Welcome to the Ham Radio Medical Support Team. If this your first Bank of America Chicago Marathon, we are glad to have you on the team. The Marathon is an exciting event with lots of moving parts, which is why it is important that we remain clearly focused on our mission: to provide communication for our course-wide medical stations.

Event Background.
The Chicago Marathon is characterized as a flat course with 20 Aid Stations, set every 1 – 2 miles along the course. There are 45,000 runners signed up, but depending on the weather, the Marathon expects about 38,000 to run. More than 15,000 will be running a marathon for the very first time. So, there is a wide range of competitors, from those with international experience to rookies.

The Ham Radio Group works under the direct control of Dr. George Chiampas, the Medical Director for this event. Hams will be located at each of the Course Medical facilities: 20 Aid Stations, two medical tents in Grant Park after the finish line and two on-the-course Medical Facilities -- one at Laflin Ave and the other at Indiana and Roosevelt. Once again, we will be shadowing the 9 Triage teams within Grant Park and monitoring the 60 Medical Reserve Corp people at the pre-finish area between AS 20 and Indiana. We are the primary communication channel for the medical teams at these locations, so we are a critical link for them.

We have been providing radio support for 7 years now. Every major marathon uses ham radio teams to support the event and we can tell you that the organizers deeply appreciate your support. We would like to thank each of you for your tireless efforts and the professionalism that you have shown in the past.

This Guidebook contains a great deal of useful information. There are changes imbedded throughout, so please take the time to look it over carefully (especially the band plan, Emergency Plan, Indiana and AS20 special assignments, Mobile Triage assignments). Because of the need for heightened security, we must remain vigilant. Do your job but also be observant. Safety is our number one concern. Also, we have been working on a backup plan and are developing Emergency Procedures should it be needed. Please review this section as well. It continues to evolve.

I would like to thank Jerry Watts, Kurt Timmerman, Dan McGowan for their assistance in organizing this year’s guidebook. We looking forward to working with you Sunday, October 11, 2015.

Rob Orr, K9RST - Ham Radio Volunteer Lead
2015 HAM RADIO GUIDEBOOK

Video
There is a video that we created a couple of years ago that will give you some good background information about how we serve this event. We strongly urge all first timer volunteers to watch this video.

Here is the link: http://vimeo.com/28433383

Race Day Volunteer Check-In Procedures

- **Credentials and Volunteer Check-In**
  All hams should report directly to your assigned Ham Radio Aid Station Lead on race day, leaving sufficient time to set up your station so you can be on-the-air NO LATER THAN 0630 HRS. Your credentials will be delivered directly to your Aid Station Lead. All volunteers will be issued *wrist bands to wear to identify them as part of the volunteer staff*.

- **Equipment Drop-Off and Parking**
  Most likely, you WILL NOT be able to park all of your cars at the Aid Station. However, we have been assured that you WILL be able to drive close to your station for purposes of dropping equipment. Therefore, it is suggested that operators car pool in such a way that they can drop off their equipment and at least one operator with it while the driver finds parking nearby. One vehicle will be allowed at each Aid Station to serve as an operating station, power source or warming station. It is expected that you will not hide in your vehicle during the event, but use it as a resource! While we don’t expect you will have to move to another location, we should always be prepared. Course conditions, weather or unforeseen circumstances can bring course changes.

- **Your Ham Lead, in consultation with your Medical Lead, will determine the best way to deploy your team.** You should not co-locate inside the medical tent. All stations seem to do things slightly different, depending on the number of ham volunteers and the layout of the station. Be flexible.

- **Know your Aid Station Captain.** He or she is in charge of the entire facility and often knows where all of the pieces of the puzzle fit in.

Expectations of Operators

- **Introduce yourself.** Make sure people know who you are and what you’re doing. It is especially important that all Aid Station hams, the Aid Station Captain (the person in charge of the entire Aid Station – water, tables etc), and the physician-in-charge know one another. Make sure you all introduce yourselves. One ham operator is designated as "Lead" to be consistent with
Incident Command Structure (ICS) procedures. He should appoint a Co-Lead and you should all work as a team.

