

**TCSU MOBILE COMMAND POST OPERATIONS MANUAL**

**SUBJECT:** TCSU Mobile Command Post

**EFFECTIVE DATE:** January 8<sup>th</sup>, 2009

**PURPOSE:** To provide a field command post for critical incidents or scheduled events requiring a location for extended operational command, or other special command needs.

**POLICY:** The TCSU Mobile Command Post is intended to enhance the capabilities of the member cities to manage events within member agencies jurisdictions that require an on-scene mobile command post. These “events” may take the form of large crime scenes, SRT call-outs, disasters, special events, or any other situation that necessitates a more extensive incident management. Critical incident management in the nation’s current threat environment necessitates mobility, interconnectivity and communications interoperability between federal, state and local emergency service agencies.

**I. TCSU Mobile Command Post - NIMS Compliance**

- A. Several kinds and types of facilities may be established in and around the incident area. The nature of the incident and the desires of the Incident Commander will determine the specific kinds of facilities used and their locations, and may consist of the following designated facilities:
  - 1. Incident Command Post - The Incident Command Post signifies the location of the on-scene incident command and management organization. The TCSU Mobile Command Post is designed to fulfill the role of a mobile Incident Command Post per NIMS requirements.
  - 2. The TCSU Mobile Command Post will typically comprise the Incident Commander and immediate staff.
  - 3. Typically, the TCSU Mobile Command Post will be located at or in the immediate vicinity of the incident site and is the center for the conduct of direct, on-scene control of all incident operations.
  - 4. Incident planning may also be conducted at the TCSU Mobile Command Post; an incident communications center would normally be established within this vehicle. The Mobile Command Post is equipped with radios enabling communications through the Montgomery County Interoperability radio network, the State of Ohio MARCS system, and all local law enforcement/fire departments that operate off 800 MHZ radios.

5. The TCSU Mobile Command Post is normally identified by a green rotating or flashing light.
- B. The TCSU Mobile Command Post will operate within the ICS framework set forth in NIMS policy. The Incident Command System is defined as:

“A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.”

- C. The TCSU Mobile Command Post shall be under command of the Incident Commander. The Incident Commander (IC) is defined as:

“The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.”

## **II. Procedure**

### **A. Coordination**

1. In the event that the TCSU Mobile Command Post is needed by a TCSU Agency, that agency shall broadcast the need to all TCSU communications centers via the I-PSAP radio frequency.
2. In the event that multiple agencies require the mobile command post simultaneously, the agency demonstrating highest priority based on their emergency shall take precedence. In the event agencies cannot resolve the issue surrounding its use, the TCSU agency who first broadcast the need for the command vehicle shall have first priority.
3. The TCSU Mobile Command Post shall be housed at Washington Twp. Fire Department Maintenance Facility located at 20 West Whipp Rd., Centerville, Ohio. The mobile command post may be retrieved from this location 24/7. The procedure for obtaining the vehicle is as follows:

- a. Every TCSU agency who has personnel trained in the use of the mobile command post shall be issued a key to the vehicle as well as the WTFD Maintenance Facility.
  - b. It shall be the responsibility of each TCSU agency to safeguard the above listed keys by restricting access to unauthorized personnel. These keys shall be placed in a secured location and a log kept of their use. These keys shall be signed out by the vehicle operator, or those individuals trained in the use of the TCSU Mobile Command Post.
  - c. Whenever the vehicle is returned to the WTFD Maintenance Facility, a spotter shall be utilized to back the vehicle into the bay to assure the safety of personnel and equipment.
  - d. Anytime the vehicle is parked securely in its bay, the building's electrical power cord shall be plugged into the external plug to re-charge the internal batteries of the mobile command post.
  - e. The agency requesting and utilizing the TCSU Mobile Command Post will be responsible for:
    - Safe operation of the vehicle and its equipment;
    - Proper use of lights and siren while responding to a scene;
    - Emptying all trash after the vehicle is returned to its station;
    - Cleaning all white boards;
    - Replacing any supplies used;
    - Refueling the vehicle – each user is responsible for filling the gas tank to “full;”
    - Completing the vehicle log & checklist;
    - Notifying the TCSU Director in the event there is damage or equipment failures that need resolved.
6. The TCSU Director shall be responsible for conducting a monthly inspection of the TCSU Mobile Command Post. This inspection shall be documented on the TCSU Mobile Command Post checklist.  
**(See Appendix J)**
7. The TCSU Mobile Command Post shall also have a secondary user; the Miami Valley Communications Council. MVCC shall utilize the vehicle for special broadcast events. In order to de-conflict the use of the vehicle, a schedule of MVCC events where the vehicle is in use shall be maintained on the TCSU website. In the event of an emergency, law enforcement shall have priority use of the vehicle. **Law enforcement shall not utilize any MVCC equipment mounted or stored within the mobile command post. Only authorized personnel assigned to MVCC**

