

THE HAMNET MANUAL



FORWARD

HAMNET is a division of the South African Radio League charged with the handling of emergency communications as a service to the community, provincial government, local authorities, disaster management and the government of the day.

This service is in accordance with the constitution of the League, which provides that Radio amateurs place their services at the disposal of the government in time of need.

Members of HAMNET must therefore train themselves to become proficient in accurate message handling under emergency conditions and be prepared to operate under any conditions and from any location when the need arises.

Messages must be transmitted quickly and accurately and this handbook is designed to be used as a guide to assist HAMNET members in developing their skills, operating procedures and to function effectively in serving the community.

I would like to thank all those amateurs involved in gathering information to improve efficiency which we have been able to incorporate in this handbook.

Thanks must also go to those HAMNET members who produced the handbooks of the past and especially to ZS6BUU who created the first handbook, ZS6NS for typing this manual, ZS6ARV for restructuring the new format, ZS6AKI for proof reading and support. Thanks also to ZS6BIK for later insertion of scanned documents.

It is on this sound base that this new edition of the HAMNET manual has been compiled.

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National Director HAMNET

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TABLE OF CONTENTS

	Page
FORWARD	ii
TABLE OF CONTENTS	iii
SECTION 1 - OPERATING PROCEDURES AND PRACTICES	
CHAPTER 1 - GENERAL OPERATING PROCEDURES.....	1-1-1
CHAPTER 2 -	1-2-1
CHAPTER 3 - MESSAGE FORMS	1-3-1
HAMNET MESSAGE FORM.....	1-3-2
CHAPTER 4 - EMERGENCY EQUIPMENT	1-4-1
PERSONAL CHECKLIST.....	1-4-1
RADIO EQUIPMENT.....	1-4-1
WRITING EQUIPMENT	1-4-1
PERSONAL EQUIPMENT	1-4-1
TOOL BOX	1-4-2
MISCELLANEOUS EQUIPMENT	1-4-2
ADDITIONAL EQUIPMENT	1-4-2
CHAPTER 5 - DISASTER COMMUNICATIONS	1-5-1
CHAPTER 6 - CONTINGENCY PLANS AND PLANNING	1-6-1
CHAPTER 7 - NET CONTROL AND PROCEDURES.....	1-7-1
CHAPTER 8 -NATIONAL EMERGENCY TELEPHONE NUMBERS	1-8-1
CHAPTER 9 - LIAISON WITH OTHER PARTIES	1-9-1
LIAISON WITH DISASTER MANAGEMENT UNITS	1-9-1
LOCAL AUTHORITIES AND EMERGENCY SERVICES	1-9-1
NATIONAL BODIES	1-9-1
CHAPTER 10 - THE ROAD TRAFFIC ACT No 29 of 1989.....	1-10-1
CHAPTER 11 - ASPECTS OF LEGAL LIABILITY.....	1-11-1
CHAPTER 12 - MEDICO LEGAL ASPECTS OF FIRST AID	1-12-1
CRIMINAL AND CIVIL CLAIMS LIABILITY.....	1-12-1
NEGLIGENCE	1-12-1
CONSENT	1-12-1
ABANDONMENT.....	1-12-1
CRIMEN INJURIA	1-12-2

CHAPTER 13 - FIRST AID	1-13-1
OBJECTIVES OF FIRST AID.....	1-13-1
PRIORITIES	1-13-1
ACCIDENT SCENE MANAGEMENT.....	1-13-1
DIAGRAMMATIC OVERVIEW	1-13-3
SOME POINTS ON SCENE SAFETY	1-13-4
CALLING FOR ASSISTANCE.....	1-13-4
CASUALTY ASSESSMENT	1-13-5
SIGNS.....	1-13-5
SYMPTOMS	1-13-5
PRIMARY SURVEY	1-13-6
SECONDARY SURVEY	1-13-6
FOLLOW UP CARE	1-13-7
CARDIO-PULMONARY RESUSCITATION.....	1-13-8
CHOKING.....	1-13-9
BLEEDING	1-13-10
CONTROL OF BLEEDING.....	1-13-10

CHAPTER 14 - HAZCHEM	1-14-1
REGULATIONS.....	1-14-1
HAZARD WARNING PANELS	1-14-1
EMERGENCY ACTION CODE	1-14-2
HAZCHEM PRECAUTIONS.....	1-14-2

CHAPTER 15 - CONCLUSION.....	1-15-1
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SECTION 2 - RULES

CHAPTER 1 - DEFINITIONS	2-1-1
CHAPTER 2 - ESTABLISHMENT, OBJECTIVES AND AIMS.....	2-2-1
ESTABLISHMENT OF HAMNET	2-2-1
CHAPTER 3 - ORGANISATION, COMMAND AND CONTROL.....	2-3-1
ORGANISATION	2-3-1
DIRECTORS	2-3-1
TERMINATION OF SERVICE.....	2-3-2
NATIONAL COUNCIL	2-3-2
PROVINCIAL COUNCIL	2-3-2
PROVINCIAL BOUNDARIES.....	2-3-4
CHAPTER 4 - POWERS, FUNCTIONS AND RESPONSIBILITIES.....	2-4-1
NATIONAL DIRECTOR.....	2-4-1
PROVINCIAL DIRECTOR.....	2-4-1
DEPUTY PROVINCIAL DIRECTORS.....	2-4-2
ASSISTANT PROVINCIAL DIRECTOR.....	2-4-2
EMPLOYMENT OF HAMNET IN TIMES OF EMERGENCY.....	2-4-2
SPECIALISED FUNCTIONS OF HAMNET	2-4-3

CHAPTER 5 - APPOINTMENTS, TRAINING AND ADVANCED QUALIFICATIONS.....	2-5-1
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ENROLMENT AND APPOINTMENT	2-5-1
COMPETENCY AND TRAINING	2-5-1
ADVANCED QUALIFICATION RECOGNITION	2-5-2
CHAPTER 6 - PROPERTY, EQUIPMENT AND FINANCE	2-6-1
PROPERTY AND EQUIPMENT	2-6-1
FINANCE	2-6-1
CHAPTER 7 - INDEMNITY AND INSURANCE OF MEMBERS	2-7-1
INDEMNITY	2-7-1
INSURANCE	2-7-1
CHAPTER 8 - GRIEVANCE PROCEDURE	2-8-1
CHAPTER 9 - GENERAL	2-9-1
BADGES AND INSIGNIA	2-9-1
THE HAMNET BADGE	2-9-1
DIRECTIVES	2-9-1
ALTERATION, VARIATION AND AMENDMENT	2-9-1
DISILLUSIONMENT	2-9-2

SECTION 1

OPERATING

PROCEDURES

AND

PRACTICES

CHAPTER 1 - GENERAL OPERATING PROCEDURES

1. After having established the severity of the emergency you will need to establish yourselves as a control station. When operating via a repeater, check you are not in a "dead" spot, and that you are being received by the listening station. You may hear the repeater well but may not be able to access it from your location.
2. It must be remembered at all times that an operator transmitting messages under emergency conditions must maintain the highest standards of efficiency in order to pass messages clearly, with complete accuracy and in a calm manner.
3. In transmitting, make sure that you are on the correct frequency and that the frequency is clear of other traffic. You should call "ZS..... (your callsign) with traffic" or in the case of a dire emergency, "ZS..... (your callsign) with priority traffic." When your call has been answered, TALK ACROSS THE FACE OF THE MICROPHONE which will ensure that sibilants, breath sounds, the "popping" of P's and similar sounds are eliminated. By using this technique your communications will be clear and readily understood by the receiving station.
4. Do not use the word BREAK unless you cannot gain access to a net. The word "BREAK" IS NEVER USED UNLESS THERE IS A TRUE EMERGENCY
5. Speak slowly, distinctly, clearly and do not let your voice trail off at the end of words or sentences.
6. Begin speech only after you have operated the push to talk (PTT) button of your transmitter for at least a second and so avoid clipping the first words of any transmission. This will also allow the slow squelch system to operate before any transmissions are made.
7. Know what you are going to say before you push the microphone button. Do not clutter the air with "Net control, uh, this is ZS, uh, six uh, xyz, uh I have a message uh" It is very easy to confuse the whole transmission if the operator does not have the facts right on the tip of the tongue and ready to deliver the message in a crisp and orderly fashion.
8. Avoid doubling with another transmission. Listen before transmitting - the pause in general transmissions is often non-existent and this makes it difficult to break into an existing net.
9. In a net, the control station will leave a pause at the end or beginning of a transmission as there may be other stations that are trying to call in messages.
10. Make it a rule to leave a pause before you transmit any message and to check that you are not doubling. The time you may think you are wasting is in fact well spent if errors are eliminated in this way.
11. Eating food or chewing gum when transmitting must be avoided at all times. Such actions only make transmissions muffled and indistinct.

12. When using a hand-held transmitter, make sure that you do not move about whilst transmitting as this can and often does result in your signal being lost.

13. When operating via a repeater, make sure that you are being received by the listening station. You may hear the repeater well but may not be able to reach the repeater from your location. **Remember the repeater has much more power than your hand-held!**

14. Under stress, many operators have the habit of talking very quickly. Even if you are in the midst of the action, remember to talk slowly and clearly to get the message across.

ACCURACY FIRST, SPEED SECOND.

15. Avoid angry comments on the air at all costs. Obscene statements are unnecessary and only serve to reflect on your own character whilst also reflecting on the amateur radio fraternity as well. Remember that there are many listeners out there, some not licensed amateurs but interested people who may have your operating techniques under observation at all times.

16. If you are relaying a message for another person, be sure you repeat the message exactly and word-for-word, as it is given to you. Make sure that the message makes sense to you or first get an explanation before you put it on the air. Refer the message back to the originator for clarification if necessary.

17. Sound alert. Nothing destroys confidence as much as a bored or tired sounding radio operator. If you are tired, get a relief operator to take your place at the radio.

18. Forget humour on the air. There is enough confusion during an emergency without wisecracks and jokes. Amateur radio is a hobby to enjoy, but the function of Hamnet is a serious business and must be treated as such at all times. There is a time and place for everything.

19. Be careful when using certain words. Words such as "can" sounds like "cant" when conditions are poor. Words such as "unable" are a better choice.

20. Use "affirmative" or "affirm" for yes, "negative" for no etc. Roger is a good word. It means message received and understood.

21. The use of the "Q" codes on voice transmissions must be avoided. They are too easily misunderstood, rarely save time and often result in errors.

