



Amateur Radio Emergency Service

**Emergency Operations Plan
Support Information**

for

ALLEN PARISH



Amateur Radio Relay League – Allen Parish

10/05/2009

Revision 3.0

I. PREFACE

Allen Parish, Louisiana, is one of the most scenic parishes in the state with a beautiful countryside of rolling hills, pine forests, farms, waterways, and rural back roads. We invite you to fish, hunt, canoe, "tube", and drive our Scenic Byways of Highways 165 & 26 and points beyond and in between. Good food, festivals, local heritage, and the largest free fair in the nation are just some of the offerings in our corner of the state.

Allen Parish, a parish (County) in Louisiana encompasses 764.5 square miles with a population of 25,524 (2007 Census).

All parts of the state have been, and continue to be, vulnerable to natural and technological disasters. In just the past few years, we have experienced hurricanes, ice storms, floods, tornados, hail, flash floods, chemical releases, train derailments and more.

It has been proven that during almost any disaster, communications is the key to an efficient operation and recovery. In emergency situations, if government leaders can't call for support, or if an incident command can't find out what is happening, you have chaos.

The purpose of the following document is to identify the Amateur Radio Emergency Service (ARES) as a key part of providing emergency and disaster related communications in the event of natural or man made disasters, terrorism, bio-terrorism, hazardous materials, and other emergencies within Allen Parish and to provide a basis and framework under which Allen Parish ARES will operate.

II. BACKGROUND

Amateur radio operators are allocated a portion of the radio spectrum for experimentation and public service. Amateur radio has a long history of service in natural and man-made disasters. Unlike most radio services, amateur operators have thousands of frequencies open to them, and numerous methods to use them. This flexibility can be indispensable in an emergency. Their technical qualifications and strict operating standards complement this flexibility.

An emergency is defined as a situation or an impending situation that by its nature or magnitude, affects the health, safety, welfare and property of a community, and requires a controlled and coordinated response.

Emergency amateur radio communicators can be activated in either an "ARES" or a "RACES" mode.

Amateur Radio Emergency Service (ARES) is part of the Field Services Organization of the American Radio Relay League. ARES members represent a large portion of the more than six hundred thousand amateur radio operators in the United States.

The Radio Amateur Civil Emergency Service (RACES), is a public service provided by a group of Amateur Radio Operators that is administered by local, county and state emergency management agencies, and supported by the Federal Emergency Management Agency (FEMA) of the United States government.

In many jurisdictions ham radio operators are simultaneous members of both "ARES" and "RACES".

Amateur radio operators may be called to render public service when a competent official recognizes that an emergency condition exists and request that such service be rendered.

The Director of Homeland Security has the option of activating “RACES”. Under ICS, the Incident Commander, acting through his Emergency Communications Unit Leader directs the deployment of RACES if such is needed.

As a part of the Amateur Radio Service, it provides radio communications for civil-preparedness purposes only, during periods of local, regional or national civil emergencies. These emergencies are not limited to war-related activities, but can include natural disasters such as earthquakes, hurricanes, wildfires, power outages, floods, victim searches, air crashes, and many others.

Originally for wartime use, RACES has evolved over the years, as has the meaning of civil defense (which is also called civil preparedness), to encompass all types of emergencies. While operating in a RACES capacity, RACES stations and amateurs registered in the local RACES organization may not communicate with amateurs not operating in a RACES capacity. Since many hams supporting the emergency response may not be operating under the RACES umbrella, this prohibition creates certain issues.

The prohibition against communicating with amateur radio operators not operating in a RACES capacity tends to encourage local officials to activate the same group emergency communicators in an “ARES” capacity. In this capacity the emergency communicators may communicate with any licensed amateur radio station.

In either the “ARES” or “RACES” mode, when emergency assistance is requested by a government official, liability is assumed by the jurisdiction of the requesting official. Liability, however, is mitigated by such legal concepts as the “Good Samaritan” doctrine and the Volunteer Protection Act of 1997 which was enacted by the federal government, “ To provide certain protections to volunteers, nonprofit organizations, and governmental entities in lawsuits based on the activities of volunteers.”

ARES can supply communication services where no established links exist or supplement the existing infrastructure if overloaded or disabled. Amateur radio networks may be organized to accommodate needs such as:

- Back-up or supplemental communications where a public safety radio system, cellular or telephone service may be lost, out of range, or overloaded
- A direct link with the National Weather Service, i.e., SKYWARN
- Observations of local conditions (weather, traffic, etc) relayed back to public officials
- A communications network at the outer perimeter of an evacuated area.

III. INTRODUCTION

It is recognized that the Amateur Radio Emergency Service (ARES) is sponsored by, and is an integral part of, the American Radio Relay League (ARRL). All ARES members and leadership are expected to abide by the rules and procedures set forth by the ARRL.

This document shall provide the basis and framework upon which the parish ARES group may build their plans around.

While some of the ARRL’s rules are specific in nature, and should always be followed, it is the intent of this document to take the diversity of the parish and municipalities into account and therefore provide the maximum flexibility possible to parish leadership officials.

Under Federal regulations, amateur radio public service communications are furnished without compensation. The FCC has given the Amateur radio service a fundamental purpose, including "Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications." (47 CFR 97.1(a), FCC Rules & Regulations.)

The Federal Communications Commission provides authorization to the amateur radio service to provide communications when normal communications are disrupted. The following is taken directly from the FCC Rules:

§97.401 Operation during a disaster

- (a) When normal communication systems are overloaded, damaged, or disrupted because a disaster has occurred, or is likely to occur, in an area where the amateur service is regulated by the FCC, an amateur station may make transmissions necessary to meet essential communication needs and facilitate relief actions.
- (b) When normal communication systems are overloaded, damaged, or disrupted because a natural disaster has occurred, or is likely to occur, in an area where the amateur service is not regulated by the FCC, a station assisting in meeting essential communication needs and facilitating relief actions may do so only in accord with ITU Resolution No. 640 (Geneva, 1979). The 80 m, 75 m, 40 m, 30 m, 20 m, 17 m, 15 m, 12 m, and 2 m bands may be used for these purposes.
- (c) When a disaster disrupts normal communication systems in a particular area, the FCC may declare a temporary state of communication emergency. The declaration will set forth any special conditions and special rules to be observed by stations during the communication emergency.

§97.403 Safety of life and protection of property

No provision of these rules prevents the use by an amateur station of any means of radiocommunications at its disposal to provide essential communication needs in connection with the immediate safety of human life and immediate protection of property when normal communication systems are not available.

§97.405 Station in distress

- (a) No provision of these rules prevents the use by an amateur station in distress of any means at its disposal to attract attention, make known its condition and location, and obtain assistance.
- (b) No provision of these rules prevents the use by a station, in the exceptional circumstances described in paragraph (a), of any means of radio communications at its disposal to assist a station in distress.

ARES is composed of FCC-licensed amateur radio operators who have voluntarily registered their capabilities and equipment for public service communications duty. For "rank and file" ARES members, ARRL membership is not required (but is recommended). Other than their amateur radio license, the only requirement for ARES membership is the desire to serve the public interest during emergency situations. Allen Parish ARES recommends that NIMS and AREC continuing education courses be accomplished by members able to do so,

ARES leadership officials are required to maintain membership in the ARRL. Operation under the Incident Command System (ICS) and National Incident Command System (NIMS) is the goal for all ARES groups when working with local and State Emergency Managers and with other served agencies. ARRL Emergency Communications training and FEMA sponsored training is encouraged, especially for ARES leadership field appointees.

IV. PURPOSE

The purpose of this plan is to provide a written guide containing the minimum information that would be needed in daily operation or in an emergency. Each emergency is different and maximum flexibility to provide adequate communications must be maintained.

The primary responsibility of ARES, within the State of Louisiana, is to furnish communications in the event of a disaster, emergency or drill, when regular communications fail, are inadequate, or are non-existent, or when it is deemed that the safety of the general public or other emergency responders may be enhanced by activation of amateur radio operations.

Under unified ICS, the Incident Commander, acting through his Emergency Communications Unit Leader directs the deployment of ARES if such is needed. The Director of Homeland Security, Office of Emergency Preparedness, may also activate RACES as permitted by The Amateur Radio Regulations, Federal Communications Commission, Part 97, Subpart E, §97.407.

V. ORGANIZATION

ARES groups in the State of Louisiana shall function under the following chain of command.

The Section Manager (SM), being duly elected by majority of ARRL members in the state, is recognized as the ultimate authority in any ARRL, ARES, or National Traffic System (NTS) matters within the state. See Appendix 5 for current Section Manager information.

The SM has the authority to appoint a Section Emergency Coordinator (SEC), who shall administer the state's ARES plan, and oversee coordination of all ARES activities in the state. See Appendix 5 for current Section Emergency Coordinator information.

The SM, under advisement of the SEC, shall appoint District Emergency Coordinators (DECs) and parish level Emergency Coordinators (ECs). DECs shall forward to the SEC their recommendations for the position of EC for each parish within their district having enough interest and participation to support a program. See Appendix 6 and 7 for current District Emergency Coordinator and parish Emergency Coordinator information.

