

Hancock County

Amateur Radio Emergency Service®



Emergency Communications Plan

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Version 3.1

Hancock County Amateur Radio Emergency Service® Communications Plan

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Revision Log

Please indicate here all revisions to this plan.

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Plan Distribution

The following individuals/agencies/departments shall receive a copy of this plan.

- ARRL Indiana Section Manager
- ARES® Indiana Section Emergency Coordinator
- ARES® Indiana District 5 Emergency Coordinator
- Hancock County ARES® volunteers
- Hancock County EMA Communications Coordinator
- Served Agencies

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Preface

The population of Hancock County, Indiana was estimated at 81,279 on July 1 2021 by the US Census Bureau and covers an area of 307 square miles. The concentration of population resides in the third of the county in the Vernon, Buck Creek and Sugar Creek townships. Hancock County includes the cities and towns of Greenfield, Charlottesville, Cumberland, Fortville, McCordsville, New Palestine, Shirley, Spring Lake, and Wilkinson. Hancock County is home to several state and county governmental offices including the headquarters for the East Central district of the Indiana Department of Transportation. Greenfield is the county seat of Hancock County.

There is one major hospital within Hancock County, Hancock Regional Hospital, and multitude outpatient healthcare facilities. The Greenfield Fire Territory consists of 2 fire stations in Greenfield and provides mutual aid to surrounding townships. The Greenfield and township fire departments have a total of eleven stations around the county. Brandywine township is the only township without a fire department and contracts with Fountaintown Volunteer Fire Department for fire suppression and medical services. Hancock County has multiple law enforcement agencies to include the Indiana State Police, Hancock County Sheriff's Department, Greenfield Police, Cumberland Police, Fortville Police, McCordsville Police, New Palestine Police, and several other small police departments for local towns and schools.

Hancock County contains three Federal highways (I-70, US-40, and US-52) four state highways (SR-9, SR-67, SR-234, and SR-109) and two active rail lines in the northwest and southwest parts of the county, which are routine routes for hazardous materials transgressing the State of Indiana. Hancock County is home to the Indianapolis Regional Airport (Mt. Comfort) and several smaller private airstrips.

1 Introduction

1.1 What is ARES®?

The Amateur Radio Emergency Service®, or ARES® for short, is a program of the Amateur Radio Relay League (ARRL) that consists of licensed amateurs who have voluntarily registered to provide emergency communications during an incident where normal communications may be hindered and could cause loss of life or property.

1.2 Who can join ARES®?

Registration in ARES® is open to any individual who holds a valid Amateur Radio License. All new volunteers are expected to register themselves and their operating capabilities with the Emergency Coordinator (EC) and take part in the training sessions that will be provided. Registration can be done by completing the ARRL Form FSD-98 and returning it to the EC. All volunteers must keep the EC apprised of any changes in their equipment or amateur status that may affect the operation of ARES® by simply re-registering and providing the new information. Identification cards will be issued to all new volunteers or existing volunteers whose card has expired.

1.3 How is ARES® organized?

There are four levels of the ARES® organization: National, Section, District, and Local. At the national level, the ARES® program is under the direction of the ARRL Field and Educational Services Manager, followed by a division director, covering multiple states, and finally by a section manager, covering a single section or state. Within the section, the section emergency coordinator is appointed to lead the ARES® organization within the section. In Indiana, the section is divided into districts which are led by a District EC. Finally, within each county is a local emergency coordinator. Within the organization, there are also assistant emergency coordinators that can help with the duties of the appointed coordinator(s).

1.4 Typical duties for each organization level

1.4.1 Section Manager

Appoint staff to cover the areas of emergency communications, message traffic relay, technical activity/problem solving, member monitoring, government relations, public relations in the community, information services for amateurs, and cooperation with affiliated clubs.

1.4.2 Section Emergency Coordinator

Appoints county Emergency Coordinators and District Emergency Coordinators.

Promote ARES® registration at the section level.

Collect monthly reports and submit summaries to the Section Manager.

Serve as liaison at the section level with all agencies served in the public interest.

1.4.3 District Emergency Coordinator

Recommend candidates for Emergency Coordinator to the Section Emergency Coordinator.

Coordinate the training and participation of Emergency Coordinators within the district.

Assist with maintaining contact with governmental and other agencies within the district.

Act as Emergency Coordinator for areas without one.

1.4.4 Emergency Coordinator

Recruit for and promote ARES® within the local area.

Coordinate the training and participation of amateurs in ARES® within the local area.

Establish working relationships with governmental and private agencies in the local area which can benefit from the services of ARES®.

Conduct drills to test communication networks.

Oversee activations and coordinate continued coverage during an event.

1.4.5 Assistant Emergency Coordinator

Responsible for local operations in the absence of the Emergency Coordinator.

Appointed by the EC to carry out specific duties in support of the team.

1.4.6 Official Emergency Station

Appointed on the recommendation of the EC to carry out specific operational tasks or duties.