22. Identification of a station is essential and required by the Postmaster General. However, during an emergency net it is permissible for the control station to allocate abbreviated call signs to stations e.g. Alpha 1 - ambulance station 1 - etc., and the control station can give a complete ID once every 10 to 15 minutes to comply with the regulations.

23 Always identify your station at the beginning of every transmission. The control station needs to know who is calling because voice identification may at times be difficult.

24 Do only what you are asked to do by the control station. Do not act as a relay station without net control instructions. Do not speak unless you have a message to transmit or are called by the control station.

25 When transmitting numbers (house or street or telephone etc) you must always transmit such numbers as a series of individual numbers. Never say numbers in combination. Avoid "43 12th Street". Say " the address is NUMBERS 4 3 TWELFTH STREET ".

26 HAMNET has only one method of spelling any word, place name or proper name and that is the International Phonetic Alphabet. Learn it and use it. DO NOT invent your own. This will only result in confusion.

27 Always acknowledge calls and instructions. This can be done by merely giving your unit identification or call sign. Nothing disrupts the smooth flow of a message than to be greeted by dead silence in response to a message. If you cannot copy or respond to a call immediately, then tell the caller to repeat or stand by, otherwise acknowledge every call immediately. Do not use the term "QRX 1" for "stand by" !!!

28 Never acknowledge unless you understand the call or instruction. If you do not understand, ask the station to repeat the message and then make sure you have the instruction or message copied correctly before acknowledging. If you need a message repeated, then transmit "say again" do not use the word repeat as this can be heard as received when conditions are poor.

29 When calling the net control station and not being answered immediately, be patient. The control station has many tasks to perform and may be busy at the time. If no reply is received, call again in a minute or two. If your message is urgent, call again until a response is received. Check that you are not in a "dead spot" and cannot be heard.

30 Transmit only facts. If your message is a question, deduction or educated guess, identify it as such. Do not transmit non-essential information. Be factual and remember that any transmission can be and often is monitored by other persons. Be careful what you say on the air, a rumour started in error or as a joke can often have very serious results.

31 Always know where you are located. If you are mobile moving around always keep a look-out for a landmark or location identification. Net control and many other stations may have to know exactly where you are physically located, so keep a sharp eye on surroundings. This is of the utmost importance if a search team or other mobile units need to locate you

32 It is also imperative that on a motorway at a motor accident you give an accurate location fix. Remember the N1 extends from the Cape to our Northern borders and a location of the N1 is of no use. You must give the municipal area and the nearest intersections or interchanges if your information is to be of value.

33 The direction of travel is also important otherwise the emergency units can well arrive on the incorrect side of the highway!

34 Try to give a location as follows "Motor accident. Multiple vehicle collision. Injuries serious with numbers Seven, I Say Again Seven patients. Location is N1 south, Sandton area between Rivonia and Bryanston interchanges. Require traffic officers, ambulances and rescue vehicles to free trapped and injured occupants of numbers Two, I Say Again Two vehicles. Fuel spillage on road presents fire hazard and necessary equipment to deal with situation required. Also require tow vehicles to clear vehicles from roadway blocking all lanes."

35 This description will find your location and tell the emergency services the type of units required, injuries sustained and the need to send ambulances that have to transport patients to various hospital locations.

36 Remember you must stay at the scene in the event that further information is required from you. You must also advise the control station when the emergency services arrive at the scene. In this instance the control station will be a base station answering your call and will require the registration numbers of the emergency vehicles to complete its records.

37 Should you have to leave your radio unattended for any reason, then leave a monitor on the frequency. A monitor can be a passer-by or any other person who can alert you should a call be put out for your station. Remember that the regulations allow you to talk to any other station in an emergency and that another person may operate your radio if life is at stake.

38 Always advise the control station that you are leaving your station and again when you return. The control station must be aware of your location at all times.

39 Stay off the air unless you are sure you can be of assistance. The offering of advice or other comments which can add nothing to the situation must be avoided. It is better to remain silent and be thought a fool than to open your mouth and remove all doubt!

40 So to summarise the important facts when emergency communications are being transmitted.

- a Speak slowly and clearly, talk across the microphone.
- b Keep calm.
- c Check your frequency and that you are operating simplex or on duplex as needed.
- d Check that you are not doubling and that the frequency is open for your use.
- e Call by saying "ZS..... with traffic" or "ZS..... with priority traffic", in extreme emergencies and when you cannot break into a net call "break for traffic - ZS.....".
- f Press the PTT, pause for a second then talk.
- g Know what you are going to say before transmitting.
- h Keep a written record of your messages and replies.
- i Maintain pauses between transmissions.
- j Do not eat when transmitting.
- k Stay at your location, do not move about.
- l When relaying a message repeat it verbatim, do not add your comments or change the context.
- m Sound and stay alert or have another operator relieve you.
- n Do not joke or be humorous when operating your station.
- o Use words such as "affirmative, negative, roger, say again, numbers" etc to avoid any confusion.
- p Do not use abbreviations or the "Q code" with voice transmissions.
- q Use proper station identification at all times.
- r Use only the International Phonetic Alphabet when spelling words.
- s Acknowledge calls promptly or ask the calling station to stand by - do not ignore any call to your station.
- t Call the control station and wait to be called in.

- u Transmit factual information only.
- v Give your location clearly and precisely.
- w Keep quiet unless you are called or have something to report.
- x Pause during long messages and request verification from the other station by saying "roger so far over" wait for the station to acknowledge then proceed with your message.

41 In conclusion, nothing in all the above disagrees or contravenes the spirit and real world of amateur radio. The "rules" we have set out are there to help you become a better operator whether you are a HAMNET member or other operator.

42 Above all, analyse your present operating methods and try to perfect each element so that you can set an example when operating under emergency conditions or at any other time.

43 Net control may have the final authority, but good clean operating methods and procedures almost make a net operate by itself.

44 Lastly, ignore any criticism you will hear on the air when using proper procedures. These comments usually come from the few operators who know no better and may one day have their lives depend on you when the chips are down.

Empty vessels always make the most noise.

CHAPTER 2 -

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CHAPTER 3 - MESSAGE FORMS

1 There are a multitude of message forms in use by Disaster Management, Local Authority, Emergency Services, the Provincial Administrations, Traffic Authorities and the SA National Defence Force.

2 All these forms have in common the purpose of recording the time, location, originator, recipient, message and certain priority codes.

3 We cannot begin to please everyone and have thus devised a basic message form for HAMNET use. This form can be found on the following page and must be used as a guide only.

4 When operating with another organisation, try to use their forms and procedures for convenience.

5 Every form has a priority or precedence code. We detail some of the more important codes in use at present.

- a **EMERGENCY** - Any message having life or death urgency to any person or groups of persons, official messages of welfare agencies (International Red Cross, St John Ambulance, Noodhulpliga etc.) to request supplies, materials or instructions vital to the relief of a stricken populace in emergency areas. THIS MESSAGE HAS PRECEDENCE OVER ALL OTHER MESSAGES.
 - b **URGENT** - Messages in this category include important dispatches having a specific time limit, official messages not covered in the emergency category, press dispatches and emergency related traffic not of the utmost urgency and/or notices of death or injury in a disaster area, personal or official.
 - c **WELFARE** - These messages refer to either an inquiry as to the health and welfare of an individual in the disaster area or a report from the disaster area that indicates a reply to the above question or that all is well.
 - d **ROUTINE** - Messages that do not fall into any of the above categories and usually including all personal messages on a day-by-day basis, during an emergency situation.
- 6 Remember that when an emergency procedure is being practised or when an exercise only is being held, ALL MESSAGES AND MESSAGE FORMS MUST BE PREFIXED "THIS IS AN EXERCISE" to avoid any adverse reaction from an innocent listener or person monitoring the frequency being used.

HAMNET MESSAGE FORM

**PLEASE NOTE:- THERE IS AN EXAMPLE OF A MESSAGE FORM
AT THE BACK OF THE MANUAL.**

CHAPTER 4 - EMERGENCY EQUIPMENT

1 The following equipment lists are recommended to all HAMNET members and should be kept available at all times to allow you to move to a location at the scene of an emergency at a moments notice.

PERSONAL CHECKLIST

2 Your HAMNET identification card (Disaster Management Card if member). A copy of your amateur radio licence.

RADIO EQUIPMENT

Transceivers as required - VHF, HF etc.,
Microphones for the transceivers.
Headphones which are useful in poor or noisy locations.
Battery or generator.
Antenna, mast, guy wires and pegs.
Spare fuses.
Tape recorder with adapters.
SWR meter.
Additional co-axial cable.
Antenna tuner or matching unit.
Earth spike if using long wire antenna.
Spare PL259 plugs, power leads, adapters etc.
Egg insulators.
Antenna wire.

WRITING EQUIPMENT

Pens, pencils, rubbers (erasers), ruler,
A4 ruled pads.
Clipboard(s).
Message forms.
Log book.
Spare notepaper.

PERSONAL EQUIPMENT

Additional clothes and shoes/boots.
Raincoat or bad weather protective clothing .
Food supply and snacks.
Gas stove and cooking utensils
Lamp, torch and matches.
Water and other beverages.
Personal medicines and first aid kit.
Throat lozenges.
Toiletries, toothbrush, towel etc.

TOOL BOX

Tool box itself.
Screwdrivers.
Pliers and shifting spanners.
Socket wrenches.
Masking and insulating tape.
12/250 volt or gas soldering iron and solder.
Multimeter.
Wire strippers.
Side cutters.
Other tools as required.

MISCELLANEOUS EQUIPMENT

Disaster Management armband - if applicable.
Reflective jacket or bib.
Axe, spade etc.
Morse key.

3 This list is by no means complete but merely a guide. We are sure that there are other items you will want to include on the list as essential whenever you may be called out to assist with emergency operations. Space is left below for you to add whatever you would like to take along.

ADDITIONAL EQUIPMENT

If available, a Laptop or Palmtop Computer can be put to good use for recording messages or data which can be used at a later stage.
A small tape recorder with ample batteries is also useful.

Also consider Packet equipment, A.P.R.S. equipment and a GPS unit etc.

CHAPTER 5 - DISASTER COMMUNICATIONS

1 Most emergency services radio systems are designed to perform in Emergencies at any time of the day or night. Such systems generally fulfil the demands placed on them by "normal" emergencies and will operate within the limits of that system's design.