ECs may appoint Assistant ECs (AECs) as necessary. AECs are not an official ARRL Field Organization appointments and, therefore, do not require SEC or SM approval. An EC should, however, discuss his appointment of AECs with his DEC. See Appendix 5 for current District Allen Parish Assistant Emergency Coordinator information.

All ARES leadership officials serve at the discretion of the SM, and as such, may be promoted or dismissed at any time. Their terms shall run concurrent with that of the SM, a two-year term starting the first of April on even years.

The duties for each of these positions are shown in the *Emergency Coordinator's Manual*, publication FSD-9, available from ARRL, 225 Main Street, Newington, CT 06111.

In each parish, a primary responsibility of the EC is to insure that there is a written ARES Emergency/Operations plan for his parish. An EC may seek assistance from his DEC, SEC, other ECs who have existing plans, and the *Emergency Coordinator's Manual*.

ECs will provide copies of their plans to ALL active ARES members in their program, and will provide copies, and any subsequent updates, to their DEC, SEC and SM. The Allen Parish ARES Emergency/Operations plan has been distributed to all such designated ARRL officials plus a copy to the Allen Parish Director of Homeland Security.

It is assumed that most emergencies and disasters occur at the local level. Taking our diversity into account, it is believed that those at the local level know most of the contacts and are better informed and equipped to make decisions on how things should be run at the parish level.

In order to maintain continuity throughout the state, the SEC together with the Section Manager may recommend changes to local plans; however, the local EC should be given the maximum latitude possible in making his program functional.

ARES is a volunteer service and its members are under no obligation to participate and there is no guaranteed response level. Members are asked to provide assistance based on their interests, abilities, and personal commitments.

Should we experience a disaster, many of our own members may be victims and they must ensure the safety of their loved ones and their own property. Leadership officials at each level will endeavor to the best of their ability to fulfill the needs of agencies served under this plan.

In any group, there is the possibility of personality conflicts. The EC, or his appointed staff, shall decide how assignments are made and who shall fill these assignments. We are all in this together and it is our hope that disagreements can be solved by discussion and willingness to be open-minded.

Each EC shall provide a monthly activity report to the SEC via ARRL form FSD212, by mail or other means agreed to by both parties. The SEC shall in turn provide a report to the Section Manager and the ARRL. In addition, each EC shall submit an "Annual Report", prior to January 31. A copy of this report shall be forwarded to both the SEC and the ARRL.

VI. OPERATIONAL GROUPS

A. ARES – Amateur Radio Emergency Service

Previously known as the Amateur Radio Emergency Corps, the new name says it all. All coordinated efforts of amateur radio operation in the name of public safety, or in support of emergency or public service agencies can fall under the jurisdiction of ARES.

In Allen Parish, all ARES members are considered to also be RACES members. In addition, the Allen Parish ARES EC and AEC are also considered the RACES EC and AEC.

See Appendix 5 for current Allen Parish ARES/RACES Coordinator information.

B. RACES – Radio Amateur Civil Emergency Service

A service administered by the local emergency management office, with guidance by FEMA. Originally designed to operate during civil emergencies or war, should the President evoke the War Powers Act, all amateur radio functions are required to cease with the exception of RACES.

Although technically a separate entity, which is joined by the amateur operator registering their services with the parish Office of Homeland Security/Emergency Preparedness (OHSEP). Parishes may wish to appoint a RACES Coordinator independent of the ARES organization, or utilize the parish's ARES EC in the dual role of RACES/ARES Coordinator.

As related to RACES, FCC §97.407 Radio Amateur Civil Emergency Service applies :

1(a) No station may transmit in RACES unless it is an FCC licensed primary, club, or military recreation station and it is certified by a civil defense organization as registered with that organization, or it is an FCC licensed RACES station. No person may be the control operator of a RACES station, or may be the control operator of an amateur station transmitting in RACES unless that person holds a FCC issued amateur operator license and is certified by a civil defense organization as enrolled in that organization.

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1(b) The frequency bands and segments and emissions authorized to the control operator are available to stations transmitting communications in RACES on a shared basis with the amateur service. In the event of an emergency that necessitates the invoking of the President's War Emergency Powers under the provisions of Section 706 of the Communications Act of 1934, as amended, 47 U.S.C. §606, RACES stations and amateur stations participating in RACES may only transmit on the following frequencies:

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3(1) The 18001825 kHz, 19752000 kHz, 3.503.55 MHz, 3.933.98 MHz, 3.9844.000 MHz, 7.079-7.125 MHz, 7.2457.255 MHz, 10.1010.15 MHz, 14.04714.053 MHz, 14.2214.23 MHz, 14.33114.350 MHz, 21.04721.053 MHz, 21.22821.267 MHz, 28.5528.75 MHz, 29.23729.273 MHz, 29.4529.65 MHz, 50.3550.75 MHz, 5254 MHz, 144.50145.71 MHz, 146148 MHz, 23902450 MHz segments;

4(2) The 1.25 m, 70 cm, and 23 cm bands; and

5(3) The channels at 3.997 and 53.30 MHz may be used in emergency areas when required to make initial contact with a military unit and for communications with military stations on matters requiring coordination.

6(c) A RACES station may only communicate with:

7(1) Another RACES station;

8(2) An amateur station registered with a civil defense organization;

9(3) A United States Government station authorized by the responsible agency to communicate with RACES stations;

(4) A station in a service regulated by the FCC whenever the FCC authorizes such communication.

10(d) An amateur station registered with a civil defense organization may only communicate with:

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12

13(1) A RACES station licensed to the civil defense organization with which the amateur station is registered;

14(2) The following stations upon authorization of the responsible civil defense official
15 for the organization with which the amateur station is registered:

16

17(i) A RACES station licensed to another civil defense organization;

18(ii) An amateur station registered with the same or another civil defense organization;

19(iii) A United States Government station authorized by the responsible agency to
communicate with RACES stations; and

20(iv) A station in a service regulated by the FCC whenever the FCC authorizes such
21 communication.

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23(e) All communications transmitted in RACES must be specifically authorized by the civil
defense organization for the area served. Only civil defense communications of the
following types may be transmitted:

24(1) Messages concerning impending or actual conditions jeopardizing the public safety,
25 or affecting the national defense or security during periods of local, regional, or national
26 civil emergencies;

27(2) Messages directly concerning the immediate safety of life of individuals, the immediate
protection of property, maintenance of law and order, alleviation of human suffering and
need, and the combating of armed attack or sabotage;

28(3) Messages directly concerning the accumulation and dissemination of public information
29 or instructions to the civilian population essential to the activities of the civil defense
30 organization or other authorized governmental or relief agencies; and

31

32(4) Communications for RACES training drills and tests necessary to ensure the establishment
and maintenance of orderly and efficient operation of the RACES as ordered by the
responsible civil defense organization served. Such drills and tests may not exceed a total
time of 1 hour per week. With the approval of the chief officer for emergency planning in
the applicable State, Commonwealth, District, or territory, however, such tests and drills
may be conducted for a period not to exceed 72 hours no more than twice in any calendar
year.

The ARRL recommends the parish EC work closely enough with the local Emergency Manager to
allow ARES and RACES to function as one unit. Formation of a RACES group must be initiated by
the Parish Emergency Manager through the State RACES Officer at the Governor's OHSEP in Baton
Rouge.

In Allen Parish, all ARES members are considered to also be RACES members. In addition, the
Allen Parish ARES EC and AEC are also considered the RACES EC and AEC.

See Appendix 5 for current Allen Parish ARES / RACES Coordinator information.

C. SKYWARN

A program organized and sponsored by the National Weather Service, primarily made up of amateur radio operators. Various NWS offices will provide regular training classes and participants become registered as “Storm Spotters” who serve as the eyes and ears of the NWS.

By forwarding eyewitness observations and exact locations of specific atmospheric events to the NWS, these spotters enable the NWS to issue watches and warnings sooner, which, in turn, saves lives. Although not required, it is highly recommended that all ARES members attend these free training sessions, and participate in this program. The Parish EC will strive to work with the Warning Coordination Meteorologist (WCM) at the NWS office covering their parish to coordinate training and participation.

D. MILITARY MARS

The Military Affiliate Radio System (MARS) is a [United States Department of Defense](#) sponsored program, established as a separately managed and operated program by the [United States Army](#), [Navy](#), and [Air Force](#). The program is a [civilian auxiliary](#) consisting primarily of licensed [amateur radio](#) operators who are interested in assisting the military with communications on a local, national, and international basis as an adjunct to normal communications. The MARS programs also include active duty, reserve, and [National Guard](#) units; Navy and [National Oceanic and Atmospheric Administration](#) ships, and [Coast Guard cutters](#) and [shore stations](#).

MARS has a long history of providing worldwide auxiliary [emergency communications](#) during times of need. The combined three-service MARS programs (Army, Air Force, and Navy-Marine Corps) volunteer force of over 5,000 dedicated and skilled amateur radio operators provide the backbone of the MARS program. The Parish EC will strive to work with MARS operations within the parish.

E. USCG AUXILIARY (FLOTILLA)

The United States Coast Guard Auxiliary was established on June 23, 1939 by an act of Congress as the [United States Coast Guard Reserve](#) and re-designated as the Auxiliary on February 19, 1941. The auxiliary is an incorporated, [civilian](#) organization. The Congressional mandates state that the Auxiliary supports all [United States Coast Guard](#) (USCG) missions but is not permitted to directly engage in either law enforcement or military activity.

