

**Leon County**

**A.R.E.S.**<sup>®</sup>



# **Emergency Communications Plan**





**LEON COUNTY  
ARES  
COMMUNICATION PLAN  
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## **COMMUNICATION PLAN**

### **I. INTRODUCTION**

A. THE AMATEUR RADIO EMERGENCY SERVICE, ARES, IS COMPOSED OF RADIO OPERATORS, WHO HAVE VOLUNTEERED THEIR CAPABILITIES AND EQUIPMENT TO PROVIDE SUPPLEMENTARY COMMUNICATION IN TIME OF PUBLIC NEED.

AMATEURS ARE LICENSED BY THE FEDERAL COMMUNICATION COMMISSION AFTER PASSING A WRITTEN EXAMINATION ON THEIR KNOWLEDGE OF TELECOMMUNICATION AND TECHNICAL SKILLS IN THE OPERATION OF RADIO EQUIPMENT.

IN ACCORDANCE WITH TREATIES AGREED UNDER THE INTERNATIONAL TELECOMMUNICATION UNION, FREQUENCIES THROUGHOUT THE RADIO SPECTRUM ARE ALLOCATED TO THE AMATEUR RADIO SERVICE. BY SELECTION OF APPROPRIATE FREQUENCY BANDS, AMATEURS ARE CAPABLE OF COMMUNICATIONS AROUND THE WORLD, THROUGHOUT A GEOGRAPHICAL REGION OR MAY BE LIMITED COMMUNICATIONS TO ONLY A LOCAL AREA.

ALL NATIONS ALLOCATE VALUABLE SPACE IN THE RADIO SPECTRUM TO THE AMATEUR RADIO SERVICE, BECAUSE OF ITS ABILITY TO IMMEDIATELY RESPOND IN THE TIME OF NEED AND QUICKLY ESTABLISH COMMUNICATIONS WHERE NONE EXISTED OR TO SUPPLEMENT EXISTING EMERGENCY RADIO SERVICES OVERLOADED WITH DISASTER COMMUNICATIONS.

UNDER FCC RULES AND REGULATION, AMATEURS MAY NOT BE COMPENSATED FOR PROVIDING COMMUNICATIONS AND ARE PROHIBITED FROM PROVIDING COMMUNICATION THAT FURTHERS THE CONDUCT OF ANY BUSINESS. AN EXCEPTION IS DEFINED FOR THE PAID BROADCAST ENGINEER, WHO IS A LICENSED AMATEUR, WHO COMMUNICATES ON AMATEUR FREQUENCIES IN ACCORDANCE WITH EMERGENCY OPERATIONS PLAN.

### **B. AMATEUR RADIO EMERGENCY SERVICE**

SPONSORED BY THE AMERICAN RADIO RELAY LEAGUE TO PROVIDE SUPPLEMENTARY OR EMERGENCY COMMUNICATIONS FOR PUBLIC SERVICE PURPOSES OTHER THAN CIVIL PREPAREDNESS. AGENCIES SERVED INCLUDE AMERICAN RED CROSS, CIVIL AIR PATROL, SALVATION ARMY, LAW ENFORCEMENT, CITY AND VOLUNTEER FIRE DEPARTMENTS. IN ALL INSTANCES IN THIS MANUAL, IT IS UNDERSTOOD THAT ARES IS A REGISTERED TRADEMARK OF THE AMERICAN RADIO RELAY LEAGUE.

### **C. NATIONAL WEATHER SERVICE**

OPERATION SKYWARN IS SPONSORED BY THE NATIONAL WEATHER SERVICE AND TRAINS AMATEUR RADIO OPERATORS AS SPOTTERS DURING SEVERE WEATHER AND THUNDERSTORMS.

### **D. NATIONAL TRAFFIC SYSTEM**

NTS IS SPONSORED BY THE AMERICAN RADIO RELAY LEAGUE TO PROVIDE A NETWORK OF LOCAL, STATE, AREA, AND TRANSCONTINENTAL RADIO CIRCUITS FOR THE TRANSMISSION OF NON-COMMERCIAL MESSAGE TRAFFIC IN SUPPORT OF THE PUBLIC INTEREST.

### **E. MILITARY AUXILIARY RADIO SYSTEM**

MARS IS A RADIO COMMUNICATIONS SERVICE OF LICENSED AMATEURS, WHO ARE AFFILIATED WITH THE DEPARTMENT OF DEFENSE MILITARY SERVICES (ARMY, NAVY, AND AIR FORCE) AS AN ADJUNCT TO MILITARY COMMUNICATIONS.

## **II. AUTHORITY**

TITLE 47 U.S.C.151, 154(l); CHAPTER 1, PART 97, SUBPART A, SECTIONS 97.1, 97.89. 97.91 97, 107 AND SUBPART F (ALL); FEDERAL COMMUNICATIONS COMMISSION RULES AND REGULATIONS, AMATEUR RADIO SERVICE.

THIS PLAN WAS DEVELOPED FOR THE OFFICE OF EMERGENCY MANAGEMENT (OEM) FOR LEON COUNTY TEXAS, TO BE ADDED TO THE EMERGENCY PLAN OF THE OFFICE OF EMERGENCY MANAGEMENT OF LEON COUNTY.

## **III. PURPOSE**

THE PURPOSE OF THIS PLAN IS TO PROVIDE GUIDELINES FOR THE AUTHORIZATION AND MOBILIZATION OF VOLUNTEER AMATEUR RADIO OPERATORS WHEN NEEDED IN A COMMUNICATIONS EMERGENCY AND TO DEFINE PROCEDURES TO BE FOLLOWED.

A. ARES MAY SUPPLY COMMUNICATION SERVICES WHERE NO ESTABLISHED LINKS EXIST OR SUPPLEMENT EXISTING SYSTEM (S) IF THEY ARE OVERLOADED OR DISABLED. SUCH SERVICES MAY INCLUDE THE FOLLOWING:

1. COMMUNICATIONS BETWEEN COUNTY, STATE, AND FEDERAL AGENCIES.
2. EMERGENCY COMMUNICATIONS BETWEEN CITIES IN THE COUNTY.
3. INTERCOMMUNICATIONS AMONG COUNTY, PRIVATE, AND PUBLIC SERVICE ORGANIZATIONS.
4. ADDITIONAL PUBLIC SERVICE COMMUNICATION.
5. HEALTH AND WELFARE COMMUNICATIONS INSIDE THE STATE AND MOST ANYWHERE IN THE WORLD.

B. A SECONDARY PURPOSE OF ARES IS TO PROVIDE NON-EMERGENCY COMMUNICATIONS FOR CITY AND COUNTY AGENCIES AND SERVICES OR OTHER QUALIFIED ORGANIZATIONS AT THE DISCRETION OF THE ARES / RACES OFFICERS.

## **IV. DEFINITIONS**

A. PUBLIC SERVICE MEANS ANY NON-COMMERCIAL ACTIVITY FOR WHICH COMMUNICATIONS ARE NEEDED TO ENABLE ITS SAFE CONDUCT. SUCH AS THE FOLLOWING:

1. ASSIST IN ANY PUBLIC EVENTS AS NEEDED.
2. PROVIDE EMERGENCY COMMUNICATIONS WHEN NORMAL COMMUNICATIONS MEANS AND METHODS FAIL.

B. COMPETENT OFFICIAL MEANS ANY EXECUTIVE AUTHORIZED TO REQUEST ASSISTANCE IN THE PUBLIC INTEREST AND TO ASSUME RESPONSIBILITY FOR THOSE WHO RESPOND TO HIS REQUEST.

C. COMMUNICATIONS EMERGENCY MEANS ANY SITUATION IN THAT A PUBLIC AGENCY REQUESTS SUPPLEMENTARY COMMUNICATIONS.

D. EMERGENCY MEANS ANY STIUATION POSING A THREAT TO THE SAFETY OF LIFE OR PROPERTY. EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO:

1. WEATHER, TORNADOES, SEVER THUNDERSTORMS, HURRICANES, FLOODS, SNOWSTORMS, OR ICE STORMS.
2. NATURAL DISASTERS, EARTHQUAKES, WIDESPREAD FIRES, AND FLOODING CAUSED BY TIDES OR VOLCANOES.
- 3 MAN-MADE DISASTERS, NUCLEAR RADIATION, DISCHARGE OF TOXIC GASES, INDUSTRIAL EXPLOSIONS, AIRCRAFT DISASTER, OR TRAIN DERAILMENT.
4. ANY EVENT THAT MAY NEED ADDITIONAL COMMUNICATIONS PERSONNEL AND IS DECLARED AN EMERGENCY BY A RESPONSIBLE AUTHORITY.

## **V. LIABILITY**

ARES MEMBERS MAY BE CALLED TO RENDER PUBLIC SERVICE WHEN A COMPETENT OFFICIAL (1) RECOGNIZES THAT AN EMERGENCY CONDITION EXISTS AND (2) REQUESTS THAT SUCH SERVICE BE RENDERED. IN THE EVENT OF A WIDE AREA EMERGENCY, WHEN ASSISTANCE IS REQUESTED BY THE EMERGENCY COORDINATOR OF A CITY OR THE COUNTY, LIABILITY IS ASSUMED BY THE CITY, COUNTY, AND / OR STATE. WHEN SUCH ASSISTANCE IS REQUESTED BY A LOCAL OFFICIAL, LIABILITY IS ASSUMED BY THE JURISDICTION OF THE REQUESTING OFFICIAL.

## **VI. LIMITATIONS**

A. THE INFORMATION CONTAINED IN THIS PLAN IS TO BE USED AS A GUIDE. IT IS NOT THE INTENT OF THIS PLAN TO LIMIT THE ACTIONS OF AN OPERATOR, WHO IS ON SITE AND BEST ABLE TO ASSESS THE PREVAILING CONDITIONS.

B. ARES WILL PROVIDE COMMUNICATION SERVICE ONLY. AMATEUR RADIO OPERATORS ON DUTY ARE NOT EXPECTED TO SERVE ANY OTHER FUNCTION. AMATEURS MAY PERFORM OTHER DUTIES IF THEY DO NOT DETRACT FROM THE PRIMARY MISSION AND ARE AGREEABLE TO THE AMATEUR OPERATOR TO PERFORM.

C. THE AUTHENTICITY OF ALL MESSAGES IS THE SOLE RESPONSIBILITY OF THE ORIGINATING AUTHORITY. THE VALIDITY OF SUCH MESSAGE SHALL BE DETERMINED BY THE DEPARTMENT MANAGEMENT FROM WHOSE DEPARTMENT THE MESSAGE ORIGINATED.

D. ALTHOUGH A RADIO OPERATOR MAY REPORT CONDITIONS AS HE OR SHE OBSERVED THEM SUCH OBSERVATIONS ARE TO BE CONSIDERED AS THOSE OF A LAYMAN AND EVALUATED IN THAT CONTEXT.

E. THIS PLAN IS SUBJECT TO ALTERATIONS AND / OR REVISIONS AS REQUIRED.

## **VII. ORGANIZATIONAL STRUCTURE**

A. THERE SHALL BE THE FOLLOWING LEADERSHIP POSITION AND RESPONSIBILITIES IN THE ARES ORGANIZATION.

1. THE ARES COUNTY EMERGENCY COORDINATOR , (EC) SHALL (1) ASSURE COMPLIANCE WITH FCC REGULATIONS, (2) COORDINATE OPERATIONS WITHIN THE ARES AND (3) COORDINATE ARES ACTIVITIES WITH THE LEON COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT.

2. THE ASSISTANT ARES COORDINATOR(S) (AEC(S)) SHALL (1) AID THE ARES COORDINATOR IN THE PERFORMANCE OF HIS DUTIES (2) IN THE ABSENCE OF THE ARES COORDINATOR WILL ALSO ASSUME THE EC'S DUTIES.

#### **VIII. INFORMATION FOR OFFICIALS**

A. AMATEUR RADIO OPERATORS ARE TRAINED COMMUNICATORS. WHEN ACTING IN THAT CAPACITY, THEY ARE NOT INTERPRETERS, EVALUATORS, OR FIELD COMMANDERS. THEIR PURPOSE IS TO TRANSMIT MESSAGES GIVEN TO THEM BY RESPONSIBLE OFFICIALS.

B. MESSAGES MUST BE WRITTEN AND SIGNED BY THE NAME AND TITLE OF THE RESPONSIBLE OFFICIAL.

C. BY THIS PLAN, AMATEURS ARE PROHIBITED FROM TRANSMITTING PERSONAL OBSERVATIONS OR OPINIONS, UNLESS SPECIFICALLY REQUESTED BY A RESPONSIBLE OFFICIAL. THIS AVOIDS MISINTERPRETATION BY CITIZENS WHO MAY BE LISTENING ON SCANNERS.

D. UNDER NO CIRCUMSTANCES SHOULD AN ARES VOLUNTEER OPERATOR PROVIDE COMMENTS TO ANY MEDIA SOURCE PERTAINING TO THE INCIDENT AT HAND EXCEPT TO INFORM THAT THEY ARE PROVIDING A COMMUNICATIONS SERVICE TO THE REQUESTING AGENCY AND ANY AND ALL COMMENTS ON QUESTIONS SHOULD BE DIRECTED TO THE DESIGNATED (PIO) PUBLIC INFORMATION OFFICER.

#### **IX. MEMBERSHIP**

A. MEMBERSHIP IN ARES IS OPEN TO ANY INDIVIDUAL WHO HOLDS A VALID AMATEUR RADIO LICENSE.

B. ALL MEMBERS ARE EXPECTED TO REGISTER THEMSELVES AND THEIR OPERATING CAPABILITIES WITH THE ARES COORDINATOR.

C. ALL MEMBERS MUST KEEP THE EC OR HIS DESIGNEE APPRISED OF ANY CHANGES IN THEIR EQUIPMENT OR AMATEUR STATUS THAT MAY AFFECT THE OPERATION OF ARES.

D. IDENTIFICATION CARDS WILL BE ISSUED TO ALL MEMBERS.

#### **X. TRAINING**

A. THE ARES NET SHALL MEET AS DIRECTED ON REPEATER 147.280 (+OFFSET, TONE 123.0) OR A FREQUENCY AS DIRECTED BY THE A.E.C. NET MANAGER.

B. TRAINING FUNCTIONS MAY INCLUDE ARES PARTICIPATION IN LOCAL CIVIC EVENTS AND OTHER FUNCTIONS THAT IMPROVE SKILLS IN COMMUNICATION, ORGANIZATION, DISCIPLINE, AND JUDGEMENT.

C. PREPAREDNESS CLASSES MAY BE CALLED BY THE EC WHEN IT IS FELT THAT CLASSES ARE THE MOST EFFECTIVE MEANS FOR ARES TRAINING.

