

DRAFT - Incident Action Plan

Communications Support for 2007 Longmont Turkey Trot

Last Updated: 10/31/2007 6:31 AM. Orig. author D. Bessee. Adapted by J. Haley.

Event/Incident Name:

Longmont Turkey Trot 2007. Longmont Dept. Parks & Recreation, Longmont PD, City of Longmont

Event Date:

Saturday November 10, 2007

Location:

The event is based at Westview Middle School at 1651 Airport Rd. City's event web site:

<http://www.ci.longmont.co.us/rec/special/turkey.htm>

Safety Items

The following should be read and followed by *all* participants in this event. Many of these items carry legal, as well as safety, weight and should always be considered in the operation of your station.

- ❑ Stay out of traffic. Many of these locations are near traffic that may or may not be blocked off while you are operating. Stay clear of the vehicles on the road.
- ❑ Wear bright clothing. Especially with a possible early start; make sure the drivers and the runners can see you. Bright clothing includes making sure your safety vest is your outermost layer, it does you no good if you put a black jacket on over it!
- ❑ Ensure your equipment is setup safely. Bare wire, unfused supply lines, and wires running into the racecourse all present hazards that should be removed.
- ❑ Dress appropriately for the weather. Bear in mind that you may be at your station for 4-5 hours or more and plan your clothing with this in mind. Also remember that our lovely Colorado weather is prone to whimsy, and will change without advance warning, especially when your rain jacket is in the closet rather than your daypack. Brining and using sunscreen is also most recommended, sun can be intense and there is little or no shelter at any of the station locations.
- ❑ Report any hazards you see. NCS and the Coordinator will bring them to the attention of the served agencies and seek remedial action. These can include potholes, gravel, and especially poor visibility situations where cars and runners may not be able to see one another.

Dates & Times:

10 November, 2007

0700 – Registration opens, volunteers expected to be present.

0900 – 10k run begins

0925 – 2mi run begins

1045 – expected last runners done with 10k

1200 – event expected to be complete.

Event/Incident Objectives:

1. Provide professional, timely, and effective communications to meet the event needs of the Longmont Turkey Trot, thereby increasing the value and safety of the event overall.
2. Improve our relations with the City of Longmont by being an organization they can rely on in the community.
3. Provide experience for our membership in ARES-type net operations.

LARC Event Coordinators:

These are the LARC club contacts for this event

Last Name	First Name	Callsign	E-mail
–	–	–	–

Participating Organizations:

The following are the groups participating in the event/incident:

Served Agencies:

Agency	Contact Name	Contact E-mail	Contact Phone
City of Longmont	Sara Stewart	Sara.Stewart@ci.lon gmont.co.us	

Lead Serving Agency:

City of Longmont

Other Agencies:

Agency	Contact Name	Contact E-mail	Contact Phone
Longmont PD			
LEU			
Longmont Public Works			

Meetings

Schedule of event related meetings.

Date	Time	Location	Topic

Resources

Strategy:

This event will be approached as a disciplined, professional exercise for the participants to gain working experience operating on a controlled net and efficiently handling tactical traffic in a slightly more formalized forum than rag chewing.

Estimated Staff hours (from 2006)

Planning/pre-event coordination – 20hrs

Setup – 2hrs x 4 persons

Event – 4hrs x 12 persons

Breakdown – 1hr x 4 persons

After Action – 3hr

Debrief – 1 hr

Estimated Number of Operators: (from 2006)

First estimate is 11 operators. This does not provide for any redundancy or alternates. It does include 1 mobile, one coordination point for City, and an alternate op/logger for NCS.

Insurance

There is no covering insurance provided for this event. Any insurance coverage is the responsibility of the participants.

Locations/Assignments (actual course for 2007 unknown at this time)

Station	Contact	Call	Location	Notes
Staging	NCS		Westview MS	All operators to meet here at 7AM
NCS			Westview MS	
NCS Logger			Westview MS	Also acts as NCS relief
Rover1				
Coordinator			Westview MS	
			Rutgers Rd. & Northwestern	
			Mtnview & Cornell	Moves to Mtnview & Harvard @ ~0920
			Mtnview & Airport Rd.	
			Airport & St. Vrain	
			St. Vrain & 75th	There is space for a car here.
			75 th & Hygiene Rd.	
			Hygiene & Airport Rd.	

Maps

Not yet available. Use location assignments as estimate of course layout.

Frequency(ies) and Repeaters

Type	Freq.	Tone	Notes
Tactical	147.270-	100	To be used for tactical traffic on the event
Support	448.800-	88.5	Use this for support/staffing issues for our operation. May become alternate Tactical.
Simplex1	146.550	None	Simplex frequency for alternate use.

Equipment Requirements

Required equipment:

- VHF & UHF handheld radio(s).
- Orange safety vest (provided)
- Drinking water
- Pen/pencil & Notepad/notebook

Recommended items are:

- Noise canceling headset
- Dual band mobile, VHF/UHF
- Spare batteries for HT
- Vehicle Placards (provided)
- Rain Gear, hat, gloves, sunscreen, etc.
- First-aid kit
- Snack foods
- Digital camera
- LARC ball cap if you have one.

Special Operator Instructions

Event Instructions:

- ❑ Directed Net – All calls go through NCS.
- ❑ For non-emergency traffic – wait three seconds after the last exchange before you key up. For traffic in support of the communications effort, use the Support Net.
- ❑ PTT does **NOT** mean “Push, then think”!!!
- ❑ Key down, then wait one second before speaking.
- ❑ Your tactical call will be your location for all but NCS, Rover, and Coordinator.
- ❑ TACTICAL IN (calling the NCS/Net), CALLSIGN OUT (clearing at the end of the exchange)
- ❑ The proword “BREAK” will be used when changing intended recipients without unkeying. For example: “Thank you Alpha. BREAK Delta: Has the last runner past your station yet?” If you need to break into an ongoing conversation do so with your Tactical ID.
- ❑ The city has requested that we avoid directing traffic. If there is a situation where traffic is snarled or endangering participants we should report it through the net to the event coordinator for the city who will then deal with it using LPD or Public Works personnel.
- ❑ If you see a serious injury, requiring an ambulance; call 911 *and* inform NCS who will pass the info on to the event staff.

Station Duties

The duties outlined for each type of station below are an outline only. Volunteerism is not the place for a “that’s not my job” attitude. If you are asked to do things in addition to these outlined duties please do what you can to accommodate the served agencies. If you are uncomfortable with what you are asked to do check with NCS first. If the request will take you away from your assignment check with NCS first. If you don’t feel safe carrying out the request then politely refuse.

NCS Station & Logger

- ❑ Arrive 0630 and setup for talk-in of other stations.
- ❑ Manage the event net for the smooth, professional flow of event traffic
- ❑ Pass served agency requests and queries to stations in the field and get responses
- ❑ Get traffic from the field to the appropriate served agency.
- ❑ Keep records of traffic for event (station log)

Station Operators

- ❑ Arrive at station by 0730 and check in with NCS so they can direct Rover1 to your position with vests, t-shirts, lunches, etc.
- ❑ Maintain communications from various points on the course to NCS and the event staff.
- ❑ Note and report leader and latest runner numbers as requested.
- ❑ Observe and report any problems or safety issues related to the event.
- ❑ Provide contact points for the “sag wagon” operated by Park & Rec. to contact the main event area near NCS.
- ❑ Remember: New this year, we will use out locations as tactical calls the stations. NCS remains “net control” and rover remains rover.