

## ALERT Callout Process

1. Are you an ALERT member? If not, join ALERT, for you must be a member to be allowed to respond to a callout.
2. Monitor the weather situation and be prepared for a possible callout.
3. Don't self activate and just show up at the NWS, and don't try to bypass the callout system. The callout system is in place for a reason.
4. If a callout is issued and you are available, call the contact person so you can be scheduled.
5. Remember that when you respond to the callout, visitors are not allowed.
6. When you leave for the NWS, allow extra travel time, as travel conditions may be slow and dangerous.
7. If you are scheduled and will be late or unable to fill your shift, contact the contact person.
8. When you arrive at the NWS buzz the buzzer to be let in & let them know you are with ALERT.

## K4NWS Startup Procedures

1. Did You Sign In At The Front Desk?
2. Obtain a brief situational update from the meteorologist who greets you.
3. Turn on the power supplies first.
4. Turn on the radios second, so you don't damage the radios.
5. Starting with the 220 MHz radio on the far left, open the squelch and adjust the volume to a comfortable level. Verifying that the radio is on 224.500 MHz.
6. Do likewise with the next radio, which is 2 meters. This will be your "roaming" radio that you will use to search distant repeaters for reports.
7. Next is the 440 MHz radio, which can be used for roaming when not set monitoring 444.425 MHz.
8. Next is the Icom HF rig. While it can be used to reach the Alabama Emergency Net Mike on 3.965 MHz, usually it is set on 146.980 MHz so that if West Alabama is being effected, Tuscaloosa Skywarn can link in and reach K4NWS.
9. Lastly the D-Star radio is prepared. Test the radio on 145.410 MHz and then set it to 146.880 MHz, reason being that 88 is a wide coverage repeater. D-Star will be used for occasional calls for reports, as you would when "roaming for reports" on the 2 meter rig.

The Radio Station is now prepared, now for the Computer Workstation

1. Verify that the computer is up and running, it should already be on. Are Severe Clear & the Chatrooms on the screen & not frozen?
2. If not, call Jody or Darone over to help.

3. If the computer is ready, as best you can, balancing radio coverage with computer coverage, monitor the radar on Severe Clear & the Chatrooms.
4. To post on the Chatrooms, simply type your message in the dialog box and hit enter.
5. When you receive a report that is factual and sounds reasonable, go to the radar operator and give it to him or to another meteorologist. Remember you are NOT intruding. They WANT your reports. That's why they called you in.
6. You usually will receive requests for information & be given updates by the meteorologists. Honor those requests as best you can.
7. Listen to the background chit-chat in the room and monitor the radar. When an area of concern is mentioned or a cell appears bad on radar, go to repeaters covering the area of concern & ask for reports. Don't just wait for a warning to be issued to react. SEARCH for reports. We are to ACT, not just REACT.
8. Remember to log your reports.
9. When your relief operator arrives, leave and go get some rest. You may be needed later again & will need to be fresh.

#### Shutdown Procedures

1. If possible, don't shut down until the meteorologists say you are no longer needed.
2. After they do, finish your paperwork & straighten up the cubical.
3. If the 88 & 98 Nets are up, let the NCS know you are shutting down. This also applies to any other net you are monitoring.
4. Do likewise on the Spotterchat, as the Buddy List will say "K4NWS" even if no one is there.
5. Shut off the radios.
6. Shut off the power supplies.
7. **DO NOT SHUT OFF THE COMPUTER!**
8. Sign out and leave.

Know that what you have done today may have saved a life. You may never know whose family you have saved, whose child will still have a father or whose life will continue because of the advanced warning you have made possible.

But, you, by relaying those reports, have saved lives today.