2 Purpose

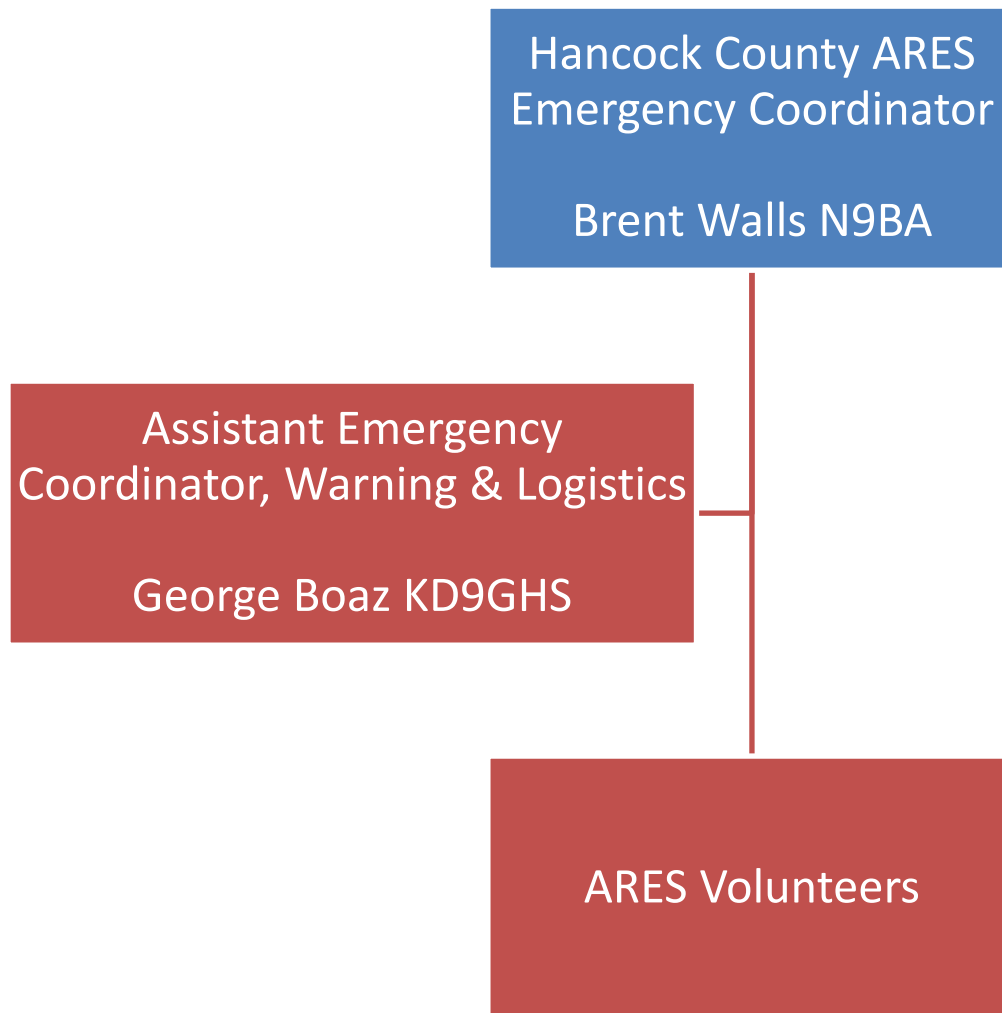
The purpose of this emergency communications plan is to provide a written guide containing the minimum information that would be needed by the volunteers of the Hancock County ARES team in a local communications emergency. Each emergency is different and maximum flexibility to provide an adequate emergency communications response must be maintained.

The primary purpose of the Hancock County ARES® is to furnish emergency auxiliary communications, field intelligence, and technical expertise in the event of a natural or manmade disaster, emergency, or drill, when regular communication systems fail, are inadequate, non-existent, or when it is deemed that the safety of the general public or other emergency responders may be enhanced by amateur radio operations.

The secondary purpose of the Hancock County ARES® is to provide public service communications for area agencies or other organizations at the discretion of the Hancock County ARES® Emergency Coordinator.

To accomplish its stated mission, the Hancock County ARES® team will continually engage in appropriate continuing education, training, drills, and public service events to ensure its constant capability of providing timely and effective amateur radio emergency communications.

3 Hancock County ARES® Organization Chart



4 Served Agencies

The following agencies may request assistance from the Hancock County ARES® team:

- Hancock County Emergency Management Agency / Homeland Security
- Organizations with whom a mutual aid agreement exists
- Any Hancock County public safety agency requiring amateur radio auxiliary communications
- Any other agency or organization requiring communications assistance when deemed appropriate by the Hancock County ARES® Emergency Coordinator or his/her designee.

5 Training

Hancock County ARES® will provide monthly training sessions to further develop volunteer's skills and knowledge of emergency communications. There is also training available through the Amateur Radio Relay League and the Federal Emergency Management Agency.

National Incident Management System courses are free of charge and available on the internet at <https://training.fema.gov/IS/NIMS.asp>

All Hancock County ARES® volunteers are required to complete the following NIMS courses before being deployable to a served agency. Completion certificates should be provided to the Emergency Coordinator.

- IS-100.b Introduction to Incident Command System
- IS-200.b ICS for Single Resources and Initial Action Incidents
- IS-700.a Introduction to the National Incident Management System
- IS-800.b National Response Framework, An Introduction

6 Resources

The following resources will be utilized in the event of an activation of the Hancock County ARES® team.

6.1 Volunteers

6.1.1 Hancock County ARES® volunteers

These are volunteers that have registered their capabilities and contact information with the Hancock County ARES® Emergency Coordinator. These volunteers will be called upon when the Hancock County ARES® team is activated.

6.1.2 Other Licensed Amateur Radio Operators

In the event that the Hancock County ARES® team activates, there will be regular licensed amateur radio operators that will offer to assist but have no training from the Hancock County ARES® team. These operators will be placed according to the direction of the Hancock County ARES® Emergency Coordinator or his/her designee.

6.1.3 District / Section ARES® volunteers

In the event of an extended communications need, resources and operators from the district or section level will be requested for assistance.

6.2 Equipment

All ARES® volunteers have pledged their services and use of their own equipment in the event of an emergency. The Hancock County ARES® Emergency Coordinator or Assistant Emergency Coordinator will work closely with served agency(s) so that resources will be best utilized.

All Hancock County ARES® volunteers should keep a basic Go-Kit with the basics ready for immediate use. This should include at a minimum a 2-meter transceiver, spare batteries, antenna, paper, pencils/pens, log sheets and forms, copy of your amateur radio license, applicable ID card(s), copy of this emergency plan, county map, etc.

6.3 ARES® as a Resource

Hancock County ARES® is a communications resource considered available to government and non-government organizations as required and authorized by the Hancock County ARES® Emergency Coordinator.

The function of Hancock County ARES® is typed as communications. Any assignments of this type must be approved by the Emergency Coordinator and served agency. Hancock County ARES® affiliated volunteers should be familiar with and ready to be resource typed based on the Amateur Radio Resource Typing detailed in Appendix J of this communications plan.