**shall have access to this equipment. Conversely, any MVCC personnel shall not utilize any law enforcement radios or emergency equipment. Only authorized public safety personnel shall have access to this equipment.**

8. The TCSU Director shall be responsible for all scheduled maintenance and repairs to the vehicle that involve TCSU equipment.

#### B. Training

1. Each TCSU agency shall be responsible for appointing personnel to be trained in the following areas concerning the operation of the TCSU Mobile Command Post:
  - a. Drivers – those individuals must possess a valid operator’s license and understand how to properly maneuver the vehicle as well as operate all emergency equipment and systems that support field operations of the mobile command post;
  - b. Communications operators – those individuals who have knowledge/ experience in the operation of radio equipment, computers, and software that supports field operations when the vehicle is deployed.
  - c. All personnel trained on the use of the vehicle will have available an Operations Manual for the TCSU Mobile Command Post. The operations manual shall provide instruction on the use of the various communications systems, computer equipment, generator, and other systems used to support field operations. **(See Appendix- Operations Manual)**
  - d. The TCSU Director shall be responsible for scheduling training, developing lesson plans, operational manuals, and policy for this vehicle.

### III. Response

1. All TCSU law enforcement agencies shall appoint personnel that shall be trained and authorized by the TCSU Director to operate all systems within the vehicle. In the event of a callout, only trained/authorized personnel will be permitted to operate the TCSU Mobile Command Post.
2. In the event of a callout, the requesting TCSU agency shall provide the following personnel:

- a. A driver trained in the operation of the vehicle and has experience in responding to scenes while operating emergency lights and siren;
  - b. A radio operator trained in the operation of the communications array, which consists of:
    - Two Motorola XTL2500 digital/analogue interoperable 512 channel radios capable of operating on UHF, 800 Megahertz frequencies;
    - These 800 trucked digital capable radios shall be pre-programmed with all Montgomery County or Warren County police, fire, and EMS agencies, all Ohio MARCS emergency frequencies and all Montgomery County and Warren County interoperable radio frequencies allowing communications across jurisdictional boundaries during an emergency;
    - All radio procedures shall adhere to the Montgomery County Interoperable plan, contained in the TCSU Mobile Command Post Operations Manual, contained within the vehicle (See Appendix G);
    - All radio procedures shall adhere to the MARCS (Multi-Agency Radio Communications System) agreement and local subscriber use. (See MARCS IT Policy in Appendix D);
    - The mobile command post is operational, regardless of incident scene conditions. It can either be hard-wired to electrical power, or it can operate from an on-board generator.
    - The mobile command post has a cellular broadband card that allows the use of SKYPE conference calls. This allows two way face-to-face conference calls with pre-established SKYPE enabled computers and phones. In the event of a cellular telephone failure, this feature provides a back-up communications capability, when the on-board computer is hard wired into an internet connection;
    - The mobile command post has one television monitor capable of receiving local television broadcast channels and one 32" screen that can be used to monitor remote broadcasts from MVCC television cameras;
    - The vehicle has a computer network system with access to the Internet. The network is available from an on-board workstation;
    - For comfort and effectiveness, in long-term operations in hostile climates, the mobile command post provides various amenities including air conditioning, heating, galley, refrigerator and a microwave.
3. The operator of the TCSU Mobile Command Post shall park the vehicle in a location designated by the Incident Commander. The operations location shall normally be situated in the "cold zone" of a hazardous materials incident. Particular attention shall be afforded to wind speed and direction when dealing with HazMat incidents. The threat environment

shall be evaluated at all times to assure the safety of personnel occupying the vehicle.