The support provided by the Auxiliary in these situations can be administrative and it can be in areas that make available, either Active or Reserve members of the USCG. Once available, the Active or Reserve member is able to function in these two restricted areas. The Parish EC will strive to work with USCG Auxiliary operations within the parish.

F. PARISH EMCOMM COORDINATION COMMITTEES

The Governor’s Office of Homeland Security requires that each parish Homeland Security Director appoint a Interoperability Committee to coordinate communications plans within that parish. In addition, there may be a separate group that focuses on amateur radio communication planning within the parish. The Parish EC will strive to work with Regional and Parish EMCOMM Coordination Committees within the parish.

VII. COORDINATION

ECs should maintain relations with contiguous parishes. Leadership officials should know each other and meet regularly, sharing information from their plans, since they may be tasked with assisting each other during emergency situations.

The SEC and the Section Traffic Manager (STM) shall maintain relations and coordinate liaison between ARES and NTS activities. As described in the ARRL's *Public Service Communications Manual*, the National Traffic System is dedicated to communications during emergencies on behalf of ARES.

In the event of wide area emergencies, the Louisiana SM and SEC should consult with their counterparts in neighboring Sections and states.

Coordination details for wide area disasters are described in a Memorandum of Understanding (MOU) jointly agreed upon in July 2000 by the LA, MS, and STX Sections. A copy of this MOU is in Appendix II.

In addition, Appendix III contains a separate but similar MOU jointly agreed upon in February 2006 by the AR, LA, MS, and TN Sections. All Louisiana ARES members should be familiar with these two MOUs.

ECs are encouraged to pursue MOUs with their local served agencies. However, before any MOU is officially agreed upon by an EC and a local agency, the MOU must first be approved by the SEC, SM, and ARRL Headquarters.

VIII. DIGITAL MESSAGING

The HF Digital National Traffic System is encouraged for NTS type messages without email addresses.

Winlink 2000 is encouraged for destinations with email addresses. This may include HF and VHF with Telpac, Paclink, and Airmail utilization.

Pactor is the preferred mode for point-to-point HF digital communications using Airmail. The simplex point-to-point frequencies will be 3630.0 and 7080.0 LSB Mark ([3595.9](#) and 7079.9 center) for utilization inside the state.

ARES districts with metropolitan areas should develop a minimum of two VHF or UHF TelPac Internet gateway stations to provide Packet to Internet capability.

APRS Link is a limited capacity option for those areas with active APRS IGates and no Telpac Gateways.

Modes such as RTTY, PSK31 and others which do not have error correcting or error checking are not encouraged due to their ability to receive errors without realizing the transmitted message has changed.

Each ARES member should utilize Airmail with Winlink 2000 for ARES training and Emergency Communications on a regular basis. This includes receiving messages for third party delivery as well as sending messages.

IX. TRAINING OPPORTUNITIES

The Allen Parish ARES Emergency Coordinator should coordinate at least one local test of the emergency communications system annually. This will usually be part of the Louisiana ARRL Simulated Emergency Test (SET).

At the discretion of the ARES Emergency Coordinator, ARES will be activated unannounced at least once a year.

The Emergency Coordinator will test amateur radio communication equipment to be located in the EOC at least semi-annually and will conduct an annual test utilizing the EOC as the Net Control Station.

ARES will meet at the Oberlin Library monthly or as determined by the membership.

Allen Parish ARES will conduct a weekly check-in net. The primary net frequency 146.925.

All ARES members are strongly encouraged to pursue other training opportunities whenever possible. On-the-air training opportunities include participating in one or more of the following activities.

- Local ARES nets
- Local emergency drills and public service events
- ARRL Field Day in June
- ARRL Simulated Emergency Test (annual date varies)
- Louisiana ARES Net (LAN)
- Louisiana Traffic Net (LTN)
- Louisiana CW Net (LCW)
- Louisiana Slow Net (LSN)

In addition to on-the-air training, there are many opportunities for ARES members to pursue emergency communications training through self-study and formal courses.

ARES members are encouraged to take at least Level I of the ARRL's on-line emergency communications course. ARES officials, in particular, are also expected to take Levels II and III of the ARRL's on-line courses.

NIMS and FEMA courses such as 100, 200, 700, and 800 are strongly encouraged and may be required by the ARES Emergency Coordinator and the Allen Parish Director of Homeland Security and Emergency Preparedness Parish Director of Homeland Security and Emergency Preparedness.

X. CONCEPT OF OPERATIONS

It is recognized that the Louisiana Office of Homeland Security and Emergency Preparedness (OHSEP) is the lead state agency dealing with natural and technological disasters and emergencies.

On the State level, the SEC, or his appointee, shall maintain open dialog with this agency. In accord with other provisions within this plan, we shall strive to provide communications between OHSEP and other agencies, both at the state and local level, as requested.

Local coordination will be maintained between the Allen Parish EC and the Allen Parish Director of Homeland Security and Emergency Preparedness.

ARES members are not authorized to issue press releases or to communicate “on the record” with members of the press without the authorization of the Emergency Manager / Incident Commander or designated Public Information Officer. When necessary, the Emergency Manager / Incident Commander will appoint a Public Information Officer (PIO). This person is responsible for all contact with the media. In an emergency, situations can change quickly. A misquote or incorrect statement could place citizen safety in jeopardy.

XI. EXECUTION OF OPERATIONS

A. Activation

In an emergency in which amateur radio might serve the community, Allen Parish ARES will be alerted by the Director of Homeland Security, Police/Fire Chiefs, or other authorized official. This alert should be directed to the parish’s ARES Emergency Coordinator or Assistant Emergency Coordinator, and if deemed necessary, the DEC and SEC, should be notified by radio, telephone, pager, or any other means necessary as per APPENDIX 5, ARES and Homeland Security Contact List.

When notified, the ARES Emergency Coordinator or Assistant Emergency Coordinator will contact the requesting official to determine the types of assistance required or available and the scope of activation. Once the ARES Emergency Coordinator or Assistant Emergency Coordinator conclude that ARES activation is appropriate, the Parish’s ARES telephone coordinators will be notified as per XI. B. Mobilization below.

Members of Allen Parish ARES who suspect that a communications emergency may exist should monitor the primary ARES repeater, 146.925, for possible activation.

B. Mobilization

If telephone service is available, Allen Parish ARES members should be called by the designated telephone coordinator for the area covered by each ATT End Office in the parish. If telephone service is not available, ARES members will be notified on the ARES repeater shown below.

This telephone call grouping is based on the capabilities of the ATT system in Allen Parish which may allow calls within the area covered by an end office but not calls between such offices.

The ATT end offices in Allen Parish and the prefixes served by such are as follows:

UPDATE SOON

<u>Community</u>	<u>Prefixes</u>	<u>Telephone Coordinator</u>
XXXX	XXXX	Assigned Administratively
XXXX	XXXX	Assigned Administratively

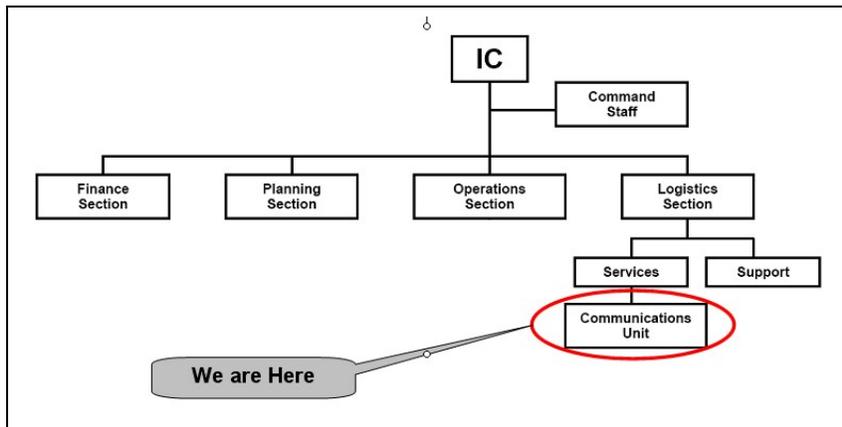
Upon notification that an emergency exists, members of ARES will check in to the primary ARES repeater, 146.925

If the ARES primary repeater is not operational, the ARES secondary Oberlin repeater, 444.925 should be used, (this repeater is not yet in operation). If both these repeaters are unusable, the 146.565 may be utilized. The operating frequency of last resort is the ARES Simplex frequency

146.520 (national simplex freq.). For these and other frequencies, see APPENDIX 2, Operating Frequencies, Allen Parish.

The Parish EOC, upon being staffed with amateur radio personnel, will maintain a continuous presence on the primary ARES repeater, 146.925 for the duration of the emergency or until being released by the authorized official. Other vhf, uhf, and hf frequencies and modes will be monitored as needed.

If Incident Command is located at a facility other than the EOC, then Amateur Radio communications will be coordinated at the alternate facility.



