



NORTH SHORE EMERGENCY ASSN.
EVANSTON 4TH OF JULY CELEBRATION – 2013

GENERAL INSTRUCTIONS AND INFORMATION

Thanks much for helping out with this year's 4th of July celebration. For newcomers and returning old hands – WELCOME! This is a real fun project that requires us to perform professionally and efficiently.

GENERAL INFORMATION:

The Evanston Fourth of July Association relies on us every year to provide communications for the parade on Central Street (daytime) and the evening fire-works display at the lakefront. This communications duty is a vital function.

PURPOSES:

Our client is the Fourth of July Association and their key officers and chairmen. The priority of communications is (1) EMERGENCIES, (2) communications between association officials, (3) communications to facilitate staging of the parade or fireworks in the evening, and (4) communications along the parade route or spectator area in the evening.

If two or more 4th of July officials wish to discuss something complicated or lengthy, consider turning your radio over to your Tag to speak directly to the other official(s). Notify Control in advance, and be sure that all the other officials are present with their Tags and ready to go before doing so. Remain with your Tag to keep control of the communications as required by the FCC rules. This is especially true in the parade assembly area on .675 direct.

YOUR EQUIPMENT:

Communicators will often work in very noisy environments. You must be able to monitor traffic and answer promptly when called. Its vital that you have a speaker-mike, earpiece, headset, or similar equipment. If you are tagging, try to use a speaker-mike so that your Tag can hear the traffic, but use your best judgment. If the noise is too high, go to an earpiece, headset, etc.

Also, you will need a sturdy clipboard to carry information, blank ruled paper for taking messages and plenty of writing implements. Be sure you are prepared!

POLICE & FIRE EMERGENCIES:

Both in the afternoon as well as evening, we will have a communicator tagged with a police officer. This will be the primary interface for messages to them from us and vice versa. If you have an emergency, notify Control and the traffic will be passed directly. If more detail is needed, you may be instructed to go direct with the police tag unit. In past years the police communications vehicle at the end of the parade has monitored our frequencies for greater cooperation and tighter coordination.

Daytime Event

THE PARADE:

The parade begins at Central Street and Central Park Avenue, and runs east to Ryan Field (Dyche Stadium). West of Central Park Avenue is the "STAGING" or "ASSEMBLY" area. Parade units line up on both sides of Central Street itself, and also on the east sides of side streets for 1 block north and south of Central Street. This is where parade entrants park and then move onto the route in sequence of their parade numbers.

PARADE MARSHALS:

4th of July volunteer **PARADE MARSHALS** help keep the parade running smoothly. Each PARADE MARSHAL is assigned to a group of about 10 parade entries. The MARSHALS wear yellow vests with "MARSHAL" on the front and back, and red, white and blue "Official" ribbons with name tags pinned to their shirts. They also wear YELLOW HATS labelled "Marshal".

Each PARADE MARSHAL will start with his/her group in the Assembly Area and walk along the route to the end of the parade at Ryan Field (Dyche Stadium).

One of our prime functions is to assist these MARSHALS, especially with communications. INTRODUCE YOURSELF TO EACH MARSHAL SO THAT THEY KNOW WHO YOU ARE AND HOW YOU CAN HELP THEM. MAKE SURE TO MAINTAIN CONTACT SO THEY CAN FIND YOU IF THEY NEED HELP OR A MESSAGE COMMUNICATED. If you are on foot and assigned to a specific location, try to stay as close to the curb as possible.

The MARSHALS are instructed that if they need to attract your attention, they are to wave their YELLOW HATS in the air. Please watch for this signal.

ATTIRE:

Again this year we will be issued distinctive RED or YELLOW caps lettered "Radio Communications". We may also be issued yellow vests with the word "COMMUNICATIONS" in large letters on the front and back. We will also be issued the red, white and blue "Official" ribbons with name tags.

The point of all this is so that we can be seen by MARSHALS and any other parade officials needing communications. MAKE SURE YOU WEAR THESE.

