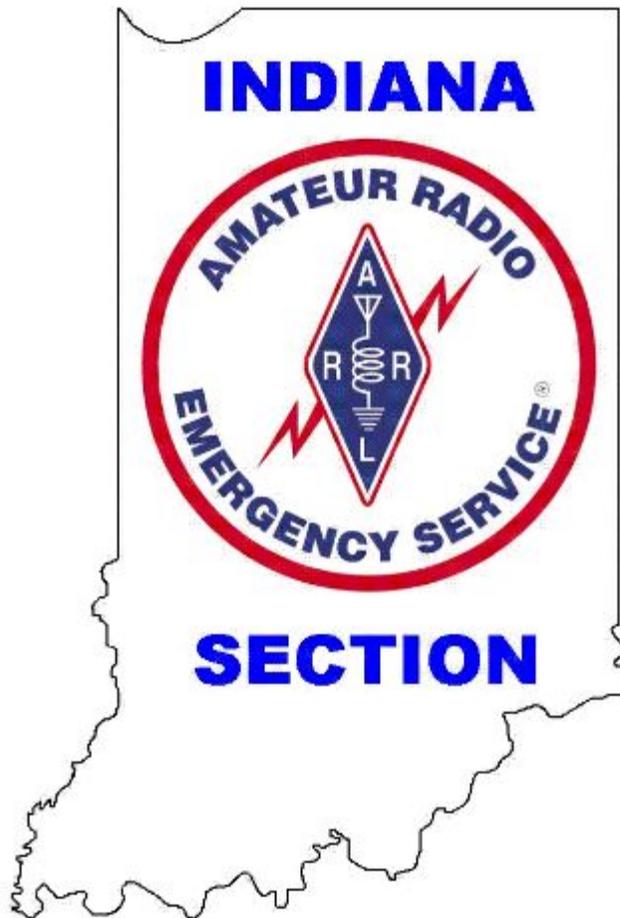


ARRL Indiana Section

Amateur Radio Emergency Service® Emergency Response Plan



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Revision 2.0

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Revision Log

Please indicate here all revisions to this plan.

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Update	2.0	July 31, 2015	Brent Walls, N9BA
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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 Emergency Coordinators
- ARES® Indiana Emergency Coordinators
- IDHS RACES Radio Officer
- Served Agencies

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Preface

This is optional

1 Introduction

The Indiana Section Amateur Radio Emergency Services® (ARES®), herein called Indiana ARES® for brevity, is comprised of FCC-licensed Amateur Radio operators who have voluntarily registered their capabilities and equipment for the purpose of Emergency and Public Service communications. These individuals are registered with the American Radio Relay League's (ARRL) ARES®, they may also be registered with other agencies as well.

The Indiana ARES® functions under this Emergency Plan at the direction of the Section Emergency Coordinator (SEC), who is appointed by the Indiana Section Manager (SM).

2 Purpose

The purpose of this plan is to provide a written guide containing the minimum information that would be needed in an emergency. Each emergency is different and the flexibility to provide an adequate response to each is a necessity.

The plan is designed to provide a basic outline of the resources and operations of the Indiana ARES®.

The Indiana ARES® provides emergency communications, and can provide adjunct communications should conditions require. Our operational area is the State of Indiana, however we are available where needed as so activated and authorized.

Each County Emergency Coordinator (EC) and District Emergency Coordinator (DEC) are required to develop their own local emergency plans for their respective jurisdiction.

All Memorandums of Understanding, Emergency Plans and other related documents for local jurisdictions must be on file with the respective DEC, the SEC, the SM and the ARRL so that resource allocations and planning can be established. Additionally all documents are subject to review and approval processes.

This plan, when activated, will work in close cooperation with all ARRL section level Field Services appointees as appropriate.

3 Authority

Under FCC Rules and Regulations, Part 97 subpart A, specific authority is given for emergency communications on frequencies designated by the FCC.

4 Activation

The following individuals and agencies have authority to activate Indiana ARES® and mobilize personnel and resources;

- Indiana Section Manager (SM)
- Indiana Section Emergency Coordinator (SEC)
- In the absence of above officials, their successors or designates.

At no time or under any circumstances shall individuals registered under Indiana ARES® “self-deploy” or mobilize without the authority of the above listed officials or designates.