2 The inadequacies of a system only emerge when a system is over-extended or is expected to function beyond it's design, as happens in the time of a real disaster.

3 Local Authorities often employ systems that can only cover their own local areas and cannot extend beyond limited boundaries.

4 To clarify this distinction the term "**DISASTER COMMUNICATION**" is used instead of "**EMERGENCY COMMUNICATION**".

5 Disasters seldom occur and are thus often forgotten or form a small part of the usual annual exercises and planning strategy. Any system that cannot cope with a disaster situation puts at risk lives, property and the public welfare.

6 It is here that HAMNET comes into it's own. We as HAMNET operators are equipped to deal with local emergencies via VHF and to operate over long distances nationally and internationally via HF over extended periods on a self supporting basis in the field or from a fixed station.

7 Disaster communications can be chaotic, organised or be somewhere in between. Not only do disaster communications vary from disaster to disaster, they can vary minute by minute in many cases.

8 Preparedness is the key. An organised, well trained HAMNET unit with a flexible, understandable and rational emergency plan will provide communications on a professional basis whether it be an emergency or disaster.

9 Nobody can predict what to expect when a disaster strikes. It is thus only possible to give you a few pointers on handling such a situation. You may have to vary or modify your plans to suite the situation.

10 **The priorities to bear in mind are:-**

- a Be prepared to operate from any location at a moment's notice.
- b Train yourself in emergency communication techniques as we have described in the "operating procedures" chapter
- c Draw up a rapid alert call-out system for the operators in your area.

- d Plan for the worst situation when only you and your HAMNET group must operate without any other support.
- e Be prepared to move your location at a moment's notice without having to cease communications for longer than necessary.
- f Stick to your task as a communicator. Leave things such as traffic control, first aid etc to the "other experts".
- g Hold regular exercises to maintain your preparedness.
- h Plan for backup in every contingency, as some operators in your HAMNET unit may not be available at a time of crisis.
- i Prepare an emergency travel box for your radio and personal equipment, be ready to move at a moments notice.
- j Develop a good relationship with the Disaster Management and emergency services personnel in your area.
- 11 Again, the above points are only a guide to you. As you plan your own strategy, you will develop further ideas and may share them with other HAMNET members in your province or in your HAMNET unit and thus develop an efficient unit of your own

SECTION 6 - CONTINGENCY PLANS AND PLANNING

1 In every community, particularly in the larger towns and cities where a number of HAMNET members are to be found, it is essential that a contingency plan be formulated to alert and mobilise the operators necessary to deal with any given situation.

2 It is pleasing to note that some provinces already have such contingency plans in operation.

3 Have you planned ahead to insure that you or your HAMNET group can do the following:

- a Obtain access to your local Disaster Management radio room.
- b Make the Disaster Management and Emergency Services aware of your telephone numbers and contact persons.
- c Can you establish a net to cover certain key points such as your local hospital, fire station, police station, ambulance services; and
- d Form a net from the scene of a disaster or emergency to link the key points mentioned above.

4 It is usual that the station at the scene of the emergency will also be the control station. The operator at this location must be skilled to cope with the responsibility and pressure that will be placed on his shoulders.

5 As time passes it is often necessary to relocate the control station to the control room of your local Disaster Management unit where other facilities such as a telephone or other means of communications are available.

6 Does your planning allow you to operate from the Disaster Management control room, is equipment and antennas available?

7 Basically the idea is to assist the emergency services or Disaster Management unit with alternate and efficient communications if the need arises and it usually will. Thus we can allow the emergency services more leeway to perform other essential duties at the scene of a disaster whilst communications are in our hands. Many Disaster Management staff are also trained to perform functions and services other than communications. The HAMNET emergency communicator then fills the gap with his experience in handling traffic.

8 Where a contingency plan has been formulated, it is advisable that the emergency communicator becomes familiar with the key people at that point, to maintain contact and be known to the people concerned.

9 We must stress the importance of every HAMNET member becoming a member of his local Disaster Management unit as an identity card issued by

such organisations open many doors which, under normal circumstances, would remain closed.

10 Many Disaster Management units are equipped with amateur radio equipment but require you to have an identity card as a member of the unit in order to gain access to their control room.

11 We leave it to the Provincial Directors to establish a contingency plan in each province

SECTION 7 - NET CONTROL AND PROCEDURES

1 The importance of an experienced and capable net controller cannot be over-emphasised. During disaster situations, this position could become very difficult to maintain. You need all your wits about you and assistance could often be necessary especially if a fair amount of traffic is being handled. Make early arrangements for a relief operator to take over from you when you need a break.

2. There is no hard and fast rule regarding who may act as a net controller during an emergency or disaster. However there are a few guidelines one could follow:

a When a control point is established at a Disaster Management radio room or mobile unit, obviously that station will act as net control centre.

b Any HAMNET operator who responds to a distress call automatically assumes the position of net controller until such time as he/she:

i0 has to stand down and appoint a new controller.

ii0 a Disaster Management or emergency control point is established when the HAMNET operator at such point takes over by virtue of being in a better position to control the operation and handle traffic.

iii0 reception conditions become poor and the National Director or Provincial Director for the area in consultation with all the parties concerned may decide to appoint a person who is in a better communication position, to act as controller.

3. It is advisable for the Provincial or National Director, as circumstances dictate, to keep abreast of the situation and make changes if and when necessary.

4 The net controller can also ask to be stood down due to other commitments or reasons and in the absence of the Provincial or National Director appoint a new controller himself, as the onus rests on an outgoing net controller to advise the network of the change in controller.

SECTION 8 - NATIONAL EMERGENCY TELEPHONE NUMBERS

1 In the **Southern Gauteng** area all emergency calls can be telephoned to the radio room of the Johannesburg Disaster Management unit who are in radio communication with all the Emergency Services in the area.

The telephone number is 011 375-5911.

2 In the **Pretoria** area, the corresponding number is 012 427-7111.

3 In many other provinces the national emergency telephone number of 10177 (shortly to become 107) is now in use and can be dialled directly without any code prefix. This number will automatically connect you with the nearest emergency service.

4 Other areas will be incorporated into the national number system from time to time and you should be alert to this change-over when it becomes available. Also consider the numbers 082911 and 084124.

Also note when phoning 10111 or 08210111 from a cell phone, the call is directed to the nearest Police station.

CHAPTER 9 - LIAISON WITH OTHER PARTIES

1 It is of the utmost importance that Provincial Directors contact and maintains a close liaison with all organisations and institutions that are involved with the saving and preservation of life, the safeguarding of property and all other facets of emergency relief during an emergency or disaster situation.

LIAISON WITH DISASTER MANAGEMENT UNITS

2 Disaster Management units are operative nationally and ever ready to react in an emergency. We encourage all HAMNET members to join their local Disaster Management Units as this will allow you to enter certain locations during abnormal conditions which are often off limits to ordinary HAMNET members.

3 In this way you are also able to serve your community and make your expertise available to best advantage during an emergency or disaster situation.

4 As all Disaster Management units are controlled by the Local Authority, you may contact your nearest Local Authority for information concerning the Unit nearest to you.

LOCAL AUTHORITIES AND EMERGENCY SERVICES

5 Local Authorities also fund and manage the many emergency services, such as the fire services, traffic law enforcement services and emergency medical services in their areas.

6 It is important that each of these services are made aware that HAMNET operates in their areas and that HAMNET can and does provide them with a backup service in the event of an emergency.

7 As your local services become aware of HAMNET, so too does recognition and a more efficient inter relationship. Make every effort therefore to call on your local services and cement these relationships.

8 The above can best be achieved by the Provincial Director calling on the chief officer of each service as it is not expected that members do so individually.

NATIONAL BODIES

9 National bodies include the Red Cross, St John Ambulance, Noodhulpliga and others. Again contact must be made and maintained with these organisations to ensure efficient co-operation.

10 Other bodies such as the SA National Defence Force liaise with the organisations and bodies already mentioned above and should not be approached directly, but rather via Provincial Directors or their

nominated representatives attending meetings of SATEPSA where the representatives of all the organisations concerned with communications and emergency work meet on a regular basis

CHAPTER 10 - THE ROAD TRAFFIC ACT No 29 of 1989

1 The various Provincial Road Traffic Ordinances that were in force for many years have been replaced by the Road Traffic Act which is now applicable and in force throughout the country.

2 It is not the intention of this chapter to deal with the Act in detail save for certain salient aspects which are detailed below. It must be noted that the numbers appearing to the left of the text, refers to the relevant section number of the main Act and if you wish to read the entire text, then such references will be a guide to you.

IT MUST BE NOTED THAT ALL STATUTES ARE CONTINUOUSLY SUBJECT TO AMENDMENT AND YOU SHOULD THEREFORE KEEP YOURSELF INFORMED OF SUCH CHANGES ON A REGULAR BASIS.

3 We hope however that the text quoted will clarify various questions that have been asked in the past by members.

Failure to Obey Road Traffic Signs

84. (1) "no person shall, unless otherwise directed by a traffic officer, fail to comply with any direction conveyed by a road traffic sign displayed in the prescribed manner."

84. (3) This section provides for certain drivers to disregard road traffic signs. It must be noted that it is only " The driver of a fire-fighting vehicle or an ambulance, a traffic officer who drives a vehicle in the execution of his duties, or any person driving a vehicle whilst engaged in civil defence as contemplated in an ordinance made in terms of section 3 of the Civil Defence Act, 1977 (Act No 67 of 1977), may disregard the direction of a road traffic sign which is displayed in the prescribed manner; provided that:

(a) he/she shall drive the vehicle concerned with due regard to the safety of other traffic; and

(b) in the case of a fire-fighting vehicle, an ambulance, or a vehicle driven by a person whilst he is engaged in civil defence as aforesaid, such vehicle shall be fitted with a device capable of emitting a prescribed sound, or with a bell, and with a flashing light, as prescribed, and such device or bell shall be constantly sounded and such light shall be constantly flashing whilst the vehicle is driven in disregard of the road traffic sign who may disregard such sign.

4 There is no provision or regulation that allows you, as a HAMNET member, to disregard traffic signs unless you fall into the above description or category.

Speed Limit

Speed limits may also not be disregarded unless the same provisions as quoted above for traffic signs are complied with as described in section 86 of the Act.