- Both the Med Net and your designated Log Net channels need to be monitored at all times - no exceptions. While we have divided the load on the repeaters between medical emergency and logistics, in fact, in a true medical emergency, use any channel that works. We will be monitoring all of the 4 designated repeaters at Forward Command. Each Aid Station can select its own simplex frequencies to use to accomplish your work at your Aid Station. (Please avoid using any of the simplex frequencies listed in the included Communications Plan or Emergency Communications Plan.)

- Be professional. Remember you not only represent ham radio, but the Bank of America as well.

- Food – Please provide your own food, tables, chairs, sunscreen...you get the idea!

Our job

We have been invited to serve by the event organizers: Bank of America (BA) and Chicago Event Management (CEM) to provide communication support for the Medical network to the Marathon. We are the communication link for the 2000 medical volunteers. To manage this task, we have devised two nets:

1) Medical Net for emergency communication.

   This is typically an ambulance dispatch to a hospital or a different medical facility. When you call in with a report please provide:

   - Runner’s bib number,
   - Condition (reason for transport in very simple terms, broken leg, exhaustion) and
   - Your location. For this, we typically have one mobile radio operator monitor this channel in your tent. You can have one or two roving hams working closely with the medical teams to collect the information. Remember, you are the voices for the doctors.

   There are two medical channels available (the primary and the backup)...both fully monitored. Use whichever is available. If one is in use, use the other. Often, there is a Superior Ambulance at your station. Please report that a transport had occurred and you ambulance has left.

2) Logistic Nets

   We ask each station to have another ham to communicate logistics information only. This will includes non-emergency issues like:

   A) Medical Supplies. This can be almost anything from...do you have supplies? Do you need a fire hydrant opened? There should be one person assigned to handle non-emergency/medical logistics at each Aid Station. There will also be a ham working in the medical logistics section of the Grant Park hospital to help answer questions. Keep in
mind that it is often not easy or practical to get more supplies to you once the event has started. We will do our best, but it can be very challenging – and take time.

B) **Stress and Pace measures.** Every 30 minutes, we will request reports from your station with data you collect from your medical team. We might increase the polling for the last 9 stations to every 15 minutes, if demand is high. One member of your team might find a person from the medical team to help collect this information (more details are in later sections of this Guidebook.)

C) **EAS flags.** Event Alert System. Each ham station/Aid Station is responsible for displaying the proper colored flag letting people know the condition of the course. See note below. You will be told what color should be flying. Improvise a solution if your EAS flag does not have a stand that works!

D) **Weather data.** We will be asking stations on the extreme ends of the course to provide weather data on a schedule to be announced. These are Aid Stations 5, 11, 18.

E) **End of Race Vehicle.** **NEW 2015.** Please report the time when the event trail car passes your aid station.

F) **Report Medical Team arrival and dismissal.** **NEW 2015.** In the morning, report the time when your medical team arrives. At the end, you will not be dismissed until the medical team has been transported.

G) Report disposition of the Biohazard Bag. **NEW 2015.** Please report that the biohazard bag has been removed from the scene. Report the time it was picked up.

3) **Indiana- AS20 Special assignment (Adjusted 2015)**

The last ¾ of a mile of the course will be covered by about 60 members of the Medical Reserve Corp (MRC). They will use the Digital Motorola Radios (DMR) the event uses for all of their communications. We will monitor their CODE channel for any serious traffic that requires Superior to transport or provide support. We will be placing 10 ham teams in that area to patrol and look for medical activity with the MRC. Your job is to help the MRC communicate, if additional support is needed. Use your simplex channel to talk to your Lead at Indiana. If a medical emergency needs support, tell the person at Indiana who is monitoring your simplex channel what your traffic is. He will make the call to the Forward Command tent for support. This CODE channel is unique to this part of the course only. Its use is restricted to very serious injuries, like a cardiac arrest. If needed, please provide the exact location (mile marker or lamp post marker), bib number and general medical condition. It is possible that we will get information from both the ham and the CODE team, so make sure you verify the bib number, location and condition. It is possible to have multiple incidents call in at the same time.