The following individuals and agencies may request activation of Indiana ARES® through the above officials;

- Indiana District Emergency Coordinators (DEC)
- Indiana Emergency Coordinators (EC)
- Indiana Official Emergency Stations (OES)
- Indiana Department of Homeland Security RACES
- Indiana Department of Homeland Security (IDHS)
- National Weather Service (SKYWARN Program)
- Other Amateur Radio and Citizen organizations with whom Mutual Aid Agreements have been arranged.
- Any other agency requiring communications assistance when deemed appropriate by above listed officials.

5 Activation Procedures

An EC, DEC, OES or their designee (hereinafter referred to as Appointee) who for any reason suspects that a communications emergency exists, or suspects that an adjunct communications need exists should monitor the assigned net frequency for activity.

Appointees monitoring the frequencies may be alerted by activation of an Emergency Group Call.

Appointees may be alerted by telephone call-up. (telephone tree)

Appointees may be alerted by listening to announcements from an Emergency Broadcast Station.

6 Mobilization and Demobilization

Upon awareness that an emergency exists, volunteers of Indiana ARES® shall check-in to the Indiana ARES® Emergency Net and await instructions.

If any units of the Indiana ARES® are Mobilized to locations they go through a sign-in procedure to account for volunteer location and operating position.

At the soonest possible time after the Indiana ARES® has been mobilized the SEC or his designate will prepare a Situation Report (SITREP) for the Section Manager information as to the nature of the emergency and possible deployments.

The SEC or his designate will become the Net Control Station (NCS).

The net shall be operated from the most appropriate location.

The NCS will be the focal point of operations, unless sub-nets are authorized by the SEC or NCS.

The SEC or designate will assign specific duties to volunteers as required by prevailing circumstances.

The SEC or designate will request assistance from outside agencies as required by prevailing circumstances, and as authorized.

The SEC or designate will request assistance from non-member, licensed amateur radio operators within his jurisdiction if the appropriate officials so approves.

Liaison Stations that have been previously assigned permanent duties as "Official Emergency Stations" will be dispatched to their tasks as required. Any additional required liaisons to nets or agencies will be assigned as required.

Additional radio operators that are assigned to handle radio communications will be designated as a "Liaison Station" for the duration of their participation.

Upon completion of the emergency operation all units that have been deployed will demobilize and go through a sign-out procedure to assure their safe return.

As soon as possible after completion of the emergency operations the Indiana ARES® teams will return to a locale determined by the SEC or his designate to discuss and prepare an After-Action Report (AAR) which can be used to scrutinize and improve short-comings of the emergency deployment. This will be copied to the Section Manager for his input.

7 Resources

Volunteers

Indiana ARES®

These volunteers are licensed Amateur Radio operators.

They are expected to participate in preparedness drills.

They carry ARES® identification issued by an Indiana Appointee (SEC, DEC or EC) through the ARRL.

Other Licensed Amateur Operators

These volunteers are licensed Amateur Radio operators.

They are not registered volunteers of Indiana ARES®.

They may be volunteers of other public service organizations, such as RACES, Skywarn or REACT.

They do not ordinarily participate in preparedness drills, but may have had other training.

Acquaintances

Able bodied citizens who show proper identification. (Driver's License, etc.)

These volunteers will be called into service with ARES® volunteers only when circumstances require such action, and approved.

Citizens may inquire of the SEC or designate for assignment.

Their activity will be closely monitored by an Indiana ARES® member.

Equipment

All ARES® volunteers have pledged their services and use of their own equipment, in event of an Emergency.

The Indiana ARES® will work closely with the served agency(s) so that resources will be best utilized.

ARES® as a Resource

Indiana ARES® is a communications resource considered available to government and public service agencies as required and authorized.

The abilities of Indiana ARES® may be diversified or as specialized as needed. However, the primary mission and role of Indiana ARES® is Communications.

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 prearranged.

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, INARRL will not be held liable for any injury or death of an amateur participating in an Indiana ARES® exercise or emergency.

Individuals within Indiana ARES® may have additional training or expertise (EMT, HAZMAT, Fire Fighter, Law Enforcement, etc.) However, when on post as an ARES® volunteer they are primarily as a communications resource.

Frequencies

A listing of regularly used net frequencies is listed in Appendix B.

A frequency database may be recorded online or stored by other means electronically.

Frequencies used by Indiana ARES® will be coordinated with the served agency(s) as needed.

Volunteers outside Indiana ARES® Jurisdiction

Mutual Aid must be requested by officials listed under "Activation".