C. Net Control Stations

The ARES net will be called to order by the Net Control Station (NCS). The NCS will be the first Allen Parish ARES member to arrive on the Allen Parish ARES primary repeater, 146.925

If the ARES primary repeater is not operational, the ARES secondary repeater, 444.925 should be used. If both these repeaters are unusable, the 146.565 may be utilized. The operating frequency of last resort is the ARES Simplex frequency 146.520 (national simplex freq.). For these and other frequencies, see APPENDIX 2, Operating Frequencies, Allen Parish.

The original NCS may relinquish net control upon the arrival of the first regular weekly ARES net control operator. If the parish EOC is activated, the physical location of the Net Control Station should be in the EOC. If Incident Command is located at a facility other than the EOC, then the Net Control Station will be at the alternate facility.

Members of Allen Parish ARES, base, portable or mobile stations, and other none ARES stations will be checked into the net by to await further instructions. Net protocol as per APPENDIX 3, Allen Parish ARES Net Procedures, will be followed.

Mobile and portable stations will be dispatched by the Net Control Station to locations or agencies as they are needed at the request of authorized officials. Once the Incident Command system is operational, the Net Control Station will operate under the direction of the Incident Command Communications Unit Leader. The ARES Emergency Coordinator and ARES Assistant Emergency

Coordinator will assist the Incident Command Communications Unit Leader to accomplish the mission.

It is expected that the majority of the remote operating locations are shown in APPENDIX 4, Allen Parish Served Agencies.

Operators of home stations that are on the air, and have emergency power, will be available for use as backup if a complete power blackout should occur.

D. Operations

Amateur Radio operations shall work in the EOC utilizing the Incident Command System. If Incident Command is located at a facility other than the EOC, then Amateur Radio communications will be coordinated at the alternate facility.

The Logistics Section Chief will assign a Communications Unit Leader to establish and coordinate communications capability by all emergency communications systems, including amateur radio. The ARES Emergency Coordinator and ARES Assistant Emergency Coordinator will assist the Incident Command Communications Unit Leader to accomplish the mission.

A Message Center will be staffed, if personnel are available, through which all written communications shall be routed for review and assignment. Communications operators having questions about a message shall refer such questions to the Message Center Coordinator for clarification.

Messages being transmitted to the Louisiana EOC require approval by the Allen Parish Director of Homeland Security or his designee.

D. Safety

THE OPERATIONAL PHILOSOPHY OF LOUISIANA ARES IS THAT OF MAINTAINING SAFETY OF PERSONNEL. BE AWARE OF UNSAFE CONDITIONS AND AVOID UNSAFE BEHAVIOR THAT CAN LEAD TO ACCIDENTS. SET THE EXAMPLE FOR ALL THOSE ON YOUR TEAM.

XII. DIRECTION & CONTROL

A. Coordination

Amateur Radio communications will be coordinated at the parish EOC through the establishment of Net Control under the direction of the Incident Command Communications Unit Leader. The ARES Emergency Coordinator and ARES Assistant Emergency Coordinator will assist the Incident Command Communications Unit Leader to accomplish the mission.

If Incident Command is located at a facility other than the EOC, then Amateur Radio communications will be coordinated at the alternate facility.

B. Message Handling

All messages, except short questions or comments, shall be written traffic in standard American Radio Relay League/National Traffic System (ARRL/NTS) form as per APPENDIX 10, National Traffic System Message Handling.

All messages should be initialed by the person who originates them.

ARRL/NTS message precedence of EMERGENCY, PRIORITY, WELFARE, and ROUTINE shall be used.

Operators shall review messages for clarity prior to attempting to send and will refer questions to the Message Center Coordinator when available, or to the originator.

Messages being transmitted to the Louisiana EOC require approval by the Allen Parish Director of Homeland Security or his designee.

Messages within the Homeland Security system may require the use of ICS Form 213 as shown in Appendix 13.

C. Records and Reports

All message forms and logs (including packet messages), check in rosters, or other documentation developed will be filed in a secure place, and turned over to the Communications Unit Leader at the conclusion of the emergency. A record of assigned personnel and unit activities or information should be kept on ICS Form 214 Unit Log, Appendix 14. A record of equipment and personnel checked in to the incident should be kept on ICS Form 211 Incident Check In List, Appendix 15.

APPENDIX 1

**Allen Parish Active Amateur Radio Operators
ARES Members In GREEN -16**

ALLEN PARISH ARES Emergency Coordinator
EARL MORROW, W5ELM, EC
 412 EAST NINTH AVE
 OBERLIN, LOUISIANA 70655
 (337) 515-6088 (cell)
<http://allenparishradio.com>

UPDATED AS OF 10/05/2009

<i>Last Name</i>	<i>First Name</i>	<i>Call Sign</i>	<i>Address</i>	<i>City</i>	<i>CLASS</i>	<i>ARES</i>
<i>Aguillard</i>	<i>Dana</i>	<i>KD5FMN</i>	<i>1937 HWY 26</i>	<i>ELTON</i>	<i>TECH</i>	
<i>ACOIN</i>	<i>DAVID</i>	<i>KE5QLG</i>	<i>9035 HWY 190</i>	<i>ELTON</i>	<i>TECH</i>	<i>YES</i>
<i>BURKE</i>	<i>GORDON</i>	<i>W5AZ</i>	<i>140 HAMILTON RD</i>	<i>KINDER</i>	<i>EX</i>	<i>YES</i>
<i>JOHNSON</i>	<i>LARRY</i>	<i>KA5NXT</i>	<i>27148 HWY 383</i>	<i>KINDER</i>	<i>ADV</i>	<i>AEC</i>
<i>MARCANTEL</i>	<i>JOSEPH</i>	<i>KE5QLK</i>	<i>3001 IKE'S ROAD</i>	<i>KINDER</i>	<i>TECH</i>	<i>YES</i>
<i>PHILLIPS</i>	<i>CHRIS</i>	<i>KC5UKO</i>	<i>1475 ARKADELPHIA ROAD</i>	<i>PITKIN</i>	<i>TECH</i>	<i>AEC</i>
<i>TAYOR</i>	<i>CHERYL</i>	<i>KE5QLJ</i>	<i>317 n. 5ST</i>	<i>KINDER</i>	<i>TECH</i>	<i>YES</i>
<i>KOLB</i>	<i>LES</i>	<i>KE5YXT</i>	<i>194 FEDO YOUNG RD</i>	<i>DRY CREEK</i>	<i>TECH</i>	<i>YES</i>
<i>MORROW II</i>	<i>EARL</i>	<i>KE5YXS</i>	<i>410 EAST 9TH AVE</i>	<i>OBERLIN</i>	<i>TECH</i>	<i>YES</i>
<i>HURLBUT</i>	<i>ALLEN</i>	<i>KE5YXY</i>	<i>1473 DEL FIRETOWER</i>	<i>REEVES</i>	<i>TECH</i>	
<i>MCDANIEL</i>	<i>THOMAS</i>	<i>KE5YXU</i>	<i>P.O. BOX 1635</i>	<i>OAKDALE</i>	<i>TECH</i>	<i>AEC</i>
<i>OAKES</i>	<i>DAVIE</i>	<i>KE5YXV</i>	<i>508 PINE ST</i>	<i>ELIZABETH</i>	<i>TECH</i>	<i>YES</i>
<i>SAVANT</i>	<i>ANTHONY</i>	<i>KE5YXW</i>	<i>508 1ST AVE</i>	<i>KINDER</i>	<i>TECH</i>	
<i>PHENICE</i>	<i>SHELLA</i>	<i>KE5YXX</i>	<i>311 S. SIXTH ST</i>	<i>OBERLIN</i>	<i>TECH</i>	
<i>CRAIGER</i>	<i>Ronald</i>	<i>KE5CGD</i>	<i>P.O. BOX 1637</i>	<i>KINDER</i>	<i>TECH</i>	<i>YES</i>
<i>FRUGE</i>	<i>JOHN</i>	<i>KAFLFF</i>	<i>272 NOOKIE FRUGE RD</i>	<i>KINDER</i>	<i>ADV</i>	<i>YES</i>

APPENDIX 2A

**Available Operating Frequencies
Allen Parish**

**ICS FORM 217 GOES HERE
See Appendix 11**

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET		Frequency Band			Description		
Channel Configuration	Channel Name / Trunked Radio System Talkgroup	Eligible Users	Frequency N or W	Tone / NAC	Mode A, D or M	Remarks	
VHF		Amateur	RX –146.925 TX –146.325	203.5	A	Main – VHF	
UHF		Amateur	RX – 444.925 TX – 449.925	203.5	A	UHF	
PACKET RMS	W5ELM-10	Amateur	RX –145.010 TX – 145.010		A	RMS - Packet	
OEP -1		PUBLIC WORKS	RX – 154.740 TX – 158.940	151.4	A	OEP	
Allen Parish SO		Sheriff	RX – 155.565 TX – 159.030	131.8	A		
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W,” depending on whether the frequency is narrowband or wideband. Mode refers to either “A” or “D,” indicating analog or digital (e.g., Project 25) or “M,” indicating mixed mode. All channels are shown as if programmed in a control station, mobile, or portable radio. Repeater and base stations must be programmed with the RX and TX reversed.