SECURITY:

A continuing vital role for us is to assure that all intersections are kept clear of vehicles, crowd overflow, etc. ALL intersections along the route must be ready to immediately be utilized as emergency exits in the event of a catastrophic event. Keep an eye on all intersections and report any obstruction to CONTROL immediately. You must get blocking vehicles moved immediately or notify Control for a TOW.

SPECTATOR SAFETY:

Also keep an eye out for spectators overflowing from the curbs into the parade route. This most often involves unsupervised small children. Use tact and your best persuasion to correct these hazards as you see them to avoid injury, interference with passing parade units/MARSHALS, and to assure a safe bration for all.

GAPS IN THE PARADE:

Each parade entry is instructed to maintain a uniform space between it and the next entry, both in front and behind. The distance is supposed to be no more than the width of an intersection. Occasionally excessive gaps may develop between parade units. Watch for this, and if observed, look for the nearest MARSHAL(s). Coordinate with the MARSHAL(s) on how best to adjust the speed of the various units in order to close the gap. **MAKE SURE DIFFERENT OFFICIALS DON'T WIND UP GIVING DIFFERENT (CONFLICTING) INSTRUCTIONS!**

Normally the lead unit is too fast and is asked to slow down and the following unit is asked to speed up. Ask each driver to keep a sharp eye on the unit ahead or behind to minimize the gap. It is important to BE POLITE when requesting cooperation of parade units. (A little sugar is often more effective than "officousness".)

We often have gap problems at the Reviewing Stand at Ackerman Park. While a unit is showboating for the judges the parade becomes a shambles, with a huge gap to the east and units to the west

stacked up like cordwood. If you are assigned anywhere near Ackerman, keep a sharp eye out for this frequent problem and take prompt action to avoid disaster.

Try not to go too far from your assigned position while talking to parade units, MARSHALS, etc. If necessary, have the next communicator down the route or BRAVO /GOLF/SAM (bicycle, golf cart, scooter) unit recontact the unit if more attention will continue to be needed.

Parade gaps continue to be vital to resolve quickly. Delay in the timely scheduled end of the parade throws off reassignment of police personnel to other pressing duties, early meeting between N.S.E.A. officials and lakefront personnel, dinner for volunteers before going to the lakefront, etc.

The parade must end with the last unit reaching the end of the route no later than 4:00 P.M. If you see a problem is not being resolved promptly, be sure to NOTIFY CONTROL IMMEDIATELY. In worst cases, entrants may be removed from the parade or relocated to different positions. (NOTE – N.S.E.A. is the prime resource to assure coordination of 4th officials for timely conclusion of the parade, reassignment of police personnel and other public safety resources.)

NO PARADE ENTRY WILL BE ALLOWED TO START AFTER 3:30 P.M. This applies to ALL entries, even paid marching bands. If a late entry tries to work its way into the route after 3:30, notify Control IMMEDIATELY, and the police will be called.

PARADE RULES:

Common sense applies here. Passing materials from moving units to spectators is not allowed, but personnel from units on foot may do so. Street vendors are not our problem, the police will check for permits as necessary. Fireworks discharged by spectators is a no-no, but don't bother Control with poppers or minor matters. Spraying or misting of smoke, etc. is a matter for immediate report to Control.

UNAUTHORIZED ENTRIES:

Occasionally someone will enter the parade who is NOT an official participant. Official entries have their parade sequence NUMBER on the front right side of the vehicle, and at the end of the entry, where the number is prominent. Unauthorized invaders onto the route should be directed to immediately leave at the nearest safe place. If necessary, escort the offender off the parade route.

NOTE: This applies to cars, bicycles, skateboards, go-carts, etc. This applies to everyone, even people from finished entries walking back to the assembly area!

If you are unsure if a person properly belongs on the parade route, check with Control, and the PARADE CHAIRMAN will verify. Don't hesitate to ask for more assistance from police officers, BRAVO / GOLF / SAM units, PARADE MARSHALS, etc. if the offender doesn't cooperate. Keep Control informed.