Mutual Aid must always be coordinated by appropriate officials.

Amateur Radio operators outside the Indiana Jurisdiction will check in with their respective emergency net for assignment.

Indiana ARES® volunteer outside the jurisdiction

Should the services of Indiana ARES® volunteers be required outside of the state, the agency requesting Mutual Aid must coordinate such a request with the officials listed above under "Activation"

8 Operations

All operations will follow established protocols as used in an ICS and/or defined by the NCS.

All messages and notifications will be recorded in a permanent fashion. Facilities for such recording are provided. All messages recorded electronically will be printed on a real-time basis, or as soon as practical.

All messages and notifications coming in will be recorded on ARRL form FSD-3, or its electronic equivalent, and will follow Radiogram format. In absence of Form FSD-3, the agency originating the message must use their official stationary, and bear the signature of issuing official.

All official messages received by radio from agencies must include a message number, and follow NTS format.

Maintain a log, where all operators and visitors must sign in.

NCS will maintain a regular roll call, as conditions allow.

Regular Net protocol will be followed, stations may not transmit unless requested to do so.

Stations transmitting advisories to NCS will refrain from including opinion or conjuncture.

When assigned a task by NCS the ARES® volunteers shall report;

- When they have arrived at that assignment (if applicable).
- If there are unusual circumstances that require notation.
- Such traffic as required and authorized.
- When the task is completed or before they leave the assignment.

NCS shall maintain a communications link with served agencies during activations.

NCS shall maintain other links as specified by the SEC.

Any station who feels that their safety is compromised or uncomfortable with their assigned task should report it immediately to the NCS. At which time the NCS will work with the station to correct the problem.

If a directive cannot be complied with, the NCS must be notified As Soon As Possible so corrective action can be taken if possible.

9 Drills and Training

Drills

In addition to Public Service Communications, Indiana ARES® will provide support communications in conjunction with local events to test the effectiveness of operations.

At the discretion of the SEC, a net operation will be activated unannounced. Activation procedures will be as diversified as possible, so as to test effectiveness. These operations will occur at intervals designated by the SEC.

A minimum of one annual full scale test will be conducted to test the effectiveness of the communications systems. This exercise may be conducted in conjunction with the nationwide Simulated Emergency Test. (SET)

Training

Indiana ARES® will operate a regular net to assist with training and disseminating information required to facilitate emergency communications for the Indiana area.

Indiana ARES® will conduct periodic training sessions to further member's skills and knowledge of Emergency Communications.

Indiana ARES® will encourage its volunteers to participate in nationwide emergency nets, traffic handling nets (NTS), mitigation and preparedness outside the group, encourage participation in ARRL, FEMA and American Red Cross study courses and workshops.

Indiana ARES® will periodically conduct courses in radio technology, free of charge, as a public service.

10 Appendix A - Glossary of Terms

AEC - Assistant Emergency Coordinator

ADEC – Assistant District Emergency Coordinator

Appointees - Members of the ARRL who hold official Field appointments

ARES® - Amateur Radio Emergency Service®

ARRL - American Radio Relay League

ASEC – Assistant Section Emergency Coordinator

DEC – District Emergency Coordinator

EC - Emergency Coordinator

EMA- Emergency Management Agency

EOC - Emergency Operations Center

FCC - Federal Communications Commission

FEMA - Federal Emergency Management Agency

HAZMAT - Hazardous Materials

IC - Incident Commander

ICS - Incident Command System

IDHS - Indiana Department of Homeland Security

LEPC - Local Emergency Planning Commission

MCI - Mass Casualty Incident

NCS - Net Control Station

NDMS - National Disaster Medical Service

NOAA - National Oceanic and Atmospheric Administration

NTS - National Traffic System

OES - Official Emergency Station

PC - Personal Computer

RACES - Radio Amateur Civil Emergency Service

REACT - Radio Emergency Associated Communication Teams

SEC – Section Emergency Coordinator

SET - Simulated Emergency Test

SM – Section Manager

WL2K – Winlink 2000 Radio Email System

11 Appendix B – Frequencies

While this listing cannot possibly represent all the frequencies that could be used or monitored in a given scenario, it does provide a core set of frequencies. Please note that only the specific frequencies in relationship to ARES® operations are presented here. Other agency frequency lists may be attached at a later date.

