session.
3. All other Nets checked into, ARES, RACES, or other wise.
4. All assignments filled as ERC Net Controller.
5. Any training conducted.
6. Meetings with storehouse manager/priesthood leader.
7. Antenna and equipment changes.
8. Visits from officials, supervisors, visiting hams and others.
9. Simulated emergency operations.
10. If in doubt record it.

Mount Mahogany Stake ERC Net Roster (Licensed Stake Ham Radio Operators)

Below is a list of licensed Ham Radio Operators within the Mount Mahogany Stake, and frequent visitors from outside of current Stake boundaries. This information is presented as a quick access directory in the event of an emergency.

Please feel free to email (KE7YHF@gmail.com) to request any changes, or to request removal of your information.

Church HQ (Home Loc.)	Call Sign WA7UAH	Name Doug Reneer	Stake High Council Rep.	Call Sign KE7GQK	Name Stephen Wager
Lindon Storehouse	K7BFI	George Oates	Stake Communications Specialist	KC7IRL	Mike Carter

Ward	Call Sign	Name	Ward	Call Sign	Name
1st	KE6FPA	Matthew Hagberg	2nd	KE7KW	Kelly Christensen
1st	N7HVH	Gregory Peay	2nd	KE7EGV	Ryan Christensen
1st	N7TTP	Tyler Packer	2nd	KF7AGT	Josh Christensen
1st	KD7CSU	Doug Christensen	2nd	KE7GQK	Stephen Wager
1st	KF7BXM	Anne Vincent			
1st	KF7BXL	Dennis Vincent			
3rd	KC7IRL	Mike Carter	4th	N6JYU	Jerry Jones
3rd	KD7CSV	Carol Carter	4th	N6JRE	Sharon Jones
3rd	AC7PI	John Freeman	4th	KC7NZW	Dan Patten
3rd	KD7USJ	John Winder	4th	KC7NZV	Carla Patten
3rd	KD7VQR	Darran Sawyer	4th	KE7QYM	Robert Conder
3rd	KG6YQP	Roland Thomas			
3rd	WF9B	William Furniss (ex. KE7YHF)			
3rd	KF7AGX	Madison Furniss			
3rd	KF7AGY	Bryson Furniss			
5th	KC7RBR	Gary Mendenhall	6th	WA7UAH	Doug Reneer
5th	KC7RBS	Debra Mendenhall	6th	KA7OSI	Kristina Reneer
5th	KC7MVF	Deshawn Smith	6th	KE7ZLK	George Field
			6th	KE7YHD	Michael Harper
7th	KD7YFY	Jeremiah Walgren			
7th	KC7YLB	Ryan Reneer			
7th	KD7ZSO	Robert Neibaur			
TOTAL MOUNT MAHOGANY STAKE HAMS: 34					

Frequent Net Visitors - Thank You!

Call Sign	Name	Location
N7GMT	Trent	Garden Stake Emergency Communications Specialist
K7HTN	Sean	Garden Stake
KE7NRV	Cory	Garden Stake
KD7QNE	Paul	Springville, UT
KA7AIH	Jennifer	Lakeridge Stake

Bishops and Building Listings for Emergency Contact Information

WARD	BISHOP	PHONE#	ADDRESS	BUILDING
1st Ward	Craig Faux	1-(801) 785-8547	680 W 1800 N	Stake Center
2nd Ward	Matthew G. Court	1-(801) 796-8895	1426 N Narra Pl.	Stake Center
3rd Ward	Larry A. Baker	1-(801) 796-0294	1421 N 990 W	Stake Center
4th Ward	Russell Osguthorpe	1-(801) 785-2965	2412 N 950 W	1300 W. Bldg.
5th Ward	Brian Kerr	1-(801) 796-7055	1453 W 2010 N	1300 W. Bldg.
6th Ward	Ron B. Peterson	1-(801) 785-2804	1210 N 1300 W	1300 W. Bldg.
7th Ward	Richard Call	1-(801) 785-2400	1372 N 990 W	Canyon Rd. Bldg.

