



## PROCEDURE

**TITLE:** COMM TRAILER SETUP

**PART NUMBER:** 50-00004

**REV:** A

**ISSUE DATE:** 3/15/2009

**REVISION DATE:** 3/15/2009

---

I. **PURPOSE:**

This procedure addresses the transportation and physical setup of the Emergency Management Communications Trailer. It addresses the trailer stabilization, generator startup and mast deployment..

II. **KEY WORDS:**

Procedure, Comm Trailer, Setup, Emergency Management.

III. **RELATED DOCUMENTS:**

N/A.

IV. **PROCEDURE:**

A. **Truck to Trailer Hookup**

1. Verify that the Trailer stabilization feet located on the four corners of the trailer are raised.
2. Connect Trailer to the Truck Hitch.
3. Connect Break and Light cable from the Trailer to the Truck.
4. Cross connect the Safety Chains.
5. Connect the Break-Away break cable from the Trailer to the Truck Bumper.
6. Check that all brake and running lights are operational on the Trailer.

7. Verify that the Trailer Mast is lowered and the communications disk is strapped in place.
8. Check the Inside of the Trailer for and loose items that may move during transport.

B. Selecting a Setup Site.

1. Select a Setup site that meets the following criteria.
  - a. A relatively flat and hard surface.
  - b. No overhead obstructions.
  - c. Away from power lines.
  - d. In a clear area for the satellite dish to a signal.
  - e. With the trailer tongue as reference, do not orientate the trailer facing north. The satellite dish needs to acquire the satellite located at the south, south west. The mast will obstruct the satellite signal if the trailer is pointed north.

C. Preliminary Setup.

1. Disconnect the trailer from the truck.
2. Referencing the level located on the side, towards the back of the trailer, using the trailer's towing tong foot, adjust the foot to level the trailer from front to back.



Towing Tong Foot



Level

3. Verify that the trailer is level from side to side.
4. Drop the stabilization feet located on the four corners of the trailer and crank them down until the feet just touch the surface. After doing so then give the stabilization feet cranks two extra turns.



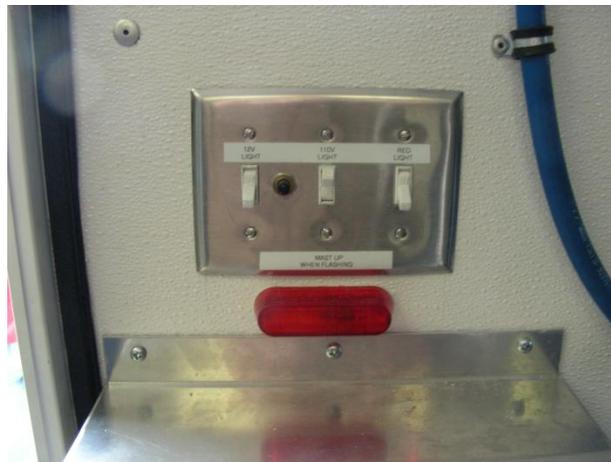
Stabilizing Foot

5. Verify that the trailer is relatively level.
  6. Open the side door and physically check that the trailer is stable.
- D. Generator Startup.
1. If weather permits, open the outside generator compartment.



Generator Door

2. On the wall to the left of the door there is a light switch marked 12V Light. Turn this switch ON. This will turn on the 12V light in the trailer.



12V Light Switch (Far Left)

3. My examination the fuel gauge, verify that there is fuel available.
4. Verify that all of the circuit breakers located above the generator are in the OFF position.



Circuit Breakers – Should be in the OFF position  
(This pictures shows the breakers in the ON position)

5. To start the generator press and hold the generator START/PREHEAT button. The generator may not start immediately until the glow plugs are warmed up. When the generator does start, continue to press the start button for a few more seconds to verify that the generator has started.



Generator Start/Preheat, Stop Switch

6. Turn the circuit breakers located above the generator to the ON position, one at a time.
7. Turn on the 110V light switch and verify that the florescent lights illuminate.

Note: Do not start the generator if there is no fuel. Also do not allow the generator to run out of fuel. Diesel generators will be damaged if allowed to run out of fuel. This is a 10KW generator. The generator has a 40 gallon fuel tank and will run for approx 48

hours between refueling periods.

E Mast Deployment.

1. Before raising the mast verify that all required antennas are attached.
2. Place the Master Control switch to the ON position to ARM the system. Turn the switch on the side of the raising compressor to the ON position. Allow the compressor to build up pressure in its' reservoir tank.



Compressor Arming and Mast Raise/Lower/Hold Switches

3. To raise the mast, place the Mast Control switch to the RAISE position.
4. When the mast reaches the appropriate height or max height, place the Mast Control Switch to HOLD position.

Note: The max weight that mast will lift is 100lb. There is approx 50lb of fixtures so only approx 50lb of additional weight can be added to the mast. Do not fully extend the mast if the wind speed is over 20mph. The mast can be raised to any height.

Note: There are two compressors. The raising compressor is located near the side door. The maintaining compressor is near the back door. Do not run the maintaining compressor with the raising compressor OFF.

F. Mast Rotation.

1. Loosen the wing nut at the base of the mast.



Mast Wing Nut

2. Using the handles, rotate the tower to the desired position. Be careful not to damage the hoses and fittings attached to the mast.
3. Tighten the wing nut after the mast is in the desired position.

G. Mast Lowering

1. Mast Control switch to the LOWER position. The mast will lower as the air pressure is released. There may be a loud thud sound when the mast is fully down. Verify that the MAST UP THEN FLASHING light is extinguished.
2. After the Mast has been lowered, place the Mast Control switch to the HOLD position.
3. Place the Master Control switch to the OFF Position.
4. Remove all antennas from the Mast.

H. Generator Turn Off

1. Turn the DC Circuit Breakers in the Radio Rack to the OFF Position.

