

# Southern Baptist Disaster Relief



## Communications Training Manual

Disaster Relief Group, South Carolina Baptist Convention

# **THE 'C' WORD**

## **CONFIDENCE!!**

You will work amid controlled confusion.

Train all you can to care for people who are confused, angry, homeless, fearful and grief stricken.

Not enough emphasis can be placed on this issue.

You will be a light in the storm to those victimized.

# **PHILOSOPHY**

- Flexible – Multi-train
- Go when needed
- Follow protocol
- Will be asked, but not pressured
- Three-day rotation typical
- Enough people are trained to make this possible
- General level amateur license preferred
- Three levels of service
  - (1) On disaster site
  - (2) At home
  - (3) At SC Baptist Convention building in Columbia

## **Goal – Amateur License – General Class**

American Radio Relay League (ARRL) – national association  
Website: [www.arrl.org](http://www.arrl.org)

Library –when available

## **Highly Recommended – Computer generated exams (when available)**

### **Secondary Skills**

Phonetic alphabet (see insert #1)  
Note taking  
Message format: To, From, Time, Message, Sender  
(AARL Radiogram-handout)  
“Radiogram”  
Calmness and patience

### **Equipment**

Greatest challenge – antenna  
Your own radio and power supplies  
Mobile unit if sent

## **Secondary Goal – (non-licensed)**

### **Support Personnel**

Note taking  
Message handling on-site  
Assisting with set-up and take-down  
Filling in where needed  
Operating a ham station under supervision  
Operating a commercial radio link

## **NATURAL DISASTER – WHAT HAPPENS?**

- SC Baptist Disaster Relief, American Red Cross hand-in-hand, Assessment
- Where are the damages?
- What are the damages?
- What about communication?
  - Power
  - Water
  - Phones
  - Cell Phones
- We go where we are most needed
- We go when amateur radio is needed
- We plan to stay 3 days or more

## **COMMUNICATOR’S PRIMARY GOAL – All Modes of Two-Way Radio**

- Keep SC Baptist Disaster Relief Commander informed
- Keep NAMB informed
- Keep American Red Cross informed
- Keep personnel informed – health and welfare
- Logistical messages...orders, supplies...

### **PRIMARY RADIO LINKS:**

2 meters and VHF commercial channel  
40 meters day  
80 meters night

### **VHF FREQUENCIES:**

47.42 MHz. (American Red Cross)  
Local repeaters which are working (146-147 MHz)

### **USABLE NETS:**

South CARS – day 7.250 MHz  
SC SSB Net – night 3.915 MHz.

## INSERT #1

A – Alfa

N–November

B – Bravo

O – Oscar

C – Charlie

P – Papa

D – Delta

Q – Quebec

E – Echo

R – Romeo

F – Foxtrot

S – Sierra

G – Golf

T – Tango

H – Hotel

U – Uniform

I – India

V – Victor

J – Juliett

W – Whiskey

K – Kilo

X – X-Ray

L – Lima

Y – Yankee

M – Mike

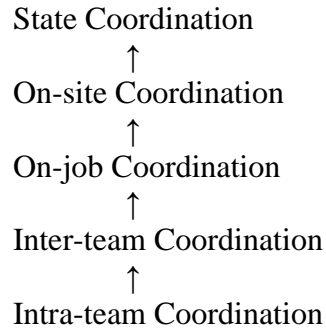
Z - Zulu

## MOBILE COMMUNICATIONS UNIT

- South Carolina is one of several states that have units
- Sponsored by Saluda Baptist Association, Anderson, SC
- Unit equipped and maintained by Mr. George Kay
- Unit is on call at all times
- Equipped to provide the following modes of communication:
  - Amateur radio
    - a) VHF – 100 miles
    - b) 80 meters – to 300 miles\*
    - c) 40 meters – to 800 miles\*
    - d) 47.42 MHz. (local coverage for American Red Cross)
  - Fax by phone when available
  - Commercial radio-local coverage
- Equipment allows – Amtor, Pactor, Code, Voice, Packet, Fax
- Equipment with trailer includes all necessary antennas

**\*Varies upon atmospheric changes**

# PROTOCOL FOR SOUTH CAROLINA



- Provides efficient RESOURCE for moving messages
- Maintains high morale
- Brings sense of order to a chaotic environment
- Provides a safer climate in which to work



## **EXTERNAL RESOURCES:**

American Radio Relay League: Mentioned earlier, American Radio Relay League is a national resource and an advocate for all amateurs. To better understand their scope, it is suggested that you review one of their publications, QST magazine, a monthly publication. Go to their website for FAQs and materials.

- Provides varied publications
- Answers to legal issues
- Rules and regulations
- License exam information

ARES is just one activity created by ARRL. It is Amateur Radio Emergency Service.

