Shelby County Amateur Radio Emergency Services Emergency Plan

I. Introduction

A. The Shelby County Amateur Radio Emergency Services (A.R.E.S.) is an Organization composed of FCC licensed Amateur Radio Operators, who have voluntarily registered their capabilities, for countywide public service, and emergency communications response.
ARES may supply communication services where no established links exist, or supplement existing systems if they are overloaded, or disabled. Such services may include:

1. Communications between Shelby County and other government agencies.
2. Emergency communications between county officials, and other officials.
3. Inter communications among county, private, and other public service organizations.
4. Additional public service communications.
5. Health and welfare communications.

II. Purpose

A. The purpose of this communication plan is to set forth the conditions under which This local ARES organization will operate, and the details pertinent to that operation, under the provisions of the FCC rules, Part 97 – Rules Governing Amateur Radio Emergency Services.

III. Limitations

A. ARES is organized to provide **communication services only**. Amateur Radio Operators on ARES duty, can neither seek, nor except any other duties.
B. The authenticity of all messages is the sole responsibility of the originating authority. The validity of such messages shall be determined by the Department of Emergency Services.
C. Although a radio operator may report conditions as he, or she observes them, such observations are to be considered those of a layman, and evaluated in that context.

IV. Personnel

A. The Shelby County ARES functions under this plan, under the direction of the Shelby County ARES Emergency Coordinator (EC). The EC is appointed by the ARRL Ohio Section Emergency Coordinator (SEC), in consultation with the District Emergency Coordinator (DEC).
   1. The EC will resolve frequency usage coordination within the county.
   2. He / She will serve as ARES liaison for the purpose of coordinating the usage of frequencies with adjacent counties of Auglaize, Champaign, Logan, and Miami.
   3. The EC will represent Shelby County, in dealing with the District ARES Emergency Coordinator, and the Ohio Section ARES Emergency Coordinator.
   4. The EC will certify under the provisions of Part 97 of the FCC Rules Governing ARES.
   5. The EC will qualify under the provisions of Part 97 of the above rules.
   6. The EC will perform the duties, of Radio Officer, as outlined in Part 97 of the above rules.
   7. The EC will follow the COUNTY EMERGENCY COORDINATOR GUIDELINES, set forth by the OHIO SECTION EMERGENCY RESPONSE PLAN.

B. The Emergency Coordinator may appoint Assistant EC's, as needed for ARES to Properly function.
   1. The Assistant Emergency Coordinator (AEC), will aid the EC, in the performance of his / her duties.
   2. The AEC will function as the primary liaison for the ARES, during the National Traffic System (NTS) nets.

C. The number of qualified radio amateurs, holding a valid license within Shelby County, is sufficient to furnish minimum operator requirements, for most emergencies. When situations render the available number too small, assistance will be requested through the DEC and SEC.

V. Membership

A. Membership in ARES is open to any individual, who holds a valid Amateur Operators license.

B. All members are expected to register themselves, and their operating capabilities with the recruiting AEC, and to take part in any training sessions that are provided.

C. Members should keep the Emergency Coordinator, or his Assistant EC, apprised of any changes in their equipment, or amateur status, that may affect operations in the ARES.

VI. Activating the Plan

A. In an emergency, in which Amateur Radio might serve the community, Amateur Radio Operators, may be alerted by any county, city, or civil preparedness, Red Cross, or similar official, by notifying the Emergency Coordinator.
    1. If possible, the EC and / or AEC's, shall be notified by telephone or mobile device.
B. The requesting official, or his delegate, must define his communication needs.
C. The ARES Emergency Coordinator, will design, organize, and staff the communications Control Stations (CS), to fill those needs.

VII. Mobilization

A. Members of ARES will be placed on alert, via telephone call-up, paging system, by a spot announcement on the local broadcast network, or by monitoring the PRIMARY NET frequency of 146.835 – MHz.
B. ARES members should monitor the primary net frequency if they suspect that a Communications, or weather emergency exists, such as, but not limited to, the presence of a severe storm, power outage, telephone outage, or a severe earth tremor.
C. Mobilization is initiated by the opening of an Emergency Net, on the primary frequency, assumed by the EC or other delegated station.
D. ARES members will be checked into the net, portable, mobile, or fixed stations, from their locations, to await further instructions.
E. Appropriate assignments will be made by the EC, or his / her assistant.
F. Contact persons at the designated locations, should be made aware of the fact, that ARES members may be assigned to them, and should therefore expect their presence.
G. The Shelby County ARES County Control Station (CCS), will be used to provide a general disaster service communications net, with direct radio communications, between the Shelby County Emergency Management Agency (EMA), located at 800 Fair Rd., Sidney, and the Ohio EMA, or the State EOC (Emergency Operation Center).