4. The TCSU Mobile Command Post shall activate a green incident command light affixed to the top of the vehicle when the command post has been activated.
5. The operator of the mobile command post shall activate emergency scene lights to protect the vehicle from oncoming traffic. Every effort will be made to park the vehicle off traveled portions of a roadway if possible.
6. The TCSU Mobile Command Post is also equipped with scene lights that provide lighted areas around the vehicle for briefings or other logistical support.

## **APPENDIX FOR OPERATIONS MANUAL**

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**Emergency Contacts Regarding Questions about the TCSU Mobile Command Post**

A. The following personnel can be contacted in the event there is a question about any function within the TCSU Mobile Command Post:

1. David Williams – TCSU Director

(937) 608-8448 (Cellular phone)  
(937) 367-9303 (Home telephone number)  
(937) 866-1843 (Office telephone number)

2. Carl Suchomel – Miami Valley Communications Council

(937) 238-7231 (Cellphone)  
(937) 424-1670 (Office)  
(937) 438-8887 (Main MVCC number)

3. Rich LaRue - Miami Valley Communications Council

(937) 433-4581 (Home telephone)  
(937) 424-1667 (Office)  
(937) 438-8887 (Main MVCC number)

## **On Board Systems Operations Manual**

### **I. Operation of On Board Onan GenSet generator/ lighting**

- A. The TCSU Mobile Command Post is equipped with an Onan GenSet 7 kilowatt generator that when activated, allows the electrical on board systems to operate without having the vehicle's engine operating. This generator powers the following systems:
1. Motorola radios;
  2. Heating/ air conditioning unit in ceiling;
  3. Computer and monitor;
  4. Westinghouse 19" color television;
  5. Oregon Scientific WMR90A Professional Wireless Weather Station;
  6. Refrigerator;
  7. Microwave;
  8. Auxiliary power inputs;
  9. Vehicle lighting
- B. Upon arrival on scene, the TCSU Mobile Command Post Commander shall activate the generator by following the following steps:
1. Affix the chimney extension to the exhaust pipe of the generator on the left, rear corner of the mobile command post;
  2. Locate the generator remote control head affixed to the upper right of the work station#2 inside the vehicle;
  3. Prime the generator by holding down the "Stop/Prime" button for approximately 15 seconds;
  4. Press the "Start" button to activate the generator;
  5. To shut off the generator, press the "Stop/Prime" button;
  6. Remove the chimney extension from the generator exhaust pipe prior to moving the mobile command post.
- C. Interior lighting power up procedure:
1. To activate the interior lights, locate two white light switches to the right of the generator controls;
  2. Press the right side of each switch – the lights will illuminate at full intensity, both front and rear portions of the work area;

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3. The operator can adjust the light level by pressing the top middle buttons to raise or lower light intensity.

## **II. Use of the Motorola XTL2500 512 Channel Analog/Digital Interoperable Radio**

- A. The TCSU Mobile Command Post is equipped with two work stations. Each work station has a Motorola XTL2500 512 channel radio allowing two radio operators to simultaneously communicate with public safety personnel.
- B. Powering up the radios:
  1. Activate the Onan generator;
  2. Located under the right work station counter top is a black metal panel that has a red button mounted on the panel – press the red button “up” to power the radios;
  3. Both radios will automatically power up and be ready for use.
- C. The Motorola XTL2500 512 channel analog/ digital interoperable radio contains multiple local and state talk groups:
- D. Selecting the appropriate zone and channel/ scanning multiple frequencies
  1. To select the appropriate zone containing the radio channel the communications operator wishes to listen to:
    - Press the button below the word “ZONE” on the LED display;
    - Turn the large round knob on the right side of the radio to the desired zone;
    - Press the button to the left of the LED display that has the “home” icon displayed;
    - This will lock in the zone you wish to use;
  2. To select the channel, turn the large round knob on the right side of the radio to the appropriate channel;
  3. To scan all TCSU police and fire frequencies, press the button below the word “SCAN”. This will cause the radio to scan all TCSU police and fire frequencies in ZONE M-3, with the exception of those on the Montgomery County trunked system. The words “SCAN ON” will appear when the scan feature is activated.
  4. To turn off the SCAN feature, press the “SCAN” button again. The words “SCAN OFF” will appear and turn this feature off.
- E. If there are any questions regarding the use of the Motorola radio, refer to the quick reference guide located in the procedures manual.