APPENDIX 2B

Incident Operating Frequencies

(Filled Out at Time of Incident – Incident Specific)

Allen Parish

ICS FORM 205 GOES HERE

See Appendix 12

INCIDENT RADIO COMMUNICATIONS PLAN			Incident Name		Date/Time Prepared		Operational Period Date/Time		
Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/ NAC	TX Freq N or W	TX Tone/ NAC	Mode	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
5. Prepared by (Communications Unit)					Incident Location		State		Latitude
					County				
					N				
					Longitude		W		
<p>The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W," depending on whether the frequency is narrowband or wideband. Mode refers to either "A," "D," or "M," indicating analog, digital, or mixed. (Project 25).</p>									

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APPENDIX 3
Allen Parish ARES
Net Procedure

All stations on this frequency, standby for the Allen Parish ARES Net.
This is _____.

All stations, this is _____, Net Control for this session of the Allen Parish ARES Net.. The purpose of this net is to encourage interest in ARES, and to provide information about, the Amateur Radio Emergency Service in the Allen Parish area.

ARES is a part of ARRL field organization and offers emergency communications services to public service and governmental agencies during potential and actual disasters.

All amateurs operators are welcome to this net. You do not have to be a member of ARES to join this net. **This is a directed net.** Please address all transmissions to net control. In doing so, please give your callsign, your location and if you have any traffic for the net.

<Announcements for the NET>

This is _____, APARES Net Control.

Is there any station with Emergency or Priority traffic?
Please come now. **<acknowledge check-ins>**

At this time, the net will take check-ins from any Echolink stations connected.
Please come now. **<acknowledge check-ins>**

At this time, the net will take check-ins from Allen Parish ARES members.
Please come now. **<acknowledge check-ins>**

At this time, the net will take all other check-ins from anywhere.
Please come now. **<acknowledge check-ins>**

<after completion of reports>

Thank you for your participation. The net will be now closing & returning the repeater to normal amateur used. **This Net will meet again next Sunday Night at 7:00pm on this frequency.** Again I would like to Thank you for checking in, This is _____. I have been Net Control for this session of the Allen Parish ARES Net, Net is now close, 73's to all.

Allen Parish Served Agencies

Agency Name	Street Address	City	Longitude	Latitude	Contact and Telephone
Allen Parish Homeland Security					(337)300-9032
Allen Parish EOC		OAKDALE			(318)335-1155
Allen Parish Government Recovery Center					
Allen Parish Communications District 9-1-1		OBERLIN			911
Allen Parish Sheriff's Office		OBERLIN			(337) 639-4353
Allen Parish Fire District (6 TOT)		OBERLIN			(337) 639-4353
EMS					
Police Dept					
Allen Parish Shelter					

APPENDIX 5

ARES and Homeland Security Contact List

Section Manager

Gary Stratton K5GLS
8424 Kaw Court
Shreveport, LA 71107
(318) 309-0023
<mailto:k5gls@arrl.org>

Assistant Section Manager (ARES)

Alan Levine WA5LQZ
1402 Matilda Street Westlake, LA70669
(337) 436-6047
<mailto:wa5lqz@arrl.net>

Assistant Section Manager

Mike King W5PY
592 Marina Drive
Slidell, LA 70458
(985) 640-7708
<mailto:w5py@arrl.net>

Assistant Section Manager

Christopher Barber, WX5CW
3917 Baltimore Ave
Shreveport, LA 71106-1007
318) 557-0041
wx5cw@arrl.net

Section Emergency Coordinator

Jim Coleman
AI5B
1530 Military Rd
Bogalusa, LA 70427
(985) 516-2632
AI5b@arrl.net

Assistant Section Emergency Coordinator

James E. Molan
KD5IGG
311 N Mathews St
Bunkie, LA 71322
Kd5igg@bellsouth.net

APPENDIX 5

ARES and Homeland Security Contact List

Assistant Section Emergency Coordinator

David S Gore
W5DSG
111 Baywood Dr
West Monroe, LA 71291
W5dsg@arrrl.net

Section Traffic Manager

ARRL

Steve Ewald
WV1X
(860) 594-0265
wv1x@arrrl.org

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Roger Farbe
Communication Specialist
RACES / ARES Liaison
RFarbe@OHSEP.Louisiana.gov
Governor's Office of Homeland Security & Emergency Preparedness
7667 Independence Blvd, Baton Rouge, LA 70806
Phone: 225-358-5252
Cell: 225-456-0540
Fax: 225-925-7501

Louisiana Office of Homeland Security and Emergency Preparedness (OHSEP)

Matt Farlow, Operations Officer
1-800-256-7036

Louisiana Office of Homeland Security and Emergency Preparedness (OHSEP)

Radio Room (Direct Number)
(225) 925-7506

APPENDIX 5

ARES and Homeland Security Contact List

APPENDIX 6

ARES Louisiana District Emergency Coordinators

Information on Louisiana ARES leadership, section net times and frequencies, and many other Louisiana Section Details can be found at: www.laarrl.org

REGION 1 - SOUTH EAST DISTRICT

DEC Robert J McBride, AE5RN frobe438@bellsouth.net [View Parish List](#)

REGION 2 - CAPITOL DISTRICT

DEC Roger J Farbe, N5NXL n5nxl@bellsouth.net [View Parish List](#)

REGION 3 - BAYOU DISTRICT

DEC Kenneth D Standard, AD5XJ ad5xj@arrl.net [View Parish List](#)

REGION 4 - ACADIA DISTRICT

DEC Jaclyn L Price, KA5LMZ jelprice@atvci.net [View Parish List](#)

REGION 5 - SOUTH WEST DISTRICT

DEC Ronald K Phelps, KC5FGO kc5fgo@arrl.net [View Parish List](#)

ADEC Dick Rogers, WB5TUG wb5tug@arrl.net

ADEC Alan Levine, WA5LQZ wa5lqz@arrl.net

REGION 6 - CENTRAL DISTRICT

DEC James E Molan, KD5IGG kd5igg@bellsouth.net [View Parish List](#)

ADEC Scott B Wren, KD5DFL kd5df@cox-internet.com

ADEC Jessie C Tilghman, W5JZQ w5jzq@arrl.net

REGION 7 - NORTH WEST DISTRICT

DEC Robert A Turner, KG5YK robertkg5yk@hotmail.com [View Parish List](#)

ADEC

REGION 8 - NORTH EAST DISTRICT

DEC William M (Mack) Redmond, KA5JNL ka5jnl2@bayou.com [View Parish List](#)

REGION 9 - NORTH LAKE DISTRICT

DEC James M Coleman III, AI5B ai5b@arrl.net [View Parish List](#)

ADEC Earl E Creel, N5ZD n5zd@i-55.com

APPENDIX 7
ARES Louisiana Emergency Coordinators

ARES Emergency Coordinators

REGION 1 - SOUTH EAST DISTRICT AE5RN			DEC - Robert J McBride,
JEFF	Jefferson	Lyle P Brown, KD5EWD	kd5ewd@aol.com
ORLN	Orleans	Joel M Colman, N05FD	joel@colman.us
PLQM	Plaquemines	Richard G Beline Sr, KA5EZQ	rbeline_sr@excite.com
STBR	St. Bernard	VACANT	
REGION 2 - CAPITOL DISTRICT N5NXL			DEC - Roger J Farbe,
ASCN	Ascension	Albert J Taillon, Jr KD5NVE	kd5nve@arrl.net
EBTR	E. Baton Rouge	Robert Hobbs, N5ULA	n5ula@arrl.net
EFIC	E. Feliciana	David Delatte, AE5HH	Ddelatte50@yahoo.com
IBVL	Iberville	VACANT	
LVGN	Livingston	Douglas Dedon, W5RR	dwdedon@yahoo.com
PTPC	Pointe Coupee	Keith Graves, KG5A	kg5a@arrl.net
WBTR	W. Baton Rouge	VACANT	
EFLC	W. Feliciana	VACANT	
REGION 3 - BAYOU DISTRICT AD5XJ			DEC - Kenneth D Standard,
ASMP	Assumption	VACANT	
LAFX	Lafourche	Martin Wade, N5PJZ	mdwade@mobiletel.com
STCH	St. Charles	Charles Jouglard III, K5CFJ	k5cfj@cox.net
STJM	St. James	John LeBlanc, KE5JZMVACANT	ke5jzm@lucher.com
STJN	St. John	VACANT	
TRBN	Terrebonne	Kenneth Standard, AD5XJ	ad5xj@arrl.net
REGION 4 - ACADIA DISTRICT KA5LMZ			DEC - Jaclyn L Price,
ACAD	Acadia	Jim Bookter, N5NVP	bookter@bellsouth.net
EVNG	Evangeline	VACANT	
IBRA	Iberia	VACANT	
LAFT	Lafayette	Ed Roy, WA5TNK	edroy@edroy.com
STLN	St. Landry	VACANT	
STMT	St. Martin	VACANT	

STMY	St. Mary	Jackie Price, KA5LMZ	jelprice@atvci.net
VMRL	Vermilion	Arnold Lemaire, KE5JXC	ltsinc@kaplantel.net

REGION 5 - SOUTH WEST DISTRICT KC5FGO	DEC - Ronald K Phelps,
--	-------------------------------