At Aid Station 20, we are asking that you deploy a few people north of your station and be in touch with your radio team at the Aid station. If you need support, start by calling your Aid Station
medical staff for assistance or request Superior to support. Make the call to your radio team...and they will call on the Med Channel for additional support

This intense support is being provided the runners because it has been shown that this is the most critical area for potentially serious injury. Be alert.

4) **Mobile Triage Teams – Grant Park – New/Update**

We have been asked to shadow up to 9 mobile medical Triage teams who work within Grant Park. They have radios that are monitored at Forward Command and from the Spotter Towers set all over the area. The chatter on their radios is often distracting and the service is not reliable. They are asking us to accompany each team to provide *emergency communication*. Use simplex as a talk-around channel. **NEW.** This year we are embarking on a separate repeater channel (Channel F) that will be monitored in Forward Command for this Mobile Triage team only. Again, we will need exact locations...look for sign posts or notable icons, report bib number and condition. Your job is to pass critical location information so responding teams can find you. Bring a flag or wave a bright colored jacket so that responding teams can readily find you. We expect you will only need to use your handhelds (and headsets) for this assignment. Use the special repeater for Medical emergencies/Superior support first. Use Med channel B (CFMC) as back-up. We have structured this net as such because these teams are often deep inside Grant Park and not easy to find. It can take a while to meet up.

This job requires some physical ability to keep up with the demand and walk a lot! Also, they have a team meeting in Grant Park at 8:30 a.m....but generally don’t start to work until 10:30 a.m....and they will increase their teams with demand. This group works in four zones within Grant Park. They observe and serve...and occasionally will be dispatched to a scene from one of the 35 Spotter Towers set up along the area. They respond to an average of 80 calls...so they can be busy.

5) **Weather reporting**

Aid Station 5, 11 and 18 will be asked to make wet bulb temperature readings every half hour throughout the event. These are to be reported back to the Logistics channels. These instruments will be in your Red Sensitive Bins. This is a special medical transport box that will come to your station with the medical teams. Make sure these get back into that box and leave your station before you leave your station at the end of the day.

**High School Track event**

There will be a Cross Country event happening on the final two miles of the course...so all south side stations be aware of the traffic. They leave at 7:40 a.m....often well before any tents or Aid Stations are up, and run up Michigan Ave, from about AS 19 to the finish.

6) **BACK UP EMERGENCY COMMUNICATION PLAN – Revised 2015**

If we have a declared situational emergency (or this can also be an undeclared emergency...let’s say a communication network goes down), we would turn to this communication plan:
1. If there is a catastrophic event – communications down, mass casualty, serious emergency situation - and you cannot reach anyone at Forward Command (we might be down), then first, double check your own radios to make sure they work. Assemble your own Aid Station team and do a roll call. Then,

2. Seek out your Zone Leader via a repeater and
   - North Zone Leader: AS 7 (Stations 1 - 7, report to AS 7)
   - West Zone Leader: AS 10 (Stations 8 – 13 and Laflin, report to AS 10)
   - South Zone Leader: AS 19 (Station 14 – 20 and Indiana, report to AS 19)
   - Grant Park/Forward Command: Mobile Triage and all operators in Forward Command, report to Ham Lead.

3. Report your roll call for your team and await instructions. All members of the team and the zone must be accounted for and safe. Always make safety your priority. Do not leave your assigned area without first checking in with your lead or your zone lead.

4. Your Zone Lead will serve as net control for your area. If there is no communication with other responsible members of the Marathon team, he may direct you to clean up and go home. Wait for instructions from your Zone Lead before making any moves.

5. If you cannot reach your Zone Lead or any other official from the event, then your Aid Station Lead will determine what course of action you should take.