## F. Talkgroup Overview

1. Most individuals familiar with two way radio communications in the workplace are probably accustomed to working with “channels”. The MARCS Program (Multi-Agency Radio Communications System) equipment uses “talkgroups”.
  - Talkgroups are a collection of radios configured to operate on one channel. This allows individuals performing like tasks to freely communicate with each other without hearing a lot of chatter unassociated with the work they’re performing.
  - Scenario: Assume DAS has several units on the MARCS system. We could assign a talkgroup to the maintenance department (Maint), one to the security department (Security), one to the administrative department (Admin), and another to transportation (Trans). Generally speaking, the maintenance department would not need to communicate with the transportation department all day long, every day of the week. By each unit having their own talkgroup, they can speak to each other without interrupting the business of another unit. When you find the need to speak to another unit, you simply change the talkgroup you are transmitting on, key up, and start speaking.

## G. Talkgroups

1. You can somewhat equate a “talkgroup” to a “channel”. The difference is, a talkgroup allows users who are performing common tasks to communicate with each other without the interruption of chatter from others who are performing different tasks. Imagine sitting in a meeting, discussing how you will handle an outbreak of bird flu. In the middle of your meeting, a group of people walk into the room talking about how they’re going to re-direct traffic on I-71 for the presidential visit. You either try to talk over them, between them or around them, OR one of you goes to another room where you can talk amongst yourselves. This is what talkgroups do. They eliminate the extra chatter/confusion between many people at the same time.
  - Today many radios unit will accommodate 256 -512 talkgroups (depending upon how old the radio is). The talkgroup templates are designed so you have the capability to communicate with:
  - Health Departments (Local/State), Hospitals, Sheriff Offices, Emergency Management Agency, State Fire Marshall, State Patrol

H. Local Police/Fire/EMS

1. This is done through “mutual aid” talkgroups (MCALL 1-4, MCOMM 1-4, SCCOMM 6-12, ECOMM 6-12).

I. MARCS Help Desk

1. The MARCS Program maintains a helpdesk monitored 24/7/365. There is a talkgroup in your unit called “HELPDESK”. You can also call the helpdesk toll free at 1-866-646-2727 (866-O-MARCS).

J. Plain Language

1. Due to the diversity of agencies cooperating in multi-jurisdictional/multi-agency exercises and emergencies, it is important to speak a language everyone understands. Therefore, use common everyday language when communicating on the interoperability or any other shared talkgroup. There are a few common “cop talk” terms we encourage you to use which are listed below.

<b>COMMAND</b>	<b>EXPLANATION</b>
<b>Affirmative</b>	Yes
<b>Negative</b>	No
<b>Stand By</b>	Used when the communicator must go find information
<b>Go Ahead</b>	Used at the end of a transmission letting the other party know you are finished speaking and are waiting for their response
<b>Clear</b>	Used when all radio traffic is complete-the end of the conversation
<b>Message Received</b>	Also used at the end of a transmission
<b>Break</b>	Gives the listener time to write down information being transmitted
<b>Say Again/Repeat</b>	Asks the last transmission to be repeated
<b>Copy</b>	Do you understand the last transmission
<b>Mayday</b>	Universal call for help

K. Statewide Interoperability Talk Groups Mutual Aid

1. The original concept for MARCS was based upon communication deficiencies experienced during the Lucasville prison riots as well as the Shadyside flooding several years ago. There were several agencies working both of these incidents, performing common tasks but were unable to speak with each other during each incident. In an effort to resolve this communication problem, several interoperability talkgroups were developed.

## L. Talkgroups Contained in the TCSU Radio Workstations

1. There are two workstations in the TCSU Mobile Command Post. Each workstation is programmed with the same radio template and contains the same frequencies. This allows two communications operators to operate off of two frequencies at once.
  - The radios are programmed with the talkgroups found in **Appendix A**;
  - The radios individual channels are listed in **Appendix B**;
  - An explanation of individual MARCS talkgroups is contained in **Appendix C**;
  - The Marcs IT policy is contained in **Appendix D**;
  - The MARCS LEUO User Agreement is contained in **Appendix E**;
  - The Motorola ASTRO XLT2500 digital mobile radio user guide is contained in **Appendix F**;
  - Montgomery County Interoperable Radio Plan contained in **Appendix G**