D. IT IS EXPECTED THAT ARES MEMBERS WILL CONTINUE TO DEVELOP A STRONG BACKGROUND IN EMERGENCY PROCEDURES AND THE NET OPERATIONS THROUGH OUTSIDE EDUCATION. PERTINENT LITERATURE IS AVAILABLE FROM THE ARRL IN NEWINGTON, CONNECTICUT, OR ON THE INTERNET AT [WWW.ARRL.ORG](http://WWW.ARRL.ORG). MEMBERS OF LEON COUNTY ARES ARE STRONGLY URGED TO COMPLETE AT LEAST THE BASIC EMCMM COURSE EC-001 OFFERED BY THE ARRL AND IS-700 OFFERED BY FEMA.

## **XI. MOBILIZATION**

A. MEMBERS OF ARES WILL BE PLACED ON ALERT VIA (1) A TELEPHONE TREE CALL-UP NETWORK; (2) BY LISTENING TO THE PRIMARY NET FREQUENCY (LITZ TONE WILL BE SOUNDED); OR (3) BY SELF ACTIVATING DUE TO EXISTING CONDITIONS.

B. ARES MEMBERS SHOULD MONITOR THE PRIMARY NET FREQUENCY IF THEY SUSPECT THAT A COMMUNICATION EMERGENCY MAY EXIST SUCH AS THE PRESENCE OF A BAD STORM, POWER OUTAGE, TELEPHONE OUTAGE, OR OTHER EMERGENCIES.

C. MOBILIZATION IS INITIATED BY THE OPENING OF AN EMERGENCY NET ON THE PRIMARY NET FREQUENCY BY A CONTROL STATION. (SEE APPENDIX B)

D. ARES MEMBERS WILL BE CHECKED INTO THE NET FROM THEIR HOMES OR MOBILE STATIONS TO AWAIT FURTHER INSTRUCTION.

E. APPROPRIATE ASSIGNMENTS WILL BE MADE BY THE EC OR THE ASSISTANT EC.

F. THE EC, HIS ASSISTANTS OR THE NET CONTROL OPERATOR WILL CONTACT PERSONNEL AT EACH OF THE POSSIBLE LOCATIONS. OFFICIALS SHOULD BE MADE AWARE OF THE FACT THAT ARES MEMBERS MAY BE ASSIGNED TO THEM AND SHOULD, THEREFORE, EXPECT THEIR PRESENCE.

G. IN THE EVENT THAT THE SITUATION IS COORDINATED UNDER THE ICS PROTOCOL, THE ARES STRUCTURE WILL REPORT TO THE COMMUNICATIONS SECTION CHIEF IN THE LOGISTICS GROUP OF THE INCIDENT.

## **XII. INFORMATION FOR AMATEURS (FOR AMATEURS ONLY)**

A. A NET CONTROL STATION (NCS) WILL ESTABLISH A DIRECTED NET ON THE PRIMARY REPEATER OR A DESIGNATED FREQUENCY AND RECEIVE CHECK-INS FROM RESPONDING AMATEURS. YOU SHOULD CHECK IN BY GIVING YOUR FCC ISSUED CALL SIGN. THE NCS WILL PROBABLY INSTRUCT YOU TO: (1) STAND BY; (2) REPORT TO A STAGING AREA WITH APPROPRIATE IDENTIFICATION & EQUIPMENT; OR (3) REPORT TO A PUBLIC OFFICIAL OR AGENCY AT A SPECIFIED LOCATION.

B. YOU SHOULD CALL THE NCS BY GIVING ONLY TACTICAL CALL SIGN WHEN:

1. REPORTING ON STATION
2. WHEN YOU HAVE EMERGENCY TRAFFIC
3. WHEN DIRECTED BY NCS

C. TO AVOID CONFUSION, TACTICAL CALL SIGNS DENOTING YOUR FUNCTION OR LOCATION, WILL BE USED. YOU NEED ONLY TO SIGN OFF TO THE EXCHANGE OF TRANSMISSIONS WITH YOUR FCC ASSIGNED CALL TO CONFORM TO FCC RULES AND REGULATIONS, I.E., "THIS IS EOC, K5xxx, OUT."

D. THINK ABOUT WHAT YOU NEED TO SAY BEFORE KETING THE RADIO MICROPHONE.

TIME CAN BE CRITICAL. TALK LIKE A TELEGRAM RATHER THAN LIKE A LONG LETTER. FOLLOW NCS INSTRUCTIONS EXPLICITLY AND PROMPTLY. P-T-T MEANS "PUSH TO TALK" NOT "PUSH, THEN THINK".

- E. IF YOU ARE DIRECTED TO COVER AN OFFICIAL OR AGENCY, REPORT DIRECTLY TO THE PERSON IN CHARGE, IDENTIFY YOURSELF, BRIEFLY EXPLAIN THE CAPABILITIES OF THE AMATEUR NET AND ANSWER ANY QUESTION THEY MAY HAVE.
- F. IN ACCORDANCE TO NIMS (NATIONAL INCIDENT MANAGEMENT SYSTEM) PROCEDURES, SIGN A ROSTER TO INDICATE YOU ARE A MEMBER OF THE COUNTY'S HOMELAN SECURITY ORGANIZATION. THIS WILL ENSURE PROPER INSURANCE AND ALLOW THE INCIDENT COMMANDER TO KNOW WHO IS "ON SCENE". SIGN OUT WHEN YOU HAVE BEEN PROPERLY RELIEVED SO THAT COMMAND WILL KNOW YOU HAVE LEFT AND ARE NOT STILL PRESENT AT THE INCIDENT SITE, THE ICP, OR THE EOC, ETC.
- G. NEVER QUIT YOUR POST WITHOUT AUTHORIZATION FROM NCS. IF RELIEVED BY THE RESPONSIBLE OFFICIAL, YOU MAY BE NEEDED ELSEWHERE.
- H. ALL TRAFFIC MUST BE WRITTEN AND SIGNED BY THE RESPONSIBLE OFFICIAL WHO ORIGINATES THE MESSAGE. USE MESSAGE PRECEDENCE AS DEFINED BY THE ORIGINATOR. IF YOU BECOME AWARE OF AN UNRECOGNIZED NEED, NOTIFY NCS. UNDER NO CIRCUMSTANCES PASS INFORMAL QUERIES OR INFORMATION. NEVER TRANSMIT YOUR OWN OBSERVATION UNLESS ASKED BY A COMPETENT AUTHORITY. ASSUME EVERYBODY HAS A RADIO SCANNER AND IS LISTENING.
- I. THE AEC WILL PLAN FOR ADDITIONAL RELIEF OPERATORS AS NEEDED.
- J. IF USING A REPEATER AND IT FAILS, GO TO THE REPEATER OUTPUT FREQUENCY IN SIMPLEX MODE, OR DESIGNATED ALTERNATE REPEATER.

**APPENDIX**

**A.**

**STANDING OPERATING PROCEDURE**

## **STANDING OPERATING PROCEDURES**

### **(SOP)**

**SCOPE:** THIS PLAN PROVIDES GUIDELINES FOR COMMUNICATIONS DURING A DISASTER.

**LEON COUNTY ARES:** THE ORGANIZATION OF VOLUNTEER AMATEUR RADIO OPERATORS WHOSE PRIMARY PURPOSE IS TO FURNISH COMMUNICATION DURING TIMES OF NEED.

#### **GENERAL:**

**GEOGRAPHICALLY CONFINED DISASTER:** ONE WHICH ENCOMPASSES A LIMITED AREA, UP TO SEVERAL CITY BLOCKS. ALTHOUGH THE ACTUAL DISASTER SITE WILL BE CONFINED, ANY COMMUNICATIONS MAY BE REQUIRED AT ONE OR MORE REMOTE SITES SUCH AS HOSPITALS, SHELTERS, ETC.

**LARGE AREA DISASTER:** ONE ENCOMPASSING A LARGE GEOGRAPHICAL AREA, POSSIBLY THE ENTIRE COUNTY, OR MORE.

**NET CONTROL STATION (NCS):** A STATION WILL BE APPOINTED BY THE EC OR HIS DESIGNEE TO MAINTAIN CONTROL OVER THE NET OPERATIONS INCLUDING THE KEEPING OF ACCURATE LOGS.

IF COMMUNICATIONS ARE ON A SIMPLEX FREQUENCY, THE NCS SHALL ALSO GUARD THE REPEATER INPUT FREQUENCY 147.880 PRIMARY, 147.980 SECONDARY TO PREVENT INTERFERENCE FROM STATIONS NOT INVOLVED IN THE DISASTER, AND TO ALLOW USE OF THE INPUT FREQUENCY AS AN ALTERNATE PRIORITY CHANNEL.

THE NCS SHOULD BE LOCATED IN CLOSE PROXIMITY TO THE DISASTER SITE FOR POSSIBLE SIMPLEX COMMUNICATIONS, BUT SHOULD NOT BE LOCATED WITHIN THE GEOGRAPHICAL BOUNDARIES.

**BACKUP NET CONTROL STATION (BNCS):** A STATION DESIGNATED BY THE NCS TO MONITOR THE ACTIVITY AND BE AVAILABLE TO TAKE OVER AS NCS SHOULD THAT BECOME NECESSARY.

THE BNCS SHOULD HAVE A PERSON ASSIGNED TO HIM (AN AMATEUR OR OTHER CITIZEN) TO COPY ALL TRAFFIC, MAINTAIN ACCURATE LOG. THE BNCS IS TO FULFILL ALL OTHER PRE-REQUISITES FOR NET CONTROL AND TO IMMEDIATELY TAKE OVER NET OPERATIONS IF THE NCS BECOMES UNABLE TO PERFORM NET CONTROL DUTIES.

**STAGING AREA:** A GEOGRAPHICAL LOCATION THAT HAS BEEN DESIGNATED AS A MEETING POINT FOR STATIONS INVOLVED WITH THE DISASTER SITUATION. STAGING AREAS SHOULD HAVE LARGE PARKING LOTS, HAVING EASY ACCESS TO MAJOR STREETS AND HIGHWAYS. IF AN ICS EVENT, STAGING AREAS MAY BE DESIGNATED BY INCIDENT COMMANDER.

**STAGING AREA COMMAND POST (CP):** A STATION DESIGNATED BY THE ARES COORDINATOR OR HIS DESIGNEE, OR THE NCS IS TO ASSUME RESPONSIBILITY FOR OPERATIONS AT HIS STAGING AREA.

THE CP SHALL MAINTAIN A LIST OF AVAILABLE STATIONS AND EQUIPMENT AT HIS STAGING AREA. RECORD MOVEMENT TO AND FROM HIS AREA.

THE ARES CP SHOULD, AS MUCH AS POSSIBLE, BE SELF-SUPPORTING.

ON-SCENE COMMAND POST (OSCP): A STATION DESIGNATED BY THE ARES COORDINATOR OR NCS TO COORDINATE ALL COMMUNICATIONS.

THE ON-SCENE CP SHOULD BE LOCATED IN CLOSE PROXIMITY TO THE DISASTER SITE FOR POSSIBLE SIMPLEX OPERATION, BUT SHOULD NOT BE LOCATED WITHIN THE GEOGRAPHICAL BOUNDARIES OF THE DISASTER. IF POSSIBLE THE ON-SCENE CP SHOULD BE CO-LOCATED WITH OTHER EMERGENCY SERVICE COMMAND POST.

PORTABLE STATIONS OPERATING WITHIN THE DISASTER SITE SHOULD COMMUNICATE WITH EACH OTHER AND THE ON-SCENE CP ON SIMPLEX FREQUENCIES.

### **DISASTER PLAN ACTIVATION**

ACTIVATION OF THIS DISASTER PLAN SHALL BE BY THE O.E.M., OR HIS DESIGNEE OR THE ARES COORDINATOR UPON REQUEST OF ONE OR MORE CLIENT AGENCIES.

CLIENT AGENCIES TO WHOM ARES PROVIDES COMMUNICATIONS SUPPORT ARE THE FOLLOWING:

LEON COUNTY OFFICE OF EMERGENCY MANAGEMENT

COUNTY VOLUNTEER FIRE DEPARTMENTS

DEPARTMENT OF HOMELAND SECURITY

AMERICAN RED CROSS

SALVATION ARMY

NATIONAL WEATHER SERVICE

IN ADDITION, THE O.E.M. OR HIS DESIGNEE OR THE ARES COORDINATOR MAY ACTIVATE THE DISASTER PLAN ON HIS OR HER OWN AUTHORITY IN ANTICIPATION OF A REQUEST FOR EMERGENCY COMMUNICATION BY A CLIENT AGENCY WHEN IT IS APPARENT THAT AN EMERGENCY EXISTS OR IS IMMINENT.

### **ARES MEMBERS ACTIVITIES**

DURING A DISASTER SITUATION, INDIVIDUAL MEMBERS AVAILABLE FOR ASSIGNMENT WILL BE IDENTIFIED BY THE NCS AND ASSIGNED AS NECESSARY.

ARES VOLUNTEERS MAY BE ASSIGNED DIRECTLY TO A STAGING AREA BY THE NCS.

ALL ARES MEMBERS ASSIGNED TO A STAGING AREA SHOULD HAVE THEIR ID CARDS. OTHER IDENTIFICATION MAY BE REQUIRED AND SUPPLIED.

IN ORDER TO AVOID THE ADDED CONFUSION OF UNNECESSARY AND UNAUTHORIZED PERSONNEL ON THE SCENE, ONLY THOSE VOLUNTEERS DIRECTLY ASSIGNED TO THE STAGING AREAS SHOULD GO THERE.

ONCE IN THE STAGING AREA, INDIVIDUAL ARES SHOULD IDENTIFY THEMSELVES TO

THE NCS IN CHARGE OF COMMUNICATIONS IN THE STAGING AREA FOR ASSIGNMENT.

ALL VOLUNTEERS SHOULD BE EQUIPPED WITH PORTABLE RADIOS CAPABLE OF OPERATION ON 147.280 / 147.300 MHz. MEMBERS SHOULD ALSO HAVE AVAILABLE MOBILE UNITS, MAGNETIC MOUNT ANTENNAS AND BATTERIES WHEN POSSIBLE.

ARES MEMBERS MAY BE ASKED TO PROVIDE COMMUNICATIONS BETWEEN THE DISASTER SITE AND SUPPORT SITES SUCH AS HOSPITALS, STAGING AREA, OR AGENCY COMMAND CENTERS. THE AGENCY OFFICIAL WHO ORIGINATES THE MESSAGE AND TAKES RESPONSIBILITY FOR IT MUST AUTHENTICATE ALL SUCH TRAFFIC. ALL TRAFFIC MUST BE ROUTED THROUGH NCS. ALWAYS INDICATE PRECEDENCE.

IN ALL INSTANCES THE MISSION OF ARES IS TO PROVIDE COMMUNICATION FOR CLIENT AGENCIES. ARES MEMBERS SHOULD UNDER TAKE NO ACTION OTHER THAN THIS PRIMARY MISSION UNLESS SPECIFICALLY REQUESTED BY THE CLIENT AGENCY. COMMUNICATION IS OUR ONLY JOB, NOT FIRE FIGHTING, LAW ENFORCEMENT, FIRST AID, OR ANYTHING ELSE. CLEAR ALL NON-COMMUNICATIONS ASSIGNMENTS WITH THE ARES COORDINATOR.