Certain Vehicles May Be Stopped and Parked at Any Place When Necessary

(1) This section provides that, notwithstanding certain other provisions as made in the Act, "..... a person who drives a vehicle whilst it is used in connection with the rendering of an essential public service, may stop or park the vehicle concerned at any place where it may be necessary to do so."

(2) "A vehicle stopped or parked in terms of subsection (1) shall, whilst such vehicle is so stopped or parked, display prescribed warning signs."

5 It is thought that this section will provide members with the necessary authority to stop whilst rendering assistance on a road to persons in need, but only if the situation can be classified as an emergency and the necessary warning signs are displayed.

6 The comments of the relevant authorities are being obtained to verify our interpretation of this section at present.

7 Similar provisions are contained in section 117 which relates to freeways.

8 It may be noted that fire-fighting vehicles, ambulances and vehicles used in civil defence, as stated above in section 84 (3) are also allowed to stop or park on a road or freeway

CHAPTER 11 - ASPECTS OF LEGAL LIABILITY

1 HAMNET members acquire no special rights or privileges in law by reason of being a HAMNET member.

2 The common law applies and liability can arise in the case of negligence.

3 When operating as communicators during an emergency, HAMNET members are subject to the jurisdiction of the officer commanding such emergency and will fall within the jurisdiction of such person and organisation.

4 Whilst acting independently during the passing of traffic such as at the scene of an accident, extreme care must be taken that only factual information is passed as a member may render himself liable for any negligence on his part that may result in harm, injury or loss to any other person.

5 It is for the above reason that a written record of traffic passed is of such importance should it be necessary to have recourse to such information at a later stage or time. Do not rely on memory or have to resort to speculation at a future date.

6 Take every precaution to confirm information before giving it out and if you are not sure say so.

7 Although the law will always protect those who act in good faith and with the care expected of the reasonable man, it is always better to be safe than sorry

CHAPTER 12 - MEDICO LEGAL ASPECTS OF FIRST AID

1 There are many legal implications to be considered when providing emergency care. Although it is not common for emergency personnel to be held liable for their actions, it is important to understand the circumstances in which you could be held liable in a court of law.

CRIMINAL AND CIVIL CLAIMS LIABILITY

2 In criminal liability the remedy is aimed at the punishment of the offender, whereas in civil liability the remedy is compensation by way of damages for the sufferer.

NEGLIGENCE

3 In order to decide whether you are guilty of negligence, a court must first decide whether you had "a duty to act" and then whether your actions met the accepted "standards of care". To do this the court would ask "How would a reasonable man with similar training, experience and equipment have acted under similar circumstances?"

4 You could also be found guilty of negligence if the care you provided was outdated (when a more accepted, updated method was available). Finally you could be found negligent if you provided care beyond your level of training.

CONSENT

5 To provide emergency care you must have the patients consent. A conscious, competent patient has the right to refuse care.

6 For consent to be valid it must be informed - i.e. the patient must fully understand what you are going to do and why. Verbal consent is valid but written consent is desirable.

7 If a patient is unable to give consent because of his condition, ask a family member for consent.

8 In a true emergency situation where consent cannot be obtained (e.g the unconscious patient) you may provide care because of a legal consideration known as "The Doctrine of Necessity".

ABANDONMENT

9 If you respond to an accident you must provide the patient with appropriate care and transportation. If you fail to do so you can be considered to have abandoned your patient

10 Abandonment may also be considered, if having transported your patient to an emergency facility, you leave without handing over the patient and all relevant information to the medical staff.

CRIMEN INJURIA

11 Crimen Injuria is the unlawful and intentional serious impairment of the dignity of another. i.e. The confidentiality and dignity of the patient is protected by the statutory law of Crimen Injuria.

CHAPTER 13 - FIRST AID

OBJECTIVES OF FIRST AID

- 1 The primary object of First Aid is to:
 - a preserve life;
 - b prevent the injury/condition from worsening;
 - c promote recovery.

PRIORITIES

- 2 When involved in First Aid one should think of these priorities:
 - a Safety S
 - b Airway A
 - c Breathing B
 - d Circulation C

ACCIDENT SCENE MANAGEMENT

- 3 How you manage at an accident scene will depend on how well you are prepared. Accident scene management can be divided into several parts.
 - a **Priority action approach** is the sequence of actions you should take on arrival at the scene to ensure that life-saving First Aid is given safely. The following sequence of steps may have to change slightly to meet changing circumstances and is a basic guideline:
 - b **Take charge** of the situation
 - c **Attract the attention** of bystanders to help you if needed. e.g. Traffic/crowd control for scene safety.
 - d **Assess hazards** from the original incident and possible secondary causes.
 - e Make the **scene safe** for yourself and others.
 - f **Identify yourself** as a First Aider/HAMNET member and offer to help.
 - g **Assess the casualty** quickly for life-threatening conditions.
 - h **Give First Aid** for life threatening conditions.
 - i Send someone to **call for help**.

- 4 There is no provision or regulation that allows you, as a HAMNET member, to disregard traffic signs unless you fall into the above description or category.

Speed Limit

Speed limits may also not be disregarded unless the same provisions as quoted above for traffic signs are complied with as described in section 86 of the Act.

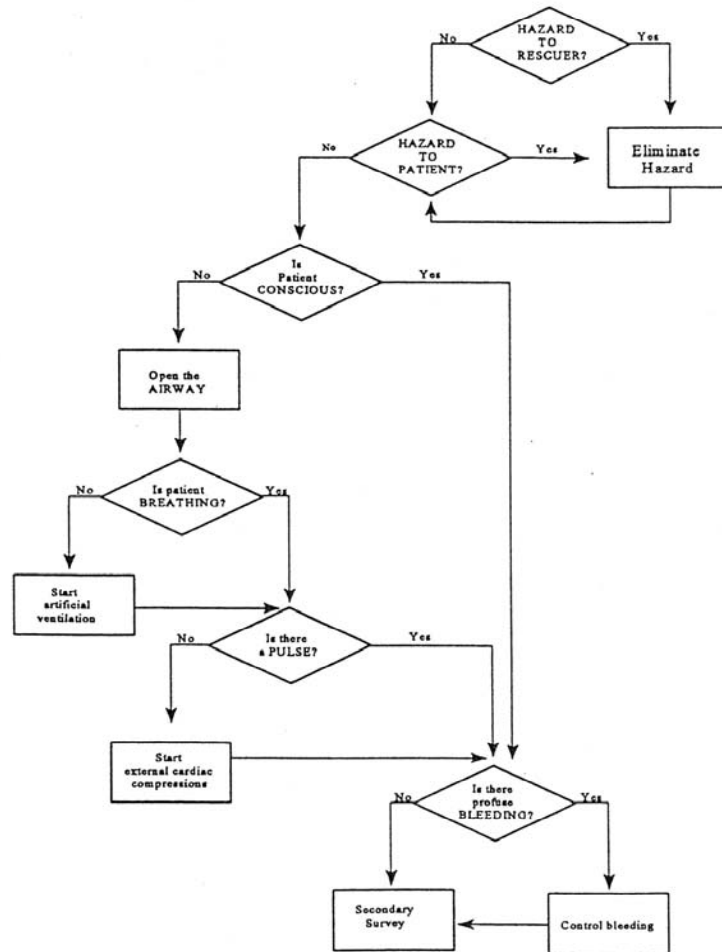
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(2) "A vehicle stopped or parked in terms of subsection (1) shall, whilst such vehicle is so stopped or parked, display prescribed warning signs."

- 5 It is thought that this section will provide members with the necessary authority to stop whilst rendering assistance on a road to persons in need, but only if the situation can be classified as an emergency and the necessary warning signs are displayed.
- 6 The comments of the relevant authorities are being obtained to verify our interpretation of this section at present.
- 7 Similar provisions are contained in section 117 which relates to freeways.
- 8 It may be noted that fire-fighting vehicles, ambulances and vehicles used in civil defence, as stated above in section 84 (3) are also allowed to stop or park on a road or freeway.

DIAGRAMMATIC OVERVIEW



SOME POINTS ON SCENE SAFETY

9 Make a quick assessment of the scene for anything that may cause harm to yourself or the casualties and then take the necessary precautions to prevent any further injury. In particular:

- a Turn off vehicle ignition, switch off motors and machines.
- b Switch off electric power. Use for example a long dry stick to move live wires from a casualty. DO NOT try and move high tension wires.

THE ELECTRICAL ENERGY FROM HIGH TENSION WIRES DISCHARGING INTO THE GROUND CAN KILL.

- c Where there is no danger tell the casualty to remain calm and not to move. Where a vehicle is in contact with high tension lines, advise the occupants to remain in the vehicle - the tyres act as insulators.
- d If other dangers force them to leave, advise them to jump clear (so they do not complete a circuit by touching both the car and the ground simultaneously.) They should then shuffle to a safe distance away (keeping both feet in contact with the ground).
- e DO NOT attempt rescues from such vehicles until a power company official has declared it safe.
- f Prevent chemical spills from spreading. Take precautions to prevent fire and explosions if possible.
- g Redirect traffic around a road accident so as to prevent possible further injury from passing vehicles.
- h Cut off sources of gas and/or poisonous fumes.
- i Move casualty to safety immediately if there is danger of further injury e.g. from fire or threatened collapse of a building.
- j Wear gloves for you own protection.

CALLING FOR ASSISTANCE

- 10 Once you have decided that help is needed, be it ambulance, fire etc. call for it immediately. The following information must be passed on:
 - a Your contact number should the Emergency Services need to get back to you.

- b The exact location of the incident - the name of the road and nearest cross road.
- c An indication of the type and severity of the incident. e.g. A motor vehicle accident (MVA), 2 vehicles involved, 4 passengers trapped.
- d The number, sex and approximate ages of those involved and if possible the nature of their injuries.
- e Request special aid if you suspect heart attack or childbirth.
- f Remain at the scene until help has arrived and you have handed over to some one more qualified.

CASUALTY ASSESSMENT

11. Try and get some idea of:
- a. Events leading up to the incident.
 - b. Any evidence of violence.
 - c. The circumstances of the injury.
 - d. Previous medical problems.

SIGNS

12. These are the things you can see:
- a. Vital signs - pulse, breathing, body temperature.
 - b. Obvious injury - fractures, severe bleeding etc.

SYMPTOMS

13. Sensations etc. reported by the patient, example;
- Discomfort due to heat/cold
pain
nausea
numbness in a limb(s)

PRIMARY SURVEY

14. Give the casualty a quick primary examination for life- threatening conditions, then;
- a. Restore breathing - open the airway, artificial ventilation.