Under FCC rules Part 97 Amateur Radio operators may not receive compensation for their services. When working with a “served agency” in certain instances reimbursement for mileage, meals, and other incidental expenses may be acceptable when approved by the EC and served agency.

Workers Compensation and/or liability insurance may be provided by a “served agency”. This is at the option of the “served agency” and ARES® stations must follow the “served agency” guidelines for such. However, Indiana ARRL officials will not be held liable for any injury or death of an amateur participating in a Hancock County ARES® exercise or emergency.

Individuals within the Hancock County ARES® team may have additional training or expertise (EMT, firefighter, doctor, lawyer, etc.) however, when working as an ARES® volunteer they are primarily a communications resource.

7 Activation Procedures

7.1 Activation Criteria

In the event of a State declared emergency, the following individuals have authority to request activation of ARES® resources in state wide, selected districts, and/or in selected counties

- Indiana Section Manager (SM)
- Indiana Section Emergency Coordinator (SEC)

In the event of a declared District 5 emergency, the Indiana District 5 Emergency Coordinator (DEC) may request activation of ARES resources in any or all of the District 5 counties.

In the event of a Hancock County declared emergency, the Hancock County Emergency Coordinator (EC), Assistant Emergency Coordinator (AEC), or served agency can activate the Hancock County ARES® team.

When a served agency needs communications assistance, even if there is no “declared emergency”, the Emergency Coordinator may activate Hancock County ARES team.

7.2 Notification Procedures

Any volunteer of Hancock County ARES® who, for any reason, suspects a communications emergency exists, should monitor the resource net frequency for activity. This frequency will be defined in Appendix A – Emergency Frequencies.

If activation of the Hancock County ARES® is requested by a served agency then a resource net will begin on the frequency defined in the Appendix A – Emergency Frequencies. The telephone recall procedure will also be initiated by the Emergency Coordinator or Assistant Emergency Coordinator as defined in Appendix B – Activation Notification Procedure.

7.3 Activation Alert Levels

Upon activation of the Hancock County ARES®, a level of operations will be determined by the Emergency Coordinator or Assistant Emergency Coordinator. These activations levels are based on the impact to Hancock County and align with the Indiana Department of Homeland Security Emergency Operations Center alert levels.

7.3.1 LEVEL IV – Daily Operations

Normal daily operations. No conditions exist or are expected. Some organizations refer to this as "blue sky conditions". This is a good time to prepare and check equipment.

7.3.2 LEVEL III – Home Operations

ARES® volunteers are advised that a potential exists for mobilization. Conditions have developed that heighten dangers or potential dangers to Hancock County. The conditions have not yet caused, and may never cause, a disaster. Volunteers should monitor ARES® nets, public safety radios, and commercial television and radio and generally keep in close touch with the situation. Mobilization will be based on served agency needs.

ARES® volunteers should prepare to respond immediately to an actual call to mobilize. One or more emergency nets may be active at the discretion of the Hancock County ARES® Emergency Coordinator or Assistant Emergency Coordinator. Disaster emergency conditions have occurred and are having a serious but limited impact on portions of Hancock County. On-site Incident Command is in effect to stabilize the incident. Volunteers will be deployed as requested by served agencies.

7.3.3 LEVEL II - Activation

ARES® volunteers should prepare to respond immediately to an actual call to mobilize. A Resource Net will be active to coordinate resources to respond. Disaster emergency conditions are having a serious effect on most or all of Hancock County. District and Section ARES® volunteers may be needed. Multiple Incident Command sites are operational.

7.3.4 LEVEL I - Deployment

ARES® volunteers have been mobilized. Emergency conditions are having a serious effect on most or all of Hancock County. District and Section ARES® volunteers will be needed.

7.3.5 National Emergency Declared

National Command Authority has declared a Nation Security Emergency.

8 Net Operations

Upon activation of this emergency plan, one or more Hancock County ARES® Emergency Net(s) will be activated and a Hancock County ARES® Net Control Station (NCS) will be assigned to each net by the Hancock County ARES Emergency Coordinator or Hancock County Assistant Emergency Coordinator.

8.1 Types of Emergency Nets

There are four types of formal nets which may be set up during an ARES® or another emergency event. There is the TACTICAL NET, RESOURCE/LOGISTICS NET, TRAFFIC NET and the COMMAND NET. What type of net or nets get activated will be determined by the size and complexity of the event. There may also be one or more informal INFORMATION NETs operating on different frequencies.

8.1.1 Resource / Logistics Net

A resource net is principally used to recruit resources (both operators and equipment) in support of mutual aid operations. The resource net evolves as a natural outgrowth of the size of the incident. This net may also be used as a check-in point before an assignment is given to a responder.

8.1.2 Tactical Net

The tactical net is the primary net during an incident and normally occurs on simplex. A repeater will be used in the event of geographic separation. This type of net is typically used by a single agency to manage amateur radio operations within their operational area. There may be several tactical nets for a single operation depending on the volume of traffic. Type of traffic which might exist on this net could be anything from traffic handling to coordination of ARES® efforts, to recruiting additional resources. When an event grows beyond the boundaries of a single agency to the point where mutual aid is necessary, it becomes necessary to create the next type of net, the resource net.

8.1.3 Message/Traffic Net

The message net exists when the amount of traffic that needs to be passed goes beyond what can be handled on a tactical net. The net will typically have a net controller and pass only formal traffic. This net may also interface with other nets (primarily on HF bands) allowing the use of the National Traffic System (NTS) or even international traffic.

8.1.4 Command Net

As the size of an operation increases and more ARES® jurisdictions become involved in the incident, a command net may become necessary.

This net allows the leadership of responding amateur radio organizations to communicate with each other to resolve amateur radio operations-related problems. This is also the net which would be used to allow cities or counties to talk to each other and to the state agencies. It is conceivable that this net could become cluttered with a high volume of traffic; it may be necessary to create further tactical nets to allow this traffic to flow efficiently.