WHILE A DISASTER SITUATION MAY REQUIRE TAKING CERTAIN CALCULATED RISKS IN ORDER TO ACCOMPLISH THE MISSION, ARES MEMBERS ARE RESPONSIBLE FOR THEIR OWN SAFETY AND SHOULD TAKE NO ACTION WHICH PLACES THEM IN JEOPARDY. IN A QUESTIONABLE SITUATION, PULL BACK AND REPORT YOUR SITUATION TO THE NCS.

### **DISASTER COMMUNICATIONS GUIDELINES**

IN ANY DISASTER SITUATION IT WILL BE NECESSARY FOR THE ARES EMERGENCY COORDINATOR, HIS DESIGNEE OR NCS TO EVALUATE THE PHYSICAL LAYOUT OF THE DISASTER SITE OR SITES AND THEIR RELATIONSHIP TO OTHER SITES WHERE ARES WILL BE REQUIRED.

IN A GEOGRAPHICALLY CONFINED DISASTER, WHERE ALL SITES REQUIRING COMMUNICATIONS WHICH ARE RELATIVELY CLOSE TOGETHER, COMMUNICATION BETWEEN THEM SHOULD BE ON 146.520 SIMPLEX. THE REPEATER INPUT, 147.880 SHOULD BE CONSIDERED A PRIORITY FREQUENCY AND INPUT 147.740, AS THE SECONDARY FREQUENCY WILL BE GUARDED BY THE NCS.

IN THIS EVENTUALITY, THE REPEATER MAY BE DISABLED OR CONFIGURED AS A REMOTE BASE, WHICHEVER IS MOST ADVANTAGEOUS TO THE MISSION.

IN LARGE AREA DISASTER, OR WHERE SIMPLEX COMMUNICATIONS ARE NOT RELIABLE, SOME COMBINATION OF SIMPLEX AND REPEATER OPERATION WILL BE NECESSARY.

IF THE DISASTER SITE CANNOT BE ADEQUATELY COVERED BY SIMPLEX COMMUNICATION AND/OR THE 147.280 OR 147.300 REPEATERS CANNOT BE USED, OTHER REPEATERS MAY BE BROUGHT INTO THE COMMUNICATION NET WORK. THIS IS ONLY TO APPLY IN EXTREME SITUATIONS AND WITH THE AGREEMENT OF THE REPEATER OWNERS. THE LAST RESORT SOLUTION IS TO SET UP A RELAY STATION FOR INCOMING AND OUT GOING TRAFFIC TO PASS THROUGH.

IN THE EVENT LOCAL AREA SIMPLEX IS USED, A CP WILL BE ESTABLISHED TO COORDINATE WITH OTHER COMMUNICATIONS CENTERS VIA A REPEATER OR PRIMARY FREQUENCY.

IN THE EVENT SEVERAL SITES ARE USING SIMPLEX COMMUNICATIONS AND INTERFERENCE BETWEEN SITES IS EXPERIENCED OR ANTICIPATED, USE ALTERNATE

SIMPLEX FREQUENCIES LISTED ON PAGE 23. WHENEVER POSSIBLE, COORDINATION BETWEEN OTHER COMMUNICATION CENTERS SHOULD BE MADE ON THE PRIMARY FREQUENCY.

WHENEVER POSSIBLE, THIRD PARTY TRAFFIC ON BEHALF OF SERVED AGENCIES SHOULD BE FORMAL. AUTOMATIC TAPING OF REPEATER/SIMPLEX TRANSMISSIONS SHOULD BE INITIATED AT THE ONSET OF THE EMERGENCY IF POSSIBLE.

### **MOBILIZATION OF ARES MEMBERS**

AS SOON AS THE NEED OR IMPENDING NEED FOR MOVEMENT OF ARES MEMBERS BECOMES APARENT, THE ARES EMERGENCY COORDINATOR, HIS DESIGNEE OR THE NCS SHOULD ACTIVATE ONE OR MORE STAGING AREAS AS NECESSARY TO PROVIDE A GATHERING POINT FOR INCOMING ARES PERSONNEL.

AS PERSONNEL ARE REQUIRED, THEY MAY BE MOVED FROM THE STAGING AREA (S) USING THE MINIMUM NUMBER OF VEHICLES TO AVOID FURTHER CONGESTION AT THE DISASTER SITE.

THE USE OF STAGING AREAS ALSO PROVIDES O.E.M. PERSONNEL WITH A DEFINITE NUMBER OF PEOPLE AND EQUIPMENT AVAILABLE.

EACH STAGING AREA WILL BE ASSIGNED A COMMAND POST STATION. HOWEVER, THE ARES COORDINATOR, HIS DESIGNEE, OR THE NCS MAY DESIGNATE OTHER AREAS AS DEEMED NECESSARY FOR INDIVIDUAL DISASTER SITUATIONS. SEE APPENDIX "B" FOR STAGING AREA LOCATION.

**APPENDIX**

**B.**

**ARES**

**COMMUNICATION PLAN**

## **LEON COUNTY ARES COMMUNICATION PLAN**

### **1. INTRODUCTION:**

1.1 LEON COUNTY ARES COMMUNICATION WILL BE COMPOSED OF AMATEUR RADIO OPERATORS, LICENSED BY THE FCC. THE AMATEURS WHO VOLUNTARILY REGISTER THEIR EQUIPMENT AND CAPABILITIES WILL BE USED ONLY FOR COMMUNICATIONS IN PUBLIC SERVICE.

1.2 FEDERAL REGULATION STATES THAT MESSAGES AND THEIR CONTENT WILL NOT BE DIVULGED TO UNAUTHORIZED PERSONS AND NO COMPENSATION IS EXPECTED FOR THE COMMUNICATION SERVICE.

1.3 ARES WILL FUNCTION UNDER THIS EMERGENCY PLAN AND UNDER THE DIRECTION OF THE LEON COUNTY EMERGENCY COORDINATOR.

1.4 THE ARES EC SHALL BE APPOINTED BY THE ARRL AND THE ASSISTANT ARES COORDINATOR(S) BY THE EC.

### **2. PURPOSE:**

2.1 THE PURPOSE OF THIS PLAN IS TO PROVIDE A GUIDE OF INFORMATION NEEDED IN AN EMERGENCY COMMUNICATION SITUATION.

2.2 THE PRIMARY MISSION OF ARES IS TO FURNISH COMMUNICATION IN AN EMERGENCY. THIS SERVICE WILL BE USED IN THE EVENT THAT REGULAR COMMUNICATIONS ARE INADEQUATE.

2.3 ARES WILL PROVIDE COMMUNICATIONS FOR THE FOLLOWING AGENCIES UPON THEIR REQUEST:

1. LEON COUNTY OFFICIALS
2. CITY OFFICIALS WITH IN LEON COUNTY
3. LEON COUNTY SHERIFF'S OFFICE
4. CITY POLICE DEPARTMENTS
5. COUNTY FIRE DEPARTMENT
6. AMERICAN RED CROSS
7. SALVATION ARMY
8. ANY OTHER ORGANIZATION NEEDING ASSISTANCE

### **3. PLAN ACTIVATION**

3.1 THE OPERATION OF THE ARES NET IS TO PROVIDE A SECONDARY MEANS OF COMMUNICATION FOR WHATEVER SITUATION MAY PRESENT ITSELF. OUR MISSION IS ONLY TO FURNISH A SERVICE TO THE COMMUNITY.

A. THE TERM O.E.M. SHALL REFER TO THE OFFICE OF EMERGENCY MANAGEMENT. (CITY OR COUNTY)

B. THE TERM EC SHALL REFER TO THE ARES EMERGENCY COORDINATOR.

3.2 THE DECISION TO MAN THE EOC COMMAND POST WILL BE MADE BY THE O.E.M., AND ON HIS RECOMMENDATION THE OPERATION WILL BEGIN. THE ARES EC WILL BE NOTIFIED BY THE O.E.M. THAT THE ARES NET HAS BEEN REQUESTED TO BE ACTIVATED AND OF THE SITUATION THAT EXISTS. THE ARES EC OR THE RANKING ARES MEMBER PRESENT WILL ACTIVATE THE ARES NET.

3.3 THE ASSISTANT EC(S) WILL CALL PERSONNEL AS THE SITUATION DETERMINES THEIR NEED, AT THE STAGING AREA, OR AT OTHER LOCATIONS.

3.4 OTHER STATIONS WILL BE NOTIFIED BY THE AEC AND WILL BE PUT INTO SERVICE AS THEY BECOME AVAILABLE TO CHECK IN AT THE STAGING AREA. ALL STATIONS SHOULD MAKE THEIR PRESENCE KNOWN TO THE AEC.

3.5 THE O.E.M. WILL DETERMINE THE SEVERITY OF THE SITUATION. EC WILL DETERMINE THE MODE OF COMMUNICATION AND THE PERSONNEL TO BE USED.

3.6 AFTER STATIONS ARE ASSIGNED TO LOCATIONS AND THE COMMUNICATION NET IS ESTABLISHED, THE NET CONTROL STATION WILL CONTROL THE FLOW OF TRAFFIC. IN THE EVENT THAT MORE THAN 1 MODE OF COMMUNICATION IS NEEDED, A 2ND NET CONTROL STATION WILL BE ASSIGNED TO THAT MODE. IF NEEDED, ASSIGNED STATION WILL GUARD THE ARES NET FREQUENCY OR NEAR FREQUENCIES TO ASSURE CLEAR COMMUNICATIONS. IN THE EVENT OF DIGITAL COMMUNICATIONS, THEY WILL BE MONITORED BY A 3RD AMATEUR NOT SERVING AS A NET CONTROL, BUT TO PREVENT INTERFERENCE. HE SHOULD TRY TO MAKE COPIES OF ALL DIGITAL MESSAGE TRAFFIC BEING SENT OUT OR RECEIVED.

3.7 LIASON STATIONS, IF NEEDED, WILL BE ASSIGNED TO HANDLE OUTSIDE TRAFFIC.

3.8 THE ARES NET WILL AT ALL TIMES WORK WITH OTHER MODES OF COMMUNICATIONS IF THE EC DETERMINES THE MODES ARE TO BE USED IN THE COMMUNICATION PLAN.

#### **4. OPERATIONS:**

4. 1 ALL MESSAGES MUST BE WRITTEN ON STANDARD ARRL RADIOGRAM FORMS FURNISHED BY THE ARES EMERGENCY COORDINATOR OR ICS FORM 213 PROVIDED BY OEM.

4. 2 ALL MESSAGES MUST BE SIGNED BY THE OFFICIAL WHO ORIGINATES THEM, WITH HIS TITLE, TAKING RESPONSIBILITY FOR THEIR CONTENT.

4. 3 MESSAGE PRECEDENCE OF EMERGENCY, PRIORITY, ROUTINE AND WELFARE, AS DEFINED ON ARRL FORM CD-3, SHALL BE USED ON ALL MESSAGES.

4. 4 STATIONS DO NOT TRANSMIT UNLESS INVITED TO DO SO BY NET CONTROL. THE ONLY EXCEPTION TO THIS IS FOR A STATION TO HAVE EMERGENCY TRAFFIC. NET CONTROL WILL REGULARLY STAND BY FOR TRAFFIC AND CHECK-INS

#### **5. DRILLS AND ALERT:**

5. 1 THE EC SHOULD REGULARLY SUPPLY PUBLIC SAFETY COMMUNICATIONS IN CONJUNCTION WITH LOCAL EVENTS TO TEST THE EFFICIENCY OF THE OPERATION.

5. 2 AT THE CONVENIENCE OF THE EC, THE ARES NET WILL BE ACTIVATED, UNANNOUNCED, VIA TELEPHONE TREE, RADIO ANNOUNCEMENT OR OTHER ELECTRONIC MEANS AT LEAST EVERY 3 TO 6 MONTHS.

## **REPEATER AND SIMPLEX USE**

IN THE EVENT OF AN EMERGENCY, IT MUST BE TAKEN INTO CONSIDERATION THAT THE LOCAL REPEATERS WILL BE OUT OF SERVICE. THIS POSSIBILITY EXISTS DUE TO THE LACK OF EMERGENCY POWER AT THE REPEATER SITES.

REPEATER LOSS, EVEN FOR A SHORT TIME, WILL CAUSE TOTAL LOSS OF COMMUNICATIONS. THIS LOSS USUALLY HAPPENS AT A MOST CRITICAL TIME.

THEREFORE, LOCAL COMMUNICATIONS MUST REVERT TO DIRECT OR SIMPLEX MODES. LOCAL TESTS HAVE BEEN PERFORMED FROM DIFFERENT AREAS AND FOUND THAT COMMUNICATIONS CAN BE ACCOMPLISHED WITH LITTLE OR NO DIFFICULTY. THESE TESTS WERE PERFORMED WITH 5 WATTS FROM A MOBILE TO BASE STATION. THE BASE STATION HAVING A 60 FOOT TOWER AND BEAM ANTENNA.

REPEATER FREQUENCIE 147.280 / 147.300, WILL BE USED IF THE SITUATION PERMITS. IN THE EVENT OF ALL REPEATER FAILURES, ARRANGEMENTS HAVE BEEN MADE TO USE THE REPEATER UNTIL THE LOCAL SITUATION HAS BEEN CORRECTED.

THE SIMPLEX FREQUENCIES OF 146.420, 146.520, 146.550, 147.520, 147.530 AND 446.000 MAY BE USED IN ORDER TO COMPLETE THE NECESSARY COMMUNICATION MISSION. THE SIMPLEX TRANSMITTERS SHOULD BE HELD TO MINIMUM POWER WHEN POSSIBLE IN ORDER NOT TO INTERFERE WITH OTHER STATIONS AND REPEATERS.

APRS STATIONS WILL USE 144.39 AND STANDARD PACKET STATIONS WILL USE 145.01 AS CONDITIONS DEMAND. DIGITAL COMMUNICATIONS USING SOUND CARD SOFTWARE SUCH AS NBEMS MAY BE USED ON THE REPEATER OR VIA SIMPLEX AS IS APPROPRIATE.

**REPEATER, SIMPLEX  
AND  
PACKET FREQUENCIES**

**REPEATER FREQUENCIES**

147.280 + 123.0 CTCSS – PRIMARY VHF  
147.300 + 100.0 CTCSS – SECONDARY VHF

**COMMAND FREQUENCIES**

TO BE ANNOUNCED

**SIMPLEX FREQUENCIES**

146.420 LOCAL SIMPLEX  
146.520 NATIONAL SIMPLEX  
147.520 TAC-1  
147.530 TAC-2  
146.550  
146.580  
446.000 NATIONAL UHF SIMPLEX CALLING FREQUENCY

**PACKET FREQUENCIES**

144.390 APRS  
145.010 PACKET

**HF FREQUENCIES**

7.290 DAYTIME TRAFFIC  
3.873 NIGHTTIME TRAFFIC  
ANY OTHERS AS MAY BE DESIGNATED

FRS RADIOS MAY BE USED AS NEEDED FOR COMMUNICATIONS WITH OTHER ENTITIES THAT USE THEM.