- b. Stop severe bleeding - direct pressure, elevate the limb.
- c. Protect the unconscious patient - recovery position.
NB Take care if there is a possibility of neck or spinal injury.
- d. Vital Signs - pulse, breathing, temperature, blood pressure.

SECONDARY SURVEY (HEAD TO TOE SURVEY)

15. This is only carried out once all immediate threats to life have been removed. Be guided by the patient if he is conscious. Be systematic. Unless the casualty is in immediate danger do not reposition him for this examination.

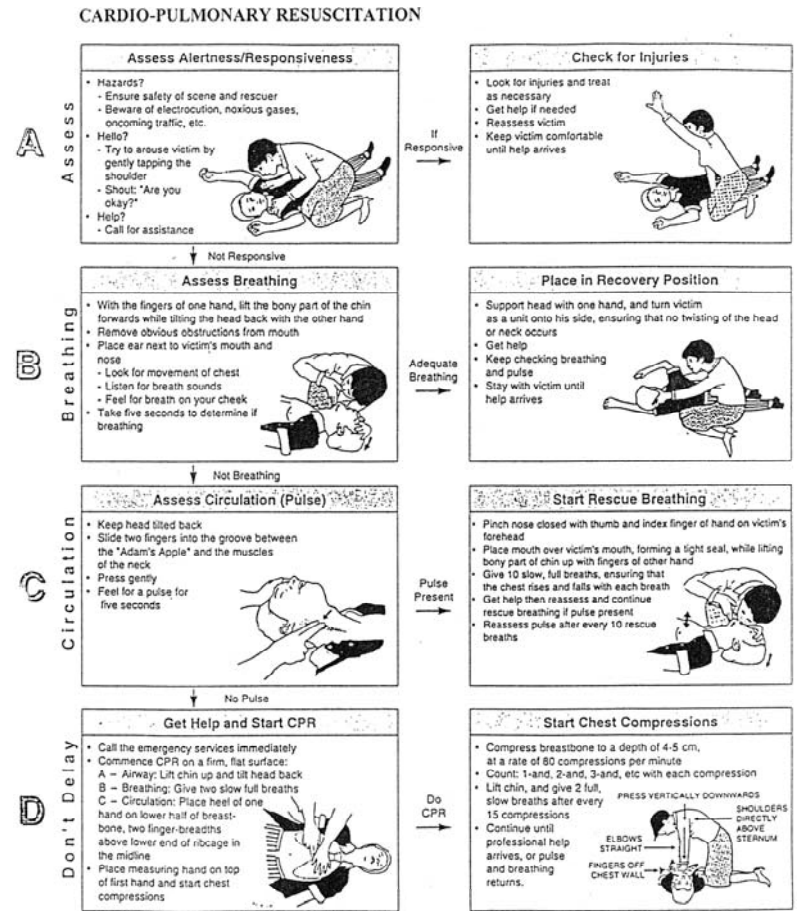
- a. Temperature - feel forehead/back of neck.
- b. Pulse - note rate, strength, rhythm.
- c. Breathing - note rate, depth, rhythm and any distinctive odours.
- d. Eyes - note if pupils fully dilated, constricted, unequal in size. Check reaction to light.
- e. Ears and Nose - look for blood or fluid discharge that may indicate skull injury.
- f. Mouth - check for fluids, objects that may restrict breathing.
- g. Skin - note colour, amount of perspiration and temperature.
- h. Skull - check for bruises, bumps, bleeding.
- i. Neck - check neck very gently. If there is pain or deformity suspect injury and immobilise. Support neck with a cervical collar.
- j. Spine - feel for irregularities, tenderness, pain. Immobilise if injury is suspected.
- k. Chest - look for any wounds, unnatural chest movements. "Sucking" chest wounds indicate damage to the lung. Gently feel ribs for fractures.
- l. Abdomen - look for wounds, bleeding. Feel for tenderness - may indicate possible internal injury.
- m. Pelvic area - gently feel for any tenderness over the hips. Gentle compression causing pain indicates pelvic fracture.
- n. Limbs - check for fracture, bleeding.

- o. Check for Medic Alert information.

FOLLOW UP CARE







- 16.
 - a. Provide shelter/warmth.
 - b. Continue to monitor patients condition.
 - c. Collect personal effects and hand over to police/next-of-kin for safe keeping.
 - d. Keep notes of patients name, vital signs and treatment given.
 - e. Hand over to Emergency Services.

CARDIO-PULMONARY RESUSCITATION



CHOKING

CHOKING

Conscious Adult/Adolescent	
<p>Determine if Choking</p> <ul style="list-style-type: none"> Ask victim: "Are you choking?" If able to cough, talk or breathe, encourage him to cough repeatedly Call for help Stay with victim 	<p>Do Abdominal Thrusts</p> <ul style="list-style-type: none"> If victim unable to cough, talk or breathe, stand behind him and place arms around his waist with your thumbs positioned just above his navel and well below ribcage Perform a sudden inward and upward abdominal thrust Repeat the abdominal thrusts until obstruction is relieved or until the victim becomes unconscious. 
Unconscious Adult/Adolescent	
<p>Determine if Breathing</p> <ul style="list-style-type: none"> Lift chin up and tilt head backwards Remove any visible objects using a hooked finger Remove secretions by turning victim on his side Look, listen and feel for breathing If not breathing, place your mouth over the victim's mouth and give 2 slow full breaths while pinching the nose closed and keeping the chin up when breathing Ensure chest rises and falls with each breath If unsuccessful, reposition the head and try breathing again 	<p>Do Abdominal Thrusts</p> <ul style="list-style-type: none"> If chest does not rise and fall with rescue breaths, straddle victim's thighs and place the heel of your hands just above the victim's navel and well below the ribcage Perform up to 5 sudden inward and upward abdominal thrusts Lift tongue and jaw up with one hand while the index finger of the other hand removes the object by sweeping deeply down the inside of the cheek behind the object Look, listen and feel for breathing If not breathing, give two slow, full breaths and check pulse Call the emergency services and repeat the sequence or start CPR if necessary 
Infant / Small Child	
<p>Determine if Breathing</p> <ul style="list-style-type: none"> Lift chin up and tilt head backwards gently If object visible, remove carefully using a hooked finger, being careful not to push it further down Look, listen and feel for breathing If not breathing, place your mouth over infant's mouth and nose, and give 2 slow breaths while keeping the chin up and head tilted back when breathing. Ensure chest rises and falls with each breath 	<p>Do Back Slaps / Chest Thrusts</p> <ul style="list-style-type: none"> If chest does not rise with each rescue breath, hold infant face down over your arm, with your hand supporting the jaw Rest your arm on your thigh, with the infant's head held down Slap the infant's back firmly between the shoulder blades with the heel of your hand ... up to 5 times If object not dislodged, turn infant face up onto your other arm, head supported in the palm of your hand. Perform up to 5 chest thrusts with your fingers in the midline just below the infant's nipples Remove object carefully under vision Look, listen and feel for breathing If not breathing, give two slow breaths and check pulse Call the emergency services and repeat the sequence or start CPR if necessary. 

BLEEDING

17. Signs and symptoms of bleeding can be slight or very severe, depending on the injury, rate of blood loss and amount of blood lost. Severe loss of blood will result in the following signs and symptoms:

- Restlessness and apprehension.
- Pale, cold and clammy skin.
- Rapid pulse, gradually becoming weaker.
- Faintness and dizziness.
- Thirst and nausea.
- Shallow breathing, gasping for air, yawning.

CONTROL OF BLEEDING

18. The body has natural defences against bleeding, such as constriction of blood vessels and clotting when blood is exposed to air. Blood pressure also drops as bleeding continues thereby reducing the force of blood flow. However there are several ways in which you can assist:

- Direct pressure** - pressure directly on the wound applied over a clean dressing is the most effective way to control bleeding.
- Elevation** - elevate the limb to above the level of the heart.
- Rest** - blood pressure is reduced when the patient is at rest and bleeding is slowed.
- NB** - Do not apply direct pressure over impaled objects. Place a pressure dressing around the object. Do not try and remove the object.
- Indirect pressure** - via pressure points

THESE ARE ONLY BASIC GUIDELINE NOTES. EVERY HAMNET MEMBER IS ENCOURAGED TO OBTAIN A BASIC FIRST AID CERTIFICATE AND REFERENCE MANUAL.

LEAVE IT TO QUALIFIED PARAMEDICS OR PERSONNEL TO ATTEND TO INJURIES.

CHAPTER 14 - HAZCHEM

REGULATIONS

1. The Hazardous Substances Act No. 15 of 1973, published in Government Gazette No. 9556 on 11th January 1985, legislates on the carrying of dangerous substances by road, involving the use of road tankers and tank containers having a capacity of 500 litres or more.

2. These vehicles must display an appropriate prescribed hazard warning sign and the orange, black and white hazard warning panels, which provide the Emergency Services with information on how to handle the various types of substances being carried, in the event of an accident.

3. The following is a simple outline:

There are 2 (two) types of loads - SINGLE and MULTI - loads.

HAZARD WARNING PANELS

1. SINGLE LOAD

(Diagram)

2. MULTI-LOADS

EMERGENCY ACTION CODE

4. The number reflected in an emergency action code indicates the equipment suitable for fire - fighting and where appropriate for dispersing spillages as shown below:

- "1" Water jets.
- "2" Water fog.
- "3" Foam.
- "4" Dry agent.

5. The **first letter** of an emergency action code indicates the appropriate precautions in the event of a fire or spillage as indicated by the table below:

HAZCHEM PRECAUTIONS			
LETTER	DANGER OF VIOLENT REACTION OR EXPLOSION	PROTECTIVE CLOTHING AND BREATHING APPARATUS	APPROPRIATE MEASURES
P	Yes	Full protective clothing	Dilute
R	No	Full protective clothing	Dilute
S	Yes	Breathing apparatus	Dilute
S	Yes	Breathing apparatus for fire only	Dilute
T	No	Breathing apparatus	Dilute
T	No	Breathing apparatus for fire only	Dilute
W	Yes	Full protective clothing	Contain
X	No	Full protective clothing	Contain
Y	Yes	Breathing apparatus for fire only	Contain
Y	Yes	Breathing apparatus	Contain
Z	No	Breathing apparatus	Contain
Z	No	Breathing apparatus for fire only	Contain

* Full protective clothing includes breathing apparatus.