OTHER PROBLEMS:

Some examples are: (1) mechanical breakdown of parade units, (2) parade entries not fitting under the Green Bay Road bridge, (3) fighting or unruly crowd, (4) medical emergencies with spectators and/or entrants, (5) intoxicated drivers (including parade entrants), etc.

Remember all communicators have full power as PARADE MARSHALS. Keep an eye open for anything which might interfere with or dampen the celebration, and, if you believe a problem exists, notify Control. Remember that you can always get back-up from BRAVO/GOLF/SAM units and the police. In recent years the police have developed a high level of cooperation with parade officials.

In addition, in this post 9/11 world, do not hesitate to report any other suspicious activity. The police have been very explicit with us that they would rather have over-reporting than under-reporting. When in doubt, NOTIFY CONTROL.

YOUR ATTITUDE:

Everyone wants to have a good time on the 4th. Always keep in mind that any instructions you need to give folks should come as a courteous request. Don't let the pressures of the moment transform your demeanor so that you give the impression that you are "hassling" people. Courtesy at all times is far more effective in gaining the cooperation we need.

Places to Know

1. Information Booth: Lawndale and Central Streets, north side of street.
2. N.S.E.A. Control: Central Street and Central Park Avenue, at the west end of the Mobil Station, south side of the street.
3. Judges Stand: Ackerman Park, McDaniel and Central Streets, south side of the street.
4. Reviewing Stand: (for dignitaries, such as the Mayor and Association Trustees). West of Ashland (near end of parade), north side of the street.
5. Portable Toilets: Bent Park (staging area) Central Street & Central Park Avenue
Ackerman Park, McDaniel and Central Street
Ryan Field (Dyche Stadium)

TYPES OF ASSIGNMENTS:

1. Interesection Post: On foot at a corner on Central Street. Help monitor parade progress / problems. Assist MARSHALS.
2. Tag: Assigned to stay with a particular official at all times (either on foot or bike). You are that official's communication with others, stick with him or her at all times, don't let them lose you!
3. Bravo Unit: Bicycle radio unit, you must be in shape!! May be a Tag with an official who does a lot of running or on a bicycle themselves. Radio ID example: "Five Bravo Zero One".
4. Sam Unit: Motorcycle / motordriven cycle (scooter) for faster response than Bravo. "Five Sam Zero One"
5. George Unit: Golf Cart for faster response, more capacity, cargo/people transportation, etc. (Most likely only before parade start this year.)
6. Tom Unit: Tractor for heavy pulling (removal of disabled parade units)
7. Adam Unit: Airborne. (Not likely at this event.)
8. Henry Unit: Hourse mounted. (Not likely at this event.)
9. Mary Unit: Marine (boat) unit. Used for picket duty and fireworks coordination in the evening.

Evening Event

The evening fireworks and band concert take place near the Clark Street beach and in the adjoining parks. We assign TAG communicators to officials, sound, FM broadcast transmitter, police/fire and

CERT liaison. There is an N.S.E.A. communicator in the firing pit during the entire evening. We may have a boat to keep the waters adjacent to the firing pit clear. Communicators may be assigned in the parks to monitor the crowd and falling of fireworks debris.

Report any problems in the crowd (fights, injuries, dangerous fireworks, etc.) to Control. If necessary also notify the nearest police officer. Look for large burning debris falling in the crowd during the fireworks show. Call Control if fires start or the potential for injury from falling fireworks debris exists.

The fireworks contractor will begin at 9:15 P.M. unless instructed otherwise (via our net). The person with the authority to start the fireworks is:

Dave Sniader, Board of Trustees

In addition to Dave, others who can stop the fireworks are:

Tom Janestske – City of Evanston
Evanston Fire Chief

A police and fire command center will be located at the parking lot to the west of the reflecting pool. A TAG communicator will be assigned at this location. A police officer is also going to be located near the Lagoon Building. If you need police or fire department assistance, and you don't see someone immediately nearby, call Control unless otherwise directed that evening.

Live music will again be broadcast on 90.5 F.M. This will begin at 7:30 P.M. with the band concert at the Lagoon. When the fireworks begin, the coordinated music for the display will also be broadcast. Once broadcasting starts, we may need signal reports, so bring a portable F.M. radio if you can.