**Emergency Plan Zones and Leads**

**North Zone - AS 1-7**
- Zone Lead: AS 7 - Steve Buck, WI9ARC
- Repeater - Channel C: 442.725, +5 MHz 114.8 (NSRC)

**West Zone - AS 8-13 and Laflin Hospital**
- Zone Lead: AS 10 - Fritz Boch, WD9FMB
- Repeater - Channel D: 444.375 +5 MHz, PL 114.8 (SARA)

**South Zone AS 14-20 and Indiana**
- Zone Lead: AS 19 – Art Mandelin, N9THH
- Repeater - Channel E: 442.400 +5 MHz PL 114.8 tone only (not tone squelch) (PARC)

**Grant Park/Forward Command**
- Group Lead: FC Rob Orr, K9RST
- Repeater - Channel B: 449.75 +5MHz PL 114.8 (CFMC)

**Emergency Command (remote site TBD)**
- Repeater: Channel A 147.15, PL 107.2 (CFAR)
Basically, we will continue doing our jobs until there is a declared emergency or circumstances force us to change. When that happens, we will move to this described plan.

Channel A, what is being used for emergency medical during the event, will become the new command channel. Do not transmit on this Channel. Call your zone channel. Channel A will be used only for traffic between the zone leaders.

The plan will be for a Command post to be established using Channel A...they will call each zone leader with instructions. Each zone should use their own zone repeater to connect with members as assigned (see AS assignments above).

We will have a course wide emergency communication plan simplex Channel N 147.480. No PL. We understand there is be chaos on that channel, but we felt we should have one simple agreed upon channel that all people could use as a relay if needed.

This Plan will go into effect only when all other means of communications have failed. Each Zone Lead will be on their own to make decisions for their Zones if no one from the Command team calls.

Safety of the number one concern. Double check that all members are accounted for and regroup or disband as circumstances dictate.
## Bank of America Chicago Marathon 2015
### Amateur “Ham” Radio Communications Plan

<table>
<thead>
<tr>
<th>MED Net- (Medical &amp; Course wide)</th>
<th>Whole course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Channel A (Primary)</td>
<td>CFAR 147.150 +600 PL 107.2</td>
</tr>
<tr>
<td>Channel B (Backup Med, monitored full time)</td>
<td>CFMC 443.75 +5 MHz PL 114.8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOG Net- (3 channels)</th>
<th>Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Channel C (North/Aid Stations 1-12)</td>
<td>NSRC 442.725 +5 MHz PL 114.8</td>
</tr>
<tr>
<td>Channel D (Backup for Log North and Zone West, for emergency rallying) – Not monitored in FC</td>
<td>SARA 444.375 +5 MHz PL 114.8</td>
</tr>
<tr>
<td>Channel E (South/Aid Stations 13 - 21)</td>
<td>PARC 442.400 +5 MHz PL 114.8 tone only (not tone squelch)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant Park Simplex</th>
<th>Tactical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Channel G Ground “0”</td>
<td>440.000 PL 114.8</td>
</tr>
<tr>
<td>Channel H Ground “625”</td>
<td>445.625 PL 114.8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant Park Mobile Triage Teams</th>
<th>Tactical Channels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Primary Channel F</td>
<td>442.1250 PL 167.9 +5 MHz</td>
</tr>
<tr>
<td>Med Net as needed</td>
<td>Channel B, then A if needed</td>
</tr>
<tr>
<td>Channel M – Talk around</td>
<td>146.46 simplex, PL 103.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Finish CODE team (monitored at Indiana)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Channel N Simplex</td>
<td>147.480, PL 107.2</td>
</tr>
</tbody>
</table>
BANK OF AMERICA CHICAGO MARATHON 2015
Ham Radio EMERGENCY COMMUNICATION PLAN

We will go to this plan only if needed.

1. Check your team. Do roll call.
2. Check-in with Zone Leader – Confirm team count, explain situation.
3. Await instructions – Please, tell your Zone Lead what your team is doing.
4. We are re-purposing our existing Repeater Channels for this plan
5. There is a defined simplex channel for the entire course to be used only during this action.