NB: Where the letter "E" appears at the end of an Emergency Action code, evacuation to a distance of not less than 500 metres should be considered. e.g. 2RE, 3ZE.

1067
Goods identification rectangle
 300 mm x 150 mm with a 10 mm black border. Used instead of the above placard on freight containers destined for a sea port, it carries the UN number and must be placed adjacent to the appropriate hazard class warning diamond on all four sides, in accordance with IMDG regulations. Used additional to the above placard on road tankers carrying a multiload as a compartment label to identify the substance in the compartment.

Danger warning diamond
 250 mm x 250 mm (100 mm x 100 mm for LDVs). Used in addition to the above placard and positioned at the front of the vehicle.

Elevated temperature
 Whenever transporting liquid at 100°C or above, or a solid at 240°C or above, this sign, with sides of at least 250 mm must be displayed on both sides and at the rear of the transport unit.

Marine pollutant
 Sides at least 250 mm. Used on marine pollutant cargo destined for sea freight.

Fumigation warning
 At least 300 mm wide and 250 mm deep. Used when fumigating a transport unit, it must be placed where it will be easily seen by a person attempting to enter the unit.

Handling labels

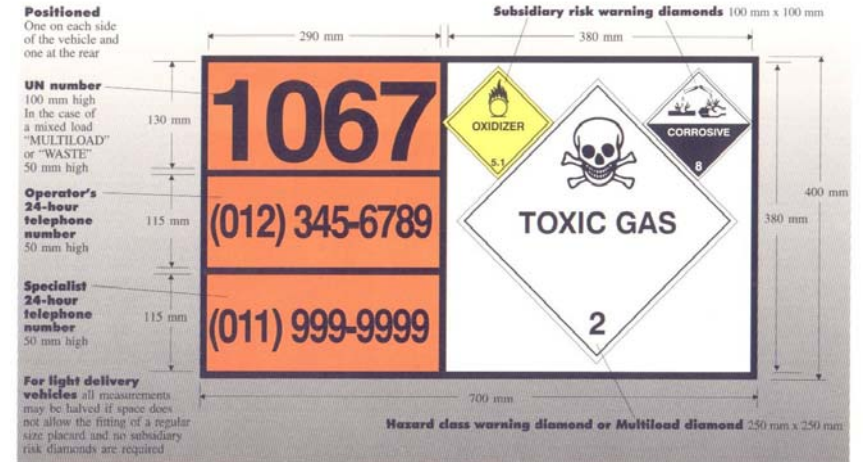
International air freight
 90 mm x 110 mm. Includes labels for "MAGNETIZED MATERIAL" and "DANGER DO NOT LOAD IN PASSENGER AIRCRAFT".

European road and rail transport
 210 mm x 148 mm. A smaller version (105 mm x 74mm) of the orientation label is also used for international air freight and may be printed in either black or red.

DANGEROUS GOODS DIGEST
 The Orange Book of Southern Africa

Foresight Publications
 P.O. Box 1576, Somerset West, 7122
 Tel: (021) 855-2197 Fax: (021) 855-2198
 E-mail: foresight@worldonline.co.za

Placards for road transport in South Africa



LABELLING AND PLACARDING CHART

Warning diamonds

For primary hazard placarding (size 250 mm x 250 mm), subsidiary hazard placarding (size 100 mm x 100 mm) and for package labelling (size 100 mm x 100 mm). Diamonds with an entirely red, blue or green background may have white or black text.

Class 1—Explosives
 Divided into six divisions according to the degree of risk. NB: Not to be confused with the *Explosives Regulations* which groups explosives into eight classes. The Class is further divided into 13 compatibility groups identified by a letter symbol which appears in the diamond.

Used to denote divisions 1.1, 1.2 and 1.3

1.2 E, 1.4 E, 1.5 D, 1.6 N

Class 2—Gases
 2.1—Flammable
 2.2—Non-flammable, non-toxic
 2.3—Toxic.
 Compressed, liquefied, dissolved under pressure or refrigerated

FLAMMABLE GAS, FLAMMABLE GAS, NON-FLAMMABLE NON-TOXIC GAS, NON-FLAMMABLE NON-TOXIC GAS, TOXIC GAS

Class 3—Flammable liquids
 Group I — Boils at 35°C
 Group II — Flash point below 23°C
 Group III — Flash point 23°C to 60.5°C

Class 4—Other flammables This Class comprises flammables which are not liquid or gas.
 4.1 — Flammable solid
 4.2 — Spontaneously combustible
 4.3 — Dangerous when wet.

FLAMMABLE LIQUID, FLAMMABLE LIQUID, FLAMMABLE SOLID, SPONTANEOUSLY COMBUSTIBLE, DANGEROUS WHEN WET, DANGEROUS WHEN WET

Class 5—Oxidizers and organic peroxides
 5.1 — Oxidizer
 5.2 — Organic peroxide.
 NB: The division number also appears in the warning diamond.

Class 6—Toxic and infectious substances
 6.1 — Toxic substance
 6.2 — Infectious substance

Class 7—Radioactive
 This class is divided into three divisions according to radiation levels

Class 8 — Corrosives
 Acids and caustic substances.

Class 9 — Miscellaneous

Multiloading
 Used for mixed loads
 PLACARDS ONLY

Danger warning
 Used at the front of the vehicle
 PLACARDS ONLY

Symbolic safety signs

SABS 1186 standard sizes are 150 mm x 150 mm, 190 mm x 190 mm, 290 mm x 290 mm, 440 mm x 440 mm, and 880 mm x 880 mm

Prohibitory
 Smoking prohibited and Fire and open flames prohibited signs are required by SABS 089 and SABS 0189 on the sides and rear of road tankers carrying flammables

Warning
 A series of workplace signs warn against fire, explosion, corrosion, toxics, radiation, methane, laser and biological hazards.

Water as extinguishing agent prohibited

Placarding for mixed product loads

Where goods are of more than one hazard class/division the word "MULTILOAD" replaces the UN number and the "DANGEROUS" warning diamond is used.

Where goods are of the same hazard class/division the appropriate warning diamond is used.

Where goods are of the same hazard class/division with the same emergency response guide, the UN number and warning diamond of the most dangerous substance is used. Mixed loads (eg subsidiary risk diamonds should be used where appropriate)

ISO tank container or freight container being transported to or from a sea port

Front of vehicle
 Danger warning diamond (plain orange coloured panel).

Rear of container
 Split placards (MDG Regulations) with a goods identification rectangle adjacent to the hazard warning diamond, followed by subsidiary risk diamonds (if any).

Sides and front of container
 Both sides and the front must be placarded as for the rear.

VEHICLE MARKING CHART

Road Tankers and packaged goods vehicles

Front
 Danger warning diamond (plain orange coloured panel).

Rear
 Placard displaying the appropriate warning diamond, subsidiary risk diamonds (if applicable) and the correct UN number for the goods being transported as well as the 24-hour telephone numbers.

Sides
 Both sides require a placard (same as for the rear).

Light delivery vehicles
 Half-size placards are permitted on vehicles less than 3 500 kg GVM and subsidiary risk diamonds are not needed.

LOAD COMPATIBILITY CHART

Look down the vertical column on the left until you find the appropriate class. Then move horizontally to the right until you find the column headed by the other class. If the resultant box is red you cannot load them on the same vehicle. Refer to the footnotes when a letter appears in a box.

NOTES	1	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	6.2	7	8	8	9	
1	E																
2.1	V												A	A	A		
2.2																	
2.3	V																
3																	
4.1	R																
4.2																	
4.3																	
5.1	T																
5.2																	
6.1	F																
6.2	F																
7																	
8	B																
8	B																
9																	

A These combinations may be loaded together only if kept apart in a manner that will prevent them coming into contact in the event of leakage from the package.

B Concentrated acids and bases must not be loaded together.

E Explosives must be loaded according to the TRANSPORT GROUPS AND COMPATIBILITY OF EXPLOSIVES.

F Do not load toxics or infectious substances with food.

R Must be readily accessible and not stacked on top of other goods.

T Do not load with 6.1 toxic substances capable of being ignited.

V There must be sufficient ventilation to prevent a build up of flammable or toxic gas in a closed vehicle.

NB: Caution must be taken of the reactivity of individual substances with each other, even if allowed by this chart.

DA **NGEROUS GOODS DIGEST**
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Foresight Publications

CHAPTER 15 - CONCLUSION

1. HAMNET welcomes comment on its operations and is ever seeking to improve the services offered to the community and its fellow amateurs.
2. Should you have any information or comments to make that will constructively contribute to the improvement of HAMNET services, than please communicate with the National Director.
3. Application form for joining HAMNET can also be obtained from the National Director or any Provincial Director or by writing to:

H A M N E T
P O BOX 1721
STRUBENSVALLEI
1735

SECTION 2

RULES

CHAPTER 1 - DEFINITIONS

In this manual, unless the context otherwise indicates:

"SARL" means the South African Radio League as duly constituted.

"President" means the President of the South African Radio League.

"Council" means the Council of the South African Radio League whose members are appointed in terms of the constitution of the South African Radio League.

"HAMNET" means the division of the South African Radio League charged with the organisation, implementation and execution of an emergency radio communications network.

"National Director" means the person appointed by the Council of the South African Radio League to organise, control, regulate and implement the operations of HAMNET.

"Deputy National Director" means the person appointed by the Council of the South African Radio League to deputise for the National Director in his absence.

"Provincial Director" means a person appointed to organise, control, regulate and implement the operations of HAMNET in any designated Province.

"Deputy Provincial Director" means a person appointed to deputise for a Provincial Director in his absence, within any designated Province.

"Assistant Provincial director" means a person appointed to assist a Provincial Director in any designated Province.

"Province" means such area as defined as a province in terms of the Constitution of the Republic of South Africa Act (Act No 200 of 1993) or as amended from time to time.

"Member" means a member of HAMNET, who shall also be a member of the South African Radio League.

"National Council" means a council consisting of the National Director, Provincial Directors and Deputy Provincial Directors with the propose of ensuring effective co-ordination and operation of HAMNET within the Republic of South Africa.

"Provincial Council" means a council consisting of the Provincial Director, deputy Provincial Director and Assistant Provincial Director(s) with the purpose of ensuring the effective co-ordination and operation of HAMNET in any Province.

“SATEPSA” means the South African Telecommunication Electrical and Power Supply Authority as constituted by the Government of the Republic of South Africa.