As an added note, when other agencies such as Red Cross establishes their own nets, they are considered tactical nets. Each such tactical resource should have someone monitoring the main Command Net so that they can respond to agency-to-agency requests.

9 Appendix A – Emergency Frequencies

Hancock County ARES Frequencies

The frequencies below are the pre-planned frequencies for the Hancock County ARES Team should the team become activated. All volunteers should be familiar with the Communications Resource Availability Worksheet for Hancock County. The frequencies identified may be used for any of the nets based upon resource availability and incident location.

Net Name	Channel Configuration	RX Freq	RX Tone	TX Freq	TX Tone
Resource Net – Primary	Repeater	145.330	None	144.730	PL 88.5
Resource Net – Secondary	Repeater	444.450	None	449.450	DCS 465
Resource Net - Tertiary	Simplex	146.550	None	146.550	None

Hancock County ARES Simplex Frequencies

The frequencies below are pre-planned simplex frequencies for use by the Hancock County ARES team.

Channel Name	Frequency	CTCSS Tone	Usage
2 Meter Simplex			
VTAC 1	146.550	None	2M FM Simplex – County Wide
VTAC 2	146.580	None	2M FM Simplex – East of SR 9
VTAC 3	147.540	None	2M FM Simplex – NW
VTAC 4	147.570	None	2M FM Simplex – SW
70 cm Simplex			
UTAC 1	445.700	None	70cm FM Simplex – County Wide
UTAC 2	445.725	None	70cm FM Simplex – East of SR 9
UTAC 3	445.750	None	70cm FM Simplex – NW
UTAC 4	445.775	None	70cm FM Simplex – SW
IN ARES Simplex			
VTAC IN	146.490	None	Indiana ARES VHF Simplex
UTAC IN	446.100	None	Indiana ARES UHF Simplex
Digital Simplex - Fusion			
DIG VTAC 1	145.5625	None	Fusion VHF Simplex
DIG UTAC 1	445.5625	None	Fusion UHF Simplex

10 Appendix B – Activation Notification Procedure

For activation, contact these ARES® coordinators in listed order until someone is reached. These personnel will start the activation procedure listed below:

Name /Address	Callsign / Position	CELL	HOME	e-mail
Brent Walls 2151 E Bomar Ln Greenfield	N9BA EC	317-557-7224		bwalls5@outlook.com
George Boaz 1379 Morningside Dr. Greenfield	KD9GHS AEC	317-313-8118		kd9ghs@gmail.com

The ARES Emergency Coordinator shall be responsible for working with the Emergency Management Agency to obtain initial incident information. They will then develop a plan and inform the rest of the team, using one or more of the following modes.

Primary

Telegram– When one of the ARES Coordinators listed above becomes aware of an incident that might require communications assistance, they should use the “Telegram” application to make all team members aware. This option assumes that the internet is still functional. If the internet remains available, an email will be sent to all team members with additional details on the incident and how we are responding. All volunteers receiving the message should reply with their status and availability.

Alternate

Cell Phone – This is the old fashioned “telephone tree” option. This option assumes that the cell towers are intact and not overloaded. One of the coordinators will work through the team list and provide minimal information on the incident and determine the availability of each volunteer.

Contingency

Text Message – When cell towers are intact but overloaded, a text message might get through to the volunteer. If the cell phone call did not work, this is a long shot.