Geographical Areas and The Stakes in Each Area:

American Fork, Alpine, Highland:

American Fork
 American Fork Central
 American Fork East
 American Fork Hillcrest
 American Fork North
 Alpine
 Alpine North
 Alpine West
 Highland
 Highland East
 Highland West

Lehi, Eagle Mountain, Saratoga Springs Stakes:

Lehi
 Lehi East
 Lehi Jordan River
 Lehi North
 Lehi South
 Lehi West
 Eagle Mountain
 Eagle Mountain West
 Saratoga Springs

Orem East Stakes:

Orem
 Orem Canyon View
 Orem Cascade
 Orem East
 Orem Heatheridge
 Orem Hillcrest
 Orem North
 Orem Northridge
 Orem Sharon
 Orem Sharon Park
 Orem Windsor

Orem West Stakes:

Orem Aspen
 Orem Cherry Hill
 Orem Geneva Heights
 Orem Lakeridge
 Orem Lakeridge North
 Orem Lakeview
 Orem Park
 Orem Suncrest
 Orem Sunset Heights
 Orem Tempview

Pleasant Grove, Cedar Hills, Lindon Stakes:

Pleasant Grove
 Pleasant Grove East
 Pleasant Grove Garden
 Pleasant Grove Grove Creek
 Pleasant Grove Manila
 Pleasant Grove Mount Mahogany
 Pleasant Grove North Field
 Pleasant Grove Timpanogos
 Cedar Hills
 Lindon
 Lindon Central
 Lindon West

Provo North Stakes:

Provo Edgemont
 Provo Edgemont North
 Provo Edgemont South
 Provo Grandview
 Provo Grandview East
 Provo Grandview South
 Provo Oak Hills
 Provo Sharon East

Provo Stakes:

Provo
 Provo Bonneville
 Provo Central
 Provo East
 Provo North Park
 Provo South
 Provo Sunset

Utah County South Stakes:

Payson
 Spanish Fork
 Springville

BYU, Orem Utah College Stakes:

BYU 1st to BYU 22nd
 Orem College
 Orem College 1st

Mount Mahogany Stake Emergency Communications Ham Channel Plan for VHF/UHF Frequencies

VHF PLAN

Mode Name:	Frequency:	PL Tone:	Notes:
1. Lake Mountain	147.280 +	141.3	
2. West Mountain	147.340 +	100.0	ARES (Tues. 9 PM)
3. Provo Canyon	145.230 -	131.8	
4. Simplex	146.460 -		
5. National Simplex	145.520 -		
6. Explorer Post	145.470 -	100.0	
7. TERT (Simplex)	145.630		
8. ERC Net	147.370		Multi-Region (Tues. 8 PM)
9. Tooele	145.390 -		
10. BYU	145.330 -		
11. Snowbird Link	147.120 +	100.0	
12. Snowbird Link	147.180 +	100.0	
13. UARC	146.760 -		
14. SLC	146.620 -		Net (Sundays 9 PM)
15. SLC ARES	146.880 -		
16. Manti	146.660 -		
17. Salina	147.100 +		
18. SLC	146.940 -	88.5	
19. SLC	145.450 -	100.0	
20. SLC	147.500 -		
21. ERC (Simplex)	147.500		PG Region (Sun. 8:30 PM)
22. ERC (Simplex)	145.550		Northfield Stake (Sun. 9 PM)
23. ARRL News	146.620		Sundays 9 PM

UHF PLAN

Mode Name:	Frequency:	PL Tone:	Notes:
1. SCATeam LAKE	449.675		
2. SCATeam LAKE	449.975	131.8	
3. UVRMC	449.850	131.8	
4. SCATeam LAKE	448.325		
5. Mountain View	447.125	131.8	
6. Timpview	447.275	131.8	
7. NV7V	447.000		
8. KB7M	448.025	100.0	
9. State Hub	449.100		
10. SLC ARES	446.500	71.9	
11. Simplex	446.000		
12. Simplex	446.500		
13. Clayton (TERT)	448.200	131.8	
14. SLC	448.825		

