

## Section 6 - Emergency Response, Prevention and Preparedness Policy

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### • 3-06-010 Establishment of Unit Emergency Operations Procedures Manual

### 3-06-010 Establishment of Unit Emergency Operations Procedures Manual

**Effective Date:** 04-15-93

**Revision Date:** 02-26-19

**Review Date:** 02-26-21

**Reference:** CDM 3-14/040.00; MPP 5-06/00.25

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding the unit Emergency Operations Procedures (EOP) manual.

#### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

#### **ORDER:**

The PDC South Facility EOP manual is intended to be unit specific and augment the Department EOP manual, and volume 5, chapter 6 (Emergency and Disaster) of the Department Manual of Policy and Procedures (MPP). The unit EOP manual contains procedures for the handling of large scale emergencies that interrupt normal operations of the unit.

The Department EOP manual is distributed as follows:

- Watch commander
- Watch sergeant
- Operations

The unit EOP manual is stored as a Word document and a PDF file (signed by the unit commander) in the PDC South shared file:[REDACTED TEXT]

The unit EOP manual contains the following sections:

SUBJECT

- EOP 1 – Earthquake Response Plan
- EOP 2 - Fire Procedures
- EOP 3 - Escape Procedures
- EOP 4 - Hazardous Materials Procedures
- EOP 5 - Hostage Operation Plan
- EOP 6 - Inundation Plan
- EOP 7 - Major Medical Emergency
- EOP 8 - Disturbance Procedures
- EOP 9 - Emergency Response Team Mobilization
- EOP 10 - Brush Fire Procedures
- EOP 11 - Food Poisoning Procedures
- EOP 12 - Evacuation Procedures
- EOP 13 - Civil Disturbances
- EOP 14 - Loss of Communications

APPENDICES

- Pitchess Detention Center Critical Facilities Checklist
- Critical Facilities Checklist
- NCCF SUB-EOC Information (Custody Div. North)
- Castaic Dam Emergency Action Plan – 2004
- Escape Forms
- Department Emergency Forms
- Hazardous Material Forms

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**Revision Date 01/27/10**

**04/15/93 SOUF**

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• **3-06-020 Lockdown Procedure**

## 3-06-020 Lockdown Procedure

**Effective Date:** 02-09-92

**Revision Date:** 04-07-16

**Review Date:** 04-07-18

**Reference:** CDM 4-01/030.00

### PURPOSE OF ORDER:

This ~~The purpose of this~~ order ~~is to~~ establishes policy and guidelines ~~procedures~~ for the orderly lock down procedure of ~~Pitchess Detention Center (PDC)~~ South Facility.

### SCOPE OF ORDER:

This order applies to all personnel assigned to, ~~and working at~~ PDC South Facility.

### ORDER:

The purpose and scope of a lock down is defined in Custody Division Manual section

4-01/030.00, ~~"Lockdown,"~~ which ~~in part~~ states:

A facility lock-down is a temporary security status that maximizes control of a facility by isolating/limiting inmate movement. Normal operations are suspended and routine activities are halted. A lock-down may affect a specific area or an entire facility. The purpose of a lock-down is to immediately secure inmates and to control the affected area of the facility. The primary concern of a lock-down is the preservation of life/property and the prevention of an escape.

Any Deputy/Officer can request a "lock down" of the facility, should the need arise. Reasons for requesting a lock down include, but are not limited to: a major disturbance or riot, escape, a "miss out," power failure or any unusual occurrence.

When requesting a "lock down," the requesting Officer ~~will~~ **shall** notify the ~~South Facility main control desk (David) personnel~~ Desk via radio or telephone, ~~and state~~ of the reason(s) for the requested lock down. The watch deputy ~~will~~ **shall**:

- Immediately initiate lock down procedures

- Notify the Watch Sergeant.
- Account for all civilian personnel and visitors and have them escorted out of the compound.