**LEON COUNTY ARES**  
**COMMUNICATIONS**  
**ASSEMBLY LOCATIONS**

THE FOLLOWING LOCATIONS SHOULD BE CHOSEN FOR ASSEMBLY POINTS FOR ARES MEMBERS IN THE EVENT OF A NET CALL FOR EMERGENCY OPERATIONS:

1. NORTH AREA - PARKING LOT BROOKSHIRES BRO.
2. NORTH EAST AREA – OAKWOOD FIRE STAION PARKING LOT
3. CENTRAL AREA – COUT HOUSE SQUAR PARKING LOT
4. WEST AREA – CORNER STORE AT HWY 7 AND FM39

ALTERNATE LOCATIONS

1. NORTH AREA – BUFFALO FIRE DEPT.
2. CENTRAL AREA – LOEN COUNTY S.O.

NCS DIRECTIONS WILL SERVE OTHER SMALL COMMUNITIES.

**APPENDIX**

**C.**

**LEON COUNTY SKYWARN WEATHER NET**

## **LEON COUNTY SKYWARN**

### **PURPOSE**

1. TO FURNISH TRAINED WEATHER WATCHERS, WHO WILL FURNISH INFORMATION TO THE COUNTY EMERGENCY COORDINATOR AND VOLUNTEER FIRE DEPARTMENTS OF THE WEATHER SITUATION.
2. TO PROVIDE INFORMATION FOR LOCAL AGENCIES IN THE EVENT OF COMING SEVERE WEATHER.

### **SCOPE**

1. TO ESTABLISH A COMMUNICATION NETWORK TO FORWARD INFORMATION TO THE NATIONAL WEATHER SERVICE.
2. FURNISH OBSERVERS IN THE FIELD DURING WEATHER ALERTS.
3. ATTEMPT TO SET A LINE OF COMMUNICATIONS WITH THE NATIONAL WEATHER SERVICE FOR RELAYING AND REPORTING WEATHER CONDITIONS DURING AN ALERT.
4. ESTABLISH A SECONDARY COMMUNICATION NETWORK FOR TRAFFIC IN COOPERATION WITH THE LOCAL POLICE AND SHERIFF DEPARTMENT.
5. SET UP LIAISON WITH SURROUNDING COUNTIES DURING WEATHER ALERTS OR OTHER EMERGENCIES.

### **SCOPE OUTLINE**

#### **ARTICLE I**

1. PROVIDE INFORMATION, WHEN AVAILABLE, TO THE NATIONAL WEATHER SERVICE AND LEON COUNTY EMERGENCY COORDINATOR.
2. FURNISH COMMUNICATIONS BETWEEN COUNTY VOLUNTEER FIRE DEPARTMENTS AND THE EC WHEN NECESSARY.
3. IF CONDITIONS BECOME SEVERE, IF NECESSARY, PROVIDE COMMUNICATIONS BETWEEN CITY AND COUNTY OFFICIALS, KEEPING THE POLICE, SHERIFF DEPARTMENT AND FIRE DEPARTMENT FREQUENCIES CLEAR FOR OTHER TRAFFIC.

#### **ARTICLE II**

1. OBSERVERS WILL REPORT TO PREPLANNED POINTS. (EACH SPOTTER SHOULD HAVE A FAVORITE POSITION FOR OBSERVATION, AN ESCAPE ROUTE IF NEEDED).
2. IN CASE OF CITY ALERT, THE SPOTTERS WILL BE DEPLOYED.
3. UPON REACHING THE SPOTTERS OBSERVATION POST HE WILL CHECK IN WITH NET CONTROL.

#### **ARTICLE III.**

1. OBSERVER'S REPORTS WILL BE PASSED TO THE NATIONAL WEATHER SERVICE VIA THE EMERGENCY COORDINATOR OR LEON COUNTY SHERIFF'S DEPARTMENT.
2. THE OBSERVERS REPORTS CONCERNING LOCAL AREAS WILL BE HANDLED BY THE NET.
3. REPORTS OF LOCAL ACTIVITIES WILL BE PASSED TO ADJACENT COUNTIES AS NEEDED.

#### **ARTICLE IV.**

1. STATIONS WITH THE ABILITIES TO HANDLE TRAFFIC IN THE LOCAL NET AND ALSO PASS TRAFFIC TO OTHER NETS WILL BE ASSIGNED THE DUTY OF LIAISON STATIONS.
2. NET CONTROL STATIONS MUST HAVE THE SAME CAPABILITIES.

**Appendix**

**E.**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE AMERICAN RADIO LEAGUE INC. AND VARIOUS OTHER  
ENTITIES REGARDING EMERGENCY COMMUNICATIONS**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE AMERICAN RADIO RELAY LEAGUE, INC. AND  
THE FOLLOWING ORGANIZATIONS**

1. THE NATIONAL COMMUNICATION SYSTEM
2. REACT INTERNATIONAL INC.
3. SALVATION ARMY WITH RESPECT TO DISASTER SERVICE
4. THE FEDERAL EMERGENCY MANAGEMENT AGENCY
5. AMERICAN RED CROSS
6. NATIONAL WEATHER SERVICE

# MEMORANDUM OF UNDERSTANDING BETWEEN THE AMERICAN RADIO RELAY LEAGUE, INC. AND THE NATIONAL COMMUNICATIONS SYSTEM

## [Memoranda of Understanding](#)

### Introduction

The National Communications System, a confederation of government agencies, and the American Radio Relay League, representing U.S. radio amateurs, have cooperated in a series of national level communications exercises. These have demonstrated the capability of radio amateurs to respond to simulated national emergencies when normal communications are disrupted. These tests confirm that volunteer Radio Amateurs are a valuable national resource whose capabilities should be utilized, further developed and exercised to improve our national security.

### I. Purpose

This Agreement between the American Radio Relay League (ARRL) and the National Communications System (NCS) is to establish a broad framework of cooperation and a close working relationship with volunteer radio amateurs for national emergency communications functions. It is intended through joint coordination and exercise of the resources of both organizations, to enhance the nation-wide posture of telecommunications readiness for any conceivable national emergency.

### II. Responsibilities

The ARRL is a non-commercial national association of radio amateurs, established for the promotion of interest in Amateur Radio communication and experimentation, for the relaying of messages by radio, for the advancement of the radio art and the public welfare, for the representation of the radio amateur in legislative matters, for the maintenance of fraternalism and a high standard of conduct and for voluntary service in the public welfare. A primary responsibility of the Amateur Radio Service, as established by the Federal Communications Commission's Rules and Regulations (47 C.F.R. Part 97), is the rendition of public service communications for the general public, particularly in times of emergency when normal communications are not available. Using Amateur Radio operators in the amateur frequency bands, the ARRL has been serving the general public directly and government and relief agencies for more than 50 years. To that end, in 1935 the League organized the Amateur Radio Emergency Corps (now called the Amateur Radio Emergency Service --ARES). In 1949, the League created the National Traffic System (NTS). Together, ARES and NTS comprise the League's public service field organization of volunteer radio amateurs. As leaders and representatives of radio amateurs the ARRL has responsibilities in motivation, education, policy and leadership in promoting Amateur Radio functions in the public service, especially in times of emergency when the resources of radio amateurs may be the most survivable communications available to the nation.

The National Communication System (NCS) is a confederation of federal agencies and departments established by the Presidential Memorandum of August 21, 1963. The mission of the NCS is to insure that the most critical telecommunications needs of the Federal Government can be met in any possible emergency, ranging from a normal situation to national emergencies and international crisis including nuclear attack, while at the same time, achieving the most effective and economical fulfillment of the day-to-day telecommunications requirements. The Manager, NCS, develops plans, standards and procedures for the management of Federally owned and leased telecommunications assets during disasters and emergencies declared under the Disaster Relief Act of 1974 (Public Law --93-288). The NCS administers a joint restoration priority system with the FCC to assure that available telecommunications resources are used to meet the most critical requirements under all conditions. The NCS is also given primary responsibility for implementing Presidential Directive 53, National Security Telecommunications Policy, under the direction and guidance of the National Security Council.

### III. Recognition

The NCS recognizes that the ARRL is the principal organization serving more than 400,000 U.S. radio amateurs, and because of its organized emergency communications, training and resources, can be of valuable assistance in providing critical communications and restoration of government circuits during emergencies and disasters when normal lines of communication are disrupted.

The ARRL recognizes that NCS is responsible for coordinating restoration of Federal government communications carried over the commercial carrier networks. The ARRL recognizes that because

more than 95 percent of the Federal government's communications are provided by commercial carriers there is a national requirement to assist in the transmission of critical messages and in the restoration of government communications.

### **Principles of Cooperation**

So that communications facilities of the Amateur Radio Service may be coordinated and utilized to the fullest advantage during disasters and emergencies, and to the extent permitted or required by law and regulation, the American Radio Relay League and the National Communications System have agreed that each organization will:

- 1 Encourage, through channels to its field units, on-going liaison with the other, urging both staff and volunteers to create and maintain adequate communication and effective relationships at all levels.
- 2 Participate in cooperative pre-emergency planning, exercise and training programs at the Federal Region and National level.
- 3 Cooperate in time of disaster or emergency, to meet the needs of the government and of the agencies and organizations attempting to restore communications.
- 4 Make its facilities, resources and capabilities accessible to the other in accordance with established plans and procedures.
- 5 Work through its own lines of authority and respect the lines of authority of the other.
- 6 Distribute copies of this agreement through channels to its own field units, and to other organizations, both public and private which may have an active interest in emergency restoration of government telecommunications.

### **VII. Implementation**

This memorandum shall take effect upon its signing by authorized representatives of the ARRL and the NCS. This memorandum may be amended by mutual agreement of both parties and will remain in effect until terminated. ARRL and NCS will periodically review this agreement and coordinate such revisions as may be necessary. Upon 90 days written notice, this memorandum may be terminated by either party.

## MEMORANDUM OF UNDERSTANDING

### Memoranda of Understanding

#### Between

REACT International, Inc.,

#### And

American Radio Relay League, Inc.

### PURPOSE

1. This purpose of this document is to state the terms of a mutual agreement (Memorandum of Understanding) between the American Radio Relay League, Incorporated (ARRL), and REACT International, Inc. (Radio Emergency Associated Communication Teams), that will serve as a framework within which both organizations may coordinate the development of protocols and procedures for communication in emergency and disaster situations. Each organization comprises volunteers and professional staff in support of their respective educational and technical programs and efforts. It is intended that this agreement will promote joint coordination and exercise of the resources of both ARRL and REACT to recognize the potential and capability of individual members of both organizations to facilitate the flow of information to and from the public during disaster and emergency situations.

### RECOGNITION

2. ARRL recognizes REACT as a public service organization of private radio operators, which provides radio communications to local communities during emergencies. REACT coordinates efforts with other emergency organizations including the police, FEMA, NOAA, RACES, ARES, NVOAD, the Salvation Army, and the American Red Cross. REACT's other activities include participation in safety radio assistance for community events, hosting "Safety Wake Breaks" on holiday weekends along highways, and developing the use of radio services as additional sources of communications in emergencies. REACT accomplishes these goals through REACT Teams located through the United States and the world. Members of these Teams also have oversight authority over different Committees. The committees are responsible for establishing and maintaining the orderly flow of business within their specialties. REACT's primary mission is to improve their communities through the provision of voluntary, two-way communications that serve the interests of public safety.

3. REACT recognizes ARRL as a noncommercial membership association of radio amateurs, organized for the promotion of interest in amateur radio communication and experimentation. It is the principal representative of the Amateur Service and Amateur Satellite Services in the United States, and is the Secretariat for the International Amateur Radio Union, the worldwide association of national amateur radio societies. ARRL coordinates efforts with other emergency organizations including the police, FEMA, NOAA, RACES, ARES, NVOAD, the Salvation Army, and the American Red Cross. ARRL was organized for the establishment of networks to provide communications in the event of disasters or other emergencies; for the advancement of the radio art and of the public welfare; the fostering of education in the field of electronic communications; the promotion and conduct of research and development to further the development of electronic communication; the dissemination of technical, education, and scientific information relating to electronic communication; the printing and publishing of documents, books, electronic media, and publications necessary or incidental to any of the above purposes; for the representation of the radio amateur in regulatory matters; and to promote fraternalism and high standards of conduct among radio amateurs. It serves its members by protecting and enhancing spectrum access and providing a national resource to the public.

### PRINCIPLES OF COOPERATION

4. In order that the parties may cooperate and utilize their resources from time to time to optimum mutual benefit to both parties, the following principles and methods are agreed upon:

4.1 The parties will correspond with each other and exchange certain materials and engage in certain activities in order to encourage and broaden interest, understanding, and appreciation of radio telecommunications technology and its value to the public in emergency situation.

4.2 The parties will work to establish protocols and procedures that foster safe and efficient radio services communication to help the public during emergencies and disaster relief. The parties, through these protocols and procedures, will try to eliminate duplicative or technically inferior service to the community in emergencies.

**4.3** The parties will work with each other in times of emergency or disaster to meet the communications needs of the public.

**4.4** The parties will generally encourage ongoing liaison with each other and urge members of both organization to develop increasingly effective communications and cooperation.

**5.** This memorandum shall take effect upon its signing by authorized representatives of each organization. It may be amended by mutual agreement of the parties and will remain in effect until terminated by either party, upon ninety (90) days advance written notice to the other. REACT and ARRL will periodically review this agreement and coordinate such revisions as may be necessary. Nothing herein will create any joint venture, partnership, or other business association, nor shall either party enter into any obligation or commitment on behalf of the other.

Date \_\_\_\_\_

\_\_\_\_\_  
Jim D. Haynie, President  
The American Radio Relay League, Incorporated  
225 Main Street  
Newington, Connecticut 06111-1494

Date \_\_\_\_\_

\_\_\_\_\_  
Charles A. Thompson, President  
REACT International, Inc.  
5210 Auth Road  
Suitland, Maryland 20746-4330

**STATEMENT OF UNDERSTANDING between THE SALVATION ARMY and THE AMERICAN  
RADIO RELAY LEAGUE, INC. with respect to DISASTER SERVICES**

[Memoranda of Understanding](#)

**Purpose**

The purpose of the agreement between the American Radio Relay League, Incorporated and The Salvation Army in the United States of America is to establish a framework for cooperation between the two organizations for relief of disaster victims. It is intended that coordination of facilities, equipment and personnel of the two organizations may provide better service of victims of natural or man-made disasters.