“Disaster Management” (previously Civil Protection) means Disaster Management as defined in terms of the appropriate statutory legislation.

CHAPTER 2 – ESTABLISHMENT, OBJECTIVES AND AIMS

ESTABLISHMENT OF HAMNET

1. There is hereby established a division of the SARL which shall be known as HAMNET and which shall be structured at National and Provincial levels and shall function under the jurisdiction of the National Director who shall be accountable to the Council of the SARL.

OBJECTIVES AND AIMS

2. The objectives of HAMNET shall be:
 - a. to provide efficient and accurate radio communication in the event of a natural disaster, emergency situation or when lives, safety, welfare or property of the community are endangered;
 - b. to train its members in emergency radio procedures;
 - c. to form an effective radio network in any emergency conditions from fixed and/or mobile stations;
 - d. to be at the disposal of the Government of the Republic of South Africa, SATEPSA, any Provincial Government, Disaster Management or any other body or organisation vested with similar aims and objectives in time of any emergency or at such other times when lives, welfare or property of the community may be endangered;
 - e. to liaise with any organisation or body, whether constituted by Statute or not, in order to give effect to these aims and objectives.

CHAPTER 3 – ORGANISING, COMMAND AND CONTROL

ORGANISATION

1. HAMNET shall be structured on three levels, namely:
 - a. national;
 - b. provincial; and

- c. sub-provincial

2. HAMNET shall be organised:

- a. to give effect to the constitution of the SARL;
 - b. to promote service to the community; and
 - c. to ensure that the level at which decisions can be taken most effectively is the level empowered to do so; and
 - d. to ensure that command and communication are as efficient as possible.

DIRECTORS

3. There shall be a National Director of HAMNET who shall be appointed by the Council of the SARL.
4. There shall be a Deputy National Director of HAMNET who shall be appointed by the Council of the SARL or by the National Director of HAMNET.
5. There shall be Provincial Directors for each province within the Republic who shall be appointed by the National Director on the recommendations of the members of HAMNET in such province.
6. There shall be a Deputy Provincial Director for each province within the Republic who shall be appointed by the Provincial Director on the recommendations of the members of HAMNET of such province; provided that the National Director shall approve such appointment.
7. There shall be Assistant Provincial Directors for each province within the Republic who shall be appointed by the Provincial Director and the Deputy Provincial Director of such province; provided that the National Director shall approve such appointment.

TERMINATION OF SERVICE

Should any reason arise which any require the termination of any members HAMNET membership, such instance will be dealt with as provided for in the grievance procedures as set out in these rules. Any member who ceases to be a member of the SARL, shall automatically forfeit his or her HAMNET membership.

NATIONAL COUNCIL

8. The National Director of HAMNET shall hold a meeting of the National Council not less than once in every year.

9. The National Council will perform the following functions:
 - a. to ensure that all Directors of HAMNET are advised of matters concerning the national policy of HAMNET;
 - b. to ensure the effective co-ordination of HAMNET activities on a national basis;
 - c. to ensure the effective co-operation of all Directors on an inter-provincial basis;
 - d. to deal with any matter that affects HAMNET on a national basis; and
 - e. to deal with any matter concerning HAMNET, referred to or brought to the attention of the National Director by the Council of the SARL or any other body or person which may concern the aims, objectives of HAMNET or a National basis.
10. Meetings of the National Council may be held by means of telephone conference facilities, by radio or at a place where the members are personally present.
11. Minutes of the meetings of the National Council will be kept in writing and a copy of such meetings shall be sent to every member of such council and to the secretary of the SARL.

- f. Minutes of the meetings of the Provincial Council will be kept in writing and a copy of such minutes will be sent to every member of such council and to the National Director.

CHAPTER 4 – POWERS, FUNCTIONS AND RESPONSIBILITIES

NATIONAL DIRECTOR

1. The National Director shall:
 - a. Exercise executive command of HAMNET;
 - b. act as chairperson of the National Council;
 - c. appoint and ratify directors of HAMNET as provided for;
 - d. control the membership of HAMNET;
 - e. issue identity cards to every member;
 - f. control the effective operation of HAMNET;
 - g. keep a register (database) of all HAMNET members: and
 - h. perform such other functions and duties as required in terms of these rules and any other function he or she may be called upon to perform by the Council of the SARL from time to time.

PROVINCIAL DIRECTORS

12. The Provincial Directors shall hold meetings of the Provincial Council in each province not less than 4 (four) times per year.
13. The Provincial Council will perform the following functions:
 - a. to ensure the effective co-ordination of HAMNET activities on a provincial basis;
 - b. to ensure the effective co-operation of all Directors on a provincial basis;
 - c. to deal with any matters concerning HAMNET on a provincial basis; and
 - d. to deal with any matter referred to such council by the National Council or the National Director.
 - e. Meetings of the Provincial Council may be held by means of telephone conference facilities, radio or at a place where the members are personally present.

PROVINCIAL DIRECTOR

2. The Provincial Director, within his or her province or jurisdiction, shall:
 - a. exercise control of HAMNET within such province;
 - b. appoint Deputy and Assistant Provincial Directors as provided for in this notice;
 - c. act as chairperson of the Provincial Council;
 - d. control membership within the province;
 - e. arrange training and training exercises for members;
 - f. maintain a register of members;
 - g. maintain an active Liaison with Disaster Management, Provincial Government, Local Authorities and other bodies

or persons:

- h. recruit HAMNET members:
- i. formulate a contingency plan in the event of an emergency:
- j. perform such additional duties as the National Director may designate to him or her from time to time.

DEPUTY PROVINCIAL DIRECTORS

- 3. A Deputy Provincial Director shall:
 - a. assist the Provincial Director in the performance of this or her duties:
 - b. act as Provincial Director in his or her absence from the province of the jurisdiction of such Deputy Provincial Director and exercise all the powers of such a Provincial Director during his or her absence:
 - c. perform such tasks and additional duties as the Provincial Director may designate to him or her from time to time.

ASSISTANT PROVINCIAL DIRECTOR

An Assistant Provincial Director shall:

- d. be responsible for the recruiting, training and liaison between members of HAMNET within an area within the province of his or her appointment as specified by the Provincial Director
- e. perform such other tasks and duties as designated to him or her by the Provincial Director from time to time.

EMPLOYMENT OF HAMNET IN TIMES OF EMERGENCY

- 4. The President or National Director or any Provincial Director, in consultation with the National Director, may activate and instruct members of HAMNET to perform any duty in service of the preservation of life, safety of the community or property.
- 5. HAMNET members whilst so employed shall be subject to the laws of the Republic and the regulations as defined.
- 6. Any member of HAMNET who refuses to comply with a request to perform duty by the President, National Director or any Provincial Director or who fails to comply with the requirements of these rules

without just cause, shall be suspended from membership pending an enquiry and be liable to censure or withdrawal of membership of HAMNET as provided.

SPECIALISED FUNCTIONS OF HAMNET

- 7. The National Director may direct any member to establish a specialised unit or division of HAMNET for the purpose of furthering the aims and objectives of HAMNET.
- 8. The powers, functions and area of jurisdiction of such person will be defined in writing by the National Director.

CHAPTER 5 – APPOINTMENTS, TRAINING AND ADVANCED QUALIFICATIONS

ENROLMENT AND APPOINTMENT

- 1. Any person wishing to enrol as a member of HAMNET shall complete an application form as prescribed by the National Director.
- 2. Membership of HAMNET shall be open to such persons who are members, in good standing of the SARL.
- 3. Subject to the recommendations of the Provincial Director in whose area the applicant resides, the National Director may accept or reject such application without stating reasons for such rejection.
- 4. Every person granted membership of HAMNET will be issued with an identity appointment card which shall bear the I.D. number of the applicant/member as appearing on the Bar Coded I.D. book issued by the Government of South Africa or the card shall be styled as prescribed by the National Director.

COMPETENCY AND TRAINING

- 5. Every member of HAMNET shall demonstrate his or her competency in the following aspects:
 - a. understand and demonstrate the principles of emergency radio operating procedures:
 - b. know the requirements for operating a field station and demonstrate his or her capability by operating a field station for a period not less than 1 (one) hour at a location to be chosen by the examiner;

- c. understand and demonstrate the requirements of reporting an incident using radio communications and procedures;
 - i. able to read a street map and proceed to a given point utilising such map;
 - ii. locate and plot his or her position on a map of suitable scale and be able to plot and proceed to a location on such map utilising map references stated on longitude and latitude: and
 - d. participate in two exercises approved by a Provincial Director.
6. Every member shall demonstrate his competency as prescribed to the satisfaction of the Provincial Director of his or her province or to such person as the Provincial Director has appointed to fulfil such a function.
7. The above training requirements may be varied and or amended from time to time by the National Director as his discretion.

ADVANCED QUALIFICATION RECOGNITION

8. The recognition of advanced qualifications are voluntary and to not form any part of the membership requirements for HAMNET nor are they compulsory.
9. Any member of HAMNET who satisfies the National Director that he or she holds the following qualifications shall be recognised as prescribed:
- a. a current basic first aid or equivalent certificate, shall have a red disc affixed to his or her identity card or suitable mention shall be made to indicate the qualification;
 - b. is an accredited member of a Four Wheel Drive Rescue Unit, shall have a blue disc affixed to his or her identity card or suitable mention shall be made to indicate the membership;
 - c. is an accredited member of a Disaster Management Unit, shall have a yellow disc affixed to his or her identity card or suitable mention shall be made to indicate the membership;
 - d. has completed the advanced HAMNET training programme, shall have a green disc affixed to his or her identity card or suitable mention will be made on the identity this achievement.

10. The advanced HAMNET training programme qualification shall consist of a member participating in an exercise being no less than 3 (three) hours in duration and successfully demonstrating his or her capabilities in each aspect of the requirements for training as set out in rule 6. This exercise shall be held in both rural and urban terrain.
11. The detailed requirements in respect of the above training and advanced qualifications may be varied from time to time at the discretion of the National Director.