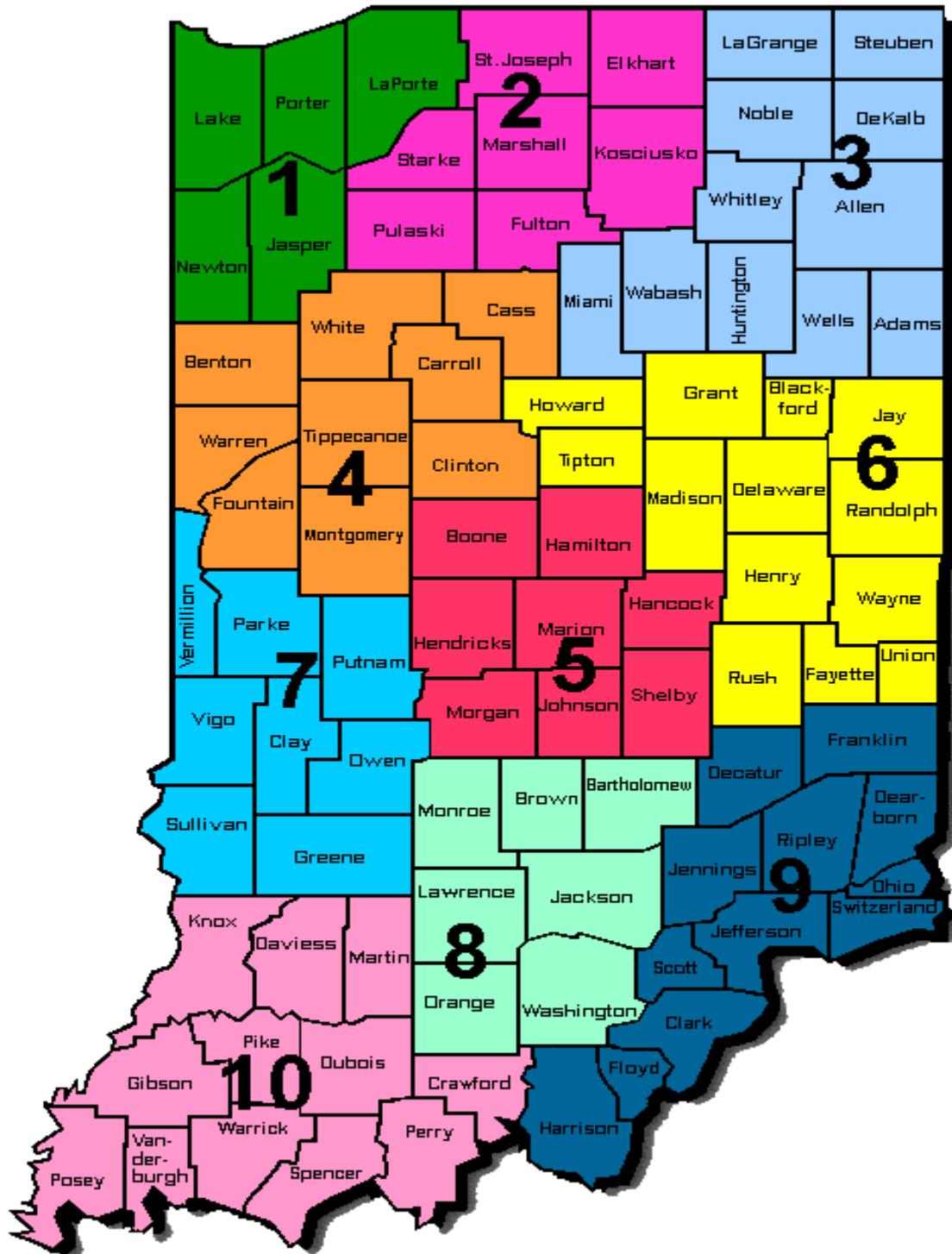
Emergency

Resource Net – This is the “when all else fails” option. While this is listed as the “emergency” option, in reality the ARES volunteers should have already been monitoring the primary frequency. In most large incidents, the EC and the RACES Officer will be reporting to the EOC and opening a net as soon as the initial briefing is completed.

Keep records of each contact and the information collected. Pass this information by the best means available to the Emergency Coordinator and each Assistant Emergency Coordinator. Preferred method is via e-mail or phone if working. Pass it by radio if necessary. Avoid passing names and phone numbers over the air.

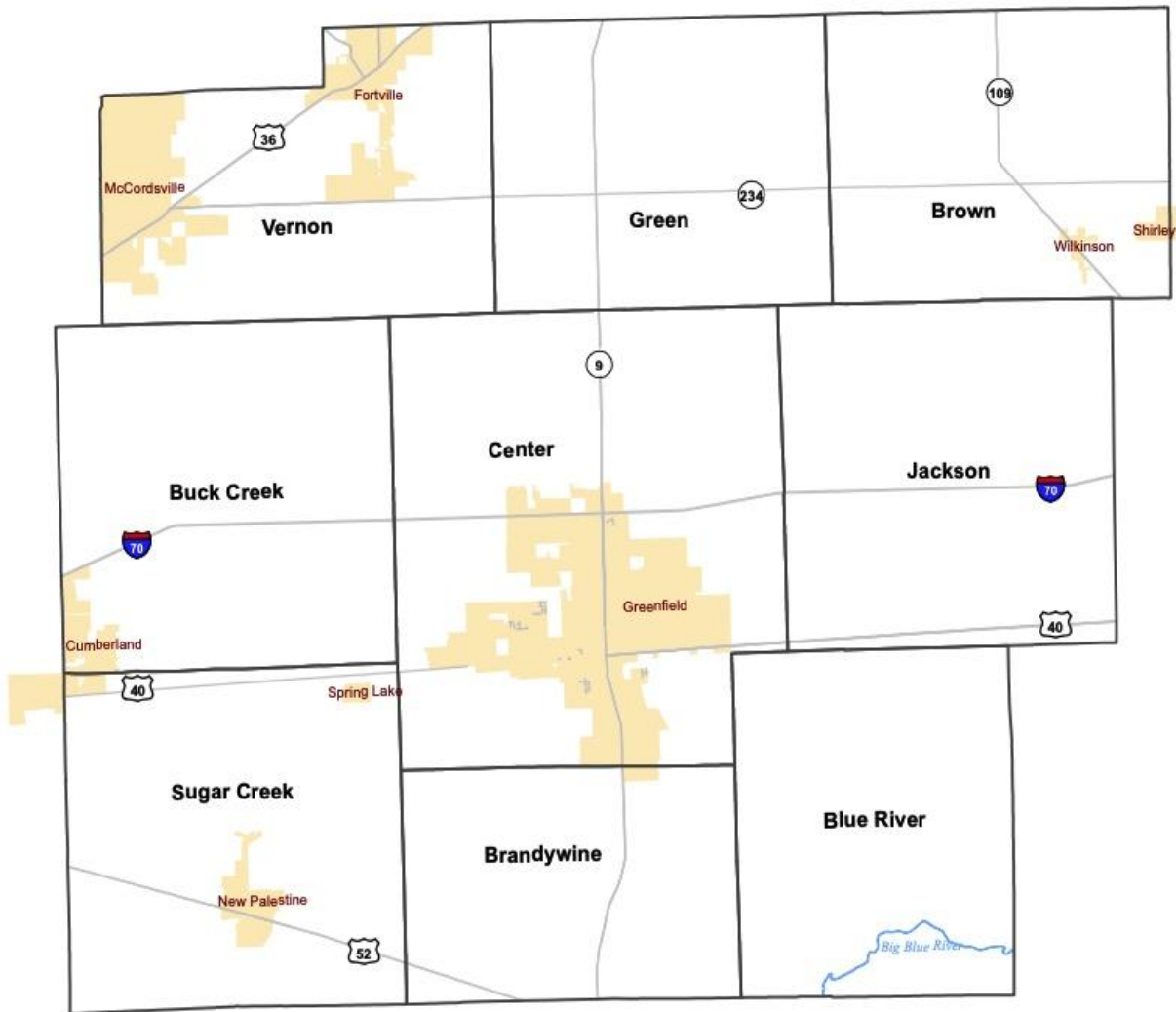
If while running the resource net you are contacted by an operator, ask them the same questions above. Confirm they are a registered volunteer of the Hancock County ARES® Team. If not, keep their information and pass it to the EC or AEC.