**Responsibilities**

The American Radio Relay League, since its inception in 1914 up to the present, has observed a self-imposed responsibility for the welfare and conduct of the Amateur Radio Service as regulated by Part 97 of FCC's Rules and Regulations. Principal in that responsibility has been the rendition of public service and communication through the handling of third party communications for the general public, and communications in time of emergency when normal communications are not available. Using amateur radio operators in the amateur bands, the American Radio Relay League has been in the forefront of this activity in serving the general public directly and through government and welfare agencies, and continues to do so. To that end, in 1935, the Amateur Radio Emergency Corps was organized; and in 1949, the National Traffic System was established.

The Salvation Army has, for many years, provided emergency services to individuals and groups in time of disaster. This service has received public recognition. The Congress of the United States of America enacted the Disaster Relief Act of 1970, which, as amended by the Disaster Relief Act of 1974, Public Law 93-288, officially recognized the capabilities of The Salvation Army.

Since that time, The Salvation Army has entered into specific agreements with other agencies concerned with emergency and disaster relief services both public and private.

**Recognition**

The Salvation Army recognizes that the American Radio Relay League, because of its organized emergency communications facilities, can be of invaluable assistance in providing communications during emergencies and disasters when normal lines of communication are disrupted.

The American Radio Relay League, Incorporated, recognizes The Salvation Army as an agency whose corporate charter merits sanction by the Federal government to provide community aid in times of disaster. It further recognizes The Salvation Army as a channel for voluntary service during such time.

**Organizations of the American Radio Relay League and The Salvation Army**

The American Radio Relay League (ARRL) is the principal organization representing the interests of U.S. Radio Amateurs. It is governed by a Board of fifteen directors elected by the membership. For more than 80 years, ARRL has been the standard-bearer in amateur radio affairs throughout the U.S. For emergency communications, ARRL sponsors the Amateur Radio Emergency Service (ARES), a division of its over-all public service organization. The ARES is organized under local emergency coordinators, with local plans coordinated through section (usually state) emergency coordinators and a public service coordinator located at ARRL's Newington, Connecticut international headquarters. The National Traffic System (NTS) functions daily in handling medium and long haul message traffic, and is ready at all times to function in an emergency situation.

The Salvation Army in the United States of America has its national headquarters in Alexandria, Virginia, and is incorporated under the laws of New Jersey. For administrative purposes, the United States is divided into four territories, each having its own headquarters and corporate structure. These territories and headquarters are:

Central Territory -- Des Plaines, IL  
Eastern Territory -- West Nyack, NY

Southern Territory -- Atlanta, GA

Western Territory -- Rancho Palos Verdes (Los Angeles), CA

Reporting to each territorial office are from nine (9) to eleven (11) divisional administrative centers, strategically located in the territories. Salvation Army personnel in these centers direct activities in from one (1) to four (4) states. Reporting to divisional centers are local corps community centers (churches) and social service institutions of other types; also reporting to divisional centers are numerous local volunteer committees operating in smaller communities.

### **Principles of Cooperation**

In order that dependable communications might be maintained and that relief operations might be quickly expedited, the American Radio Relay League, Incorporated and The Salvation Army agree that:

- A. Each organization will, through channels to its local units, encourage ongoing liaison with the other, urging both staff and volunteers to create and maintain adequate communication and effective relationships at all levels.
- B. Each organization will participate in cooperative pre-disaster planning and training programs at local, regional and national levels.
- C. Each organization will, in times of disaster, cooperate to meet the needs of disaster victims, and of the agencies and organizations attempting to serve them. Each will make its facilities, resources, and capabilities accessible to the other, in accordance with established plans and procedures for cooperative service.
  - I. Each organization will work through its own lines of authority and respect the lines of authority of the other.
  - J. Each organization will distribute copies of this agreement through channels to its own field units, and to other organizations, both public and private, which may have an active interest in emergency and disaster relief.

revised January 1996

**MEMORANDUM OF UNDERSTANDING BETWEEN THE ASSOCIATION OF PUBLIC-SAFETY  
COMMUNICATIONS OFFICIALS-INTERNATIONAL, INC.,  
AND THE AMERICAN RADIO RELAY LEAGUE, INC.**

[Memoranda of Understanding](#)

**FOREWORD**

The Association of Public-Safety Communications Officials-International, Inc., and the American Radio Relay League, Inc. (ARRL) share the common bond of communications in the public interest. APCO International is made up of Emergency Medical, Law Enforcement, Fire and other Public Safety Communications personnel whose primary responsibility is the management, design, maintenance and operation of communications facilities in the public domain.

The ARRL is a non-commercial association of radio amateurs bonded together for the promotion of interest in Amateur Radio communication and experimentation, for the relaying of messages by radio, for the advancement of the radio art and of the public welfare, for the representation of the radio amateur in legislative matters and for the maintenance of fraternalism and a high standard of conduct. While the members of APCO International are charged with responsibility of communications in the public interest as professional members of the public safety community, a primary responsibility of the Amateur Radio Service, as established by Part 97 of the Federal Communications Commission's regulations, is the rendering of public service communication for the general public, particularly in times of emergency, when normal communications are not available.

APCO International has, since its inception, taken the lead in establishing International standards for public safety communications. Through International Headquarters and Affiliates, APCO International strives for professionalism and continuity of communications through education, standardization and the exchange of information.

Organizing and coordinating Amateur Radio operators in the amateur frequency bands, the ARRL has been serving the general public directly and government and relief agencies for more than 75 years. To that end, in 1935 the league organized the Amateur Radio Emergency Corps (now called the Amateur Radio Emergency Service--ARES). In 1949 the League created the National Traffic System (NTS). Together, ARES and NTS comprise the League's public service Field Organization of volunteer radio amateurs. As leaders and representatives of radio amateurs, the ARRL has responsibilities in motivation, education, policy and leadership in promoting Amateur Radio functions in the public service, especially in times of emergency when the resources of radio amateurs may be most survivable communications available.

**I. Purpose**

The purpose of this document is to state the terms of a mutual agreement between the ARRL and APCO International that will serve as a broad framework within which volunteer personnel of the ARRL may coordinate their facilities and equipment with APCO International members and their agencies for disaster communications

**II. Definition of Disaster**

A disaster is either a natural or man-made occurrence that causes human suffering or human needs that the victims cannot alleviate without assistance and which rapidly depletes the resources of the responding agencies involved.

It will be understood and agreed that members of the Amateur Radio Emergency Service will neither seek nor accept any duties other than that of Amateur Radio communications.

**III. Method of Cooperation**

In order that the emergency communications facilities of the ARES and NTS may be coordinated and utilized to the fullest advantage during disasters, APCO International and ARRL agree to the following:

- A. Through its national headquarters in Newington, Connecticut, the ARRL will establish regular liaison with the APCO International headquarters in South Daytona, Florida, through a standing committee of each organization. This liaison will provide the closest possible cooperation and direct operational assistance by the ARRL in emergency communications

planning, and in the coordination of amateur radio communications facilities for disaster operations.

- B. APCO International welcomes the cooperation and assistance of the American Radio Relay League, through its headquarters and its field organizations, to extend Amateur Radio emergency communications planning into the jurisdictions of APCO International chapters. APCO International chapters will be urged to further the cooperative effort by requesting that local ARRL ARES, and NTS personnel serve as disaster volunteers for emergency communications, with such personnel reporting to the ARES Emergency Coordinator of jurisdiction. ARRL ARES, and NTS volunteers, will be encouraged to take part in pre-disaster training and planning and to work with APCO International chapters to provide amateur radio communications equipment and volunteers, and to meet the needs of their disaster communications plans.
- C. When a disaster occurs requiring the use of amateur radio communications facilities, APCO International, through an individual chapter and with the understanding of the agency (agencies) to be served, may recommend the assistance of the ARRL ARES, and NTS nearest the scene of the disaster. This assistance may include, but is not limited to the following:
  - 1 The alerting and mobilization of ARRL Amateur Radio volunteer emergency communications personnel in accordance with a prearranged plan.
  - 2 The establishment and maintenance of fixed, mobile, and portable station emergency communication facilities for local radio coverage and point-to-point contact between public safety officials and locations, as required.
  - 3 Maintenance of the continuity of communications for the duration of the emergency period or until normal communications channels are substantially restored.
- D. ARRL agrees to supply APCO International with lists of emergency coordinators on an annual basis. APCO International agrees to supply ARRL with pertinent information and points of contact from the various chapters on an annual basis.
- E. Detailed operating plans for the utilization of the communications facilities of the Amateur Radio service should be developed with APCO International chapters in cooperation with local ARRL ARES, and NTS personnel.
- F. APCO International will recommend to its chapters that membership on disaster preparedness and relief committees include representation from the ARRL through its local ARES and NTS organizations.
- G. APCO International will recommend to its membership that standing committees be appointed within the chapters as a means of maintaining liaison with local ARRL officials. APCO International will recommend to its chapters that local ARRL officials be admitted to appropriate APCO International training classes.
- H. Each organization will distribute copies of this MOU through its field structure, and make copies available to other Organizations, both public and private, which may have an active interest in disaster operations.
- I. This agreement is in force as of the date indicated below, and shall remain in effect unless terminated by written notification from either party to the other.

Signed unto this day, the twenty-fourth of October in the year 1996.

**Statement of Affiliation between The Federal Emergency Management Agency  
And The  
American Radio Relay League**

The **Department of Homeland Security (DHS)** and the **American Radio Relay League (ARRL)** view community disaster preparedness and response as top priorities for their respective organizations and for the American people. As such, our organizations have come together to provide mutual support for **Citizen Corps**.

Under the direction of **DHS, Citizen Corps** is a community-based initiative to engage all citizens in homeland security and community and family preparedness through public education and outreach, training opportunities, and volunteer programs. Programs under the Citizen Corps umbrella include federally sponsored programs and other activities that share the goal of helping communities prevent, prepare for, and respond to terrorism, public health issues, and disasters of all kinds. It encourages all Americans to take an active role in building safer, stronger, and better-prepared communities.

**ARRL** is a non-commercial membership association of radio amateurs organized for the promotion of interest in Amateur Radio communications and experimentation, for the establishment of networks to provide communications in the event of disasters or other emergencies, for the advancement of the public welfare, and for the representation of the Radio Amateur in legislative and regulatory matters. **ARRL** is the principal organization representing the interests of the more than 650,000 U.S. Radio Amateurs. Because of its organized emergency communications capability, **ARRL's Amateur Radio Emergency Service (ARES)** can be of valuable assistance in providing critical and essential communications during emergencies and disasters when normal lines of communication are disrupted. **ARRL** conducts emergency communications training and certifies proficiency in emergency communications skills.

Together DHS and the ARRL agree to work collaboratively to:

- Raise public awareness about the use of Amateur Radio as a public safety resource;
- Provide training and accreditation for Amateur Radio Emergency Communications;
- Promote the formation of local **Citizen Corps Councils** and assist those councils with providing public education, training and volunteer service opportunities that support first responders, disaster relief organizations, and community safety efforts;
- Publicly acknowledge the affiliation of **Citizen Corps** and the **ARRL**, which may include website links, co-logos on publications, and references in printed materials, including articles and news releases;
- Coordinate their respective activities to further their shared mission; and
- Keep each other informed of activities conducted in support of **Citizen Corps** and to provide an annual report summarizing those activities.

On this 21<sup>st</sup> day of June 2003, both parties enter into this agreement in good faith and agree to pursue the shared mission as stated.

Signed  
Michael B. Brown  
Under Secretary  
Department of Homeland Security  
Emergency Preparedness and Response

Signed  
Jim Haynie  
President  
American Radio Relay League, Incorporated

**STATEMENT OF UNDERSTANDING BETWEEN THE AMERICAN RADIO RELAY LEAGUE, INC.  
AND THE AMERICAN NATIONAL RED CROSS**

[Memoranda of Understanding](#)

September 2002

**I. Purpose**

The purpose of this Statement of Understanding (SOU) is to affirm and restate the terms of an ongoing working relationship between The American National Red Cross (hereinafter referred to as the American Red Cross or the Red Cross) and The American Radio Relay League, Inc. (hereinafter referred to as ARRL) in preparing for and responding to disaster relief situations at all levels. This agreement provides the broad framework for cooperation between the two organizations in rendering assistance and service to victims of disaster, as well as other services for which cooperation may be mutually beneficial.

**II. Concept of Operations**

Each party to this SOU is a separate and independent organization. As such, each organization retains its own identity in providing service, and each organization is responsible for establishing its own policies and financing its own activities.

**III. Definition of Disaster**

A disaster is an occurrence such as a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, volcanic eruption, drought, blizzard, pestilence, famine, fire, explosion, building collapse, transportation accident, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

**IV. Authority of the American Red Cross**

In providing disaster relief, the American Red Cross has both a legal and a moral mandate that it has neither the authority nor the right to surrender. The American Red Cross has both the power and the duty to act in disaster, and prompt action is clearly expected and supported by the public.

The American Red Cross authority to perform disaster services was formalized when the organization was chartered by the Congress of the United States in 1905. Among other provisions, this charter charged the Red Cross:

*to continue and carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same.*  
*-U.S. Congress, act of January 5, 1905, as amended, 36 U.S.C.*

The authority of the American Red Cross to provide disaster services was reaffirmed by federal law in the 1974 Disaster Relief Act (Public Law 93-288) and in the 1988 Robert T. Stafford Disaster Relief and Emergency Assistance Act.

**V. Organization of the American Red Cross**

The national headquarters of the American Red Cross is located in Washington, D.C. National headquarters is responsible for implementing policies and regulations that govern American Red Cross activities, and for giving administrative and technical supervision and guidance to the chartered units. Chartered units include chapters and Blood Services regions. The Board of Governors has delegated to the duly-constituted volunteer governing board of each chartered unit the authority and responsibility for: (a) governance of the chartered unit, (b) delivery of authorized services in the territorial jurisdiction of the chartered unit, and (c) meeting corporate obligations in conformance with and subject to the limitations stated in corporate regulations.

The American Red Cross provides the following five (5) services: Armed Forces Emergency Services, Biomedical Services, Disaster Services, Health and Safety, Youth, and Community Services, and International Services.

Each chartered unit has the authority and responsibility for carrying out the purposes of the American Red Cross, for delivering local American Red Cross services, and for meeting corporate obligations within the territorial jurisdiction assigned in conformity with corporate regulations. The chartered units ("chapters") coordinate their work through voluntary state councils. There are approximately 1000 chapters across the United States.

Each chapter is responsible for providing disaster planning, preparedness, mitigation, education, and response. Each chapter has a disaster leadership team or committee. This team or committee studies the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The chapter disaster leadership also formulates cooperative plans and procedures with local government agencies and private organizations for carrying on relief operations should a disaster occur. Through its nationwide organization, the American Red Cross coordinates its total resources for use in large disasters. Services will be provided to those in need regardless of citizenship, race, religion, age, sex, or political affiliation.