Mount Mahogany Stake ERC Operator Registration Form

Name: _____ Call: _____ Class: _____ Ward: _____

Address: _____ Exp. Date: _____

City: _____ State: _____ Zip: _____ County: _____

Home Phone: ___ - ___ - _____ Work Phone: ___ - ___ - _____ EMail: _____

Primary Radio Interest: _____

Check (X) Bands you have equipment to operate:

Mode	160M	80M	40M	20M	15M	10M	6M	2M	70cm	UP	OTHER
HT	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
FM	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PACKET	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SSB HF	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
MOBILE	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Can your home station operate without commercial power: YES _____ NO _____

Signed: _____ Date: _____

SUPPLEMENTAL REGISTRATION INFORMATION:

Name used on the air: _____

Ward: _____ Stake: _____ Region: _____

Describe emergency power capacity if any: _____

List other special or emergency equipment. (Motor Home, 4 WD, generators, pumps, scanners, etc.)

Describe portable capabilities: _____

Bands most frequently used: VHF: _____ HF: _____ OTHER: _____

List amateur club affiliations: _____

Do you have a computer: YES _____ NO _____

Type (Mac OS, Pre-Dos, Dos, NT, NT4, 2000, XP, Vista): _____

Mount Mahogany Stake ERC Operator Roll-Call Form

Date: _____

Church HQ/Lindon Storehouse:

Doug Reneer WA7UAH Traffic _____

George Oates K7BFI Traffic _____

Stake Presidency:

Scott Hobson Traffic _____

Stake High Council:

Stephen Wager KE7GQK Traffic _____

Stake Specialist:

Michael Carter KC7IRL Traffic _____

Ward:	Name:	Call-Sign:	Check-In:	Traffic:
1st	Greg Peay			
1st	Matthew Hagberg			
1st	Tyler Packer			
1st	Doug Christensen			
2nd	Kelly Christensen			
2nd	Ryan Christensen			
3rd	Mike Carter			
3rd	Carol Carter			
3rd	John Winder			
3rd	John Freeman			
3rd	William Furniss			
3rd	Madison Furniss			
3rd	Bryson Furniss			
4th	Jerry Jones			
4th	Sharon Jones			
5th	Gary Mendenhall			
5th	Debra Mendenhall			
6th	Doug Reneer			
6th	Kristina Reneer			
6th	Michael Harper			
7th	Ryan Reneer			

Notes:

First Report To Communication Center - Mount Mahogany Stake

Communication Specialist: _____

Address: _____

Date of Report: _____

Time of Report: (24-hr./Local): _____

Ward: _____

Group: _____

Group Captain: _____

Person Reporting: _____

Runner Name: _____

Emergency Type: _____

Number of People:

Injured: _____ # Missing: _____ # Dead: _____

Number of Homes in Group: _____

Homes Effected: _____

Number of Families Accounted For: _____

Not Home: _____

Number of People in Group: _____

Accounted For: _____

Immediate Needs: _____

Second Report To Communication Center - Mount Mahogany Stake

Communication Specialist: _____

Address: _____

Date of Report: _____ Time of Report: (24-hr./Local): _____

Ward: _____ Group: _____

Group Captain: _____ Person Reporting: _____

Runner Name: _____ Number of Homes in Group: _____

Property Damage: Gas Leaks: _____ Water Leaks: _____ Fires: Y N
(Circle One)

Number of Homes Damaged:

Severe/Totaled: _____ Moderate: _____ Little/None: _____

Meetinghouse Damaged:

Severe/Totaled: _____ Moderate: _____ Little/None: _____

Emergency Needs: (Please Indicate The Appropriate Number in Each Category)

Water: _____ Food: _____ Shelter: _____ Health/Medical: _____ Sanitation: _____

KEY: 1 = Needs Being Met / Nothing Needed At This Time

2 = Some Needs Met / Assistance Required

3 = Unable to Provide Needs / Immediate Assistance Required

Assistance Needed: (For How Many People?)

Water: _____ Food: _____ Shelter: _____ Clothing: _____ Medical Supplies: _____

Blankets/Sleeping Bags: _____ Sanitation/Waste Disposal: _____

(Please note the type of sanitation required as well as number of people in need)