<table>
<thead>
<tr>
<th>Emergency Zone Plan –</th>
<th>Only used when declared emergency or if all else fails</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Zone AS – 7 Zone Lead</td>
<td>(AS 1-7)</td>
</tr>
<tr>
<td>Channel C (reassigned to this zone)</td>
<td>NSRC 442.725 +5 MHz  PL 114.8</td>
</tr>
<tr>
<td>West Zone – AS 10 Zone Lead</td>
<td>AS 8 – 13, includes Laflin Hospital</td>
</tr>
<tr>
<td>Channel D (reassigned to this zone)</td>
<td>SARA 444.375 +5 MHz  PL 114.8</td>
</tr>
<tr>
<td>South Zone – AS 19 Zone Lead</td>
<td>(AS 14 – 20, includes Indiana Hospital)</td>
</tr>
<tr>
<td>Channel E (reassigned to this zone)</td>
<td>PARC 442.400 +5 MHz  PL 114.8</td>
</tr>
<tr>
<td>Grant Park – Group Lead FC</td>
<td></td>
</tr>
<tr>
<td>Channel B (reassigned to this zone)</td>
<td>CFMC 443.75 +5 MHz PL 114.8</td>
</tr>
<tr>
<td>OEMC/ Command Channel A</td>
<td>CFAR 147.150, PL 107.2</td>
</tr>
<tr>
<td>SIMPLEX ALL TALK AROUND</td>
<td>147.460 No PL</td>
</tr>
</tbody>
</table>

Our emergency plan is to use repeaters first organized by zone and the same simplex for the entire course, to keep it simple. We realize there will be interference, lots of unorganized traffic and little structure, but it will allow for a common channel for people to reach one another, if needed.
LOGISTICS NET: STRESS and PACE REPORTS

Aid Station – Course Metrics

This is a note we shared with the Medical teams:

As a way to help provide Event Command a better picture of what is happening out on the course and in the medical tents along the route, we are asking the Aid Stations to provide two pieces of critical information that will be passed back to Event Command using the ham radio operators. Every half hour the ham radio team will ask for two numeric values from your location: the PACE and the STRESS.

PACE – how many people have you treated since the last reporting period. We realize that this information might be in several different places within the Aid Station...but the hams will give you a 10 minute lead to collect the data. The number we want is: How many patients have been treated since the last reporting period!

STRESS – this is more complex, and somewhat subjective. This is a number on a scale from 1 to 5 based on the following general conditions.

Stress Level Criteria: Patients, Staff, Supplies, Support

- Stress Level 1 - No stress:
  Handling patient load, plenty of available beds; plenty of staff; plenty of supplies.
- Stress Level 2 – Slight stress:
  Handling patient load, available beds; staff available; good supplies.
- Stress Level 3 – Feeling pressure:
  No available beds, patients spilling into street; all staff with patients, but have support (ambulance nearby); supplies getting thin.
- Stress Level 4 – Feeling much pressure:
  No available beds, patients in street; not enough staff, no support (no ambulance); diminishing supplies.
- Stress Level 5 – Overwhelmed:
  Too many patients, no available beds and patients crowding street; not enough staff, no support (no ambulance); some supplies depleted.

Use this guide to determine the STRESS level for your reporting period. The medical team must make the judgment and ask the hams to pass the traffic back to event command. All of the data will be used to determine how we are handling the medical traffic and what additional resources might be needed.

Please report these as clearly and concisely as possible, when you are called: For instance: “AS 16 reports Stress level 3 and Pace level 16, one six. Over.” Net control will verify and move the next station.
EAS- Event Alert System.
This is a system-wide, visual way to show the course conditions, based upon several factors, not just environmental. We will ask the hams to change their EAS flags to the appropriate color and report when they have completed the task. Here is a section from the BACM manual describing the conditions:

**Event Alert System**

A new, color-coded Event Alert System (EAS) will communicate the status of course conditions to participants leading up to and on race day. The levels range from Low (green) to Moderate (yellow) to High (red) to Extreme (black) based on a variety of factors, including weather conditions.

- E-mail and Web site communications during race week will inform participants of the current Event Alert System status and provide preparation tips based on advance weather forecasts.
- Updates will be made at the Bank of America Health & Fitness Expo via handouts at the Participant Packet Pick-Up area and public address announcements.
- On race day, the current Event Alert System status will be communicated via public address announcements and color-coded signs/flags at the start and finish areas, and along the course at each of the 20 Aid Station locations and via large digital traffic message boards.