<u>Description</u>	<u>Frequency</u>	<u>Mode</u>	<u>Notes</u>
IN ARES® Primary	3.900 MHz	LSB	
IN ARES® Secondary	7.272 MHz	LSB	
IN ARES® VHF	146.490 MHz	Simplex	
IN ARES® UHF	446.100 MHz	Simplex	
IDHS RACES	3.920 MHz	LSB	
IDHS RACES	7.298 MHz	LSB	
IN ARES® WL2K	145.930 MHz	FM – Packet	
IN ARES® Digital Primary	3.583 MHz	USB	
IN ARES® Digital Secondary	7.083 MHz	USB	

1. In event of Frequency 1 failure, Frequency 2 should be monitored until further instructions as received.
2. An official liaison station will be appointed by the NCS to report on the IN RACES frequency above on either 75 or 40 Meters.
3. Simplex Frequencies should be monitored along with local Frequencies in times of emergencies.
4. As required, net operations will be conducted on the frequency best suited for operations, or as degrading conditions require.
5. If it becomes required to move completely off the designated frequencies above then a station will be assigned monitoring duties to redirect late or new stations connecting to the net.
6. The Indiana ARES® net frequency should always be monitored by an EC, DEC or his appointee in times of emergencies.
7. Net operations will begin on the primary frequency.
8. Individuals may monitor other frequencies as needed, during an event this information may only be treated as supplemental:
 - a. Public Service and emergency frequencies.
 - b. Served Agencies Frequencies as available

9. NOAA Weather Radio should be monitored at all times for alerts by at least one or more stations on the net.
10. Indiana ARES® volunteers may participate in the nets of adjoining jurisdictions at the invitation of the NCS of that Net. These stations may only officially declare themselves as a liaison to the Indiana ARES® when directed by the Indiana SEC or designee. In times of emergency these stations should contact the SEC or SM if mutual aid is requested.
11. All Indiana ARES® volunteers are encouraged to listen-in or participate for training purposes when possible.

12 Appendix C – Indiana ARES® Digital Standard

The standard Digital Mode Program to be used by all Indiana ARES® Stations is the Narrow Band Emergency Messaging System suite of programs which include:

- A. FLDIGI and FLARQ the main program unit with all modes and an ARQ feature.
 - B. WRAP an additional program to place checksums around messages to assure reception.
 - C. FLMSG which contain complete emergency message forms that can be easily accessed.
 - D. FLAMP an additional sub-program to allow message to be directed to specific stations.
-
- 1. HF Calling mode shall be Olivia 8/500 or in extreme noise conditions Olivia 16/500.
 - 2. HF Bulletin and large file mode shall be MT63 1K Long interleave.
 - 3. HF Stations will always use USB.
 - 4. HF Stations may use other modes if designated and path and propagation allow it.
 - 5. VHF/UHF calling shall always be done on voice and messages and files sent digitally.
 - 6. VHF/UHF primary digital mode shall always be MT63 2K Long interleave.
 - 7. VHF/UHF secondary modes (wherever possible) will be one of the Multi-Channel Modes
 - 8. VHF/UHF shall use FM modulation.
 - 9. Messages, Bulletins and any other files shall always be sent using WRAP.

Another acceptable mode and system is Winmor on the WL2K system for radio emails.

Please refer to Appendix F for location and information on downloading the FLDIGI programs and links to the Winlink 2000 (WL2K) System.

13 Appendix D – NIMS Training Requirements

This section of the Plan is for clarification of the minimum NIMS course requirements all Section DEC, ADEC, EC and AEC appointees must complete to be able to maintain a field position and operate within the FEMA Incident Command System, plus any new courses that may become required at later dates.

Current NIMS course requirements are ICS-100, ICS-200, ICS-700 and ICS-800.

Please refer to Appendix F for links to FEMA NIMS course websites.

14 Appendix E – Resources and References

ARRL Web Site – <http://www.arrl.org>

ARRL Field Services - <http://www.arrl.org/field-organization>

ARRL Field Services Web Forms - <http://www.arrl.org/public-service-field-services-forms>

Indiana Section Web Site – <http://www.inarrl.org/>

Indiana Section ARES® Web Site – <http://inarrl.org/index.php/public-service/indiana-ares>

Fldigi Programs download Web Site - <http://www.w1hky.com/>

FEMA NIMS Training Web Site - <http://training.fema.gov/IS/NIMS.asp>

Winlink 2000 (WL2K) Web Site - <http://www.winlink.org/>