Volunteer Examiner Coordinator (VEC)

- Local volunteers
- Provides exams for licenses

(Go to [www.arrl.org](http://www.arrl.org) for a national listing of places and times for exams)

## **NOTICE!**

All Morse Code requirements have been eliminated for **ALL** classes of amateur licenses.

## **ADDITIONAL RESOURCES:**

These include other related agencies.

### **The Salvation Army:**

The Southern Baptist Convention has an active memorandum of understanding (MOU) with TSA. We work closely with them in national disasters. SATERN is their radio arm (Salvation Army Team Emergency Radio Network).

### **Red Cross:**

Red Cross and Southern Baptists also have a MOU. The principal goal in this MOU is feeding the victim and the worker.

### **Federal Communications Commission:**

The FCC is a governing body, which regulates all use of radio in the USA. Licensing for usage comes under their jurisdiction. Also, during large-scale disasters, the FCC may elect to restrict general use of certain channels or frequencies to allow emergency personnel the use of them without interference.

The interoperability among these three agencies is healthy and positive.



# South Carolina Baptist Disaster Relief Daily Report Form- Communications



Unit # \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Unit Name \_\_\_\_\_

Deployment Location \_\_\_\_\_

Reporting Individual's Name & Cell Phone: \_\_\_\_\_

### **VOLUNTEER COUNT**

- a. \_\_\_\_\_ Number of DR team members onsite today
- b. \_\_\_\_\_ Number of local community volunteers (SUVs) who worked today with your unit
- \_\_\_\_\_ **Total volunteers who worked today** (Add lines a and b)
- \_\_\_\_\_ Total hours worked (# of team members \_\_\_\_\_ X # hours worked \_\_\_\_\_ = total hours)

### **EVANGELISTIC/MINISTRY OPPORTUNITIES**

- a. \_\_\_\_\_ Number of Bibles distributed
- b. \_\_\_\_\_ Number of ministry contacts
- c. \_\_\_\_\_ Number of gospel presentations
- d. \_\_\_\_\_ Number of professions of faith  
(salvation decisions)
- f. \_\_\_\_\_ Number of other decisions

<p>Share a story:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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### **STAFF MEETINGS AND DEBRIEFINGS**

Morning Meeting/Devotions \_\_\_\_\_ Yes \_\_\_\_\_ No

Evening Meeting/Debrief \_\_\_\_\_ Yes \_\_\_\_\_ No

### **COMMUNICATIONS REPORT**

- a. \_\_\_\_\_ HF messages
- b. \_\_\_\_\_ Reports

### **ILLNESSES, ACCIDENTS, PROBLEMS, SUGGESTIONS, OR CONCERNS**

- a. If illness or injury, give name of person and nature of problem and file an incident report.
- b. If an equipment problem, give name and nature of problem (use back of page as needed).

\_\_\_\_\_  
\_\_\_\_\_

# What is Amateur Radio?

Ric Shanahan, N1YLE

Well, it can be many things. To some it's a way to contact others of like mind and interests from all over the world. To some, it's a social hobby where friends can talk on the air and occasionally gather as a group for a meal, party or celebration. To some it's a hobby full of different facets, like a crystal, each of which can be studied, learned, and understood. To some it's an opportunity to teach others what they themselves have already mastered. To some, it's a chance to obtain the most sophisticated toys in the world and interconnect them like an intricate and unique electronic erector set. To some, it's the pleasure of conquering a challenge, whether it be the next exam or that complex piece of equipment. To some it's the mystery of how things work, and the feeling of joy that comes with understanding. To some it's a tool to help their community and provide a service to others. And to some, it is all the above.

But mostly, Amateur Radio is people. One example of the way Amateur Radio can bring people together occurred during the last few weeks of the Mir Space Station manned flight. A friend and fellow Ham came to my home early one Saturday morning with a young man visiting from Moscow. This enthusiastic 14-year-old was extremely interested in the Mir and wanted to learn how Amateur Radio worked. I intended to show him how packet could be used to leave a message for the crew. After explaining about satellite tracking software and showing him how the radio, tnc. and computer worked together, we waited for the Mir to pass within range. The first pass did not have any Amateur Radio activity but he remained very interested. I showed him my HF station and how CW was sent with paddles while we waited for the next pass. As the Mir approached he became quite excited. The ship was sending SSTV images—pictures from space! I explained briefly how the images were sent and set the rig up for a brief voice transmission attempt. Handling him the microphone I suggested that he try to contact the crew in Russian. Although the crew was not able to respond, he was thrilled at the attempt. We left the shack for a while and watched some scenes from Armageddon on the newly acquired DVD player. He got a big laugh from the scene where the American ship docked with Mir and encountered the crazy Russian. Mir's next pass was silent so my new friend didn't get a QSO, but he was hooked just the same. I copied some images from Mir's SSTV to diskette and wished him well.

