

3.2.4 NCS/Responder Operations and Procedures

1. Make sure the radio is set on the proper net frequency.
2. Make sure you have pens, pencils, paper, severe weather reporting forms and any other material you need before the net gets underway.
3. Inform the NCS (if the NCS is located at a location other than the NWS) that you have arrived and provide the net with any updated information (statements and/or warnings) that you have.
4. At least two operators are necessary for the net to run smoothly. One operator should maintain radio contact with the primary NCS, and with any other nets, as necessary, while the second operator logs ALL reports and information received over the net. A third operator may be needed for packet radio or HF radio operations.
5. Since the amateur radio station is located in the main operations area of the NWS office, responders should try to keep the volume of the radios down so as to avoid disturbing the NWS staff. Headphones are available for use and should be used whenever possible.
6. One operator should maintain contact with forecasters to a), provide the latest reports and to b). keep up with the latest statements, warnings and areas of concern. It might be helpful to have one operator stationed near the radar/warning computer (but out of the main traffic area) and communicating with the other operator(s) via a simplex frequency. This will eliminate unnecessary movement around the office.

3.3 Closing the SKYWARN Net

When the threat of severe weather has ended for the area, a forecaster will indicate to the NWS Responder that the net may be secured. At that time, the SKYWARN volunteer should perform the following net shutdown steps:

1. Ask for any additional reports of severe weather.
2. Upon hearing no further reports of severe weather, the NCS should thank the repeater licensee and amateur radio community.
3. The Net Control station should inform anyone listening on the net that any further reports of severe weather should be telephoned into the NWS.
4. Every attempt should be made to contact and thank any other nets for their participation and to inform them of the closing of the primary SKYWARN Net.