



Job Aid

Radio Lead



Name: _____ Date: _____ Event: _____

* Use one Job Aid per shift. Document all details in the Tasks (Pending) and Notes Section. Completed Job Aid will be reviewed with new volunteer at Transfer of Duties. Copy will be placed in dedicated Binder on site for future reference.

Time Done	
	OVERVIEW
	<p>The Radio Lead is responsible for assuring Animal Branch Operations (ABO) personnel have working radio communications within NVADG frequencies and with all emergency responders. This includes working equipment, correct radio frequencies and inventory. The Radio Lead works with Shelterly Tech Lead to assure Dispatch has access to the internet for Shelterly.</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> • Physical set up of Communications/Dispatch Trailer and antennas. • Confirmation the NVADG repeaters are connecting, and physically adjust if necessary. • Maintain NVADG radio cache and distribute mobile and handheld radios to appropriate personnel. • Coordinate with Butte County Comm Reserve and CalFire to get correct frequencies. • This position requires technical knowledge of NVADG radios, mast antenna assembly, internet connectivity in NVADG Communications trailer, repeater connection, assembly and connection of satellite.
	POSITION OVERVIEW
	<ul style="list-style-type: none"> • The Radio Lead works in a variety of roles as a hands-on radio and antenna installer, technical pro with radio frequencies and repeaters, troubleshooter with internet connections, equipment manager for Communications/Dispatch trailer, security manager of radio inventory and trainer for just-in-time training on how to use the radios for evacuation teams. • The Radio Lead at times coordinates with groups and technicians outside the Animal Branch Operations (ABO) to get frequencies, statuses, technical information, support, and even position back up. This includes Sheriff's Comm Reserve, internet providers, satellite service providers and radio technicians.
	REPORTS TO
	Staging Group Supervisor
	WHO REPORTS TO
	<ul style="list-style-type: none"> • Radio Assistant, if available

	PLANS & REPORTS – What you create
	<ul style="list-style-type: none"> • Assist ABOC Planning Section Chief with the ICS 205 for the ABO Incident Action Plan (IAP). • Post ICS 205 information on whiteboard at Staging. • List of checked-out/checked-in radios and equipment, updated daily, with personnel names and contact information.
	FORMS & GUIDES – What you use
	<ul style="list-style-type: none"> • Procedures for Radio Check-Out (NVADG Internal Document) • Procedures for Comms Trailer Set-up (NVADG Internal Document) • Procedures for Flyaway Satellite Set-up (NVADG Internal Document) • Radio Lead Job Aid • Daily EOC IAP • Daily ABO IAP • Attend morning briefing – Staging Group Supervisor will post • NVADG SOG: Radio (nvadg.org) • ICS 214 • ICS 213 (Resource Request) • ICS 226 (Injury Report Log) – immediately report injury to ICS Supervisor
	TECHNOLOGY – What you need to have
	<ul style="list-style-type: none"> • Radio Check-out Computer OR Paper Check-out sheet • Cell phone and charger • Copier to copy drivers’ licenses • Computer and printer if you are using computer bar-code check out • WhatsApp group Key Personnel access • Contact phone numbers of people who can help with radios • Other instructions for setting up trailer, checking out radios, use of GPS, etc
	COORDINATE WITH
	<ul style="list-style-type: none"> • Evac Lead • Evac Teams • Radio Assistant • Comms Reserve • ABOC Safety Officer (for security issues)
	ASSIGNMENTS/DUTIES
	<ul style="list-style-type: none"> • Use incident ICS 205 to assure ABO uses the right frequencies. Inspect all radios for current load and correct if necessary. • Do what’s needed to assure ABO maintains communication via radio and that Dispatch has access to Shelterly via the internet. • Maintain inventory of all radios, mobile and handheld, in the NVADG cache. • Assure radios are in working order. Pull out of service any malfunctioning radios. • Check out and check in radios and accessories every day. Except in unusual circumstances, and with Staging Supervisor or ABOC Operations Chief approval, all Evac Team radios and accessories are to be checked in every day. Do not lose track of long-term checkouts to any