<b>Radio Prefix</b>	<b>Talk Group</b>	<b>Agencies on Talk Group</b>
M-1	Montgomery County	All Mont. Co. channels on their trunked system – including <b>Miamisburg and Germantown</b>
M-2	Dayton P.D.	All Dayton P.D. channels
M-3	Mont. Co. Police Dept.	<b>TCSU cities/</b> other cities in Montgomery Co. except Dayton P.D.
M-4	Mont. Co. NE Fire	NE quadrant fire channels
M-5	Dayton Fire Department	All Dayton fire channels
M-6	Mont. Co. SE Fire	SE quadrant fire channels
M-7	Mont. Co. SW Fire	SW quadrant fire channels
M-8	Mont. Co. NW Fire	NW quadrant fire channels
M-9	Mont. Co. Interoperable	<b>All Montgomery Co. interoperable channels – LE/ I OP/ Common/ I CALL/ I TAC</b>
W-1	Warren County Com.	All <b>WARREN CO.</b> police & fire channels/ <b>Springboro P.D. and Clearcreek F.D.</b>
OH1 TCSU	OSP/ Montgomery Co./ MARCS Hailing Channel	<b>OSP/ Montgomery County patch/</b> Call for help anywhere in the state
OH2 SFM	Ohio State Fire Marshall	OSFM and <b>Careflight Channels</b>
OH3 LECOMM	MARCS LECOMM 1-8 MARCS Helpdesk	MARCS non-state agency users generic “event/emergency” talk groups for local event/emergencies
OH4 MARCS	MARCS 1-16	MARCS talkgroups for added interoperability for state and local emergencies
OH5 MCALL ECOM	MARCS MCALL 1-4 M-COMM 1-4 ECOMM 7-12	<b>MCALL -Call for help anywhere in the state by zone/</b> MCOMM-Direct communications by zone/ ECOMM- <b>Multi-agency emergency talk groups by function, i.e., traffic/rescue/etc.</b>
OH6 ECOMM	MARCS ECOMM 13-28	Same as above – ECOMM 7-20 coordinated thru ODNR/OSP, ECOMM 21-28 Homeland Security Regions 1-8
OH7 SCALL	MARCS SCOM 7-12	Emergency talk groups for Ohio EMA Transportable Communications System
OH8 SO 01-16	Ohio S.O. 1-16	Ohio Sheriff’s - Counties 1-16
OH9 SO 17-32	Ohio S.O. 17-32	Ohio Sheriff’s - Counties 17-32
OH10 SO 33-48	Ohio S.O. 33-48	Ohio Sheriff’s - Counties 33-48
OH11 SO 49-64	Ohio S.O. 49-64	Ohio Sheriff’s - Counties 49-64
OH12 SO 65-80	Ohio S.O. 65-80	Ohio Sheriff’s - Counties 65-80
OH13 SO 81-11	Ohio S.O. 81-88/ZONES	Ohio Sheriff’s - Counties 81-11
OH14 NPSPAC	MARCS analog “walkie talkie” communications	National Public Safety Analog Talk Around Frequencies – Direct COMMS



### **III. Use of the Heating/Air Conditioning Unit**

A. The TCSU Mobile Command Post is equipped with a ceiling mounted air conditioning unit. This allows the command post to be kept at a comfortable temperature during any deployment. The unit can be activated by following the following steps:

1. Adjust the “colder/warmer” dial to the desired temperature;
2. Press the “On” switch;
3. Adjust the fan dial to the desired fan setting, “Heat, High Cool, Low Cool, High Fan, Low Fan;
4. Turn off the unit by pressing the “Off” switch;

B. The mobile command post is also equipped with a ceiling fan mounted at the rear of the unit. The ceiling fan can be used to keep fresh air inside the unit. to activate the unit, the operator must:

1. Open the rear doors to the command post;
2. Activate the fan by turning the control knob at the base of the fan to the desired setting;
3. The fan covering must be cranked open to allow ventilation inside the unit.

***C. If using the microwave oven, the AC unit must be turned off.***

D. Heating unit

1. The mobile command post is equipped with a Holmes portable ceramic heating unit that **MUST** be plugged into the power strip located under the microwave;
2. The Kustom Power Center power strip must first be powered-up by turning on the power switch located at the far right side of the surge protector;
3. To turn on the Holmes heating unit, press the white button labeled “Mode/OFF, located in the top center of the unit.