11 Appendix C – Indiana District Map



12 Appendix D - Hancock County Township Map

Hancock County, Indiana Townships



13 Appendix E – Hancock County Emergency Management Agency - EOC Activation Levels

<u>Activation Level</u>	<u>Definition</u>	<u>Activity / Staffing</u>
Level IV (Daily Operations)	Operations Section (EM) in coordination with dispatch (PSP) maintains countywide situational awareness.	Operations Section - Continuously monitor weather and other current or significant events. - Work in cooperation with emergency management partners - Issue information product to maintain situational aware and a common operating picture
Level III (ESF Staffing)	Activates appropriate agencies or ICS sections to closely monitor a developing situation or incident with limited impact. Actional may include preparing to provide or providing necessary assistance.	Incident Manager (IM) - Responsible for EOC management Operations Chief - Coordinate Agencies - Field situational awareness Planning Chief - Situation reports - Incident Action Plans (IAP)
Level II (All ESFs)	Responds to an actual event having significant impacts over large geographic areas. The county board directs agencies/departments to provide assistance under the local state of emergency assigning emergency responsibilities to agencies.	IM - EOC Management Operations Chief - Coordinate agencies - Field situation awareness Planning Chief - Situation Reports - Incident Action Plans (IAP) Logistics Chief - Supplies - Resource management
Level I (Policy Group)	Initiated by a local state of emergency declaration and includes full state support.	All staffing noted for Level II, plus full Policy Group and complement of supporting agencies.

14 Appendix F – Served Agencies

The following are a few of the MOU's in place between the ARRL (the National ARES sponsoring organization) and the identified agency or organization. The full list is available at ARRL.com.

- The American Red Cross
- The Salvation Army
- The National Weather Service
- The Federal Emergency Management Agency (FEMA)
- The Associated Public Safety Communications Officers (APCO)

The following is a partial list of the “Served Agencies” in Hancock County.

- Hancock County Emergency Management Agency / Homeland Security
- Hancock County Health Department
- Hancock County COAD
- Hancock County Law Enforcement Agencies
- Hancock County Fire Departments

The Hancock County Health Department is encouraged to act as liaison between ARES and any medical care facility that is providing emergency public health service and may need communications assistance.

The Hancock County COAD is encouraged to act as liaison between ARES and any non-governmental organization that that is providing emergency public service and may need communications assistance.

15 Appendix G - SKYWARN Frequencies

Appendix G1

SKYWARN Repeaters

RX Freq	Offset	TX Freq	Tone	County	Assignment
145.330	-0.600	144.730	88.5	Hancock	Hancock County Primary
444.450	+5.000	449.450	DCS 465	Hancock	Hancock County Secondary
146.970	-0.600	146.370	77.0	Marion	Central Indiana SKYWARN (linked to 442.650)
442.650	+5.000	447.650	77.0	Marion	Central Indiana SKYWARN (linked to 146.970)
146.760	-0.600	146.160		Marion	Marion County Skywarn (linked to 443.250)
443.250	5.000	448.250	100.0	Marion	Marion County Skywarn (linked to 146.760)

For additional county frequencies visit the Central Indiana SKYWARN webpage at
https://www.w9nws.org/repeater_map

16 Appendix H – Hancock County SKYWARN Information

Primary 2M Repeater: 145.330 minus offset and PL Tone of 88.5
Backup Simplex: 146.550

Linked 70cm Repeater: 444.450 plus offset and DCS Tone of 465

Net Status

Standby – Net control will take check-ins (include your location). Normal repeater operation will continue – PLEASE keep your transmissions short and leave long breaks between your transmissions for other traffic.

Green Net – Net control will take check-ins (include your location). Normal repeater operations will be discontinued. Directed Net procedures will be in effect. All repeater traffic will go through Net Control. Net Control will be looking for deteriorating conditions and “First Reports”.

Yellow Net – Severe conditions are in the area. Reports ½” or larger hail, 50 MPH or greater winds, tree or structural damage or worse.

Red Net – Life threatening conditions are in the area. Only those stations with this type of traffic (tornado/funnel cloud or flash flood) should transmit during a red net. Hold all other traffic until the net is returned to Yellow or lower status.

17 Appendix I – Resource Net Script and Log Form

Hancock County ARES Resource Net Script

Attention all amateur radio stations! The Hancock County Amateur Radio Emergency Service is activating a resource net to provide emergency communications for:

STATE NATURE OF COMMUNICATIONS EMERGENCY

This is **YOUR CALL** (phonetically) net control for the Resource Net of the Hancock County Amateur Radio Emergency Service. This is a directed net and all communications should be routed through net control.

Stations with emergency or priority traffic may interrupt this net at any time. I do not have the ability to dispatch emergency services at this time. If you require immediate help, please use 9-1-1 to contact your local emergency services.

PAUSE FOR EMERGENCY AND PRIORITY TRAFFIC

During this directed emergency net, the following emergency procedures will be implemented by the Net Control Station:

1. All registered volunteers of the Hancock County ARES team are requested to check into the resource net.
2. Other amateur radio stations are requested to standby until a general check-in is announced.
3. All amateur radio stations on this frequency are asked to standby until called upon by the Net Control Station.
4. Any amateur radio station desiring to contact another amateur radio station on the resource net must obtain permission from the Net Control Station prior to establishing contact.
5. Emergency and priority traffic will have priority over all other traffic on this resource net.
6. Any amateur radio stations that have checked into this resource net, regardless of whether or not they are registered volunteers of the Hancock County Amateur Radio Service, must notify the Net Control Station before leaving the resource net even if only for a few moments.

We will now accept check-ins from current registered volunteers of the Hancock County Amateur Radio Emergency Service. When you check-in, please give your call sign phonetically. I will acknowledge your check-in one by one at which time I want you to respond with your call sign, name, location, and deployment availability. Your location should be in the format of hundred block North or South then hundred block East or West. For example, 2500 South 8500 East.

I will now take check-ins in groups of five.

ACCEPT AND LOG CHECK-INS FROM REGISTERED HC ARES VOLUNTEERS

Repeating, the Hancock County Amateur Radio Emergency Service has activated a resource net to provide emergency communications for:

REPEAT NATURE OF COMMUNICATIONS EMERGENCY

This is **YOUR CALL** Net Control Station for the Resource Net of the Hancock County Amateur Radio Emergency Service. This is a directed net and all communications should be routed through net control. Stations with emergency or priority traffic may interrupt this net at any time.