All participants should familiarize themselves with the Event Alert System prior to the race, remain alert for directions from race officials and announcers and take precautions to prepare properly for varying weather conditions on race day.

**Event Alert System table:**

<table>
<thead>
<tr>
<th>ALERT LEVEL</th>
<th>EVENT CONDITIONS</th>
<th>RECOMMENDED ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXTREME</td>
<td>EVENT CANCELLED/EXTREME AND DANGEROUS CONDITIONS</td>
<td>PARTICIPATION STOPPED/FOLLOW EVENT OFFICIAL INSTRUCTION</td>
</tr>
<tr>
<td>HIGH</td>
<td>POTENTIALLY DANGEROUS CONDITIONS</td>
<td>SLOW DOWN/OBSERVE COURSE CHANGES/FOLLOW EVENT OFFICIAL INSTRUCTION/CONSIDER STOPPING</td>
</tr>
<tr>
<td>MODERATE</td>
<td>LESS THAN IDEAL CONDITIONS</td>
<td>SLOW DOWN/BE PREPARED FOR WORSENING CONDITIONS</td>
</tr>
<tr>
<td>LOW</td>
<td>GOOD CONDITIONS</td>
<td>ENJOY THE EVENT/BE ALERT</td>
</tr>
</tbody>
</table>
IN CASE OF EMERGENCY

IMMEDIATE MEDICAL ATTENTION
If a Runner, Volunteer, or spectator needs IMMEDIATE Medical Attention in your location, use the medical team in your Aid Station or call the Ham Radio Med Net or call 911.

Be sure to identify a Participant by his/her
- First name (if spectator or volunteer)
- Bib number,
- Exact location and
- Medical condition, if known. Keep it general. (Wrist injury, issues breathing, etc)

Note to ham radio operators: Med Net Control Operators are seated immediately adjacent to Superior ambulance dispatchers.

Other important numbers
- American Red Cross/Patient Connection: 1-888-659-9877
- Lost Person: (312) 638-1972
- Medical Emergency/Ambulance: (312) 638-1973 or 9-1-1
- Race Support: (312) 638-1975
- Grant Park Logistics: (312) 638-1971
- Media questions: (312) 294-6708

Ham Radio Forward Command:
Rob Orr, K9RST: 847-400-4694

RADIO OPERATING BEST PRACTICES AND SUGGESTIONS

1. Required and Recommended Equipment

Perhaps most important, prepare for this operation as you would a disaster deployment, Field Day activity, or other public service event. Be self-sufficient. Because people are relying on us, anticipate equipment and logistical problems, and then make preparations to mitigate the risk. For example, have spare fuses for your radios and bring a multi-tool for in-field repairs. Have a notebook and a couple of pens. If you have to eat at regular times, be sure to bring snacks, a sack lunch, etc. Chicago weather in October, like most of the year, is variable and a wide range of temperatures and weather conditions are possible. Dress appropriately.

The following is a partial list of items you may need. Final responsibility for being prepared is with you.
- Radios, antennas, and coax/feedlines.
- Charged batteries, spare batteries, and perhaps a generator, if conditions allow. (Follow all safety precautions and keep in mind that generator use may not be possible at your Aid Station.)
- Small folding table and chair(s), in case none are available.
- Operator Handbook (please keep this Handbook confidential)
- Reflective vest (will be provided by event organizers on race day)
- Flashlights, headlamps, lantern, etc. (sunrise @ 0700)
- "Read-in-the-Dark" watch
- Pens, paper/notebooks (bring binder clips, clipboard, consider breezy conditions)
- Snacks, medication
- Multi-tool or small set of hand tools
- Tarps, baggies, or something to protect your equipment in case of rain.