### **IV. Computer Work Station Operation**

A. The TCSU Mobile Command Post is equipped with a computer work station.

1. The work station has a CPU that allows public safety personnel to access

computer programs to include:

- High speed broadband wireless card allowing internet access;
- NIMS forms;
- Disaster plans;
- Mobile Command Post operations manual;
- Real time weather radar;
- Online mapping programs providing aerial views as well as maps of streets and topography;
- SKYPE video conferencing.

2. Websites that provide the above information shall be saved to the “favorites” of the internet browser for easy access.

**B. Powering up the computer:**

1. Activate the Onan generator;
2. Located under the left work station counter top is a computer mounted near the floor. This computer is dedicated to law enforcement and fire department use;
3. Press the “on button” located on the lower right side of the PC. The button will turn green indicating power to the unit;
4. In front of the right work station is a BENQ 19” computer monitor, labeled “TCSU Monitor.” On the right side of the monitor is a series of buttons controlling the monitor. Press the top button to activate the computer monitor;
5. Utilize the VAIO mouse to click on programs, and the LOGITECH keyboard to input data to the PC;

**V. Westinghouse 19” LCD Television**

- A. The TCSU Mobile Command Post is equipped with a 19” color television that can receive local television broadcasts in high definition. The television is mounted at the head of the command post and can be activated by the use of a remote control unit mounted next to the television.
  1. In order to power-up the Westinghouse LCD TV, locate the DVD/TV/Circuit 222 label on the Trip Lite surge protector, located above the microwave. Activate the power switch located on the right side of the surge protector. This will automatically power-up the TV;

2. This television allows the reception of local broadcasts that are useful in the event of a local emergency;
2. This television is also a secondary monitor for remote broadcasts from MVCC television cameras assigned to the command post.

## **VI. Oregon Scientific WMR90A Professional Wireless Weather Station**

- A. An Orion Weather Station is mounted on a stand that allows remote monitoring of the weather. This weather station can be used to monitor the following conditions:
  1. Displays temperature, humidity, barometric pressure, wind, rainfall, dew point, windchill, and heat index data;
  2. Wind sensor provides information on wind speed, gust, and direction;
  3. Displays three levels of temperature and humidity trends: rising, steady, or falling;
- B. This weather station can be used to monitor changing weather conditions in the event of a HazMat situation or to provide warning on temperature extremes for personnel deployed outdoors.
- C. In order to operate the weather station, personnel should follow the following steps:
  1. The weather station is stored at the rear of the mobile command post;
  2. Personnel should first install four AA alkaline batteries in the base of the remote unit. The remote unit contains weather instruments, such as the wind speed sensor, weather vane and rainfall gauge. The four batteries shall be taped to the base unit where the power unit is located. Personnel should remove the batteries and twist the base unit clockwise until the covering lowers to reveal the battery location. Simply insert the batteries following directions on the unit;
  3. After installing the batteries, the reset button located at the bottom of the battery compartment will need to be pushed in order to re-activate the unit;
  4. The base cover should then be raised and rotated counterclockwise until it locks in place;

5. The unit should then be transported to a location away from the mobile command post that is free of obstructions to allow the unit to accurately record readings. The remote unit should not be located more than 100' from the LCD display unit;
6. After selecting the proper location, the unit has a rotating sleeve located just below the wind vane that is marked with the word "NORTH". This sleeve needs to be rotated to face NORTH in order to record accurate wind direction;
7. The operator should then return to the mobile command post and place the LCD display at a location visible to an operator. The unit should be plugged into a electrical outlet, and then be activated by pushing the re-set button on the rear of the unit;
8. The unit displays a variety of weather data. The operator can refer to the manual accompanying the unit, which shall be attached to the remote unit;
9. In the event of a power failure in the mobile command post, the LCD display can be powered by four AA alkaline batteries.
10. The Oregon Scientific Advanced Weather Station user manual is contained in **Appendix H**.

## **VII. Refrigerator**

- A. The TCSU Mobile Command Post shall be equipped with a small refrigerator that can be used to store food and drinks for personnel assigned to the command post as well as public safety personnel assigned to the event.

## **VIII. Microwave**

- A. The TCSU Mobile Command Post shall be equipped with a microwave oven that can be used to cook food for personnel assigned to the command post as well as public safety personnel assigned to the event.