PAUSE FOR EMERGENCY AND PRIORITY TRAFFIC

We will now accept general check-ins from all other interested amateur radio stations. When you check-in, please give your call sign phonetically. I will acknowledge your check-in one by one at which time I want you to respond with your call sign, name, location, and deployment availability. Your location should be in the format of the nearest County Road intersection North or South then East or West. For example, 200 North and 600 East.

ACCEPT AND LOG GENERAL CHECK-INS

Resource Net Periodic Roll Call (every 30 minutes)

We will now conduct a roll call of all amateur radio stations currently checked into this emergency net. When your call sign is called, please acknowledge the Net Control Station by repeating your call sign. This is **YOUR CALL**, Net Control Station for the Hancock County Amateur Radio Emergency Service Resource Net.

CONDUCT ROLL CALL

Net Termination

Attention all amateur radio stations! The Hancock County Amateur Radio Emergency Service is now terminating the emergency net which was activated for:

STATE NATURE OF COMMUNICATION EMERGENCY

Emergency Net Termination Roll Call

We will now conduct a roll call of all amateur radio stations currently checked into the net. When your call sign is called, please acknowledge the Net Control Station by repeating your call sign and confirming you are securing your assignment. This is **YOUR CALL**, Net Control Station for the Hancock County Amateur Radio Emergency Service Resource Net.

CONDUCT ROLL CALL

The Hancock County Amateur Radio Emergency Service thanks all of the amateur radio stations which checked into the emergency net. Your cooperation and assistance were greatly appreciated. This is **YOUR CALL** returning the frequency back to normal amateur radio use.

18 Appendix J – Hancock County ARES® Forms

This appendix contains a number of forms that will be useful during ARES® operations or emergency event. Each ARES® volunteer should be familiar with each form and how to complete them. Additional forms can be downloaded and printed from various internet locations. The Federal Emergency Management Agency (FEMA) has the standard forms available at <https://www.fema.gov/media-library/assets/documents/103505> on the internet.

Volunteers are encouraged to print multiple copies of the frequently used forms and place them with a copy of this emergency plan in your Go Kit.

19 Appendix K – Amateur Radio Resource Typing

AMATEUR RADIO PUBLIC SERVICE COMMUNICATIONS

Resource Guide - For ARES, RACES, EmComm and Public Service Communications

This Guide is an aid in defining a communications resource standard for Amateur Radio communicators

Amateur Radio Resource Typing identifies amateur radio communicator function types and enables Emergency Managers, Staging Managers, EmComm Leaders and Event Coordinators to identify, request and receive standardized amateur radio resources in support of an emergency, disaster or event. This guide identifies resource types and equipment for each function amateur radio communicators typically perform. By implementing Resource Typing, amateur radio resources are easier to request and supply allowing assignments to be filled quickly.

Basic Resource Functions

♦ All ARR Resource kits are portable² ♦

Amateur Radio Resource¹ (ARR) Communications Types and Equipment Kits

♦ Amateur Radio Resource - Type S

Function = Shadow | VHF/UHF

ARR-S - Denotes an amateur radio communicator and listed equipment functioning as a "foot mobile" amateur radio station temporarily installed in a vehicle (car, truck, van, bus, boat, Aircraft, etc.).

* Carried by all Resource Types

- ☐ Hand-held, 2 Meter (2M/70cm Recommended) FM synthesized transceiver with programmable CTCSS, 3.5 watts minimum output and earphone or headset attachment (VOX disabled)
- ☐ Adapter cable/bracket or magnetic mount antenna for temporary vehicle duty with shadow

♦ Amateur Radio Resource - Type M

Function = Mobile | VHF/UHF

ARR-M - Denotes an amateur radio communicator and listed equipment functioning as a mobile amateur radio station temporarily installed in a vehicle (car, truck, van, bus, boat, Aircraft, etc.).

- ☐ 2 Meter (2M/70cm Recommended) Transceiver with programmable CTCSS, 25 watts minimum output
- ☐ Gain antenna (dual band recommended) with magnetic base with 15' of coax cable to PL259 connector

♦ Amateur Radio Resource - Type B

Function = Base | VHF/UHF

ARR-B - Denotes an amateur radio communicator and listed equipment functioning as a portable amateur radio station temporarily set-up at remote locations providing communications to/from field bases, net control, EOC, CP, Shelter, Staging or rest/aid station, etc.

- ☐ 2 Meter (2M/70cm Recommended) FM Transceiver with programmable CTCSS, 25 watts minimum output
- ☐ Gain antenna (dual band recommended) with mast and support, 25' minimum coax cable with PL259 connectors, PL258 coupler (Additional 25' or longer RG-8X or RG-8 coax cable recommended)

♦ Amateur Radio Resource - Type H[]

Function = Long-Range Communications | HF²

ARR-H[] - Denotes an amateur radio communicator and listed equipment functioning as a portable HF amateur radio station temporarily set-up at remote locations providing intermediate to long range communications.

A General Class or higher License is required. - [Sub Functions]: **f** - Field; **m** - Mobile (for in vehicle use)

- ☐ All modes High Frequency SSB DC Transceiver with auto-tuner, 100 Watts output minimum
- ☐ HF Antenna(s), mast and support accessories, 50' coax cable with PL259 connectors. (Additional 50' – 100' RG-8X or RG-8 coax cable recommended) PL258 coupler with each coax cable. Miscellaneous coax and power adapters. Common bands are 20, 40, 60, 80 & 160 meters. 40M, 60M & 80M preferred for EmComm support. NVIS capability recommended for tactical operations