#### **VI. Organization of the ARRL - The American Radio Relay League, Inc.**

The ARRL is organized in relevant part, for the promotion of interest in Amateur Radio communication and experimentation; the establishment of Amateur Radio networks to provide electronic communications in the event of disasters or other emergencies; the furtherance of the public welfare; the advancement of the radio art; the fostering and promotion of noncommercial intercommunication by electronic means throughout the world; and for related purposes. It is governed by a Board of Directors composed of 15 persons who are elected on a regional basis by the membership. Its headquarters is located in Newington, Connecticut. Since 1914, the ARRL has been the standard-bearer in amateur radio affairs throughout the United States. The ARRL Field Organization covers the United States and U.S. territories. The field organization is administered by elected Section Managers in the 71 ARRL Sections (a section is an ARRL-created political boundary roughly equivalent to states or portions thereof). Emergency communications are provided by the ARRL-sponsored Amateur Radio Emergency Service (ARES). Organized under the Section Manager and directed by a Section Emergency Coordinator, the ARES field organization includes District Emergency Coordinators and local Emergency Coordinators, who provide leadership and training for the thousands of ARES members. Complementing the ARES is the National Traffic System (NTS). Organized under the Section Manager and directed by a Section Traffic Manager, NTS nets cover widespread as well as local areas. These nets function daily in the handling of formal message traffic. Working and training together, the ARES and NTS volunteers provide emergency communications and message handling that is designed to meet the needs of any emergency situation.

#### **VII. Methods of Cooperation**

The ARRL recognizes the American Red Cross as having primary responsibility for responding to domestic disasters. Therefore, the ARRL desires to maintain a harmonious and cooperative relationship with the American Red Cross in providing emergency communication services to the entire community affected by a disaster. In order that the resources of the American Red Cross and the ARRL may be coordinated and used to the fullest advantage in rendering disaster relief, both agencies agree to the following:

1. Close liaison will be maintained between the national headquarters of the American Red Cross and the ARRL by conferences, meetings, telephone, facsimile, electronic messaging, and other means. Each organization will share current data regarding disasters, disaster declarations, and changes in regulations, technology and legislation related to communications. The same interaction and liaison will be encouraged at all levels of both organizations.

2. ARRL agrees to supply American Red Cross with lists of local Emergency Coordinators on an annual basis. American Red Cross agrees to supply ARRL with State Disaster Lead Chapter addresses and points of contact on an annual basis. The ARRL will maintain a list of deployed Amateur Radio Operators. In such cases when the operators are required to carry American Red Cross identification, they must register at American Red Cross disaster operations headquarters as American Red Cross volunteers. Upon ARRL's request, the American Red Cross will provide the first name and last name of American Red Cross registered Amateur Radio Operators to ARRL.

3. Chapters and other administrative units of each organization, with general guidance and assistance from their national units, will be encouraged to engage in training exercises, as appropriate. Also, these units may perform other cooperative efforts such as disaster planning and preparedness, first aid, cardio-pulmonary resuscitation (CPR), health courses, communications training, and community Disaster Education, as well as providing disaster relief services and supplies.

4. The ARRL may provide volunteers to assist the American Red Cross with communications in support of disaster relief roles as may be mutually agreed upon. Except as set forth below, all such personnel shall be at all times considered ARRL volunteers. The American Red Cross and the ARRL personnel may serve on each other's local disaster committees and/or boards as mutually agreed upon in individual cases.

5. Volunteers from ARRL, ARES, and NTS may, under conditions and terms established by American Red Cross from time to time, also serve as American Red Cross volunteers for a mutually agreed upon task or function. Such volunteers shall have the responsibilities and be entitled to the privileges of an American Red Cross volunteer for the designated period in accordance with, and subject to, all American Red Cross standards and regulations.

6. Notwithstanding the foregoing, it is understood and agreed that radio amateurs, being licensed and regulated by the Federal Communications Commission, shall at all times exercise sole and exclusive control over the operation of their radio stations. Such control cannot be surrendered or delegated, in accordance with Federal law. As appropriate, the American Red Cross will provide identifying apparel or badges to wear in any activities performed in accordance with this Statement of Understanding.

7. The American Red Cross will encourage its service delivery units to communicate with local ARRL volunteers to explore opportunities for collaboration to provide mitigation and Community Disaster Education within their respective communities. Cooperative efforts could include distributing Community Disaster Education materials to targeted populations within the community, or requesting that local ARRL, ARES, and NTS volunteers be encouraged to take part in pre-disaster planning and work with the local chapter to provide amateur radio communications equipment and volunteers to meet the needs of the disaster communications plan. Additionally, the ARRL offers certification in Amateur Radio emergency communications, a training program that is mutually beneficial to the ARRL and to the American Red Cross. Volunteers holding valid ARRL Emergency Communications Certification credentials will be recognized for this knowledge.

8. Recognizing the need for advising the public of the work of both organizations, the American Red Cross and the ARRL will make every effort, through their public information offices during the time of disaster, to keep the public informed of their cooperative efforts and volunteer services.

9. Both ARRL volunteers and American Red Cross workers will work cooperatively at the scene of a disaster and in the disaster recovery, within the scope of their respective roles and duties.

10. In the event of a national disaster operation, ARRL local emergency communication volunteers will act as a local liaison to the American Red Cross.

11. Whenever there is a disaster requiring the use of amateur radio communications facilities, the Red Cross, through its local chapter or through the national sector, may request the assistance of the ARES and NTS near the scene of the disaster. This assistance may include: alert and mobilization of ARRL amateur radio volunteer emergency communications personnel in accordance with a prearranged plan, establishment and maintenance of fixed, mobile, and portable station emergency communication facilities for local radio coverage and point-to-point contact between American Red Cross personnel and locations and maintenance of the continuity of communications for the duration of the emergency period until normal communications channels are substantially restored, or until Amateur Radio communications are no longer necessary in support of the response to the disaster.

12. The American Red Cross and the ARRL will cooperate in the promulgation of a specific set of operational guidelines for the management of the health-and-welfare (disaster welfare) inquiry function both at the national and local levels. Copies of these guidelines will be distributed to local American Red Cross chapters and ARRL field organization officials.

13. The ARRL recognizes that the American Red Cross, working with officials in the disaster area, may need to establish guidelines concerning the acceptance, transmission, and distribution of health-and-welfare (disaster welfare) traffic by amateur radio. Accordingly, the ARRL amateur radio emergency communications volunteers will be encouraged to handle traffic in accordance with the needs of American Red Cross personnel in the disaster area, subject, nevertheless, to all applicable statutory and Federal Communications Commission regulations.

14. The ARRL recognizes that Red Cross chapters not in the disaster area may have the need for health-and welfare (Disaster Welfare Information [DWI]) traffic transmitted or received by Amateur Radio. The ARRL will encourage ARES and NTS volunteers to work with Red Cross chapters to provide this service using procedures cooperatively established during any particular disaster. All DWI traffic passed by amateur radio operators must follow NHQ ARC 2079H format.

15. Detailed operating plans for the utilization of the communications facilities of the Amateur Radio Service will be developed cooperatively between the local Red Cross chapter and local ARRL, ARES, and NTS personnel.

16. The American Red Cross and the ARRL will actively seek to determine other areas or services within their respective organizations where cooperation and support will be mutually beneficial and to amend this Statement of Understanding accordingly to include those additional areas or services.

17. The two organizations agree that any expenses incurred as a result of cooperation or collaboration under the terms of this Statement of Understanding will be apportioned as agreed to in writing by both parties prior to incurring such expenses. In the absence of any such written agreement, each party shall bear its own costs and expenses exclusively.

18. The use of the name and emblem of the American Red Cross and ARRL by the other shall be allowed only in the case of particular projects undertaken pursuant to the prior express written consent of both organizations and when such projects are in conformity with American Red Cross regulations and ARRL policy.

19. The American Red Cross and the ARRL will inform their chapters, members, other units or departments, and administrative offices of, and otherwise widely distribute, this agreement and will urge full cooperation with each other.

#### **VIII. Periodic Review**

Representatives of the American Red Cross Disaster Services and the ARRL will, on an annual basis, on or around the anniversary date of this agreement, jointly evaluate progress in the implementation of the Statement of Understanding and revise and develop new plans or goals as appropriate.

#### **IX. Term of Statement of Understanding**

This SOU shall be effective on September 17, 2002 and terminate on September 16, 2007. Six months prior to termination, the parties shall meet to review the progress and success of the SOU and determine whether it shall be extended for an additional five years. In no event shall any single extension of this SOU be for a term exceeding five years.

It is understood by both parties that at any time this Statement of Understanding may be terminated by written notification from either party to the other.

#### **X. Miscellaneous**

This Statement of Understanding does not create a partnership or a joint venture, and neither party has the authority to bind the other.

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Jim Haynie  
President  
The American Radio Relay League, Inc.  
September 17, 2002

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John McDivitt  
Executive Vice President  
Disaster Services  
The American National Red Cross  
September 17, 2002

# **MEMORANDUM OF UNDERSTANDING BETWEEN THE NATIONAL WEATHER SERVICE AND THE AMERICAN RADIO RELAY LEAGUE, INC.**

## Memoranda of Understanding

### **I. PURPOSE**

The purpose of this document is to state the terms of a mutual agreement (Memorandum of Understanding) between the National Weather Service (NWS) and the American Radio Relay League, Inc. (ARRL), that will serve as a framework within which volunteers of the ARRL may coordinate their services, facilities, and equipment with NWS in support of nationwide, state, and local early weather warning and emergency communications functions. It is intended, through joint coordination and exercise of the resources of ARRL, NWS, and Federal, State and local governments, to enhance the nationwide posture of early weather warning and readiness for any conceivable weather emergency.

### **II. RECOGNITION**

The National Weather Service recognizes that the ARRL is the principal organization representing the interests of more than 400,000 U.S. radio-amateurs and because of its Field Organization of trained and experienced communications experts, can be of valuable assistance in early severe weather warning and tornado spotting.

The American Radio Relay League recognizes the National Weather Service with its statutory responsibility for providing civil meteorological services for the people of the United States. These services consist of:

1. Issuing warnings and forecasts of weather and flood conditions affecting the nation's safety, welfare and economy; and,
2. Observing and reporting the weather of the U.S. and its possessions.

To perform these functions and many related, specialized weather services, NWS operates a vast network of stations of many types within the U.S.; it cooperates in the exchange of data in real time with other nations, including obtaining of weather reports from ships at sea.

### **III. ORGANIZATION OF THE AMERICAN RADIO RELAY LEAGUE**

The American Radio Relay League is a noncommercial membership organization of radio amateurs, organized for the promotion of interest in Amateur Radio communication and experimentation, for the establishment of networks to provide communications in the event of disasters or other emergencies, for the advancement of the radio art and of the public welfare, for the representation of the radio amateur in legislative matters, and the maintenance of fraternalism and a high standard of conduct. A primary responsibility of the Amateur Radio Service, as established by the Federal Communications Commission, is the rendering of public service communications for the general public, particularly in times of emergency. Using Amateur Radio operators in the amateur frequency bands, the ARRL has been serving the public, both directly and through government and relief agencies, for more than fifty years. To that end, the League created the Amateur Radio Emergency Service (ARES) and the National Traffic System (NTS). The League's Field Organization consists of sixty-seven administrative sections managed by elected Section Managers. A Section is a League-created political boundary roughly equivalent to states (or portions thereof). The Section Manager appoints expert assistants to administer the various emergency communications and public service programs in the section. Each section has a vast cadre of volunteer appointees to perform the work of Amateur Radio at the local level, under the supervision of the Section Manager and his/her assistants.

### **IV. ORGANIZATION OF THE NATIONAL WEATHER SERVICE**

The National Weather Service consists of a National Headquarters in Washington, D.C., and six regional offices in the United States: Eastern, Southern, Central, Western, Alaska, and Pacific. An NWS Public Information Office is located at Weather Service Headquarters. Fifty-two Weather Service Forecast Offices and 209 Weather Service Offices provide warnings and forecasts to the Nation.

SKYWARN is the spotter program sponsored by the NWS. Radio amateurs have assisted as communicators and spotters since its inception. In areas where tornadoes and other severe weather

have been known to threaten, NWS recruits volunteers, trains them in proper weather spotting procedures and accepts the volunteers' reports during watches and episodes of severe weather. By utilizing the SKYWARN volunteers, the NWS has "eyes and ears" throughout the affected area in conjunction with NWS sophisticated weather monitoring equipment.

## **V. PRINCIPLES OF COOPERATION**

A. The American Radio Relay League agrees to encourage its volunteer Field Organization appointees, especially the Amateur Radio Emergency Service, to contact and cooperate with Regional Weather Service Headquarters for the purpose of establishing organized SKYWARN networks with radio amateurs serving as communicators and spotters.

B. ARRL further agrees to encourage its Section management teams to provide specialized communications and observation support on an as-needed basis for NWS offices in other weather emergencies such as hurricanes, snow and heavy rain storms, and other severe weather situations.

C. The National Weather Service agrees to work with ARRL Section Amateur Radio Emergency Service volunteers to establish SKYWARN networks, and/or other specialized weather emergency alert and relief systems. The principle point of contact between the ARRL Section and local NWS offices is the Meteorological Services Division of the appropriate NWS Regional Office. The addresses of the Regional offices are listed below. The national contact for ARRL is the Public Service Branch, ARRL Headquarters, Newington, CT 06111.

National Weather Service Eastern Region  
NOAA  
585 Stewart Avenue  
Garden City, New York 11530  
Tel: 516-228-5400

National Weather Service Southern Region  
NOAA  
819 Taylor Street, Rm. 10A26  
Fort Worth, Texas 76102  
Tel: 817-334-2668

National Weather Service Central Region  
NOAA  
601 E. 12th St., Rm. 1836  
Kansas City, Missouri 64106  
Tel: 816-374-5463

National Weather Service Western Region  
NOAA  
Box 11188, Federal Bldg.  
125 S. State Street  
Salt Lake City, Utah 84147  
Tel: 801-524-5122

National Weather Service Alaska Region  
NOAA  
Box 23, 701 C St.  
Anchorage, Alaska 99513  
Tel: 907-271-5136

National Weather Service Pacific Region  
NOAA  
P.O. Box 50027  
Honolulu, Hawaii 96850  
Tel: 808-546-5680

**Appendix**

**F.**

**Recommended Items To Be Included In A  
Go-Kit**

### Recommended Items To Be Included In A “Go-Kit”

The following list of radio communication equipment is designed as a basic “comm-kit” or “go-kit” for use with an amateur VHF and/or UHF handheld transceiver. The basic list is as follows.