## **IX. Auxiliary Power Inputs**

- A. The TCSU Mobile Command Post shall be equipped with auxiliary power inputs that can be used to power accessories, such as battery chargers for radios and flashlights as well as other necessities. The power inputs are located:

1. Under the workstation tabletop;

2. Above the microwave oven.
3. In order to power-up the Trip Lite power input, locate the DVD/TV/Circuit 222 label on the Trip Lite surge protector, located above the microwave. Activate the power switch located on the right side of the surge protector. (This will automatically power-up the TV);
4. Located under the microwave is a Kustom Power Center power strip which must be powered-up by turning on the power switch located at the far right side of the surge protector;

## **X. Panasonic DVD Recorder**

- A. The TCSU Mobile Command Post shall be equipped with a Panasonic DVD Recorder/Player. The unit is positioned above the microwave oven in the rack mount in the front left quadrant of the command post.
- B. This DVD recorder can be used for the following purposes:
  1. Recording of television broadcasts off the Westinghouse 19" LCD Television;
  2. Playing DVD's on the Westinghouse 19" LCD Television.
- C. The instruction manual for the Panasonic DVD Recorder shall be located in **Appendix I** of the operations manual.

## **XI. Communications Capabilities**

- A. The TCSU Mobile Command Post is equipped with two other means of communications, aside from the Motorola XTL2500 radio:
  1. SKYPE video conferencing;
    - SKYPE can be accessed through the Sprint broadband card contained in the TCSU computer;
    - SKYPE is a VoIP means of transmitting both audio and video images to allow calls to any telephone or to set up a video conference via a SKYPE linked computer;
    - The SKYPE icon is located on the desktop of the TCSU computer;
    - In the event of a catastrophic cellular tower failure, the TCSU mobile command post can be hard wired into a broadband internet connection at any building. This allows communications over a VoIP broadband link.

- The SKYPE account name for the mobile command post is “**tcsutruck**”.
2. In order to activate SKYPE:
    - Click on the SKYPE icon located on the computer desktop;
    - Go to “Contacts”;
    - Click on the preloaded SKYPE contact on the list of contacts, or type in the SKYPE contact you wish to communicate with;
    - Click on “Video Call”;
    - If the user you are seeking to contact has their computer activated, the software will notify the recipient that there is a waiting video call;
    - The user will then complete the conference call by activating the link on their end.
  3. A telephone hard wired land line can be connected through the access panel located at the right rear access panel on the mobile command post.

## **XII. Video Transmission from MVCC Cablevision to Internet Sources**

1. The TCSU Mobile Command Post has the ability to transmit live video feeds from MVCC cameras to an internet IP address;
2. This allows the TCSU Mobile Command Post to transmit live video feeds from a disaster site to a known internet IP address, allowing any internet user to watch real time streaming video and audio cable network video transmissions;
3. In order to receive steaming video from the TCSU Mobile Command Post, contact either Carl Suchomel or Rich LaRue to configure this capability.
4. In the event that this streaming video feature is desired, contact the following MVCC personnel, who will set up the cameras and live feeds:
  - Carl Suchomel – (937) 238-7231 (Cellphone)  
 (937) 424-1670 (Office)  
 (937) 438-8887 (Main MVCC number)
  - Rich LaRue - (937) 433-4581 (Home telephone)  
 (937) 424-1667 (Office)  
 (937) 438-8887 (Main MVCC number)

### **XIII. Soundboard Operation**

1. The Mobile Command Post is equipped with a soundboard that controls volume to the onboard computers. The sound for the TCSU computer can be adjusted in the following manner:
  - Locate Channel 13 & 14 at the bottom of the sound board located in front of the TCSU computer;
  - The “Main Mix” button for both channels should be depressed;
  - The “Control Volume” is adjusted through the “Main Mix” volume control located on the far right side of the sound board;
  - The control room volume for the sound board should be set at 12 o’clock.

### **XIV. TCSU Drop Camera**

1. The TCSU Mobile Command Post is equipped with a Drop Camera, which provides a wireless video feed from a day/night time camera, utilizing a 1.2 GHz battery powered transmitter. The camera name designates the use of the camera:
  - Simply insert a battery into the battery pack;
  - Attach the camera to the tripod;
  - Point the camera at the location desired;
  - Turn on the “ON” switch;
  - View the live wireless video feed on the 37” Sony monitor inside the mobile command post.
2. The Drop Camera operates off batteries that allow approximately 1.5 hours of transmission time before the battery will need changed.

