



Info Booth Position Details

Summary	• Provide communications to the staff at the assigned info booth. The booths will be staffed by city department heads.
Assigned Area	• Assigned at start of your shift.
Reporting Issues	• Life threat: call 9-1-1. • Other police/fire/medical issue: go to “IC Shadow”. • Other event-related issue: go to “Laura Shadow”. • Radio not working: call 408-992-5911 (MEOC)
Safety	• Do not engage with security issues, unruly people, etc. Keep your distance, monitor, and report. • Watch yourself and the booth staff for heat illness. Stay hydrated.
Radio Issues	If the repeater is unusable because someone has a stuck mic: • Move to the backup frequency. If you can’t raise anyone on either frequency: • Check your radio battery. • Call 408-992-5911 (MEOC) or 408-813-7100 (SARES AEC)