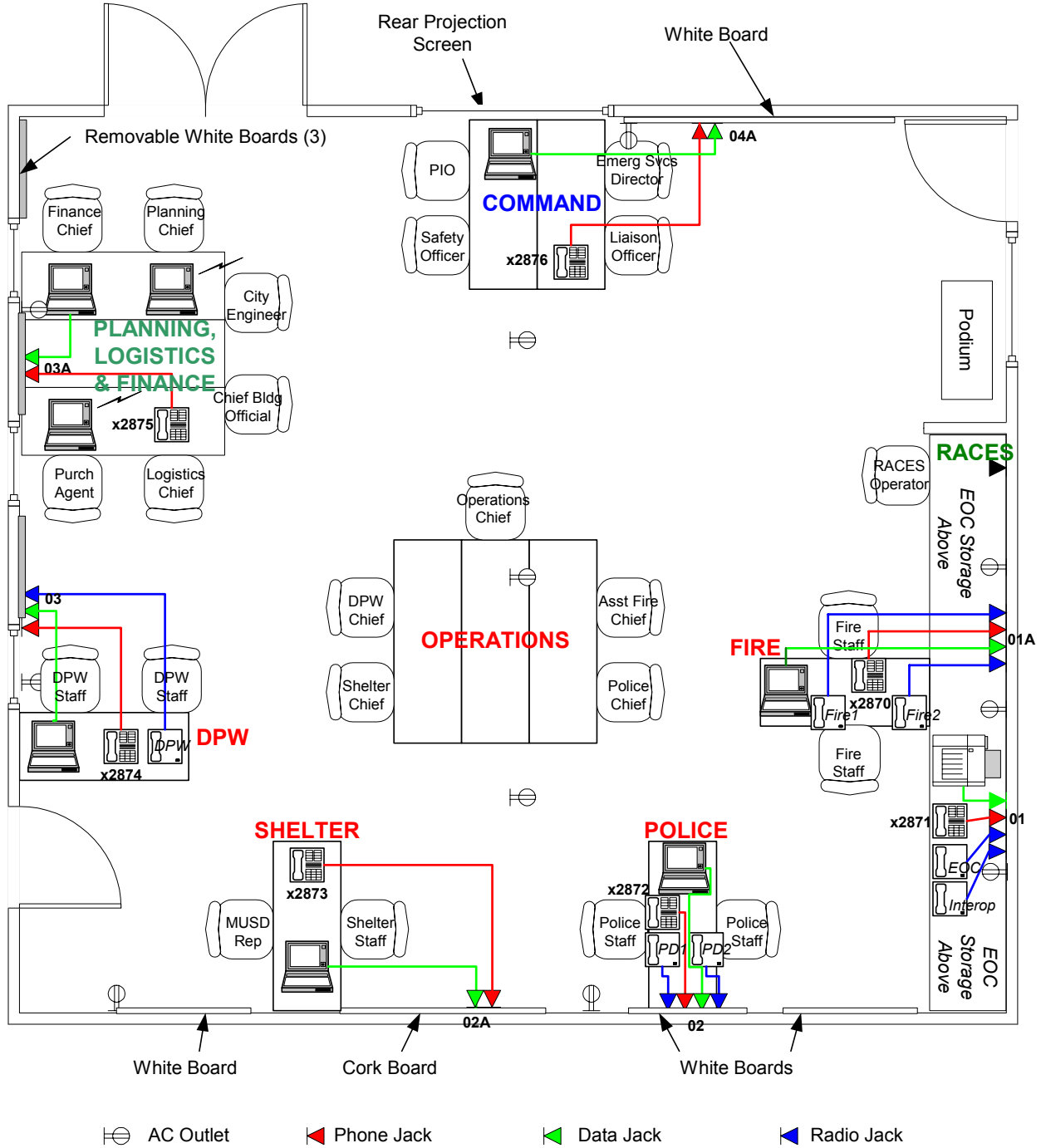


Milpitas Fire Dept. Office of Emergency Services  
**Alternate Emergency Operations Center Setup Instructions**

**Fire Admin Training Room / Alternate EOC  
 EOC Configuration**



Note: Removable white boards for DPW, Planning, Logistics and Finance are stored in the OES storeroom and mount on pre-installed hangers in the locations indicated.

Milpitas Fire Dept. Office of Emergency Services  
**Alternate Emergency Operations Center Setup Instructions**

ARES/RACES Auxiliary Communications Service

Upon activation of the Alternate EOC, ARES/RACES radio equipment will be removed from their storage cabinet and deployed as follows.

*Storage & Distribution*

ARES/RACES radio equipment is stored in the first storage cabinet, marked ARES/RACES.

A DC power supply is installed in the cabinet to power the radios. Antenna coupling equipment is also installed in the cabinet.

*Deployment & Use*

The 144/440 and the 222 radio are deployed on the work surface under the first cabinet.

DC cables (red/black) connect to the short cables exiting the bottom of the cabinet from the power supply.

Antenna cables are fed through the hole in the middle bottom of the cabinet and connect to the radios as marked.



Milpitas Fire Dept. Office of Emergency Services  
**Alternate Emergency Operations Center Setup Instructions**

Operating Supplies

Upon activation of the Alternate EOC, each of the ten workstations will be provided a plastic file tote box containing basic office supplies.

*Storage & Distribution*

The ten file tote boxes are stored in the fifth cabinet marked Operating Supplies. Each box has identical contents (see below). Each box is marked for its workstation (e.g., COMMAND, SHELTER, etc.).

Upon activation of the Alternate EOC, open the end cabinet with the Alt EOC key and distribute the tote boxes.



*Contents*

- Each file tote box contains:
- 10 letter size hanging file folders
  - 30 assorted 1/3-cut manila interior file folders
  - 2 letter size ruled pads
  - 3 3"x3" self-stick note pads
  - 1 dozen black ball point pens
  - 1 box small paper clips
  - 1 dry erase board eraser with black and red markers



*Replenishment*

Immediately following each activation of the Alternate EOC, all file tote boxes will be returned to their storage cabinet. As soon as possible following each activation, each file tote box will be replenished. Files and documents created by EOC Staff will be retained in each workstation tote box.