Compound Prowlers ~~will lock down their~~ shall ensure all compound gates are closed and locked, and have all inmates return ~~back inside to~~ their proper barracks, on their respective assigned bunks. If a count is needed, they will prepare each barrack for count.

The clinic deputy shall be responsible for the security of the administrative building, the administrative building hallway and the clinic. As soon as possible, the clinic deputy shall verify the safety of the doctors and nurses inside the clinic. The clinic deputy will shall monitor the entry gate to and from the compound.

During a lock down, all working inmates within security will shall be sent back to their barracks (if practical). If inmates are unable to return to their assigned housing, personnel shall immediately secure them in one of the three facility holding areas (reference refer to South Facility Unit Order 5-03-040 5-01-030, "Inmate Temporary Holding Area Procedures").

If, at a later point, after the an initial lock down request, the lockdown is determined to have been unnecessary, this the entire procedure shall be considered to have been be considered a drill and be treated as such.

**Revision Date 10/30/20**

**09/10/97 SOUF**

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## • 3-06-030 Fire Prevention

### 3-06-030 Fire Prevention

**Effective Date:** 02-09-92

**Revision Date:** 11-12-20

**Review Date:** 11-12-22

**Reference:** CDM 3.14/050.00 and 3-14/070. 00

#### **PURPOSE OF ORDER:**

The purpose of this order to establish guidelines procedures for the inspection, correction and prevention of fire hazards.

## **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

## **ORDER:**

Custody personnel, during the course of their shift, shall physically inspect the area for which they are responsible and correct any possible fire hazards. Fire hazards to be considered include, but are not limited to, the following:

- Accumulation of trash inside or outside of the barracks
- Excess laundry
- Electrical hazards (e.g., wires exposed, water near electrical outlets, clogged air conditioning vents, etc.)

Personnel are required to notify the watch deputy and submit a “maximo maintenance request” in the electronic Uniform Daily Activity Log (e-UDAL) for any potential fire hazards. If personnel do not have access to the e-UDAL, or Maximo site, Title 15/maintenance/special projects personnel shall be notified via the maintenance request form available in South Facility’s share folder [REDACTED TEXT]. The watch commander shall also be notified of such fire hazards.

## **DRILLS**

The South Facility training sergeant shall ensure fire drills are conducted on a quarterly basis.

## **FIRE INSPECTIONS**

At the beginning of each shift, custody personnel shall physically inspect the fire safety equipment (i.e., turn-out gear, air packs, fire masks, and helmets, and fire extinguishers) maintained within the facility. These inspections shall be documented (daily, for each shift) in the Uniform Daily Activity Log (UDAL) books at the respective officer’s stations (refer to South Facility Unit Order 3-06-040, Location and Inspection of Air Packs and Fire Extinguishers).

An inventory and inspection of the fire equipment will be conducted monthly by the assigned fire safety sergeant. The fire safety sergeant shall additionally coordinate and document annual fire safety inspections with the LA County Fire Department. All inspections, results and corrective actions taken shall be documented in the “Unit Inspection Log” (refer to South Facility Unit Order 3-04-050, Facility and Equipment Inspections).

**Revision Date 11/12/20**

**02/09/92 SOUF**

## • 3-06-040 Location and Inspection of Air Packs and Fire Extinguishers

### 3-06-040 Location and Inspection of Air Packs and Fire Extinguishers

**Effective Date:** 02-09-92

**Revision Date:** 5-11-17

**Review Date:** 5-11-19

**Reference:** CDM 3-14/070.00, 3-14/080.00, and 4-11/020.00

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the placement, maintenance and inspection of air packs and fire extinguishers at Pitchess Detention Center (PDC) South Facility.

#### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at South Facility.

#### **ORDER:**

Fire response gear is located throughout South Facility in compliance with all State and Federal regulations. This equipment shall be inspected and logged, on a daily basis, in the Unit **Uniform** Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL).