A note about radios...we have been trying to find locations where more of our operators can use HT’s. We would like to know where those stations have the most success getting into your assigned repeater. However, since we are often passing potential life critical communications, we encourage our hams to have mobile radios with antennas that match the field conditions. In some cases downtown, for instance, smaller antennas work better than beams. Cross-banding to your mobile rig is becoming increasingly popular. We want you to be visible to the medical staff, but we also want to make sure your traffic will get through when the moment comes.

Don’t expect to set up in the medical tent. There really isn’t enough room. Many bring their own tent canopy or build a temporary tarp or fly covering system.

2. **Concise, clear communication**

**Break Tags** –
These are quick ways to get the attention of the other station without involving much conversation...simply say:
- "Answer": To be used when you have the definitive answer to a question currently being discussed on the air.
- "Question": To be used when the answer to a question can't wait; for example, when the mayor is standing next to you and requesting you to get information using your radio.
- "Info": To be used when information needs to be transmitted rapidly but is not related to what is being said on the air; for example, if an event that net control needs to know about is going to happen in the next few seconds or if waiting for the end of an exchange will negate the value of the information.
- "Priority": To be used to report an important but non-life threatening situation such as a fender bender that just happened.
- "Medical": To be used to report a minor medical incident that affects the operator in some way; for example, having to leave his/her post for a few minutes to walk someone with a minor cut over to a med tent.
- "Emergency": Only to be used to report an ongoing life or property threatening or damaging
incident.

- **“Break <Your Call Sign>”**: An indication that the operator has traffic that can wait and does not require the cessation of the ongoing exchange. This tag has an expectation to be put on hold and in queue for transmission.

### 3. Event Communications and Protocols

- **Be sure to review the Band Plan document for additional guidance.**
- When initiating radio contact, **call the called party first, and then give your tactical call**, (i.e. Aid Station ID.) For example, "Log Net Control North from Station 16", *not* "Station 16 to Net Control." Remember this as the **“Hey you, it’s me”** format.
- Always name the Net Control you are calling. Remember that operators are listening to multiple nets at Unified Command, plus a range of other supporting frequencies. If you simply call "Log Net Control" or even "Net Control," Net Control operators may not be able to pick out your traffic from the three or four nets they may be monitoring.
- Think of what you need to say, and then say it. Don't compose your message on-the-air.
- Be clear and concise.
- Make sure every message is acknowledged. Repeat message to confirm.
- Close your conversation with a simple: Understood, Clear, Message received, or simply, Thank you.
- Remember - The world is listening to everything you say.
- Do not use ham jargon, "10"-codes, etc. Use "message received" for QSL. Use "affirmative" and "negative", "roger", "over", "say again", and so on. Use plain language at all times.
- Use Break Tags
- **Best repeater coverage may be at a lower power setting or with a HT. Test your gear upon arrival.**
- Remember to hold the push-to-talk for one-second before transmitting. We will be working in noisy conditions and it is important to hear the entire message. Simply missing the first two words in your message may yield very different results. For example, there is a big difference between "Do not send the ambulance" and "...send the ambulance." Be sure your message is acknowledged and received accurately by Net Control.
- We will be using directed nets. Do not go direct to another station unless authorized by Net Control.
- Let Net Control handle any instances of non-net traffic. Do not engage harmful interference traffic.
- For clarity and to make it more difficult for anyone causing harmful interference to follow us, be sure to reference channels by their alpha names, not by repeater names or specific frequencies. For example, Net Control may announce: “All stations on Log Net South switch to Channel “E” then stand-by for a roll-call.”
• Direct all media inquiries to the Aid Station Captain or the Event Public Relations official. Contact information will be on the back of your credentials. If pressed for a comment, per event officials, say "I am a volunteer and not authorized to serve as a spokesperson."
• Remember to sign in accordance with FCC regulations. Use tactical call signs for calling and clearing, then end with your FCC call, unless you have identified within the last 10 minutes.
• Stay focused on your job -- handle the traffic, not the incident. Aid Station staff has the qualifications and experience to handle Aid Station activities. Our responsibility is to provide the equipment, skill, and experience to handle radio communications.
• Only the Red Cross is allowed to release medical information on a runner, no exceptions. If someone requests information, send them to the Red Cross at (312) 729-6200.