1. VHF handheld radio w/stock rubber duck antenna, charged battery and owner’s manual. A VHF/UHF dual-band would be a plus over the single band radio.
2. AA alkaline battery case for backup
3. Spare AA batteries (preferably two packs, if the HT uses 6 batteries, have 12 on hand)
4. RF adapters – (2) PL259 to BNC female; (2) BNC male to SO239; (1) SO239 to SO239 barrel connector; and any other connectors as may be needed for your HT ex. SMA to BNC.
5. COAX jumpers – at least two 3-6 foot COAX jumpers (RG-58 or RG-8X), one with BNC connectors and the other with PL-259 connectors
6. Spare rubber duck antennas
7. Window clip mount for rubber duck antennas
8. Roll-up J-pole antenna for **2 meters**
9. 50 – 100 feet of fishing line and weights to hang J-pole antenna
10. Roll of masonry twine for whatever you need it for
11. Small magnet mount antenna, (ex: MFJ-1722 VHF/UHF UltraLite)
12. Approx. 15 – 30 feet of spare COAX cable (50-100 feet preferred)
13. AC power adapter/battery charger for your specific HT
14. 12 volt cigarette lighter cord for HT
15. Appropriate spare fuses for 12-volt cord
16. 12-volt extension cord
17. Standard power connectors (LEON Power Poles)
18. Headphones and/or earpeice
19. Speaker microphone along with any necessary adapter for your specific HT
20. Headset microphone along with any necessary adapter for your specific HT
21. Assortment of audio adapters/connectors
22. Note pad, radio log, pencil & pen
23. NTS message forms
24. List of NET and alternate frequencies
25. Multi-purpose tool & precision screwdrivers
26. Roll of Duck Tape

27. Roll of electrical tape
28. Small assortment of 12-volt wire connectors
29. Wire cutter/stripper
30. Tape measure - small
31. Soldering iron with appropriate solder
32. Copy of amateur operator's license
33. Small SWR meter w/patch cable and connectors
34. Small multi-meter
35. Small lead acid gel cell battery
36. SOLAR charger for battery (if possible)
37. Roll of bright pink or Day-Glo orange surveyor tape (great for marking antenna guy wires and/or cables as well as ground planes for low hanging antennas)
38. 25 to 50 foot AC extension cord

Comfort Items:

1. Foul weather gear
2. Aspirin or acetaminophen
3. Antacid tablets (eg: Tums, Alka-Seltzer, Pepto-Bismol, etc.)
4. Throat lozenges
5. Flashlight (preferably with spare batteries; an L.E.D. light will last a long time)
6. Survival blanket (silver space blanket or a regular blanket)
7. Basic First Aid kit
8. Prescription medications
9. Latex gloves (or non-latex equivalent)
10. Toiletries (including your own toilet paper)
11. Dry soups and snack stuff (eg: Ramen Noodles, beef jerky, canned sardines, canned tuna, etc.)
12. Hat and/or sunglasses
13. Sunscreen
14. Insect repellent
15. Canteen or water bottle
16. AM/FM broadcast radio
17. NOAA weather radio (with appropriate S.A.M.E. codes if applicable)
18. Change of clothes is possible (at least a change of socks and/or shirt)

**Appendix**

**G.**

**A Summary Of The  
Incident Command System  
For The  
Radio Amateur**

## Incident Command System

### Disclaimer

The following description of the Incident Command System (ICS) is a summary for use by Amateur Radio operators working on ARES and RACES activities. This summary is **-only-** to provide Hams with a basic understanding of terminology and concepts associated with ICS and **NOT** to replace formal ICS training within your district.

Understand that the structure defined in this document is for large events. In smaller events, a subset of the full structure will likely be used.

### ICS Overview

Incident Command System is a management tool designed to assist anyone who has the responsibility for the successful outcome of an incident. We will define an incident as any planned or unplanned occurrence or event, regardless of the cause, which requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Emergency services professionals agree that too often there is considerable confusion in the operational performance at major incidents. On large structure fires, floods, forest fires, hazardous materials spills and tornadoes, the ability to manage the situation effectively seems to decrease in direct proportion to the number of agencies involved.

Problems arise because of different operating procedures, terminology, and/or incompatible equipment. The problem is compounded when different types of agencies such as fire service, law enforcement, rescue groups, health departments, and forest services all become involved at one incident. When several levels of government add to the mix, the potential for confusion is critical.

It is not uncommon for each agency to have a very limited understanding of the procedures and terminology of the other agencies involved, yet the jurisdictions and authority at the scene may overlap extensively. Too often, the person in charge is unable to communicate a strategy or plan of action. As they arrive, the various agencies have difficulty determining their duties and where they fit into the management structure.

### What does ICS do?

The Incident Command System (ICS) is a standardized method of managing emergency incidents. It is based on a common organizational structure, common terminology, and common operating procedures.

ICS will manage small, routine, daily incidents as well as the large, complex multi-jurisdictional disasters everyone dreads. ICS reduces confusion and uncertainty in the early phases of an incident, thereby increasing the efficiency and effectiveness of mutual aid while increasing safety.

Within ICS, the transition from a routine incident to a major emergency is orderly and requires a minimum of adjustment for any agency. In its largest application, it may include several thousand people without compromising effective supervision.

**ICS does not infringe on the daily routine, responsibilities or authority given each agency by statute.** But, if a transfer of authority is necessary as conditions change, ICS smoothes the transition since organizational structure and lines of authority are clearly defined.

On-scene operations often need coordination from the affected governments. This support includes delegation (and definition) of authority to the Incident Commander, and planning/logistical support from all agencies involved. ICS compliments interagency planning and logistics through the Multi-Agency Coordinating System (MACS).

## ICS Structure

The Incident Command System has two halves. These halves are interrelated and both are critical to the successful outcome of the incident.

### A. Management by Objectives

Four essential steps used in every incident, regardless of the size or complexity are:

1. Understand policy, procedures and statutes
2. Establish incident objectives
3. Select appropriate strategy
4. Apply tactics most likely to accomplish objectives (assign correct resources and monitor results)

The complexity of the incident will determine how formally the management by objectives portion will be handled. In a small, simple incident, the process can be handled by verbal communication between appropriate people. As the incident becomes more complex many of the differences in individual objectives will be resolved by documentation of the incident objectives. The ICS 201 document describes the process that allows this to happen in a systematic way.

### B. Organizational Structure

The ICS structure begins with the Incident Commander (IC). The person designated IC is responsible for the management of the incident and starts the process by setting incident objectives. This person may do all functions without aid but will usually delegate responsibilities to others in the organization as the size of the incident grows. The IC still has overall responsibility for the incident, regardless of duties delegated. The first public service official on scene becomes the IC until a better-qualified person can take over. That does not necessarily mean higher ranking. It does mean better qualified to be the Incident Commander.

It is common to have incident cross-jurisdictional boundaries. Unified Command is the ICS process that allows the multiple jurisdictions to develop unified objectives and strategies for the incident. This is accomplished without any loss of authority, responsibility or accountability.

Under Unified Command:

1. There is one IC for any event. There is not an "IC for ..... and an IC for .....". There is only **ONE** Incident Commander.
2. The incident will be handled under a single coordinated Incident Action Plan (IAP).
3. One operations Section Chief will have responsibility for implementing the Incident Action Plan (IAP).
4. One Incident Command Post (ICP) will be established.

As the IC fills positions in the organizational structure the positions will fall into five areas of management function:

5. **Command** - The IC is responsible for all incident or event activity. The incident size/complexity will determine which other management functions will be filled. The command staff assists the IC and reports directly to the IC.
6. **Operations** - Operations is responsible for directing the tactical actions to meet incident objectives. There is only one Operations Chief (if activated by the IC) per operational period but that position may have deputies as needed. The Operations Section commonly uses Branches, Divisions, Groups, Task Forces and Strike Teams to maintain unity, chain of command and span of control.

7. **Planning** - Responsible for collection, evaluation and display of incident information. It also maintains status of resources, preparing the IAP and incident related documentation.
8. **Logistics** - Is responsible for providing adequate services and support to meet all incident or event needs.
9. **Finance/Administration** - Responsible for tracking incident related costs, personnel and equipment records and administering procurement contracts associated with the incident or event.

Each of these functional areas can expand as needed into additional organizational units with further delegation of authority. As positions are filled, the radio designations are replaced with ICS position titles.

The ICS organization at any time should reflect only what is required to meet planned tactical objectives. The size of the current organization and that of the next operational period is determined through the incident action planning process.

A number of organizational elements may be activated in the various sections without activating sectional chiefs. Each activated element must have a person in charge of it. A single supervisor may initially be in charge of more than one unit. Elements that have been activated and are no longer needed should be deactivated to decrease organizational size.

The greatest challenge for the IC is to maintain control of the resources and to keep open communication both up and down the organizational structure. The principles of Unity of Command, Chain of Command and Span of Control allow this to take place. These three principles are also critical for maintaining the safety of incident personnel.

10. **UNITY OF COMMAND** means that every individual has one designated supervisor, knows who that person is and how to contact them.
11. **CHAIN OF COMMAND** means that there is an orderly line of authority within the ranks of the organization with lower levels subordinate to and connected to higher levels. In most incidents, chain of command will consist of:

- Command
- Resource

As incidents expand, the chain of command expands through an organizational structure that can consist of several layers. For example:

- Command
- Sections
- Branches
- Division/Group
- Units
- Resource

12. **SPAN OF CONTROL** relates to the number of individuals one supervisor can effectively manage. In ICS the span of control for any supervisor falls in the range of three to seven, with five being considered optimal. Span of control is accomplished through timely use of delegations and good resource management.

## **INCIDENT DOCUMENTATION**

**INCIDENT ACTION PLAN (IAP)** is to provide all incident supervisory personnel with direction for future actions. It may be written or verbal but written plans are preferred. It is important to use written IAPs when:

1. Two or more jurisdictions are involved
2. The incident will overlap major changes in personnel or go into a new operational period
3. There is extensive or full activation of the ICS organization

**COMMUNICATIONS PLAN** can be very simple and given verbally or may be quite complex and form a portion of the written Incident Action Plan. Among other items it lists the frequencies to be used for the incident.

### **ICS Command Structure**

#### **INCIDENT COMMANDER**

Reporting is:

##### **1. Command Staff**

- A. Safety Officer
- B. Liaison Officer
- C. Public Information Officer

##### **2. Logistics Chief**

###### **A. Service Branch**

###### **1. Communications**

*\*\*\* This is where Amateur Radio fits in ICS when there is need for the full ICS structure.\*\*\**

Understand then that each incident will be structured as needs dictate. As an ARES or RACES member, your job is to supplement Served Agency communications. Therefore we will be assigned where the Incident Commander (IC) needs us. The following is the breakdown for Communications. Please note: Not all of these positions will be filled in every incident.

- Communications Unit Leader (ComL)
  - Communications Technician (ComTech)
    - Incident Communications Center Manager (INCM)
      - Radio Operator (Rado)

###### 2. Medical Unit

###### 3. Food Unit

###### **B. Support Branch**

###### 1. Supply Unit

###### 2. Facilities Unit

### **3. Operations Chief**

- A. Staging Area Manager
  - 1. Fire
  - 2. Law Enforcement
  - 3. Emergency Medical Service
  - 4. Public Works
- B. Emergency Medical Service Branch
  - 1. Triage Group
  - 2. Treatment Group
  - 3. Transportation Group
- C. Fire Service Branch
  - 1. Suppression Group
  - 2. Rescue Group
  - 3. Rehabilitation Group
- D. Law Enforcement Branch
  - 1. Investigations Group
    - Interviews
    - Crime Scene
  - 2. Perimeter Group
    - North
    - East
    - West
    - South
  - 3. Search Division
    - Team 1
    - Team 2
    - Team 3
    - Tactical Response
- E. Public Works Branch
  - 1. Diking
  - 2. Debris Clearance / Street repairs

3. Utilities, Electrical
4. Utilities, Gas
5. Utilities, Water
6. Telephone

**4. Planning Chief**

- A. Resources Unit
- B. Situation Unit
- C. Documentation Unit
- D. Demobilization Unit
- E. Technical Specialists

**5. Finance Chief**

- A. Time Unit
- B. Procurement Unit
- C. Compensation Unit
- D. Cost Unit

**Position Objectives**

Each person within the ICS structure is charged with accomplishing specific tasks in support of the overall effort. These tasks, for incident managers are:

**Incident Commander (IC)**

1. Assess the situation
  2. Establish incident objectives and overall plan
    - a. For the first hour
    - b. For hours two - eight
    - c. For extended operations
  3. Fill necessary ICS functions
  4. Brief staff
  5. Monitor staff and revise plans as necessary
  6. Handle requests for additional resources and release resources
- I. OPERATIONS CHIEF
1. Obtain briefing from IC
  2. Establish operational objectives per incident plan

- a. For the first hour
  - b. For hours two - eight
  - c. For extended operations
3. Develop tactics to accomplish objectives
4. Divide incident by geographic reference and/or function
5. Appoint and brief Branch/Division/Group leaders
6. Supervise operations
7. Determine and acquire resources from Branch/Division/Group leader input
8. STAGING AREA MANAGER
  - a. Determine location of staging area
  - b. Establish staging area layout
  - c. Determine support/service needs for staging area
  - d. Report status of equipment and personnel in staging area to the Operations Chief
  - e. Dispatch personnel and equipment from staging area to the incident as necessary
9. BRANCH/DIVISION/GROUP LEADERS
  - a. Assess the situation
  - b. Establish incident objectives for Branch/Division/Group
    - a. For the first hour
    - b. For hours two - eight
    - c. For extended operations
  - c. Develop tactical plan to accomplish objectives
  - d. Determine time and resource requirements
  - e. Determine logistical requirements
  - f. Requests needs from Operations Chief

## II. PLANS CHIEF

1. Obtain briefing from IC
2. Establish necessary positions within function
3. Supervise preparation of Incident Action Plan (IAP)
4. Develop alternative strategies
5. Provide periodic predictions on incident potential

6. Supervise planning section units
7. SITUATION INFORMATION CENTER
  - a. Compile incident situation information
  - b. Display incident status on maps, boards, etc.
8. RESOURCE STATUS UNIT
  - a. Compile incident resource information
  - b. Display resource utilization/availability
  - c. Check in resources as they arrive
9. DOCUMENTATION UNIT
  - a. Document complete incident

### III. LOGISTICS CHIEF

1. Obtain briefing from IC
2. Establish logistics section positions as necessary and do briefings as necessary
3. Identify service and support needs for the duration of the incident
4. Coordinate and process requests for resources
5. Advise IC and staff of current service and support capability
6. Prepare "Service and Support" portions of the IAP

Etc. etc. etc. - The remainder of the objectives will not normally be of interest to ARES/RACES and so have been omitted from this document.

### **Incident Command System and Amateur Radio**

The Incident Command System (ICS) was developed as a result of wildland fires in California in the 70's.

Many agencies at the local, state and federal level were tasked with responding and providing some level of assistance to this type of incident, and it became painfully evident that differences in terminology and the lack of a unified command structure created confusion, and prevented a coordinated approach to managing the incident.

A Federal/State/Local task force was created to develop a system for the management of these wildfires, and it expanded to include any incident.

A few years later, ICS was formalized. Over the past two decades, it has been implemented throughout the US and Canada and today is the standard emergency response framework for managing incidents of any size.