#### **AIR PACK & TURNOUT GEAR LOCATIONS**

Air packs and turnout gear are located at the following locations within the facility:

- Administration Building - Two (2) self-contained breathing apparatus (SCBA) packs and two sets of turnout gear mounted in the ~~Fire Gear room~~ **closet labeled "Fire Gear,"** located inside of security, in the main administration hallway, near the sally port. Two (2) SCBA packs located in the armory, with five (5) spare bottles.
- Visiting - Two (2) SCBA packs and two (2) sets of turnout gear located in the cabinet, inside security, in the officers' work area.
- Eddie Compound Briefing Room - Two (2) SCBA packs and two (2) sets of turnout gear located in the locked ~~"Fire Gear"~~ cabinet **labeled "Fire Gear"**.

### AIR PACK AND TURNOUT GEAR DAILY INSPECTIONS

All SCBA and turnout gear at South Facility shall be inspected on a daily basis and logged in the appropriate UDAL book or e-UDAL. A separate "Inspection and Maintenance Check List" ~~will~~ **shall** be kept with the fire gear and shall be signed by the inspecting officer. The following compounds shall be responsible for the daily inspections of the specified equipment:

- Adam Compound - Adam compound personnel shall be responsible for inspecting and logging all fire gear located in the administration building, listed above.
- Eddie Compound - Eddie compound personnel shall be responsible for inspecting and logging all fire gear located in the Eddie compound briefing room, listed above.
- Henry Compound - Henry compound personnel shall be responsible for inspecting and logging all fire gear located in the visiting center, listed above.

### FIRE EXTINGUISHERS & HOSES

Fire extinguishers and hoses are located throughout South Facility. All fire extinguishers and hoses shall be maintained and inspected on a monthly basis by the Facility maintenance coordinator utilizing the fire equipment inspection checklist (see Appendix 73-13-040).

Every December, the South Facility maintenance officer shall make a request through Facilities Services Bureau (FSB) to service and re-charge all of South Facility's fire extinguishers. Fire hoses are required to be replaced every five years.

Fire extinguisher and hose locations are as follows:

### ADMINISTRATION BUILDING (INSIDE SECURITY)

- One mounted on the wall in the secretary's office next to the copy machine
- One fire extinguisher and a 75' fire hose located in the main hallway outside of the watch commander's office
- One fire extinguisher mounted on the wall inside the main hallway briefing room
- One fire extinguisher mounted on the wall inside of the maintenance office
- One fire extinguisher mounted on the inside of the clinic
- One fire extinguisher mounted on the wall inside the dental office
- One fire extinguisher mounted on the wall inside the medical secretary's office.
- One fire extinguisher mounted on the wall inside the infirmary medication room.

### ADMINISTRATION BUILDING (OUTSIDE SECURITY)

- One fire extinguisher mounted on the wall in the hallway next to the outer security door
- One fire extinguisher and fire hose located in the hallway outside room #172
- One fire extinguisher mounted on the wall outside the captain's office

### INMATE DINING ROOM (IDR)

- One fire extinguisher mounted on the wall inside the rear store room in the IDR
- One 50' fire hose located on the south wall of the IDR
- One fire extinguisher located in the kitchen office
- One fire extinguisher located on the east wall of the kitchen
- One 50' fire hose located outside the kitchen office

BARRACKS 30 - 39 (UPPER COMPOUND)

- Each barrack has a fire hose located inside at the rear of the barrack. Barrack 30 has a 100' hose section, while barracks 31-39 have 75' hoses

BARRACKS 41, 43, 45, 47, 49, 51 (LOWER COMPOUND)

- Each barrack listed above has a fire extinguisher located outside the front door, which meets the minimum Fire Department requirement

OTHER

- Two fire extinguishers located inside the school
- One fire extinguisher located in the library
- One fire extinguisher located in the barber shop
- One fire extinguisher located in the church
- One fire extinguisher located in the officer station at the South visiting area

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• **3-06-050 Video Documentation of Incidents**

**3-06-050 Video Documentation of Incidents**

**Effective Date:** 10-09-92

**Revision Date:** 11-18-20

**Review Date:** 11-18-22

**Reference:** CDM 7-06/010.00

**PURPOSE OF ORDER:**

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## Pitchess Detention Center - South Facility : Section 6 - Emergency Response, Prevention and Preparedness Policy

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The purpose of this order is to establish procedures for documenting inmate incidents **at Pitchess Detention Center (PDC) South Facility** using the digital video recorder. ~~Videos shall be used for the purpose of training, and documenting interviews, evidence and force incidents.~~

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at ~~Pitchess Detention Center (PDC)~~ South Facility.

