

## Standard Operating Procedure

2023-3

Date: 27 Oct 2023

Title: Radio Communications

Purpose: To direct actions for use of the emergency radios during an emergency as a short term drop in site, at defined hours during the day.

Applies to: All private citizens volunteering as meeting house managers

Criterion for opening meetinghouse: declared severe emergency by EMD, or during an acutely identified need.

Training required:

1. SOP signoff
2. Meeting house door and security system use
3. Meeting house resource review
  - a. Kitchen
  - b. Toilets
  - c. Shower
  - d. Water
  - e. Power
  - f. Satellite internet
4. Radio class
5. Generator monitoring (get info from service contract)

NOTE: In the event of an emergency, *your safety is the first priority*. Do not attempt to go to the meeting house unless you can safely do so.

1. Unlock meeting house and disarm security system
  - a. call for assistance if needed or if security system alarms
    - i. Chet Bowles 603 924 9901
    - ii. Sara Tobias 978 912 2028 or 603 924 9450
    - iii. Diane Callahan 603 924 3726 or 603 933 0786
    - iv. Custodian as posted in Meetinghouse
2. Ensure power is functioning - call for assistance with generator if needed
  - a. Generator service - Powers 603 296 9066
3. Check radio equipment to ensure that you have communications available.
4. Set out sign (use the town board) at curb stating Meetinghouse Open.
5. Put out a sign in sheet (Appendix 1)
6. Put on Sharon NH emergency vest to identify yourself as authorized personnel
7. Time of opening - standard 8-10, 12-2, 5-7 (flexible)

- a. Opened at discretion of EMD or designee during severe emergency or upon request
  - b. Notify EMD if alternate hours are needed
8. Remain at the meetinghouse during use
  - a. Offer resources and show residents or workers what is available for use
    - i. Shower
    - ii. Kitchen
9. If resident requests assistance, assist with phone or radio calls.
  - a. If necessary, call 911 on radio. Notify EMD of your location, nature or emergency, and of any requests for assistance when it is safe to do so
10. Utilize rotation for staffing if necessary
  - a. Rotation (2 hour shifts if possible)
11. Take in sign from roadside.
12. Close meetinghouse and set security system
13. Notify EMD that meetinghouse is closed
14. After action reporting: email summary of incident, any consumable supplies used, and questions or suggestions for improvements to EMD for discussion at next team meeting.