CHAPTER 6 – PROPERTY, EQUIPMENT AND FINANCE

PROPERTY AND EQUIPMENT

1. All property or equipment, whatever moveable or immovable, acquired, purchased, donated or received by any member for the use of or on behalf of HAMNET, shall be recorded in an assets register which shall be maintained by the Provincial director in the province of the Republic where such property or equipment is to be used or utilised.
2. All property or equipment requiring to be registered in terms of any law of the Republic shall be registered in the name of the South African Radio League – HAMNET, at the address of the Headquarters of the League.
3. Any document required to be signed in respect of property or equipment shall bear the signature of the Provincial Director concerned, the National Director and President, any two of which persons are to be authorised to sign for the acquisition or disposal of such equipment or property.
4. The assets register will be in such form as the Council of the SARL may prescribe from time to time and be annually updated. A copy of such assets register will be submitted to the National Director and Council by the Provincial Director by no later than the 31st day of December of each calendar year.

FINANCE

5. Every Provincial council shall be empowered to open, operate or close an account at a registered bank or building society within the Republic.
6. The authorising signatories on such account shall be the Directors within the province where such account is to be operated, the National Director and the Treasurer of the SARL. Any two of the above persons shall be authorised to operate the account.
7. All accounts will be in the name of the South African Radio League –

HAMNET and be followed by the name of the province in which such account will be operated.

8. The Provincial Director or a member designated by him or her will maintain detailed records of all income and expenditure in respect of such accounts and submit an annual income and expenditure record, together with supporting documentation, the Treasurer of the League on or before the 31st of December of every year in a form to be prescribed by the Treasurer of the SARL from time to time.
9. All money received by a Provincial Council on behalf of HAMNET shall be recorded in the financial records of such Province.

Any money received by the National Director on behalf of HAMNET shall be handed to the Treasurer of the SARL who shall deposit such money into the account of the SARL and maintain a separate record of such money within his or books
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11. Any document required to be signed in respect of property or equipment shall bear the signature of the Provincial Director concerned, the National Director and President, any two of which persons are to be authorised to sign for the acquisition or disposal of such equipment or property.
12. The assets register will be in such form as the Council of the SARL may prescribe from time to time and be annually updated. A copy of such assets register will be submitted to the National Director and Council by the Provincial Director by no later than the 31st day of December of each calendar year.

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15. All accounts will be in the name of the South African Radio League – HAMNET and be followed by the name of the province in which such account will be operated.
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maintain detailed records of all income and expenditure in respect of such accounts and submit an annual income and expenditure record, together with supporting documentation, the Treasurer of the League on or before the 31st of December of every year in a form to be prescribed by the Treasurer of the SARL from time to time.

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Any money received by the National Director on behalf of HAMNET shall be handed to the Treasurer of the SARL who shall deposit such money into the account of the SARL and maintain a separate record of such money within his or books.
18. All expenditure or transfer of money to a Provincial HAMNET account requested by the National Director on behalf of HAMNET shall be authorised by the National Director and be recorded by the Treasurer in the books of the SARL.
19. The Treasurer of the SARL shall reconcile all income and expenditure on behalf of HAMNET in the annual financial report of the SARL which shall be tabled at the AGM of the SARL.
20. No person who is a member of HAMNET may enter into any suspensive sale agreement, lease agreement or any other form of financial transaction or agreement which may create any liability on behalf of the South African Radio League, without written consent of the Council of the SARL, which consent shall not be unreasonably withheld.
21. No member of HAMNET or no group of HAMNET members, when participating in exercises, may claim expenses from the people or Organisation they are helping with communication purely for exercise purposes. Any donation made to HAMNET for such services rendered, shall be accounted for in the books of the Provincial Director or Council in which province or area the donation was received.

CHAPTER 7 – INDEMNITY AND INSURANCE OF MEMBERS

INDEMNITY

1. Every member of HAMNET or any other radio amateur or person specifically indemnifies the SARL and HAMNET from any legal liability howsoever caused or acquired in respect of bodily injury or for any loss or damage to property whilst such person is participating in any activity of whatsoever nature on behalf of HAMNET or the SARL.

INSURANCE

2. The SARL may arrange for a policy of insurance to which members may voluntarily subscribe and which will provide indemnity to any member of HAMNET or a member of the SARL whilst participating in HAMNET activities, in respect of:

- a. indemnity for loss or damage to immovable property;
- b. indemnity for loss or damage to movable property;
- c. indemnity for death or bodily injury caused by accidental means including compensation for temporary and permanent disability.

2. Subject to each and every member who voluntarily wishes to participate in such insurance policy being solely responsible for the payment of all premiums and costs of such insurance and that the SARL, HAMNET and any other person or organisation will not be liable for any loss or damages falling outside the scope of this policy or if a member fails to pay any premium for such policy as specifically provided for in the indemnity clause.

CHAPTER 8 – GRIEVANCE PROCEDURE

1. Should a member or any other radio amateur be dissatisfied with or hold the perception that any unfair treatment against him has arisen or that HAMNET or a member of HAMNET is in breach of any procedure, regulation or requirement in the pursuance of any HAMNET activity, or should any member of HAMNET be in breach of these rules or a complaint of misconduct be lodged against a member, then such grievance shall be dealt with in terms of clause 16.1.4 of the constitution of the SARL as provided in the instance and within the context of such provisions.

CHAPTER 9 – GENERAL

BADGES AND INSIGNIA

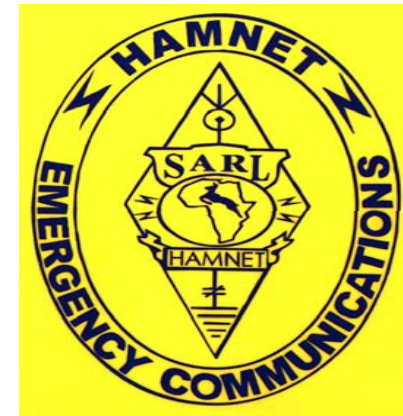
1. Members of HAMNET may display the badge of the SARL of the HAMNET badge (as defined) with the word "HAMNET" in the lower scroll of such badge on the windscreen or any other part of any vehicle used by such member. The badge shall be in black or dark blue and have a yellow background.

2. There shall be a HAMNET badge in the form as depicted hereunder and which badge may be worn or displayed by any member of HAMNET.

3. Members of HAMNET may, in addition to the above badges, wear any badge or decoration awarded to him or her by the SARL or any other body or organisation recognised in the Republic of South Africa and

legally authorised to make such award.

THE HAMNET BADGE:



DIRECTIVES

4. The National Director may from time to time issue directives to any Director of member in order to amplify or expand on any aspect of these rules save that such directives shall not alter the context of such rules.

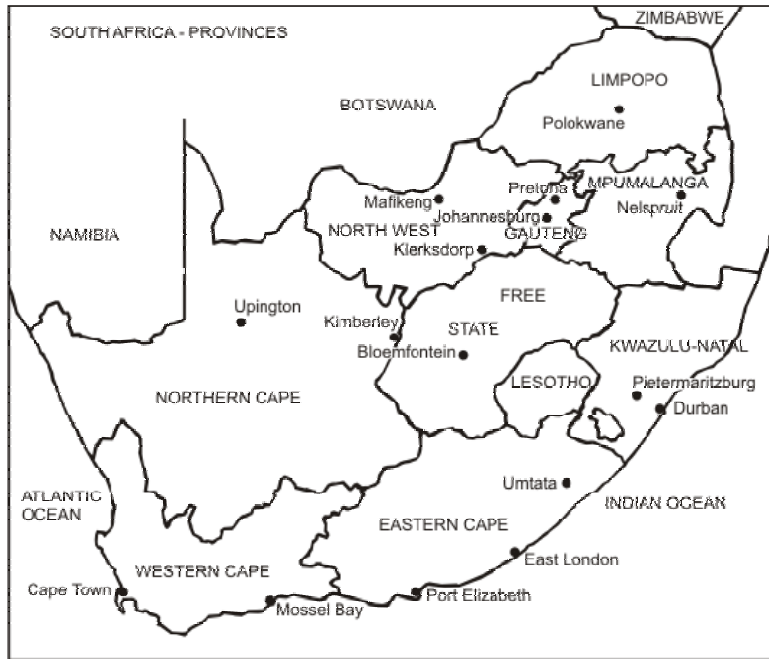
ALTERATION, VARIATION AND AMENDMENT

5. The National Director may, in consultation with the National Council, alter, amend or vary the requirements and directives in these rules from time to time, subject to such alterations amendments or variation being first ratified by the Council of the SARL or in exceptional and urgent circumstances by the President acting on behalf of the Council of the SARL.

DISILLUSIONMENT

6. In the event of HAMNET being dissolved or ceasing to operate nationally or in any Province, all property, whatever moveable or immovable and all funds held in any account in the name of HAMNET shall revert to the South African Radio League.

Provincial Map of South Africa



Map as of June 2004.

DRC - Disaster Response Centre (Airline)
 DRP - Disaster Response Plan
 DVI - Disaster Victim Identification
 EMS - Emergency Management System
 EPIC - Emergency Public Information Centre
 ECC - Emergency Control Centre
 FAA - Federal Aviation Authority
 FCP - Field Control Post
 FIN - Financial Manager (Airport)
 HQ - Headquarters
 ICAO - International Civil Aviation Organisation
 IATO - International Airline Transport Association
 IAPA - International Aviation Passengers Association
 JOC - Joint Operational Centre (Civil Protection)
 LA - Local Authority (nearest scene of accident)
 M+G - Meeters & Greeters
 NTSB - National Transport Safety Board. (USA)
 OPS - Operations Manager (Airport)
 PRO - Public Relations Officer (Airport)
 PTSC - Post Traumatic Stress Counselling
 QRT - Quick Response Team
 QRH - Quick Reference Handbook
 RFF - Rescue and Fire Fighting / Fire Chief (Airport)
 RR - Roles and Responsibilities
 SANDF - SA National Defence Force
 SAPS - SA Police Services
 SASAR - SA Search and Rescue
 SID - Survivors, Injured, Deceased (Victims)
 SI - Scene of the Incident
 SSM - Security and Safety Manager (Airport)
 TL - Team Leader
 VIP - Very Important Person

GLOSSARY OF ABBREVIATIONS USED IN THIS EMS

AIB - Accident Investigation Board (UK)
 AL - Airline/Operator involved
 ALPA - Airline Pilots Association
 AP - Airport involved
 APM - Airport Manager
 ATC - Air Traffic Control Centre involved/ATC Chief
 AT&NS – Air Traffic & Navigational Systems
 CAA - Civil Aviation Authority
 CCCC - Command, Control, Communication, Co-ordination
 CCA - Commissioner of Civil Aviation
 CEO - Chief Executive Officer (Airport)
 CMO - Chief Medical Officer (Airport)