### **ORDER:**

**Videos shall be used for the purpose of training, and documenting interviews, evidence and force incidents.**

### STORAGE

Each compound shall have a digital video camera assigned to their location. There will also be an additional video camera located in the watch sergeant's office. Line personnel shall not remove the video camera from the watch sergeant's office without permission from the watch commander or watch sergeant. The video cameras shall not be removed from the facility for any purpose except an emergency request from another unit, without prior approval of the armory lieutenant or the unit commander. Any exceptions pertaining to the usage and removal of the video camera will be at the discretion of the on-duty watch commander.

All camera accessories, cables and manuals are to be kept in the camera bag in the watch sergeant's office at all times. The camera is equipped with two (2) rechargeable batteries which are stored on the watch sergeant's desk and maintained by the watch sergeant.

Documentation, tutorials and helpful documents regarding the use of the digital video camera can be found in the "Sergeant's Resource" book, located in the watch sergeant's office.

### MAINTENANCE

The armory sergeant will be responsible for the routine maintenance and inspection of the video recording equipment.

The batteries shall be kept charged and checked by the watch sergeant daily. The video cameras assigned to each compound are equipped with USB charging cables that are attached to the individual cameras. The cameras shall be charged by compound personnel, by plugging the USB connection into the Intermec scanner docking station USB port.

Blank, recordable disc's and storage containers will be maintained and available at all times along with the camera.

## RESPONSIBILITY

The watch sergeant shall assign a deputy or custody assistant who is trained in the use of the video camera to respond to any inmate incident that is likely to be of a significant nature.

The training sergeant is responsible for training a sufficient number of personnel on each shift in the use and maintenance of the camera equipment.

## PURPOSE

Reasonable attempts shall be made to document all significant incidents on video, including, but not limited to the following:

- Inmate disturbances
- Cell extractions
- Recalcitrant inmates
- Application of restraints
- Medical removals which pose a significant risk or have the potential to become violent, except under unusual circumstances (e.g., when an inmate poses a significant risk or threat of becoming violent or resistive)
- Recording need not be continued during inmate transport via ambulance, or in an outside medical facility, or when medical treatment is administered by other agencies or departments
- Force or escape investigations
- Housing area or facility searches
- Any incident/event which may pose risk management and/or liability issues
- All Emergency Response Team (ERT) activations, except for training

## TACTICAL PROCEDURES AND USE

The deputy or custody assistant assigned to the video equipment should respond, at the direction of the Watch Sergeant, to the area where the incident is reported. The sergeant shall have direct supervision of the video deputy/officer during the incident at the direction of the incident commander.

The video operator shall record any incident, area or person they are directed to by the incident commander. All taping shall be in accordance with procedures set forth in the Custody Division Manual (CDM) section 7-06/010.00 "Video Recording Procedures." Of particular importance, personnel should note:

- Recording should begin with a wide angle field of view.
- The video operator shall state the date, time, their name, rank, employee number, location, and give a factual narrative during the incident (e.g., "watch commander is on scene").
- Any opinions or unprofessional comments shall not be made while recording. All narrative should be factual information only.
- Once recording has begun, it shall not be paused or stopped until the entire incident has been brought to completion.

- If a battery has to be changed, the video operator shall re-introduce his name, rank, and employee number, time and state the reason for the interruption in recording.
- Because the dynamics of an incident are constantly changing, the video operator should periodically pan around the entire area of the incident. Documentation should show as much of the incident surroundings as possible, including personnel who were present. Additionally, the video operator should attempt to record conversations between inmates and staff.