♦ Common items included in all Amateur Radio Resource equipment kits

- ☐ Copy of amateur radio license, badge/ID, and photo driver's license
- ☐ Writing material; pen, pencil, writing pad, and message forms (ICS-213, 214, 205, Radiogram, etc.)
- ☐ Transceiver operating instructions or summary guide
- ☐ External speaker with 1/8" phone plug and earphones or headset attachment with VOX disabled
- ☐ Portable power source meeting equipment needs for a minimum of 12 hours of typical operation (Medium to Long Assignments may require additional power sources)
- ☐ Vehicle power port and clip lead power adapters, equipment fuses and power cords with all equipment ARES/RACES standardized (Powerpole™, PL-259, 1/8" speaker plug)
- ☐ Duct tape, miscellaneous adapters and comfort items (food, water, optional chair and table)
- ☐ Mission suitable personal support gear (Refer to local group standard kit lists; adjust for duration/season)

♦ Amateur Radio Resource Operator³ – Type ARRO[] [Any Basic or Specialty Function]

ARRO-[] – An amateur radio communicator without radio equipment, capable of operating the designated resource functions. Append function designator to ARRO (i.e., ARRO-B) An ARRO will always carry a ARR Common items kit.

- ♦ Assignment Durations: ☐ **Short** – 12 hours or less in duration (Shift) ☐ **Medium** – 12 to 72 hour duration (Shifts)
☐ **Long** – 72 hour or greater duration (Typically an away assignment)

* Resource Amateur Radio Operators are to be proficient in the designated Resource Function

♦ This Guide is an aid in defining amateur radio communications resource standards ♦

AMATEUR RADIO PUBLIC SERVICE COMMUNICATIONS

Resource Guide - For ARES, RACES, EmComm and Public Service Communications

Specialty Resource Functions

◇ All ARR Resource kits are portable

Amateur Radio Resource¹ (ARR) Communications Types and Equipment Kits

◇ Amateur Radio Resource - Type TM[] Function = Tactical Data Messaging | VHF/UHF

ARR-TM[] - Denotes an amateur radio communicator and listed equipment functioning as a "last mile" (Tactical) messaging system providing traceable messaging and/or "radio email" with attachments.

[Sub Functions]: **w** - Winlink capable; **u** - User group's messaging software (specify if known)

- ☐ **ARR-B** Equipment Kit
- ☐ Terminal Node Controller (TNC) with necessary data cables, accessories, and documentation
(A soundcard implementation may be used in lieu of a hardware TNC at user group's discretion.)
- ☐ Computer (laptop or other w/min 2 serial ports or USB to serial adapters) suitable for portable operations, running mission applicable amateur radio software, with minimum of 25' CAT5 cable - (Printer, printing supplies, Scanner, AC adapter recommended), min 16GB Flash Drive
- ☐ Software: Winlink Express program and/or user group's standard Data program(s)

◇ Amateur Radio Resource - Type SM[] Function = Strategic - Long Range Data Messaging | HF

ARR-SM[] - Denotes an amateur radio communicator and listed equipment functioning as a HF intermediate to long range (Strategic) data messaging system providing traceable messaging and/or "radio email" with attachments. (General Class or higher License required for operation)

[Sub Functions]: **p** - Pactor; **f** - forwarding station²; **m** - MARS; **s** - sound card (ARDOP/VARA/FLDIGI/PSK31, etc.)

- ☐ **ARR-TM[]** Equipment Kit .
- ☐ **ARR-H[f]** Equipment Kit
- ☐ Pactor II or III modem required for Sub Functions [f], [p] & [m] plus data interface cable(s)
- ☐ Winlink Suite of Programs and/or programs supporting user group's operational modes
- ☐ Sound Card Interface w/accessories if required to support sound based communications mode [s]

◇ Amateur Radio Resource - Type DA Function = Data - APRS Operations | VHF/UHF

ARR-DA - Denotes an amateur radio communicator and listed equipment implementing a real-time tracking system providing officials a view of "tagged" assets. Data is received from ARR-RT tagged units direct or via the Automatic Positioning Reporting System.

- ☐ **ARR-B** equipment
- ☐ Terminal Node Controller (TNC) with necessary cables, accessories, documentation and 16GB Flash Drive
- ☐ Computer (laptop or other) suitable for portable operations, running mission applicable amateur radio software, with minimum of 25' CAT5 cable and min 16GB Flash Drive
- ☐ Software: User group APRS program with digipeating capability

◇ Amateur Radio Resource - Type RT Function = Data - Resource Tracking | VHF/UHF

ARR-RT - Denotes amateur radio equipment implementing an asset tracker. This resource is attached to designated assets and transmits position data for monitoring with the AAR-DA resource. Equipment is configured by an amateur radio communicator.

- ☐ Self contained pre-packaged portable equipment unit containing transceiver, antenna, Global Positioning Satellite (GPS) unit, APRS tracking encoder, power unit, and necessary internal/external cabling

◇ Amateur Radio Resource - Type DN[] Function = Data Networking | MESH / LAN / WiFi

ARR-DN[] - Denotes amateur radio equipment implementing the communications function for a 802.[b/g/n] resource providing a wireless LAN node(s) and "WiFi" in support of event or incident communications. Equipment is configured by an Amateur Radio communicator.

[Sub Functions]: **h** - HSMM MESH; **a** - AREDN MESH; **c** - Commercial

- ☐ Self contained wired or wireless 802.11[] capable unit functioning as a Bridge/Router/Access Point/MESH Node with antenna providing Ethernet or WiFi to the user. Capable of operating on +12 VDC power
- ☐ Minimum of 50' Cat5 cable with POE interface (NY Standard)
- ☐ Support equipment (Mast & Stand, aiming device, CAT5 cable jumpers, LAN hub/switch, power etc.)

Notes: 1. Always assign as team of two unless for rotation.
2. Local VHF/UHF data to/from out of area via HF stations requiring Pactor II or III
3. To request a support/relief operator, See Amateur Radio Resource Operator (ARRO)

- ◇ **Assignment Durations:** ☐ **Short** - 12 hours or less in duration (Shift) ☐ **Medium** - 12 to 72 hour duration (Shifts)
☐ **Long** - 72 hour or greater duration (Typically an away assignment)

◇ *This Guide is an aid in defining amateur radio communications resource standards* ◇