#### **DROP CAMERA STORAGE LOCATION**

3. The Drop Camera is stored in the rear storage compartment of the mobile command post. To access the camera:
  - Unlock the rear door of the mobile command post with key #4;
  - Open the right rear door;
  - The TCSU Drop Camera black pelican storage case is located in the center rack in a storage shelf at the top of the rack;
  - Unhook the bungee cord and remove the black pelican case;

- Remove the TCSU Drop Camera Tripod from its storage location in the rear compartment located on the floor alongside the right wall of the truck, under the pass through door on the right side of the truck.

### **DROP CAMERA ASSEMBLY**

1. Take the Drop Camera tripod and unlatch the three telescopic legs to the desired height;
2. Remove the Drop Camera from the pelican storage case. Be sure to place the Drop Camera on its side due to the transmitter antenna protruding from the camera housing on the bottom of the unit;
3. Obtain a Drop Camera battery from the Life Saver charging unit located at the front of the interior compartment under the 19' Westinghouse flat screen television.
4. Remove either battery #1 (BATT 1) or battery #2 (BATT 2) from the Lifesaver Charger by pushing a button located on the outside left and right sides of the charger. This allows the battery to be disengaged from the charger and removed for use.
5. Align the three triangular positioned battery posts with the three holes of the battery bracket located on the front, bottom side of the camera. Insert the battery into the holes and click the battery in place.

### **ATTACHING THE DROP CAMERA TO THE TRIPOD**

1. On top of the tripod is a mounting bracket that allows the male end, attached to the camera, to be inserted into the female end of the tripod.
2. Pull the thumb lever to the rear of the tripod, (toward the black handle.)
3. Align the 6 sided male end of the mounting bracket attached to the camera into the mounting hole on top of the tripod. (The camera should be pointing away from the black handle) Release the thumb lever, which will lock the camera mounting bracket onto the tripod.

### **OPERATING THE CAMERA**

1. Aim the camera at the scene. Attempt to position the camera out of harm's way so personnel won't trip over the tripod;



2. On the left side of the camera is the “ON” “OFF” toggle switch, which is located under the camera housing. Push the toggle switch to “ON”, and the camera will begin transmitting a wireless signal to the receiver, mounted in the mobile command post. To turn off the camera, move the toggle switch to “OFF”.
3. Run time on one battery is approximately 1.5 hours. To change camera batteries ,locate the “release lever” on the right side of the battery mounting platform.Raise the small lever while pushing the battery toward the release lever. This will disengage the battery, allowing it to be removed. Replace the battery as described above.
4. The Drop Camera is equipped with a limited infrared capability and has a low lux capability. The camera should transmit viewable images with small amounts of ambient light.

### **VIEWING THE TRANSMITTED VIDEO**

1. Once the camera is activated, the Sony 37” flatscreen monitor located above Workstation #1 and #2 inside the command post can be used to view the video.
2. Locate the Sony remote control unit and point it at the Sony 37” monitor.
3. Depress the “POWER” button on the remote, which will activate the television. The green “power” LED should be lit at the bottom right of the monitor.
4. Press the “INPUT” button, located toward the top right side of the remote. This will display the blue “INPUTS” menu.
5. Use the directional control located below the INPUT button, and scroll to “VIDEO 2 CAMCORDER.” Depress the center button, located at the center of the directional controls, which will lock the video into “INPUT 2.” The live video feed should be visible on the monitor.

### **STORING THE DROP CAMERA**

1. When finished with the DROP CAMERA:
  - Turn the camera toggle switch to “OFF;”
  - Pull back on the tripod thumb lever to release the camera mounting bracket from the tripod;
  - Lift up on the camera and remove the camera from the tripod;
  - Remove the battery from the camera and place any batteries into the Lifesaver Charger;

- Wipe off any moisture from the camera prior to storing the camera back in it's pelican case;
- Take care in placing the camera back in it's pelican case so the DROP CAMERA is positioned to allow the transmitter antenna to be unobstructed inside the case;
- Place the pelican case back in it's storage unit and re-attach the bungee cord to prevent the case from falling out during transit;
- Fold up the tripod and place it back in its storage area.