#### POST INCIDENT

A debriefing should be held as soon as possible after the incident. The video should be reviewed by the Incident Commander and available supervisory personnel for training value, use of equipment and tactical considerations.

A disc will be forwarded to the Training Sergeant for further evaluation. The Training Sergeant will be responsible for maintaining the discs and a log listing all of the discs available for in-service training.

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### • 3-06-060 CSI and Scene Containment

### 3-06-060 CSI and Scene Containment

**Effective Date:** 10-16-95

**Revision Date:** 11-18-20

**Review Date:** 11-18-22

**Reference:** MPP 5-04/010.00, 5-04/010.10, 5-04-020.00, 5-09/470.00

#### **PURPOSE OF ORDER:**

The purpose of this order is to ~~outline the responsibilities of custody personnel in~~ **establish procedures** for preliminary investigations and crime scene containments, and to give a working definition of the terms "crime scene" and "crime scene containment."

#### **SCOPE OF ORDER:**

## Pitchess Detention Center - South Facility : Section 6 - Emergency Response, Prevention and Preparedness Policy

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This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

### ORDER:

Custody personnel responding to any incident, shall assume the responsibility for preliminary investigation.

Officer safety ~~should~~ **shall** not be compromised when determining how an incident will be handled.

The initial responding personnel shall be responsible for determining, protecting and preserving the crime scene until relieved by the proper authority such as special investigations, arson or homicide detectives. A Major Incident Log (SH-CR-620) shall be initiated and maintained until all Department personnel have left the scene and the containment is discontinued. This log can also be useful in establishing a chain-of-evidence.

Preserving a crime scene is to restrict access to anyone not having an official reason for entering the area of the crime scene.

A large crime scene can always be reduced, but evidence destroyed outside a

~~protected area~~ **crime scene**, which was too small, can never be recovered.

Responding personnel should assess the incident/crime to ensure it is safe to enter. A safe path of approach shall be made for assisting personnel (e.g., supervisors, paramedics or medical staff, etc.) entering the crime scene or event perimeter. ~~Person(s) injured~~ **Injured persons** should be triaged accordingly. Every person entering the scene of the incident/crime shall be documented on the Major Incident Log.

It is imperative for the initial responding personnel to quickly determine if possible suspects(s) are present. If ~~they are~~ **suspects are present**, the **responding** personnel must coordinate ~~the actions necessary~~ to locate, contain, detain or arrest them. Initial responding personnel also need to quickly identify and interview witnesses related to the crime.

~~There is a danger that responding personnel may not identify a type of response as having a need for scene protection. For example, the scene of a homicide is an obvious crime scene which must be protected and preserved, but, the certainty for establishing crime scene management in the homicide is not found in the average response to a man-down call in a dorm or barrack. There is, however, the possibility that the man-down call could turn into a homicide investigation even if the inmate were to die of apparent natural causes. The deputy responding to any incident should always be cognizant of the "worst case scenario" and not be satisfied with what is presented as the "obvious" in any incident.~~

**During a response, personnel could fail to identify a crime scene. For example, personnel may respond to an unconscious inmate and consider it a simple "man down" scene rather than a crime scene. There is the possibility that an apparent "man down" turns out to be a homicide even if the inmate died of seemingly natural causes later. Responding personnel shall be cognizant of the "worst case scenario" in any incident.**

A preliminary investigation may involve photographs of the entire scene, a sketch of the scene and a collection of evidence. The preliminary investigation may also lead to the establishment of a secondary crime scene (homicide scene preservation).