ALLN	Allen	Earl Morrow, W5ELM	w5elm@yahoo.com
BEAU	Beauregard	Alan Farquhar, W5MVP	afarquhar@wnonline.net
CALC	Calcasieu	Doug Phelps, WB5OZA	cajungeese@yahoo.com
CAMN	Cameron	Burt N Sammis, AF5AA	af5aa@camtel.net
JFDV	Jeff Davis	David Le Jeune, K5WNV	lejeuned@centurytel.net

REGION 6 - CENTRAL DISTRICT KD5IGG	DEC - James E Molan,
---	-----------------------------

AVLS	Avoyelles	Harold E Laughlin, KD5JZC	kd5jzc@arrl.net
CATL	Catahoula	VACANT	
CNCD	Concordia	Everette Thompson, N5AVN	eet1947@yahoo.com
GRNT	Grant	Charles E Standlee, AC5PW	ac5pw@arrl.net
LASL	LaSalle	VACANT	
NTCH	Natchitoches	VACANT	
RAPD	Rapides	Scott Wren, KD5DFL	kd5df@cox-internet.com
SABN	Sabine	Cecil G. Harper, WD5CQG	wd5cqg@NDemand.com
VRNN	Vernon	Jerry Keeton, WB5LHD	jkboxk@wildblue.net
WINN	Winn	VACANT	

REGION 7 - NORTH WEST DISTRICT	DEC - Robert A Turner, KG5YK
---------------------------------------	-------------------------------------

BNVL	Bienville	Wayne Hatfield, KD5JJP	kd5jjp@hotmail.com
BSSR	Bossier	James O Rawls, KG5ZY	KG5ZY@bellsouth.net
CADO	Caddo	James O Rawls, KG5ZY	KG5ZY@bellsouth.net
CLBN	Claiborne	Wayne Hatfield, KD5JJP	kd5jjp@hotmail.com
DSTO	DeSoto	David L Armstrong, AA5HY	aa5hy@arrl.net
RDRV	Red River	Jerry L Glover, KD5IUZ	jlglover@cp-tel.net
WBST	Webster	VACANT	

REGION 8 - NORTH EAST DISTRICT KA5JNL	DEC - William M Redmond,
--	---------------------------------

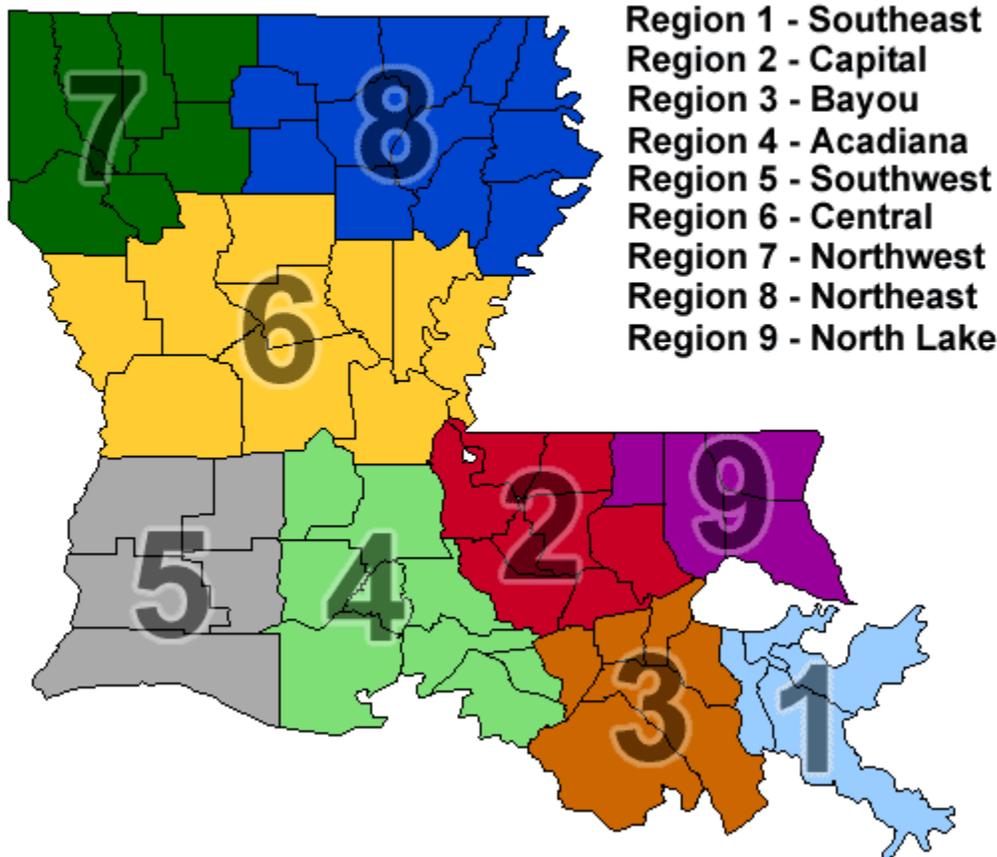
CALD	Caldwell	Billy J. Gore, KD5ETB	bjg_1955@bellsouth.net
ECRL	E. Carroll	VACANT	
FRNK	Franklin	Larry R Laborde, N5ASA	n5asa@arrl.net
JAXN	Jackson	VACANT	
LNCN	Lincoln	Jerry Darnell, AD5AQ	ad5aq@arrl.net

MDSN	Madison	VACANT	
MRHS	Morehouse	Jeff Barnhill, KB5SAR	kb5sar@arri.net
OUCT	Ouachita	David Gore, W5DSG	w5dsg@arri.net
RICH	Richland	Melinda Hudspeth, N5MEL	melhudspeth@starband.net
TNSA	Tensas	VACANT	
UNON	Union	William M (Mack) Redmond, KA5JNL	ka5jnl2@bayou.com
WCRL	W. Carroll	VACANT	

REGION 9 - NORTH LAKE DISTRICT **DEC - James M Coleman III, AI5B**

STHL	St. Helena	VACANT	
STTM	St. Tammany	VACANT	
TNGP	Tangipahoa	Forrest Clark, KD5PKS	kd5pks@arri.net
WASH	Washington	James M Coleman III, AI5B	ai5b@arri.net

Louisiana ARES Districts



APPENDIX 8

Memorandum of Understanding Between the Louisiana, Mississippi, and South Texas Sections Of The American Radio Relay League

Purpose: Recognizing that the United States Gulf Coast is subject to catastrophic storm events, particularly hurricanes and tornadoes, and that amateur radio operators are frequently asked to assist with emergency communications during these storm events, this Memorandum of Understanding (MOU) has been prepared to establish a framework for cooperation between the Louisiana (LA), Mississippi (MS), and South Texas (STX) Sections of the American Radio Relay League (ARRL).

During storm events amateur radio operators in an impacted area often cannot participate in emergency operations at the section level because they must attend to family and local problem areas. Thus, the availability of emergency coordinators, experienced net control stations, traffic handlers, etc. can be at a premium in a given section.

In order to mitigate this potential problem area and to take advantage of the expertise of nearby amateurs, who are not in the impacted area, the Louisiana, Mississippi, and South Texas Sections agree through signature of their respective Section Managers (SM's) to the following:

- (a) Upon being made aware of an imminent storm event, the three Section Managers will determine which section is the most likely to sustain the major impact of the storm event. This SM will contact the Federal Communications Commission and make arrangements for frequencies to be set aside for emergency as well as Health and Welfare Communications. Suggested frequencies are: Emergency Net – 7285 day and 3873 night and Health and Welfare – 7290 day and 3935 night. The transition time between bands will be established by the SM depending upon band conditions.
- (b) The SM of the impacted area will be responsible for organizing and staffing an emergency net possibly delegating some duties to his Section Traffic Manager (STM) or to SM's or STM's in the least impacted sections. In addition, he will make tactical decisions related to amateur participation in the emergency situation in consultation with the other SM's, as necessary.
- (c) One of the remaining two SM's will organize and staff a Health and Welfare Net possibly delegating some duties to his Section Traffic Manager (STM) or an STM in one of the least impacted sections.
- (d) The SM's of the two least impacted Sections will coordinate with the Section Emergency Coordinators in their respective Sections to render assistance, as needed.
- (e) The provisions of this MOU may be modified at any time contingent upon the signatures of the current SM's of the Louisiana, Mississippi, and South Texas Sections.

Mickey D. Cox K5MC
Section Manager
Louisiana

Malcolm P. Keown W5XX
Section Manager
Mississippi

E. Ray Taylor N5NAV
Section Manager
South Texas

APPENDIX 9

Memorandum of Understanding Between the Arkansas, Louisiana, Mississippi, and Tennessee Sections in the Delta Division of The American Radio Relay League

Purpose: Recognizing that the south-central region of the United States is subject to large scale disaster events and that amateur radio operators are frequently asked to assist with emergency communications during such events, this Memorandum of Understanding (MOU) has been prepared to establish a framework for cooperation between the Arkansas (AR), Louisiana (LA), Mississippi (MS), and Tennessee (TN) Sections in the Delta Division of the American Radio Relay League (ARRL).

During natural and man-made disaster events, amateur radio operators in an impacted area often cannot participate in emergency operations at the section level because they must attend to family and local problem areas. Thus, the availability of emergency coordinators, experienced net control stations, traffic handlers, etc., can be at a premium in a given section.

