

Radio Procedures

1. Each section will need to appoint a primary and secondary radio person.
2. Turn radio on to your assigned channel; determine if all of your employees have evacuated or if there are casualties. (This should only take about 30 seconds to 1 minute). Turn radio to channel 20 to report any injuries/missing. (15 to 30 seconds).
3. Turn radio to Channel 19; wait for incident commander to ask for your status. (1 to 2 minutes).
4. Command Center; wait approximately 2 minutes then start asking each section and Casualty Center for status.
5. Each section will report to Command Center as follows:

Check Off	Sections	Offices Under Sections	Radio Channel
	COMMAND CTR		19
	CASUALTY CTR		20
	G-1	DCSPER Recruiting	1
	G-3	DCSOPS	3
	G-4	DCSLOG Reset	4
	G-6	DCSIM	6
	G-9	USPFO	9
	JFHQ	JFHQ	7
	HRO	HRO	2
	AGP	AGP	5
	AGC	AGC	8
	AGI	AGI	10
	CMD GP	PA IG JAG	11
	FACILITIES		18

Example

Casualty Center:

“Casualty Center this is Incident Commander, report status”.

“Incident Commander this is Casualty Center, we have 5 injuries and 2 missing” BREAK “

“Missing personnel were last seen in North side of building in room 108” BREAK

“3 Injured are at North Assembly Area and 2 injured are at the South Assembly area” OUT

“Casualty Center this is Incident Commander” BREAK “I copy 5 injuries and 2 missing, information is being given to first responders” OUT

Designated Sections: - No missing or injured

“(Section)_____ (**radio channel 19**) this is Incident Command, report status” OVER

“Incident Command this is (Section) _____, all personnel are present and accounted for”
OUT

“(Section)_____ I copy all personnel present and accounted for” OUT

Designated Sections: - Missing or injured

“(Section) _____ this is Incident Command, report status” OVER

“Incident Command, this is (Section) _____, all personnel present and accounted for”
BREAK

“2 personnel missing and 1 injury reported to Casualty Center” OUT

“(Section) _____ I copy personnel present and accounted for and your missing and injured have been reported to Casualty Center” OUT