The primary components of ICS are:

- Common Terminology
- Multi-Jurisdictional **Unified Command**
- Modular Organization

- Integrated Communications
- Manageable Span of Control

As Amateur Radio groups continue to work more closely with the different Public Service Agencies, they may be asked to function within the ICS structure. It is incumbent upon Amateur Radio leadership, and, to a lesser degree, all Amateur Radio operators to understand how Amateur Radio fits into ICS.

ICS does not seek to alter the way any unit (including Amateur Radio) performs its internal function. ICS does not dictate how the police does its policing, how firefighters fight fires, nor how Amateur Radio units accomplish their tasks. Existing Amateur Radio methods and procedures remain unchanged. *ICS does provide an organization and reporting structure, with a clearly defined chain of command and span of control.*

The elements of ICS are discussed in the detailed ICS description in the first portion of this web page. **While the ICS structure might look a bit daunting at first, it should be noted that this structure allows for the management of any incident, regardless of size. All tasks may not be needed at every incident. ICS allows for the expansion of the organization as needs dictate, to maintain a span of control between 3 and 7 (optimal of 5) subordinates per supervisor.**

**Where we fit in the organization.**

**We fit nowhere in the organization until asked. There is no position within the ICS for "walk-on" operators! If you wish to help in any event, contact your local ARES Emergency Coordinator or RACES officer and volunteer with that person. DO NOT just show up to work.**

The primary area of interest to Amateur Radio participants is the Logistics Section, Services Branch, Communication Unit. Typically, the primary contact at the served agency will notify the primary Amateur Radio leadership individual to advise the nature of the incident, and where to report. This may be a staging area, or to the Command Post area, usually to either the Logistics Section Chief, the Services Branch Director, or the Communications Unit Leader. One individual may be serving in all three capacities, so Amateur Radio operators serving at a command post need to understand the specific nature of the incident. The command post may be identified by a green light or a green flag. An Amateur Radio operator may be assigned to the Communications officer or they may be assigned as a Technical Specialist in another area.

Amateur Radio operators may be requested to perform non-ham radio activities and could conceivably be assigned anywhere. If an operator is assigned to a non-ham unit, operators need to comply with the directions of the unit supervisor, understand the mission and report actions back to that unit supervisor.

Amateur radio groups deployed as units should be structured into groups of 3 to 5 hams under one Amateur Radio unit supervisor. For example: If a unit has 20 members, the leadership needs to break the unit down into 4 or 5 units. This could be based upon geography (where the units will be deployed), time of day (shifts), specific function (HQ unit, field unit 1, field unit 2, etc), or any other reasonable, manageable division of labor. Then, instead of one Amateur Radio leader needing to get status or provide direction to 20 members, the 1 leader interacts with 4, and those four with 3 to 5 each. This allows for a much quicker and more manageable method of communications and control. Smaller units can also be re-assigned and moved more quickly than large units, so the smaller units also allow Incident Command more flexibility in the utilization of overall resources.

Everyone **MUST** insure that all assignments, delegation and hand-overs are done with **explicit** statement of intent and **explicit** statement of acceptance. The most likely problems will occur when duties are assigned/accepted implicitly.

If **ALL** assignment, delegation, handovers, acceptance etc. are explicit, the potential misunderstandings are minimized or eliminated. **A good technique to insure understanding is to repeat back what you understand the order or instruction to be. This will expose errors before they can become a problem.**

Amateur Radio leadership with the likelihood of serving in supervisory roles for an incident should familiarize themselves with the ICS structure, forms, methods and procedures. The 'higher up' the pyramid an individual Amateur Radio operator serves, the more important ICS training becomes. It would be mandatory for an Amateur Radio operator assigned to a served agency command post as the Amateur Radio liaison to be fully trained in the Incident Command System. Each Amateur Radio Emergency Services group within Colorado should have a cadre of individuals "fully trained" in ICS. ICS training is provided by served agencies throughout the United States; check with your local O.E.M., Sheriff's Office, or Fire agency for local information.

In addition, ICS courses are available from the Federal Emergency Management Agency (FEMA) on the web at:

<http://www.fema.gov/emi/is195lst.htm>

As previously mentioned, the methods and procedures used by Amateur Radio operators: use of nets, methods such as packet or ATV, and other training such as Damage Assessment, Fire (Red Card) or Fire Weather training-- are items that remain in place, in use, and unaffected by ICS-- except for the nature of how information is reported up the chain and how commands are given down the chain. Amateur Radio operators should continue to receive training in these areas-- and add ICS to the already valuable skills used to serve the public via Amateur Radio.

**Appendix**

**H.**

**Incident Command System**

**Amateur Radio**

**Resource Types**

**A GUIDE FOR  
AUXILIARY AND EMERGENCY COMMUNICATIONS  
RESOURCES AND SUPPORT**

**(EMCOMM)**

**FOR ICS PERSONNEL AND EMERGENCY MANAGERS  
IN GOVERNMENT AND NON-GOVERNMENT AGENCIES  
AMATEUR RADIO COMMUNICATIONS TEAM**

**MNEMONIC: ARCT**

**by D. W. Thorne, K6SOJ**

**Sacramento Valley SEC**

The Incident Command System, or simply "ICS", is about ten years old. The ICS is the child of FIRESCOPE which began nearly 25 years ago by national fire agencies. FIRESCOPE is a time-tested system for managing large-scale fire incidents involving multiple agencies and resources.

While the implementation of the ICS varies slightly from state to state, (and some occasionally between agencies within the same state); it is fairly well standardized, and is advocated by FEMA, other federal agencies, and most public (and some private) state and local agencies.

At EMCOMMWEST 2002 (ref. June 2002 QST), during an ICS training workshop a question was raised as to how amateur radio emergency communication (EMCOMM) teams might be better activated and utilized in major incidents. Also, how could they be brought into compliance with the ICS structure?

Two schools of thought were expressed. One being, it has been common for a served agency to activate a particular EMCOMM unit, with that unit providing emergency and auxiliary communications primarily (only) for, and at the direction of, the requesting agency.

The second school of thought was that, in incidents involving multiple agencies, an EMCOMM team, whether at an emergency operations center (EOC), an emergency communications center (ECC), a field command post or staging area, a fire camp, or a Red Cross evacuation center, should exist and be available to serve whatever agency involved that needs amateur radio communications support.

The notion of having multiple amateur EMCOMM units, operational at the same location is redundant and results in poor utilization of the often-limited amateur radio resource. If I may digress momentarily, just imagine how it would appear if each agency were to order, and have standing by, its "own" medical unit!

Of course for this second option to be effective, all EMCOMM operators not only need to be skilled in the technical aspects of field communications and tactical and formal message handling; but must also be familiar with the individual needs of all the served agencies involved. They must also be experienced in operating as a team within the larger (ICS) structure.

This only underscores the importance of training, cross training, and having the members of your team pre-registered with as many of your local agencies as possible.

With FIREScope, and later in ICS, logistics managers use a standardized, four character, mnemonic nomenclature system to order all resources. It may be a fire suppression strike team, a task force, a medical unit, or a communications unit. Heretofore, there has not been a mnemonic in place to order amateur radio EMCOMM.

After EMCOMMWEST 2002, a small committee was formed to develop a system to expedite ordering of Amateur Radio Communication Teams. ARCTs.

Radio officers and EMCOMM managers in several states have reviewed what follows. It is applicable to any and all amateur radio communications units. (ARES, RACES, etc.) In some states the term "auxiliary" is preferred over "amateur", since their volunteer EMCOMM resource plan has been expanded to include non-amateur radio communications, but often utilizing amateur radio operators in these other services. (E.g. - Auxiliary Communications Service an expansion of RACES that includes public service radio and other electronic communication services.) Whether it is ARES, RACES, ACS, or whatever, ARCTs will make it less complicated for ICS managers to "order" amateur EMCOMM services.

ICS personnel may not be familiar with all that is involved to establish a field EMCOMM station. ("Field operations" includes indoor locations.) It will take some time and educating on our part before non-radio oriented persons are familiar with the ARCTs nomenclature(s).

Emergency Coordinators (if no active EC, the DEC or SEC) and other EMCOMM Managers must maintain a working relationship with their local and state government officials; as well as, managers in non-government agencies. (E.g.- American Red Cross.)

ICS "purchasing" personnel are historically "budget minded" (and rightly so). They may be hesitant to "order" an ARCT. It is the job of amateur EMCOMM leaders to inform them (in advance if at all possible) that Federal law prohibits any payment or other compensation for amateur radio communications. Our services are free!

While there is no cost to government or other organizations for our communications service; in certain instances, when a radio amateur is working under the direction of an agency, reimbursement for mileage, meals, and other incidental expenses is acceptable. Worker's Compensation and/or liability insurance may be provided by a "served agency". This is at the option of the local or state agency or private organization served.

All ARES, RACES, ACS, and/or other bona fide EMCOMM units should use the guide below. Think of it as a menu. ICS/Logistics officials may order one (or more) complete EMCOMM teams. E.g.- "We need one ARCT Type 1 by 0800 tomorrow. Report to the county fairgrounds." Or, "ala carte": e.g. - "We need one ARCT Type 2 and two ARCT Type 4s ASAP. Have them report to the fire camp at Jefferson High School.

When an order is received by an EC, DEC, SEC, RACES Officer, etc., it is important that they not promise delivery unless they know for sure that they can "deliver the goods" by the time specified. If the time frame is unrealistic, let the person placing the order know. If you as an EC, need to check on the availability of mutual assistance personnel and equipment, before you commit, tell the person when you will "get back to them".

If you can only fill a part of the requested resource, let them know; and ask if that will suffice until you can activate mutual assistance.

The guide itself is just that...a guide. It is intended to have a degree of flexibility. For example: A "Type 1" ARCT calls for a staff of 12 operators including 2 "supervisors" (one day shift/one night shift). The remaining 10 might be split into 5 day/5 night; or, 7 day/3 night, etc. at the discretion of the team leader(s).

In another example: Let's say that an ordering agency needs a Type 1 ARCT, but only sees a need for two mobile units.

By ordering: "one ARCT Type 2" and: "two ARCTs Type 4"; he/she has ordered only what they wish. Later, more resources can be ordered, or some can be "demob'd" (demobilized).

Incident command personnel are not particularly interested as to how an ARCT goes about fulfill its mission. The bottom line is can a third party message, whether tactical or formal be delivered accurately, efficiently, and in a timely manner.

## **EMERGENCY AND AUXILIARY LICENSED AMATEUR RADIO**

### **COMMUNICATIONS ORDERING RESOURCE GUIDE**

In order to bring amateur radio emergency and auxiliary communication (EMCOMM) resources into compliance with Incident Command System practice and procedures, the follow nomenclatures should be used when amateur radio EMCOMM services are "ordered" during a ICS event. Each "TYPE" team is designed to provide 24/7 coverage, and will be dispatched with its own supervisor who will also serve as the liaison to the incident Communications Coordinator (COMC).

It is proposed that this will be included in the NICC Resource Ordering manual and be used by ICS Logistics personnel for all major (including non-fire) events.

#### **ARCTs**

ARCT Type 1 - (Full field station and 4 mobile/portable units)

- Complete amateur radio emergency/auxiliary communications team for single or multiple agency communications.

- Capability: Short range (VHF/UHF) and long range (HF) voice and digital communications for tactical, logistics, health/welfare, administrative, and other radio traffic. Is not dependent upon any outside power source or infrastructure.

- 12 persons including one supervisor and one assistant supervisor. Consists of one ARCT (Type 2 or 3) base station; and four Type 4 units (mobile, portable, or "rovers").

#### **ARCT Type 2 - (Field/base station)**

- Capability: Short range (VHF/UHF) and long range (HF) voice and digital communications for tactical, logistics, health/welfare, administrative, and other radio traffic. Is not dependent upon any outside power source or infrastructure.

- 4 (or more) licensed and registered AROs with one or two vehicles.
- 2 must be General class (or higher).
- May be assigned to a specific agency, or for AUX/EMCOMM. at a staging area, CP, EOC, etc. for multiple agency service.

**ARCT Type 3 - (Field/base station / no digital)**

- Same as ARCT TYPE 2 but without digital capability (VHF packet and/or HF pactor).

**ARCT Type 4 (Mobile/portable field units)**

- 2 licensed and registered AROs with one or two vehicles.
- Technician class or higher (At least 1 General or higher if available.)
- VHF FM (minimum) equipped, HF mobile/portable desired.
- May be assigned to a specific agency or to supplement/relieve an existing multi-agency ARCT.

**ARCT Type 5 - (Mobile/portable field additional support unit)**

- 1 individual licensed and registered ARO with vehicle.
- Technician class or higher.
- VHF FM (minimum) equipped.
- Rarely (if ever) ordered singly.
- May be assigned to a specific agency or to supplement/relieve an existing ARCT.

ICS Logistics Officers and/or Communications Unit Leaders should be provided with a current list of persons to notify to activate an ARCT.

=====

ICS uses 4-character mnemonics (give examples)

ARCTs may be pre-existing units, but more than likely they will be assembled from existing registered EMMCOMM operators at the time of the incident. Prudent EMMCOMM managers will foresee the need when incidents and potential incidents occur and will begin to assemble the ARCT resource before an actual call is received.

A team may be short a member or two...notify the ICS person who is placing the order...

ICS structure also works within the ARCT.

1. ARCT Coordinator
2. ARCT Assistant Coordinator
3. ARCT Plans and Training Coordinator
4. ARCT Operations (Nets, etc.)
5. ARCT Logistics (supplies, equipment (e.g.- generators, batteries, transportation, etc. but only as applies to the ARCT
6. ARCT Records and Reports

**Appendix**

**I.**

**LATITUDE AND LONGITUDE**

**FOR**

**RALLY POINTS**



## **GPS Coordinates For Potential Staging Areas In LEON County, Texas**

These are the coordinates for the LEON County VFD's and other emergency locations for potential staging areas.

Using WGS-84 map datum, statute units, and TRUE NORTH as a northern reference.



### **BUFFALO VFD**

N 31°27. 47.973  
W -096°3. 41.2158

### **FLO VFD**

N 31°24. 51.6378  
W -095°55. 24.438

### **LEON Courthouse**

N 31°15. 30.4848  
W -095°58. 41.4588

### **CENTERVILL VFD**

N 31°15. 27.6438  
W -095°58. 36.7818

### **OAKWOOD VFD**

N 31°35. 8.9844  
W -095°50. 51.5214

### **LEON COUNTY S.O.**

N 31° 15. 29.4114  
W -095° 58. 27.9588

### **JEWETT VFD**

N 31°21. 43.1715  
W- 096°8. 46.8096

### **NORMAGEE VFD**

N 31°1. 51.87  
W -096°6. 55.5732

### **MARQUE VFD**

N 31°14. 23.6508  
W- 096°15. 22.2366

### **HILL TOP LAKES VFD**

N 31°4. 54.5772  
W -096°12. 14.6052

### **LEONA VFD**

N 31°9. 18.3096  
W -095°58. 6.5784

### **FLYNN VFD**

N 31°9. 2.0484  
W -096°7. 30.486