In order to mitigate this potential problem and to take advantage of the expertise of nearby amateurs not in the impacted area, the AR LA, MS, and TN Sections agree through signature of their respective Section Managers (SM's) to the following:

- (a) The SM of the section that is anticipated to be the most impacted by the disaster event will be the SM Coordinator. The selection of the SM Coordinator will be by mutual agreement of the four Section Managers. The SM Coordinator will be responsible for organizing and staffing a HF tactical phone emergency net (see Addendum). This responsibility most likely will be delegated to someone, who will act as Net Manager. Net frequencies will be 7275 KHz (daytime) and 3890 KHz (nighttime). The SM Coordinator will inform ARRL Headquarters of the emergency net's activation. The actual start time of the net will be determined by mutual consent of the four Section Managers based on available information. In the event the SM Coordinator is not available, the Section Emergency Coordinator will assume coordination responsibilities.
- (b) If the emergency traffic within a given section is very heavy during the disaster event, the SM Coordinator may request that the HF phone net in the section also be activated to handle the overload with appropriate liaison between the nets (see Addendum for section emergency operation frequencies).
- (c) In the case of wide area storm events (such as hurricanes and ice storms), organizing and staffing the emergency net should start well in advance of the storm's arrival. Since many potential disasters can occur with little or no warning, each section will establish and periodically update rosters of net control station volunteers, rapid response teams, etc.
- (d) The SM Coordinator will contact the Net Managers of RN5 and DRN5 to make arrangements for handling health/welfare traffic, if deemed necessary, and to ensure that an NTS Liaison will be on the tactical net frequencies to move off H/W traffic, as necessary. The managers of independent traffic nets may also be contacted, if the anticipated traffic load warrants. The SM Coordinator may declare a moratorium on inbound health/welfare traffic contingent on capability to deliver messages in a timely manner to the addressees in the impacted area. When conditions improve such that messages can be delivered, the moratorium will be lifted.
- (e) Operational decisions made by the SM Coordinator relating to amateur participation in the emergency situation should be made in consultation with the other SMs, as necessary
- (f) The SMs of the three least impacted Sections will coordinate with the SECs and STM's in their respective Sections to render assistance, as needed.

(g) The provisions of this MOU may be modified at any time contingent upon the signatures of the current SM's

of the AR, LA, MS, and TN Sections.

David A. Norris

David A. Norris, K5UZ Section Manager Arkansas

Wm P. 1km WSXX

15 June 2008

Notes:

1. The recommended contact person at ARRL HQ is Steve Ewald at (860) 594-0265.
2. Traffic handlers (NTS or independent) not directly involved in emergency communications are encouraged to solicit health and welfare traffic by visiting shelters in their affected area.

APPENDIX 10

National Traffic System Message Handling

Introduction

The ARRL NTS system provides a standard form for all radiograms transmitted via the NTS. This uniformity ensures that NTS operators can quickly and efficiently handle traffic.

The NTS message format consists of several parts-- *preamble, address, text, signature, records* and *identification block*. Some parts, like the preamble, contain multiple fields. Some parts and fields are required (they must be used) and some are optional (they are not usually used, unless needed). To qualify as a "formal" radiogram in the NTS, a message must have a *preamble, address, text* and *signature* in the standard ARRL format.

Preamble (required)

The preamble contains the information needed to track and handle a message and any reply. It consists of the fields that make up the first line of the example message-- *number, precedence, handling instructions (HX), station of origin, check, place of origin, time filed* and *date*. Except for *handling instructions (HX)* and *time filed*, which are optional, all NTS radiograms must have a complete preamble.

Number (required)

This is a unique number assigned to the message by the originating station. The message number must contain only figures and should not have leading zeros. Many operators start with number 1 at the beginning of each year. Once a message is assigned a number, that same number remains with the message until it is delivered.

Precedence (required)

The precedence is used to determine the order in which messages will be handled and to increase efficiency during both normal times and emergencies. Most of the time, all messages will be handled during a traffic net. The following four precedences are used, in order of priority from highest to lowest:

APPENDIX 10

National Traffic System Message Handling

Precedence	Abbreviation	Description
EMERGENCY	EMERGENCY	Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular communication facilities. During normal times, it would be rare to use this precedence. When in doubt, do <u>not</u> use this precedence. This traffic is handled immediately and first, before PRIORITY, WELFARE or ROUTINE.
PRIORITY	P	These are messages have specific time limits. They are also for official messages, not covered in the EMERGENCY category. This traffic will be handled before WELFARE or ROUTINE.
WELFARE	W	This message is either an inquiry/report about the health and welfare of an individual in a disaster area or or an advisory from the disaster area that indicates all is well. These messages will be handled before ROUTINE traffic.
ROUTINE	R	Most traffic in normal times will bear this designation. During emergencies, routine traffic will be handled last (or not at all when nets are busy with higher precedence traffic).

The abbreviation for the precedence is written on the message form (e.g., 'R'), but it always stated by its full name (e.g., 'ROUTINE'). There is no abbreviation for EMERGENCY which is always spelled out completely.

Handling Instructions (optional)

Handling Instructions are sometimes used to tell the various stations along the way, what the desires of the originating station are. If not needed, it is best not to use. If omitted, HXG is assumed. Note that some HX codes have ___ for the insertion of numbers.

APPENDIX 10

National Traffic System Message Handling

HX Code	Instructions (compliance with these instructions is mandatory)
HXA ___	Collect landline delivery authorized by the by addressee within ___ miles (if no number, authorization is unlimited). This means that the originating station has obtained authorization from the addressee, through the party originating the message, to call collect when delivering the message.
HXB ___	Cancel message if not delivered within ___ hours of filing time and send service message back to originating station (preamble of message using this code <u>must</u> include <i>time filed</i>).
HXC	Report by service message to the originating station, the date and time of delivery.
HXD	Report by service message to the originating station, the identity of the station from which message was received, plus date and time. Include the identity of the station to which messaged was relayed, plus date and time, or if message was delivered, report the date, time and method of delivery.
HXE	Delivering station get a reply from the addressee, and originate a message back. The reply is sent to the person from whom the original message was received, at the <i>place of origin</i> , using a full address obtained from the addressee. If an address is not available, a reply can often be successfully routed back to the <i>station of origin</i> since a record is kept of originator's information.
HXF ___	Hold delivery until ___ (date). The number indicates the day of the month on which the message should be delivered (even if it is in the following month).
HXG	Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

More than one HX code may be used. If more than one HX code is used, they may be combined provided no numbers are to be inserted (e.g., HXCE, HXAC), otherwise the HX should be repeated e.g., HXA50 HXC).

Station of Origin (required)

This is the call sign of the amateur radio station who originally created this message for handling by the NTS. Any service message regarding this piece of traffic should be directed to the station of origin (and should include the message number).

Check (required)

This is a count of the number of "words" used in the *text* of the message only (words in the address or signature are not counted). Any single letter or figure; or any combinations of letters, figures and the slash (/) which are preceded and/or followed by a blank, are counted as "words". If [ARRL Numbered Radiograms](#) are used in the *text*, the letters **ARL** precede the *check* (e.g., ARL 12).

APPENDIX 10

National Traffic System Message Handling

The *check* can help make sure that the *text* was received without error (both the sender and receiver should have the same word count). The original check is never changed but may be amended if wrong. A slash (/) and the amended count is placed after the original count (e.g., 11/12, 12/ARL 12).

Place of Origin (required)

This field contains the city and state where the person whose signature appears on the message, was located when the message was originated. This is used for routing a reply to the person who originated the message. In most cases, this will be the same place as the station of origin (who should have kept a record of the originator's information).

Time Filed (optional)

This field contains the time the message was originated. You may use UTC or local time (e.g., 1615Z or 1115EST). If no time zone designator is used, the ARRL default is UTC time (e.g., 1615 is the same as 1615Z). If the time is used, it must be consistent with the [date](#) (i.e., both must be UTC or local). It is useful only if the message has a short time value (i.e., most routine messages do not use this field).

Date (required)

This field contains the date the message was originated. The date is given as the first 3 letters of the month, followed by the digits for the day (e.g., JAN 1, JUL 14). Only the month and day are used-- the year is not used (if the message is over a year old, it wasn't handled in an expeditious manner). The ARRL standard is to use the UTC date. When [time filed](#) is specified, then the date and time must be consistent (e.g., 0030Z DEC 21 or 1930EST DEC 20).

Address (required)

This section contains the name(s) and address of the person to which this message is going. It looks like the address on an envelope used to send postal mail. Include a phone number, if you have it. Having as much accurate information as possible will make it easier to deliver the message promptly.

Address Op Note (optional)

Contains additional information that may be useful to the operator who will be delivering the message (e.g., OP NOTE CALL AFTER 7 PM). It is not part of the text and is not delivered as part of the message to the addressee. If used, the *address op note* is written in the area to the right of the phone number, and transmitted to the receiving station after the phone number.

APPENDIX 10

National Traffic System Message Handling

Text (required)

This section contains the message you are sending to the addressee for the person whose signature appears on the radiogram. The only characters permitted are letters (A-Z), figures (0-9) and the slash (/). It should be short (usually less than 25 words) and in telegram style. No punctuation is used. The letter **X** can be used as a separator to end one idea and start another (although many messages do not have an **X** in them). The word **QUERY** is used to represent a question mark (?). The letter **R** is used as a decimal point in a figure group (e.g., 146.67 is sent as 146R67).