VIII. Frequencies

A. The common calling frequencies between the County Control Station, and the Control Stations that are assigned to the served agencies, will be determined by the EC, or AEC's.
B. The EC shall maintain, (or delegate such maintenance), a database of current Shelby County ARES members, including their capabilities, based on license level and available equipment, and shall assign frequencies for specific situations, based on that information.

* Primary Repeater 146.835- (Tone Squelch 156.7) K8ZUK
* Secondary Repeater 443.200+ (Tone Squelch 156.7) KE8BCY
* Primary SCARES Skywarn Repeater 443.200+ KE8BCY

* Primary VHF Simplex Frequency 146.490
* Primary UHF Simplex Frequency 446.000
* Secondary VHF Simplex Frequency 147.570
* Secondary UHF Simplex Frequency 446.100

* Official Traffic Station (OTS) 3.875 MHz (80 meters)
* National Traffic System (NTS) 3.972.5 MHz (80 meters)

* Ohio Digital Emergency Net (OHDEN) 3.585 USB 7.072 alternate
Modes: OLIVIA 8/500/PSK31 alternate, with MT63 1K for bulletins.
MT63 2K on VHF/UHF with PSK as an alternate (Assigned locally)

IX. Operations

During any emergency, the EC will establish a County Control Station (CCS), from which amateur operations will be controlled and administered. Next, the EC will assign each served agency, and / or individual area, a Control Station (CS), to communicate with the CCS, and serve as a control for local operations. These local stations CS, would utilize two (2) or more frequencies and operators, one for communications with the CCS, and the other(s) for communicating with amateurs working for the served agency. For organized handling of formal traffic, the EC will designate one or more Official Traffic Stations (OTS). These stations will operate on the traffic nets, as the **ONLY** stations to handle traffic for Shelby County, and will interface with the CCS and the CS stations. For all operations within the county, all CCS, CS, and OTS, will utilize one frequency for inter-station communications, while using separate frequencies for operations, on behalf of the served agencies, or groups. The EC will assign all amateur frequencies within Shelby County, and will notify the DEC / SEC, of these assignments. Incase of conflicts with adjacent counties, the DEC / SEC will act as a

frequency coordinator. Simplex VHF, and UHF frequencies, should be used for these operations whenever possible, this will keep the area repeaters available for use by amateurs shadowing officials, or providing wide area coverage for an agency, or requiring the use of an autopatch. **All operations within the county will operate under this system.**

X. Station Requirements

County Control Station (CCS) should, if possible, be an existing station that meets the following requirements. They should be located on high ground, have emergency generators available, with sufficient space to allow at least three (3) operators to operate simultaneously. These stations must be able to operate on 3.875 MHz, and at least two (2) UHF / VHF frequencies. The EC shall be in direct control of the CCS, and use it to control all amateur operations within his / her jurisdiction. Other equipment at the CCS should include a complete set of maps of the area and adjoining areas, plus other emergency supplies deemed necessary. The County Control Station should be located outside of the disaster area to facilitate access, and ensure the safety of the operators.

Control Station (CS), will be set up at the headquarters of each served agency, and at local command posts in the affected area. These stations will be capable of operating at least two (2) UHF / VHF frequencies. One of these frequencies will be used as a link to the CCS, and the other control stations, while the other one will be used to communicate with operators assigned to that served agency.

Official Traffic Station (OTS) should be existing stations that are not in the immediate disaster area. These stations should be adequately staffed, able to operate on emergency power, and must be capable of operating on 80 Meters, along with UHF and VHF frequencies. They will maintain communications with the CCS and other agencies, as well as other local amateurs who can handle H&W traffic. One of the main purposes of these stations, is to act as direct links to the Section Traffic Nets. During communication emergencies, these stations would handle all incoming and out- going formal traffic.

XI. Logging

All fixed stations operating during an emergency, must maintain a complete log of their operations. This log will contain the time (in UTC) of each message, the call sign of the contacted station, and the message content of the message. A copy of all formal traffic, will be kept and become part of the log. Each log sheet will contain the operating call sign, the location of the station, the call of the operator, and be signed by the control operator.

Mobile stations should log the station called, time, and brief content of each message. Each log should contain the operator’s call sign, date, and operator’s signature.

All original logs will be kept as part of the ARES records.

XII. Message Precedence

Emergency, any message having life or death urgency to any person, or group of persons, which is transmitted by amateur radio in the absence of regular commercial facilities. This includes official messages of welfare agencies, during emergencies, requesting supplies, materials, or instructions, vital to relief of stricken populace, in the emergency areas. (On CW or RITTY, this designation will always be spelled out).

Priority, this classification is for important messages having a specific time limit, official messages not covered in the emergency category, press dispatches, emergency related traffic not of the utmost urgency, and notice of death or injury in the disaster area, personnel, or official. (Use abbreviation **P** on CW or RITTY).