Please refer to your packets for additional information regarding specific assignments, reporting times, etc.

If you are unsure about something, **please ask**. This is meant to be an enjoyable project, and the Evanston Fourth of July Association bestows enormous trust in us to make things happen – be professional and have fun!

Radio Procedure Notes

LISTEN!

This event is a very noisy environment. You **MUST** listen for traffic. It is very disruptive to the net if you have to be called over and over again to receive traffic. Make best use of ear plug, speaker-mike, headset, or other radio options.

CALLING:

State your unit number first, then the number of the unit you are attempting to reach. The format is: "[Your unit number] to [called unit number]". We have found this works best, especially in noisy environments, when the called unit is in scan, etc.

PRONOUNCIATION:

Each digit of a unit number or call sign should be separately pronounced. Note that "Oh" is a letter of the alphabet and "Zero" is a number.

RIGHT: "Five Seven Zero"

WRONG: "Five Seven Oh"

RIGHT: "Five Two Three"

WRONG: "Five twenty-three"

FCC CALL SIGNS:

Should be started once each 15 minutes of continuing traffic, at the end of a transmission. If you have not transmitted for over 15 minutes, announce your call sign at the end of your next message. Can be done in lieu of 10-4.

Example: (Net Control) – "Four Nine One ..."
(Answering) – "Four Nine One ..."
(Net Control) – "Ten Nineteen ..."
(Answering) – "Kay Aay Bee Zero One One Zero ..."

EFFICIENCY:

The net can easily get overloaded. THINK before you key. Plan your message in advance to communicate as quickly and efficiently as possible.

TYPES OF NETS:

Open Net: Each radio unit may call any other unit. The net is Open unless otherwise declared by Net Control.

Example: (Calling unit) – "Five Zero Three to Five Three Four ..."
(Answering) – "This is Five Three Four, Go Ahead ..."

Be sure to listen closely to the net before transmitting to avoid covering other traffic in progress, messages on direct, etc.

Semi-Open Net: Same as Open Net except that the words "To [from] Net Control" are never spoken. Any unit can still call any other unit.

Examples: (Calling Unit) – "Five Zero Five ..."
(Net Control) – "Five Zero Five ..."

(Calling Unit) – "Five Nine Three to Six Five Six ..."
(Answering) – "This is Six Five Six, Go Ahead ..."

Closed Net: Control will declare when the net is CLOSED. This is normally done when radio traffic becomes heavy, therefore, *abbreviated* protocol is utilized. Units may only call Control unless given permission to do otherwise. This is done by stating your unit number only. Control will acknowledge each caller by unit number. See first example above for Semi-Open Net.

If it becomes necessary to communicate with another unit directly, first request permission from Net Control. Do so only when really necessary however.

(Calling Unit) – "Five Six Five, request Five Five Zero direct ..."
(Net Control) – "Five Five Zero ..."
(Answering) – "Five Five Zero ..."
(Net Control) – "Five Five Zero, go direct with Five Six Five ..."

PRIORITIES:

EMERGENCY An immediate threat to life or property supercedes all other traffic. All other units must immediately stand by.

(Example: "Five Two Six, EMERGENCY.")

PRIORITY: An urgent matter needing prompt attention, but not an emergency.

(Example, "Five Seven Zero to Eight One Nine, PRIORITY.")

(ROUTINE): All other traffic, which must yield to EMERGENCY and PRIORITY traffic. No priority is stated when transmitting ROUTINE traffic.

WRITING OF MESSAGES:

If you have a long or complicated message addressed to someone other than a radio operator that will need to be written down, after making contact with the unit involved, state: "MESSAGE". Then give the receiving radio unit time to prepare to copy. Your transmission should include "MESSAGE TO" (name of person to receive the written message), "TIME" (the time the message was first originated by the sender), and "SIGNED BY" (name of the person who originated the message.)

