

DRAFT

YARA

Communications Trailer Operating Policy and Operating Manual

1. Introduction and Background

- a. EMO has a multi-purpose trailer that could be used for communications, an emergency control center, and portable administration support. Unfortunately, the layout was not ideal for communications support, and it was not designed and built for towing other than by heavy vehicles. It was rarely used by YARA.
- b. In 2019 Charlie VY1CC applied for and was approved for a grant from the New Horizons for Seniors Program to purchase and modify a trailer suitable for portable communications. The response to Covid in 2020-21 resulted in trailer supply problems and the original suppliers could not supply a trailer
- c. In January 2021 YARA decided to purchase a suitable cargo trailer from Tait Trailers in Whitehorse and modify it. Scott VY1SW took the lead to design a communications trailer specifically for YARA's needs, and lead work parties for about a year. See the YARA photo album for a timeline of construction. It was almost finished in June 2022 and used for Field Day in June. See photo album

2. How the YARA Trailer is Used

- a. YARA Events
- b. Community Events
- c. Emergency Communications
- d. Casual Operations by YARA members at the site where the trailer is parked or at other locations

3. Who is authorized to use the trailer

- a. YARA Executive
- b. Director – Communications Trailer
- c. YARA members who demonstrate knowledge of the trailer infrastructure and equipment

4. When the trailer is used

- a. When the YARA Executive Committee initiates an activity requiring the use of the trailer
- b. When a YARA member receives authorization from the Executive Committee

Appendices and Separate Documents

- List of authorized users and contact info ✓
- Operation Logs ✓
- Towing the Trailer ✓
- Operating the Portable Generator ✓
- Operating the Electrical System
- Operating the Heating System
- Operating the HF Screwdriver Antenna
- Using the VHF antennas
- HF Antennas – set up and maintenance
- Radios, Laptops, and Software – Setup and Operation ✓
- Operation Reference Guides ✓