	<p>ABOC general staff, Shelter locations or others. Take particular care with radios checked out to non-NVADG personnel.</p> <ul style="list-style-type: none"> • Do refresher training for users on how to use the radios. • Either you or an assistant will install radios in Evac Team vehicles. • Either you or an assistant will put batteries in clamshells. • Inspect radios and equipment for damage. Remove from service any damaged equipment. • If the Comm/Dispatch trailer moves (including at end of day if it's stored overnight in warehouse), remove the Wilson Cell antenna and any other antennas that could get damaged. Replace antennas when trailer is repositioned. • If internet service in the trailer is lost, try using the internet service in the Richter warehouse. Be prepared to set up the Satellite and connect to service for Dispatch to use Shelterly. • If internet service in the Richter warehouse is lost, and Hotline Operators depend on it to connect to Shelterly, be prepared to set up the Satellite and connect to service for Hotline. • Prepare to find or train a replacement for your position. Work with the Planning Section Resource Unit to find someone through mutual aid, or through the Volunteer Impact Tech for a NVADG volunteer. It's likely you will need to train a replacement. Have them shadow you and use this Job Aid to assist them. Give specific instructions as assure they can respond if the internet goes down. • Watch diesel in trailer generator and make plans to keep it full. • The Staging Group Supervisor position must be assumed by Hotline Lead, Dispatch Lead, Evac Lead or Radio Lead if no one fills it at start of incident. Continue until replacement is assigned.
SET UP / START OF INCIDENT	
	<ul style="list-style-type: none"> • Refer to instructions on Comms Trailer Set Up. Find in Google Workspace. • Assure Comms Trailer has diesel in generator and/ or is connected to electrical supply. • Check radio frequencies and adjust radios if necessary. • Check access to Repeater. Decide to move it if required by location of incident. • Install Wilson cell booster antenna on trailer. • Get access to unlocking radio lockers. • Set up check out area for radios. Include radio check-out computer OR Paper form. • Gather general office supplies: pens, paper, stapler, staples, paper clips, etc. • Assemble all equipment that will be checked out: Radios, batteries and clamshells, microphones, harnesses. • Have access to copier. Check to assure adequate supply of paper and ink. • Plan to check out radios to personnel and evacuation team members as they arrive. You will check out radios to: Evacuation Lead, Evacuation Teams (1 mobile and 1 handheld per team), Dispatch Radio Operator or Lead, Duty Officer if needed, Resolution/Debrief Lead. Hotline may want access to a scanner in hotline area. • Check scanners installed in areas of trailer and warehouse to assure they are scanning correct frequencies.
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> • If possible, have next Radio Lead job shadow in advance. • Assure next Radio Lead has technical capabilities, especially for internet connection actions. • Update Job Aid template with any new or revised duties. Explain how to use Job Aid. • Assure they have electronic sign-in access, schedule for meetings, lock combinations, other tools as needed.

	<ul style="list-style-type: none"> • Update IAP reporting to reflect new name and phone number. • Make face-to-face introductions to key people and provide a full contact list. • Assure new person is included in all distribution lists and has access to all reports. • Give update on current situation, areas of concern and current personnel support needed. • Provide intel on expected situation over next 24-72 hours and beyond. • Turn over all documentation including completed Job Aids listing tasks and unfinished business. • Leave a phone number where you can be reached.
THINGS TO CONSIDER	
	<ul style="list-style-type: none"> • Radio Lead requires Technical Level expertise of all things radio and internet. • This person doesn't use Shelterly but must understand its importance and be ready to respond if a connection to the Cloud is broken. • This Job Aid is written for the common situation of Staging being done in the parking lot of the Richter Avenue Warehouse. If Staging of Evac Teams is moved to another location, focus on internet connection for Dispatch to use Shelterly is a priority. Do not move staging to a location until internet has been established at the location. • These radios are extremely expensive and have high "steal appeal." Do not leave radios out. If a radio is stolen, make a full report immediately for ABOC Safety Officer and Operations Section Chief. • The Wilson Cell Booster antenna will help cell connections for anyone standing nearby. Share that information if responders need better cell reception. • Shelterly is essential and must be kept as a priority in all decisions and actions. • Consider setting up a Shelterly WhatsApp group that includes all users. If glitches happen, consider sharing with everyone. Shelterly Technical Lead should be prepared to respond immediately with a fix. • Richter Staging Staffing plan: Assure people are available at beginning and end of day for Richter warehouse opening and closing. This activity is done by members of the evacuation team, dispatch/hotline team or radio team who have skills moving trailers and/or keys and alarm code for the Richter warehouse. Many NVADG key volunteers have keys and codes, or obtain them from NVADG staff. <ul style="list-style-type: none"> ○ Opening: unlock warehouse door, turn off alarm. Move Dispatch/Communications trailer out into the parking lot. Unlock and open. Attach antennas, connect to power. Move Initial Attack Trailer out into the parking lot, unlock and open. ○ Closing: Do not leave less than three people alone to close Richter. Dispatch/Comms Trailer: remove antennas and power, move into warehouse, close and lock. Initial Attack Trailer: close, lock and move into warehouse. Close and lock all warehouse doors, assure lights/air conditioning are turned off, set alarm, close door. ○ The decision to leave trailers out all night is dependent on security patrols, number of people on site and other considerations. Be aware this is a high-transient area with a lot of overnight criminal activity.
DEMOBILIZATION	
	<ul style="list-style-type: none"> • Radio Lead is RESPONSIBLE FOR ENSURING ALL EQUIPMENT IS RETURNED AT THE END OF INCIDENT. Take whatever action is necessary to get back all equipment. • Take down antennas and store. • Remove batteries from packs, store radios and lock lockers. • Debrief with Staging Group Supervisor. • Submit 214s and mileage forms.

	<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Be prepared to provide input to the After-Action report.
TASKS (PENDING)	
NOTES	

Name: _____ Phone #: _____

Date: _____ Time: _____ am / pm