After he returned to Moscow and started school, he described his many adventures in America including his taste of Ham radio. After describing how some guy with a couple of old computers and an even older radio in his basement had sent and received signals from Mir he was challenged by his classmates, who accused him of exaggerating, or worse about Mir. Surely it would require very expensive and elaborate equipment to accomplish such a feat! Rummaging through his school bag, he presented his classmates with the disk containing the SSTV images of Earth, Soyus, and two members of the crew. They were able to view the images on the school's computer and he was not only exonerated, but has become very popular with the other young techies. There is no doubt in my mind that he will pursue his technical interest and I would be delighted (but not surprised) to hear him on the air someday!

Credits: World Radio  
Sacramento, CA 95818-9490

# **COMMUNICATIONS TRAILER AND TOWER TRAILER**

The Communications Trailer has a vanity call sign of N4SBA.  
We will use this call sign for all of our radio contacts.  
The Unit number for the Communications Trailer is SC CM 001.  
The satellite system now has VoIP service. The phone number is 864-368-9440.  
We have a wireless router that can be accessed by the Command Post Team.

This session is designed to familiarize you with the mobile communications unit, the tower trailer, relative safety factors and to enable you to set the unit and the tower trailer up and take them down.

You will also be shown the proper procedures to care for and inventory all the equipment contained in the unit and the tower trailer.

Be sure that all forms are filled out prior to leaving home, including roster sent to SCBC DR office.

Upon arrival on site, think of your own welfare first! Locate the Incident Commander or person in charge of the event. Identify yourself and tell him/her who requested that you come. If you are not the initial operator, then locate the person you are replacing and become familiar with the previous operations. Ask the Incident Commander to secure one or two people to help you raise the tower. NEVER attempt to raise the tower alone! The trailer has a hand crank winch to raise the tower.

Do an area check. Make sure that the tower will be at least 72 feet away from the nearest power or phone line. The farther away from lines the better for safety and for electrical noise factors. Make sure you have enough room for guy ropes and the low band antennas. Try to avoid heavy traffic areas. Make every effort to avoid driving stakes in asphalt parking surfaces. Use fence posts or light poles when available. If you have no other choice, be respectful enough to ask permission.

Determine that you have an unobstructed view of the southern sky. You will need this orientation when using the satellite system.

Remove the carpenter's level from the unit and level the tower trailer in both axes as much as possible. The most accurate place to do the leveling is on the tongue of the trailer. Chock wheels. Lay out needed tools. Attach three guy ropes to the top guy anchors. Attach the lanyard rope to the top of the tower. This will be used to pull up the two low band antennas. Make sure it will be free of the guys you will later attach to ground stakes 120 degrees apart.

Crank the tower up slowly and, if available, ask three people to hold the guys near the stakes until the tower is up and then tie the guys securely. Immediately locate the orange ribbon and

fasten a visible piece onto each stake. Add more ribbon to each guy in order to make them visible also. We have orange traffic cones to help mark the anchor points.

Dial in the frequencies from the memo you were given before leaving your home or staging area.

The command center will know which band will be most efficient at the site. Remind each other of the exact frequency you will use when you arrive. In route, use your call sign and unit number, "SC Comm. Unit One".

If your unit has a call sign, then use it after establishing contact. You know by FCC law to identify every ten minutes, using your call sign. It would be worthwhile to identify your activity at such a time. One example would be, "This is N4SBA with Southern Baptist Disaster Relief traffic".

Stay in constant contact with the leader of the command center. He or she will need to know your ability to move traffic at all times. Offer your services to others such as the kitchen staff as your time allows. We are on the scene to provide for logistics and for the welfare of the entire staff when possible. The general morale hinges on the ability to know what is happening at all levels.

We are going to be in the presence of people who may, for the first time, see the true spirit of Jesus Christ! Ask yourself these questions: Is my attitude what it should be? Will these people know that I am here in Jesus' name? Can I be depended upon to be a doer of the *Word*?

Finally, be sure to carefully read form SCDR-1 (**both sides**)! Your health and welfare is of utmost importance.



# SC Baptist Convention Disaster Relief Volunteer Personal Information Form



Name \_\_\_\_\_ Date \_\_\_\_\_

House #, Street Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Church \_\_\_\_\_ in (City) \_\_\_\_\_

Medications taken regularly: \_\_\_\_\_

Are you allergic to any medication? No \_\_\_ Yes \_\_\_ If yes, what? \_\_\_\_\_

Health Insurance Carrier \_\_\_\_\_

Member ID \_\_\_\_\_ Policy/Group # \_\_\_\_\_

Auto Insurance Carrier (if driving) \_\_\_\_\_

Policy/Group # \_\_\_\_\_

Vehicle Type and License Plate # \_\_\_\_\_

### Whom to notify in case of Emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

## Release, Waiver of Liability, and Indemnity Agreement

I have read and fully understood the Release, Waiver of Liability, and Indemnity Agreement on the other side of this form, and I have voluntarily executed it for the purposes therein stated.