Welfare, refers to either an inquiry, as to health and welfare of an individual in the disaster area, or the reply to such an inquiry, that indicates all is well. Welfare traffic is cleared and handled only after all emergency and priority traffic has been cleared. (This classification is abbreviated **W**, on CW and RITTY).

Routine, most traffic in normal times will bear this designation. In disaster situations, traffic labeled routine, should be handled last, or not at all, when circuits are busy with higher priority traffic. Most traffic handled on amateur radio in normal times will fall into this category. (Abbreviated **R** on CW and RITTY).

** See appendix A and B for further details on Health and Welfare traffic.

XIII. Drills and Training

A. An annual call-up, should be conducted in conjunction with the National Simulated Emergency Test (SET).
B. At the discretion of the Emergency Coordinator, the activation procedure should be tested unannounced, with a telephone call-up, and a response to net check-ins, to ensure it's efficient operation.
C. ARES officers should meet with it's served agencies a minimum of once per year to exchange news and information.
D. All members of ARES should complete a recognized Hazmat Awareness training course, to ensure their safety during a disaster.

APPROVED:

_____ _____

Shelby Co. ARES EC Date Served Agency Official Date

Ohio Section Health and Welfare Traffic Policy
INCOMING

1. In the first 24 hours following a disaster which interrupts normal communication, Ohio will observe a total moratorium on incoming Health and Welfare (H&W) Traffic.
   A. Net Control Stations (NCS) should enforce the moratorium on their net session(s), by refusing to list traffic bound for the disaster area, if it bears a "Welfare" (W) precedence. It is the responsibility of each Net Manager (NM) to see that all of their NCS operators understand this policy.
   B. NCS should periodically announce on the net that the moratorium is in effect, so that all net participants are aware of this policy.
   C. Any Ohio station that receives an H&W message bound for the disaster area, should immediately service the message back to the originating station, with the explanation "NO OUTLET IN OHIO UNTIL (date)". H&W traffic should not be 'stockpiled' in Ohio during the moratorium.
   D. The Section Traffic Manager (STM), the Section Manager (SM), or the Assistant Section Manager (ASM) may lift the moratorium on incoming H&W traffic during the initial 24 hour period if each of three conditions are met.
      1. The STM, SM, or ASM judge that Ohio's section nets are capable of handling the additional traffic load imposed by incoming H&W traffic without adversely affecting their ability to efficiently move messages with a higher precedence (Emergency or Priority).
      2. In consultation with the local EC and traffic handlers in the disaster area, the STM, SM or ASM will determine that resources are available to receive the incoming H&W messages, deliver them, and originate messages in response, all without adversely affecting higher priority communications in the disaster area.
      3. The STM, SM, or ASM advises all Section Net Managers, of the lifting of the moratorium, and the proper routing of incoming H&W traffic, as determined in consultation with the local EC (or his assignee), or the DEC and the traffic handlers in the disaster area.

II. After the initial 24 hour period, the STM, SM or ASM, the local EC, the DEC and the net manager of any local NTS Net, will jointly decide whether the moratorium should be continued. This situation will be reviewed at 12-hour intervals, until the circumstances allow lifting of the moratorium. Only the Section Traffic Manager, Section Manager, or Assistant Section Manager may officially lift the moratorium, and they will do so by advising each Section Net Manager by radio or telephone.

III. Any incoming H&W traffic, which cannot be delivered within 24 hours of it's acceptance in Ohio, should be served back to the originating station.

Ohio Section Health and Welfare Traffic Policy
OUTGOING

I. Following a disaster which interrupts normal commercial communications, it is the policy of the Ohio Section, that an outgoing Health and Welfare (H&W) message service for the individuals in the disaster area, is a vital function which should be established as soon as possible.

A. The local Emergency Coordinator (EC), or his assignee, in consultation With the DEC, the STM, the SM, or the ASM, and local traffic handlers, should act to assign resources to allow the establishment of station(s) to originate outgoing H&W traffic, for individuals in the disaster area. This service should normally be offered at temporary shelters, established to house, or aid the survivors.

B. In the event that the local EC does not have the resources to allow the Establishment of this service, the DEC or SEC, will assemble the necessary resources from other counties, and will make them available to the local EC, or his assignee, for deployment.

C. The outgoing H&W message service(s), will continue in operation, until Normal communications are re-established, or until the local EC determines that there is no further need for the service, and he has so notified the DEC, SEC, and STM.

II. Outgoing H&W messages should be originated so as to speed their transmission throughout the traffic system. The following guidelines are recommended.

A. Texts should be limited to no more that 10 words.

B. Texts should be standardized as much as possible to allow their transmission in books.

C. Standardized ARL message texts should be used. Form FSD-244 should be used for origination, if possible.

D. Messages, which request a reply, should not be accepted.