This text contains 12 words, so the [check](#) is 12. If the text is written with 5 words per line (or typed with 10 words per line), it makes it easier to quickly count the words.

As amateur radio is non-commercial, the text should have no commercial value (you, as the operator, must be the judge of what is commercial and what is not). You must be aware of restrictions on third-party traffic if the addressee is outside the US and not a licensed amateur radio operator.

Signature (required)

This is the name of the person sending the message. It may be the name or call of the originating station. However, it is usually the name of a "third-party", for whom the originating station is generating the message. You must be aware of restrictions on third-party traffic if the addressee is outside the US and not a licensed amateur radio operator.

Signature Op Note (optional)

Contains additional information that may be useful to the operator who may be sending a reply back to the message originator (e.g., OP NOTE REPLY VIA BALTIMORE TRAFFIC NET). It is not part of the signature and is not delivered as part of the message to the addressee (if intended for the addressee, it should be part of the signature). If used, the *signature op note* is written in the area to the right of the signature, and transmitted to the receiving station after the signature.

Identification Block (optional)

Most messages are delivered by telephone, but if the message is to be mailed or hand delivered, it is nice to put information about your station in this area. That will permit the addressee to reach you if there is any question, or if they want to send a return message. This section is rarely used.

APPENDIX 10

National Traffic System Message Handling

Records (required)

This section provides a place for record keeping by the operator of the station handling the message. Although this information is not transmitted with the message, it contains important tracking information. When originating a message for a third-party, you should record enough information about the sender so that you can contact them in case the message is undeliverable or if additional information is needed.

Received (required)

This field contains the date, time and identification of the station from whom the message was received, or related to the origination of the message.

Sent (required)

This field contains the date, time and identification of the station to whom the message was sent, or information related to the delivery of the message.



The American Radio Relay League
RADIOGRAM
 Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
--------	------------	----	-------------------	-------	-----------------	------------	------

To:

This Radio Message was received at:

Amateur Station _____ Date _____
 Name _____
 Street Address _____
 City, State, Zip _____

Telephone Number:

REC'D	From	Date	Time	SENT	To	Date	Time
-------	------	------	------	------	----	------	------

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.

The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.



The American Radio Relay League
RADIOGRAM
 Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
--------	------------	----	-------------------	-------	-----------------	------------	------

To:

This Radio Message was received at:

Amateur Station _____ Date _____
 Name _____
 Street Address _____
 City, State, Zip _____

Telephone Number:

REC'D	From	Date	Time	SENT	To	Date	Time
-------	------	------	------	------	----	------	------

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.

The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.

APPENDIX 11

The ICS 217A Communications Resource Availability

Purpose

The Communications Resource Availability Worksheet (ICS Form 217A) is a template that users may fill out prior to an incident. An agency's interoperable channels and/or talkgroups can be entered on the form, thereby enabling an Emergency Coordinator to have the technical information readily available to complete an Incident Radio Communications Plan (ICS Form 205).

Preparation

The Communications Resource Availability Worksheet is prepared by an Emergency Coordinator or COML in an administrative setting prior to an incident. During an incident, an EC may use the tools of popular word processing or spreadsheet software, to "copy" a line from a completed ICS Form 217A and "paste" the line directly to an ICS Form 205. This minimizes the technical information regarding a channel or talkgroup from being copied incorrectly when completed by hand. In addition, the ICS Form 217A provides a standardized template for the presentation of channels or talkgroups that might be considered for use by appropriate personnel during an incident.

Distribution

The Communications Resource Availability Worksheet is duplicated and given to all appropriate personnel who are authorized to use the agency's resources during an incident. This may include ECs, AECs, Communications Unit Leaders, communications technicians, etc.

**INSTRUCTIONS FOR COMPLETING
COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET
(ICS FORM 217A)**

Item Title	Instructions
Frequency Band	The frequency band (low band, VHF, UHF, 700 MHz or 800 MHz) is provided.
Description	A description of the communications information entered on the worksheet (e.g., NIRSC – National Incident Radio Support Cache, a state’s statewide interoperability executive committee (SIEC) channels or talkgroups, a county or city’s local channels or talkgroups, etc.).
Channel Configuration	Conventional channels will have the configuration of the channel provided, such as “Repeater Pair,” “Simplex-Mobile Only,” “Simplex-Base/Mobile,” etc.
Channel Name/Trunked Radio System Talkgroup	The nomenclature or commonly used name for the channel or talkgroup is provided.
Eligible Users	The discipline or user group to whom this channel/talkgroup may be assigned (e.g., “law,” “fire,” “any public safety,” “federal agencies,” etc.).
RX Freq N or W	<p>The receive frequency as the mobile or portable subscriber would be programmed using YYY.YYYY out to four decimal places, followed by an “N,” designating narrowband, or a “W,” designating wideband emissions, is provided.</p> <p>The name of the specific trunked radio system from which the talkgroup is associated may be entered across all fields on the ICS 217A normally used for conventional channel programming information.</p>
RX Tone/NAC	The receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone or Network Access Code (NAC) for the receive frequency as the mobile or portable subscriber would be programmed is provided.
TX Freq N or W	The transmit frequency as the mobile or portable subscriber would be programmed using YYY.YYYY out to four decimal places followed by an “N,” designating narrowband, or a “W,” designating wideband emissions, is provided.

TX Tone/NAC	The transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone or Network Access Code (NAC) for the transmit frequency as the mobile or portable subscriber would be programmed is provided.
Mode	The mode of operation, whether "A" for analog operation, "D" for digital operation, or "M" for Mixed mode operation, is provided.
Remarks	Information concerning limitations on use, such as FCC or NTIA rule notations, are provided.

APPENDIX 12

The ICS 205 Incident Radio Communications Plan

Purpose

The Incident Radio Communications Plan provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained from the list of available radio frequencies or talkgroups on the Communications Resource Availability Worksheet (ICS Form 217A) and the assignments of those resources by the Communications Unit Leader for use by the incident. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS Form 204).

Preparation

The Incident Radio Communications Plan is prepared by the EC and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution

The Incident Radio Communications Plan is duplicated and given to all recipients of the Objectives form (ICS form 202), including the Incident Communications Center. Information from the Plan is placed on Assignment Lists.

**INSTRUCTIONS FOR COMPLETING
INCIDENT RADIO COMMUNICATIONS PLAN
(ICS FORM 205)**

Item Title	Instructions
Incident Name	Print the name assigned the incident.
Date/Time Prepared	Enter date (month, day, year) and time (24-hour clock) prepared.
Operational Period Date/Time	Enter the date and time interval for which the Incident Radio Communications Plan applies. Record the start time and end time and date(s).
Ch #	Use at the Communications Unit Leader's discretion. Ch # (abbreviated for Channel Number) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used as just a reference line number on the ICS Form 205 document.
Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talkgroup.
Assignment	Enter the name of the ICS branch/division/group/ section to whom this channel/talkgroup will assigned.
RX Freq N or W	Enter the receive frequency as the mobile or portable subscriber would be programmed using YYY.YYYY out to four decimal places, followed by a "N," designating narrowband, or a "W," designating wideband emissions. The name of the specific trunked radio system from which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
RX Tone/NAC	Enter the receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone or Network Access Code (NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

TX Freq N or W	Enter the transmit frequency as the mobile or portable subscriber would be programmed using YYY.YYYY out to four decimal places, followed by an "N," designating narrowband, or a "W," designating wideband emissions.
TX Tone/NAC	Enter the transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone or Network Access Code (NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
Mode	Enter "A" for analog operation, "D" for digital operation, or "M" for Mixed mode operation.
Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
Prepared by	Enter the name of the Communications Unit Leader or designee and a contact telephone number during the incident, such as a cell phone number.
Incident Location	Enter the county and state in which the incident is occurring. In addition, enter the latitude and longitude of the highest, most powerful communications repeater system, the incident, or the Incident Command Post at the Communications Unit Leader's discretion. This information will assist Communications Coordinators and frequency coordinators in the identification and minimization of co-channel interference.

INCIDENT RADIO COMMUNICATIONS PLAN			Incident Name			Date/Time Prepared		Operational Period Date/Time	
Ch #	Function	Channel Name/ Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/ NAC	TX Freq N or W	TX Tone/ NAC	Mode	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
5. Prepared by (Communications Unit)					Incident Location				
					County		State		
					Latitude		N		
					Longitude		W		
<p>The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W," depending on whether the frequency is narrowband or wideband. Mode refers to either "A", "D," or "M," indicating analog, digital, or mixed. (Project 25).</p>									

Security

- Consider the documents for official use only
- Recognize that some frequencies will not be published due to security issues.

Sample Security Statement

“This document and other records, including data specifically associated with this document, relate to unique and specific vulnerability assessments and/or deployment plans in the event of Criminal Terrorism and are protected by the 2002 Public Disclosure Act amendments, Section 42.17.310(1)(ww), and as such they must be treated as confidential records.”

ICS 213

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
APPENDIX 13 ICS FORM 213 GENERAL MESSAGE		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

