



EMERGENCY ACTION CHECKLIST



Checklist 3.2.01-A (Red Book Tab 5) A.H.A.B. ACTIVATION (local)

Revised August 14, 2008 – For training purposes only. Confidential codes have been omitted.

Use this checklist for ACTIVATION OF THE AHAB SIREN STATIONS

Determine need for activation of one or more of the AHAB stations	<p>Must meet these conditions:</p> <ul style="list-style-type: none"> • Warning of an immediate life threat to persons in the risk area • Message contains life-saving actions to be taken by persons at risk • Rapid response required – sudden onset • No other effective method of warning • Does not conflict with state or federal activations
Advise Jeffcom that AHAB alert will be activated.	Request Port Townsend Police monitor to see if AHAB is activated.
Choose AHAB station(s) to receive alert	<ul style="list-style-type: none"> • Station 1 – Marina • Station 2 – Downtown (Point Hudson) • Station 3 – Fort Worden • All
Prepare the message to be broadcast	<ul style="list-style-type: none"> • Write out the script • Use one of the templates below
Set radio to the AHAB activation frequency	
On the tone keypad (with the mic button depressed) enter the activation code action desired	Hold each tone key for about 1 second
Option selected will activate	<ul style="list-style-type: none"> • Siren • Public address • Test tone (1 sequence)
There will be no indication that the AHAB is active unless you are within range	Option will remain in the condition selected until the STOP code is entered
For alerts start with SIREN	With the mic key depressed, enter SIREN code
Leave SIREN option active for at least 30 seconds	
Stop the SIREN option	With the mic key depressed, enter the STOP code
Start the PUBLIC ADDRESS	With the mic key depressed, enter the PUBLIC ADDRESS code
Make announcement from script	<ul style="list-style-type: none"> • With the mic key depressed, slowly and clearly make the announcement • Release the mic key • The PUBLIC ADDRESS will stay active until the STOP code is entered
Enter the STOP code	With the mic key depressed enter the STOP code

AHAB ACTIVATION CODES

FUNCTION	AHAB 1 MARINA	AHAB 2 PT HUDSON	AHAB 3 FORT WORDEN	ALL
Public address				
Siren				
Stop (cancel)				
Test				

SAMPLE SCRIPT:

TSUNAMI:

"Tsunami warning. Tsunami warning. Tsunami warning. Go to high ground NOW! This is not a drill. Tsunami warning. Go to high ground now. Estimated time of arrival of first wave is _____."

HAZARDOUS MATERIALS EVACUATION:

"Warning, warning, warning. There has been a release of _____ in the _____ area. This is not a drill. Move away from the _____ area NOW. You are in danger if you remain in the _____ area."