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name of Volunteer

\_\_\_\_\_  
Print Name of Witness

**RELEASE, WAIVER OF LIABILITY, AND INDEMNIFICATION AGREEMENT**  
**THIS FORM MUST BE SIGNED BY ANY VOLUNTEER BEFORE**  
**BEING ALLOWED TO PARTICIPATE IN ANY MISSIONARY VENTURE**

I wish to enter upon a missionary venture for the purpose of helping in times of disaster for the glory of God and to demonstrate my faith in Christ. I understand that I am acting as a volunteer and will therefore be responsible for paying my own expenses, including all types of insurance.

I understand that the South Carolina Baptist Convention (the "SCBC") cannot guarantee the safety or condition of the work sites. I understand volunteers may participate in a wide variety of construction-related activities, including but not limited to demolition, roofing, carpentry, dry-wall and ceiling installation, plumbing, masonry, glasswork, insulating, painting, flooring, electrical wiring, and other home repair, remodeling, and renovation. I also understand power tools such as saws and drills may be used, and activities may include climbing and working on roofs and ladders. I understand that I am not required to participate in any activities and should participate in only those activities that I am comfortable with. I am also aware that the work may be hazardous and I could be potentially exposed to hazardous materials, including lead, asbestos, and mold.

I am fully aware of the risks, dangers, and other hazards to me and other members of the Disaster Relief Team, including physical injury or even death, whether at the disaster site, travelling to and from the work areas, in or about the living, sleeping and eating areas, or during other activities of the Disaster Relief Team. Nevertheless, I have elected to voluntarily participate, knowing that my participation may be hazardous to me and my property.

In consideration for my being allowed to attend and participate in this missionary venture and any related activity, I knowingly, freely, voluntarily, and fully assume all risks and hazards, both known and unknown, of any loss, property damage, or personal or bodily injury, including death, that may be sustained by me, or loss of or damage to my property, as a result of my participation. I further assume all responsibility for my acts or omissions and any losses, injuries, or damages they may cause. I further release, waive, discharge, and covenant not to sue the SCBC, the Southern Baptist Convention, any sponsoring church or other organization, and their respective affiliates, directors, officers, employees, servants, agents, successors, and assigns (collectively referred to as the "Released Parties"), from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, arising out of or in any way related to my participation in the missionary venture, including all activities and transportation to and from the disaster site, even if arising from the negligence of the Released Parties, except that which is the result of their gross negligence or wanton misconduct. I further agree to defend, indemnify, and hold harmless the Released Parties from any and all claims, losses, injuries, and damages arising out of or in any way related to my participation in the missionary venture, including but not limited to claims by third parties and any claims submitted by me or on my behalf, even if arising from the negligence of the Released Parties, except that which is the result of gross negligence or wanton misconduct of the Released Parties.

In further consideration for my being allowed to participate in the missionary venture, I authorize the SCBC to record my picture and voice on photographs, films, audiotapes, and/or videotapes (collectively, the "Recordings") and to incorporate and use the Recordings in any manner of media whatsoever, including unrestricted use of the Recordings for purposes of education, publicity, research, marketing, and advertising. I grant and convey to the SCBC all of my right, title, and interest in all such Recordings.

I acknowledge that the SCBC cannot control the content of images, video, or audio recordings reproduced or posted on the web by third parties, including other volunteers, and for the consideration stated herein waive and release any and all claims and actions against the Released Parties for any such reproductions and postings.

It is my expressed intent that this agreement shall also bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representatives, if I am deceased, and that it be enforced to the maximum extent permitted by law.

**I ACKNOWLEDGE AND REPRESENT THAT I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS, THAT I SIGN IT VOLUNTARILY AS MY OWN FREE ACT AND DEED, AND THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS HAVE BEEN MADE BY ANY PARTY.**

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name of Volunteer

\_\_\_\_\_  
Print Name of Witness





**SOUTH CAROLINA  
BAPTIST CONVENTION**

**Disaster Relief Office**

**190 Stoneridge Drive • Columbia, SC 29210**

**800.723.7242 or 803.227.6149**

**[www.scbaptist.org/dr](http://www.scbaptist.org/dr)**

*This SCBC resource is made possible through the Cooperative Program giving  
of South Carolina Baptist churches.*

*Revised 2021*