1. **SCOPE**

*Define who this SOP applies to. This may be your entire team, or subsections of your team (e.g. – Communications personnel only).* Example – This SOP applies to all personnel within the On Point Preparedness Team.

1. **PURPOSE**

*Define the purpose or objective of this SOP.* Example – This SOP defines the procedure(s) for communications in all of the following threat level zones:

* GREEN – Normal conditions.
* YELLOW – Local/Regional Threat probable.
* RED – Verified Local/Regional Threat underway.
1. **RESPONSIBILITIES**

**Responsible Party #1: (Example – Lead COMMS Agent John Doe)**

* *Define broad level expectations of this individual’s responsibilities.*
* Example – Schedules and leads local communications nets.

**Responsible Party #2: (Example – Backup COMMS Agent Jane Doe)**

* *Define broad level expectations of this individual’s responsibilities.*
* Example – Provides supplemental support to Lead COMMS Agent unless individual is unavailable. Will assume role of Lead COMMS if original lead cannot be contacted within 5 minutes or normal scheduled net time.
1. **PROCEDURE**

*This is the bulk of the document. Use simple, clear, and concise language in step by step format in order to drive an expected outcome. Since this is a communications SOP, we want to ensure everyone knows WHEN to execute communications, WHAT is expected of them, and HOW to perform their duties correctly. Other questions may include (Who, What, Where, When, Why, How, How Much, etc.) If the procedure is followed properly, all individuals will be properly notified of threats and the team can efficiently coordinate efforts.*

***EXAMPLE***

* 1. THREAT LEVEL GREEN
		1. **Who:** All personnel
		2. **When:** A monthly net will occur at 1800 EST on the 2nd Monday of each month.
		3. **Where:** Tune in to frequency 144.600 PL Tone 127
		4. **How:** The Lead COMMS agent will administer the net by stating the net ID, current threat level, and identify himself. The Lead COMMS agent will mark attendance by asking individuals to check in.
			1. State your name and call sign. Additionally, describe any emergency information needing to be shared or messages from individuals not able to attend.
			2. After all personnel have checked in, the Lead COMMS agent will conduct the proposed agenda for the net. Afterwards, any questions, answers or other news may be discussed. The net has no formal end time, but will be formally closed by the Lead COMMS agent once all business has been discussed.
			3. Any individual who has missed three (3) consecutive nets will contacted by the Lead COMMS Agent.
	2. Threat Level Yellow – etc. etc.
1. **DEFINITIONS**

*Add definitions of prepper or military jargon here so that everyone understands.*

Example – spell out and define acronyms used within document.

Example – GREEN Threat Level – Normal conditions, no threats identified.

Example – Yellow Threat Level – Heightened Alert. Members should make preparations for evac. A yellow threat would be similar to the days leading up to the Ferguson incident if you were in the area.

Example – Red Threat Level – Regional/Local emergency event currently occurring. This would be like the actual Ferguson Riots if you were located in the vicinity.

1. **REFERENCES**

*Refer to other internal SOPs where needed.*

1. **ATTACHMENTS**

*Attach maps, documents or other items as necessary.*

1. **REASONS FOR REVISION**
* *SOPs change frequently. Ensure you use version control so that everyone has a verifiable updated copy.*
* Example – N/A - New Document