4. Aid Station Closure and Dismissal:
• Your Aid Station Captain and physician-in-charge will determine when the Aid Station is closed and when your services are no longer required. At that time, first notify your respective Log Net Control operator. When he/she tells you to secure from your Log Net, then contact Med Net Control to get permission to secure your station. Only after you have received permission from both nets to secure, should you then take off your vest and jacket to avoid getting continuing questions from people looking for any race official, then pack up your equipment. Any runners left on the course after the Aid Station closes are on their own; their participant instructions are very clear on this point.

5. Other Useful Information
• Cold weather will be much harder on the volunteers than the runners. Dress appropriately.
• Lost Children: Preferably, let the Aid Station Captain handle it. FYI, Marathon organizers strongly stress that the police MUST be notified, and only the police are authorized to turn the lost child over to the claiming guardian. Their experience is that if the child stays in the same spot, the searching guardian usually shows up in about 15 minutes. But regardless, a civilian cannot return the child without police authorization. Someone at the Aid Station therefore may ask you to find the police.
• NO photographers (including video) are allowed in the medical tents. Please take pictures of your station and setup and send them to use for future publicity and recruitment. Do not, however, photograph patients. Respect privacy.
• Vests must be returned to the Aid Station Captain or Zone Manager.
• The supply truck has barricades and spray paint to mark off places around the Aid Station that are "staff only." If you need a supply that you didn't bring, you might ask the Aid Station Captain or assistant if they've got something in their stock to solve your problem.
Radio Operator Quick Reference Guide

Know and use this phonetic alphabet to clarify your communications. Remember: be clear and concise. International Phonetic Alphabet:

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<tbody>
<tr>
<td>A</td>
<td>ALPHA</td>
<td>B</td>
<td>BRAVO</td>
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<td>C</td>
<td>CHARLIE</td>
<td>D</td>
<td>DELTA</td>
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<td>E</td>
<td>ECHO</td>
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<td>FOXTROT</td>
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<td>GOLF</td>
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<td>JULIET</td>
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<td>KILO</td>
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<td>LIMA</td>
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<td>MIKE</td>
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<td>SIERRA</td>
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<td>UNIFORM</td>
<td>V</td>
<td>VICTOR</td>
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<td>W</td>
<td>WHISKEY</td>
<td>X</td>
<td>XRAY</td>
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<td>Y</td>
<td>YANKEE</td>
<td>Z</td>
<td>ZULU</td>
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Break Tags - Summary

<table>
<thead>
<tr>
<th>Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer</td>
<td>When you have the definitive answer to the current question.</td>
</tr>
<tr>
<td>Question</td>
<td>When you need an immediate answer.</td>
</tr>
<tr>
<td>Info</td>
<td>When unrelated information needs to be transmitted rapidly.</td>
</tr>
<tr>
<td>Priority</td>
<td>To report important but non-life threatening situation.</td>
</tr>
<tr>
<td>Medical</td>
<td>To report minor medical incident that affects the operator in some way.</td>
</tr>
<tr>
<td>Emergency</td>
<td>To report an ongoing life/property threatening or damaging incident.</td>
</tr>
<tr>
<td>Break &lt;Your Call Sign&gt;</td>
<td>To indicate traffic than can wait until current exchange is completed.</td>
</tr>
</tbody>
</table>

Some Common Medical Terms used at the Marathon

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>ALS</td>
<td>Advanced Life Support Ambulance</td>
</tr>
<tr>
<td>BLS</td>
<td>Basic Life Support Ambulance</td>
</tr>
<tr>
<td>Bio Freeze</td>
<td>Pain Relieving Gel dispensed from a tube</td>
</tr>
<tr>
<td>Glucose Monitors</td>
<td>Simple device to test for blood sugar</td>
</tr>
<tr>
<td>MPTS</td>
<td>Network of hand held devices to track patients and medical equipment, used throughout the course.</td>
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</tbody>
</table>
Attachments
PDF – Course Map
PDF – Aid Station Guide
ICS Form 205 Band Plans
2015 Roster (Sept 22, 2015 edition)