There are several references for crime scene management and preservation: ~~Section 5-09/470.00 of the Manual of Policy and Procedures; LASD Newsletter #80 and #94, "Crime Scene Secondary Perimeter Containment"; and Field Operations Directive 93-7, "Handling of Crime Scene Involving a Person Dead and an Unruly or Hostile Crowd."~~

- Manual of Policy and Procedures Section 5-09/470.00 "Major Incident Scene Containment"
- LASD Newsletter #80 and #94, "Crime Scene Secondary Perimeter Containment"
- Field Operations Directive 93-7, "Handling of Crime Scene Involving a Person Dead and an Unruly or Hostile Crowd"

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### • 3-06-070 Armory Inspection and Issuance (Check In-Out) Procedures for the Emergency Response Equipment

### 3-06-070 Armory Inspection and Issuance (Check In-Out) Procedures for the Emergency Response Equipment

**Effective Date:** 10-20-92

**Revision Date:** 02-26-18

**Review Date:** 02-26-20

**Reference:** CDM 3-06/050.00, 3-06/110.00

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the regular maintenance, inspection, and control of the emergency response equipment at Pitchess Detention Center (PDC) South Facility. Additionally, it establishes procedures to ensure the armory and its equipment is fully accounted for and maintained in proper working condition.

#### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The armory sergeant shall be responsible for a monthly inventory and inspection of the emergency response equipment. The emergency response equipment includes, but is not limited to: [REDACTED TEXT]

The armory sergeant shall prepare a monthly inventory and inspection report and forward a copy of the report to the armory lieutenant.

The equipment for the Emergency Response Team (ERT) shall be checked out by the ERT sergeant to the team members identified on the appropriate shift's in-service roster. [REDACTED TEXT] Serial numbers shall be recorded on the ERT roster. Upon the return of the ERT to the armory, the ERT sergeant shall inventory each team member's equipment. The sergeant ~~will~~ **shall** note any weapons used by the team in a memo.

Copies of the ERT roster and completed memo shall be forwarded to the armory lieutenant and armory sergeant.

[REDACTED TEXT]

No personnel are allowed in the armory without the PDC South Facility watch commander's approval.

No Departmental supply requests shall be submitted for armory items without the approval of the armory lieutenant.

No factory-issued rounds [REDACTED TEXT] shall be used for training without the approval of the armory lieutenant/sergeant.

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**Revision Date 06/28/08**

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- **3-06-080 Satellite Phone**

## **3-06-080 Satellite Phone**

**Effective Date:** 02-28-15

**Revision Date:** 11-19-20

**Review Date:** 11-19-22

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the use and maintenance of the "Iridium 9555" satellite phone.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to the Pitchess Detention Center (PDC) South Facility.

**ORDER:**

**STORAGE – WATCH COMMANDER'S OFFICE**

The satellite phone shall be stored in the safe located in the watch commander's office. Line personnel shall not remove the satellite phone without permission from the watch commander. The satellite phone shall not be removed from the facility for any purpose except an emergent request from another unit and only with prior approval of the PDC South Facility watch commander.

The satellite phone's accessories, cables and manuals shall be stored in the yellow storage case along with the satellite phone. The satellite phone is equipped with an alternating current (AC) wall outlet charger, a vehicle charger, a vehicle antenna connector, a vehicle roof antenna, a leather case with belt clip, a "User's" manual, a compact disc containing "User Tools" instructions, a "Quick Start Guide" manual, and a typed instruction sheet.

**MAINTENANCE**

At the beginning of each week (early morning shift – Sunday), the early morning watch commander shall inspect the satellite phone to ensure the battery is fully charged. Refer to the instructions in the "User's" manual.

**RESPONSIBILITY**

At the beginning of every shift, the watch commander shall make a log entry in the watch commander log to account for the presence of the satellite phone and it's accessories in the watch commander's safe.

**PURPOSE**

The satellite phone shall only be used in emergent situations in which all other means of communication have failed or become inoperative.

**USE**

To place a call, the satellite phone operator has to be outdoors, with a clear direct view of the sky in order to be in contact with the network, and the antenna of the satellite phone must be extended and pointed up towards the sky. Refer to the instructions in the "User's" manual and/or the instruction sheet.

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