NET MESSAGE DISPATCH:

Net message dispatches contain information directed to all units in the net (such as a missing child description.) Net Control will usually give advance warning that a Net Message Dispatch will be broadcast. (Can be by announcing "10-68".) Get out paper and pencil and be prepared to copy the message.

Net Message Dispatches normally require an acknowledgment from every unit in the net. Units begin acknowledging receipt of the Dispatch in numerical order, following the end of the message.

Be aware of where your unit number falls in the order so you can promptly acknowledge receipt of the Net Message Dispatch during your turn in the order.

Example: (Control) "end of 10-68"

"104, 10-4"

"134, 10-4"

"289, 10-4"

"437, 10-4"

"543, 10-4"

USE OF 10 CODES:

Is for efficiency in high traffic conditions. However, if in doubt use of plain english is never wrong.

10 Codes used by N. S. E. A. are:

10-1	Receiving poorly	10-43	Traffic tie-up
10-2	Receiving well	10-44	I have a message for _____
10-3	Stop transmitting	10-45	All units in range please report
10-4	O.K./will do/received	*10-46	Disabled vehicle
10-5	Relay	*10-47	Mutual Aid EMERGENCY
10-6	This unit busy	*10-48	I'm assisting car, take info
10-7	Out of service, off air	*10-50	Traffic accident
10-8	In service, on air	*10-55	DUI
10-9	Repeat	*10-57	Hit and run
10-10	Transmission completed, standing by	10-60	What is next message number?
10-11	Talking too rapidly	10-62	Unable to copy, use phone
10-12	Visitors present	10-63	Net fdirected to _____
10-13	Weather / road conditions	*10-64	Message for local distribution
*10-14	Your location / status?	10-65	Awaiting your next msg/assignemnt
10-16	Make pick-up	*10-66	Net message cancellation
10-17	URGENT	10-67	All units comply
10-18	Anything for this unit?	*10-68	Net message dispatch, standby by to copy
10-19	Return to base / home	10-70	FIRE
10-20	Location	10-73	Speed trap at _____
10-21	Telephone	10-75	You are causing interference
10-22	Report in person	10-76	Enroute
10-23	Stand by	10-77	Negative, no contact
10-24	Assignment completed	*10-78	Arrived at location
10-25	Can you contact _____?	10-81	Reserve hotel room
10-26	DISREGARD	10-82	Reserve room
10-27	I am moving to channel _____	10-84	My telephne number is _____
10-28	Identify your station	10-85	My address is _____
10-29	Time is up for contact	10-89	Radio repairman needed
10-30	Does not conform to FCC rules	10-90	I have TVI/intermodulation
10-33	EMERGENCY	10-91	Talk closer to microphone
10-34	Trouble here, help needed	*10-96	Mental subject
10-35	Confidential	*10-97	10-7 at home
10-36	Time	*10-98	10-8 at home
10-37	Tow truck needed	10-99	Mission completed, all units sercure
10-38	Ambulance needed	10-101	I have been stopped by pollice @ ____
10-39	Message delivered	10-200	Pollice needed at _____
10-41	Please more to ch _____	*10-601	UHF Repeater down
10-42	Traffic accient		

*Not from "National CB 10 Code" (S9 Magazine original CB 10 Code.) 10-48: Get location description & plate. Call back in 5 minutes and verify all is o.k. If unit is not 10-8 in reasonable time, call back. If no answer after reasonable # of calls/time, CALL POLICE.

A.P.C.O. PHONETIC ALPHABET:

A – ADAM	G – GEORGE	M – MARY	S – SAM	Y – YOUNG
B – BOY	H – HENRY	N – NORA	T – TOM	Z –ZEBRA
C – CHARLES	I – IDA	O – OCEAN	U – UNION	
D – DAVID	J – JOHN	P – PAUL	V – VICTOR	
E – EDWARD	K – KING	Q – QUEEN	W – WILLIAM	
F – FRANK	L – LINCOLN	R – ROBERT	X – X-RAY	

Just say the letter and then the word. Do not use "as in". Example: "Smyth, S ... Sam, M ... Mary, Y ... Young, T ... Tom, H ... Henry

