AMATEUR RADIO EMERGENCY SERVICES

Butler, Franklin and Hardin County Emergency Communications Plan

Nov 30, 2022

1. **SAFETY FIRST**

If any action requested involves risk, the person should NOT take the action and should notify net control that he/she will not be performing the action requested, along with a statement of the risk assessment.

2. **INTRODUCTION**

2.1 ARES is a field organization of the **American Radio Relay League(ARRL)** and is composed of FCC licensed amateur radio operators who are trained emergency communicators, volunteering personal time, skills and equipment to serve in the public interest.

2.2 ARES functions in this Emergency Communications Plan under the direction of the Hardin, Franklin and Butler County ARES Emergency Coordinator (EC). The EC is appointed by the Iowa Section Emergency Coordinator of the ARRL, the support of local amateur radio operators.

2.3 The EC may appoint Assistant Emergency Coordinators (AEC's) as needed

2.4 The EC may appoint Duty Officers (DO's), whose primary duty is to activate ARES within Hardin ,Franklin and butler Counties if needed.

2.5 When activated, the EC or DO performing the activation will become the ARES Officer In Charge (OIC), or will designate an OIC. The OIC will be the final authority within Counties ARES for the event.

3. **PURPOSE**

3.1 The purpose of this plan is to provide a written guide containing the minimum information needed in an emergency. *Each emergency is different and flexibility is necessary to provide an adequate response.*

3.2 The primary purpose of ARES in Hardin, Franklin and Butler County Counties is to furnish emergency communications in the event of a natural or a man made emergency when regular communications fail or become inadequate or overloaded.

3.3 Drills, training and instruction shall be carried out to ensure readiness to respond quickly in providing effective amateur emergency communications.

3.4 Following is a list of jurisdictions/agencies that will be served, as requested, in an emergency. Other city and/or state agencies will be served as requested by the Hardin, Franklin and Butler Counties Offices of Emergency Management.

3.4.1 Incorporated jurisdictions within Hardin, Franklin and Butler Counties.

3.4.2 Unincorporated areas or populations under the authority of the Hardin, Franklin and Butler County Office of Emergency Management.

3.4.3 American Red Cross.

3.4.4 Police, Fire and EMS Departments.

3.4.5 Hospitals and Senior Care Facilities.

3.4.6 District I Emergency Coordinator of ARRL/ARES when requested by surrounding counties needing assistance.

3.4.7 State of Iowa Office of Emergency Management.

3.4.8 Federal Emergency Management Agency.

3.4.9 Salvation Army

3.5 ARES of Hardin, Franklin and Butler County may provide volunteer communications support for other public events in non-emergency situations.

4. **PLAN ACTIVATION**

4.1 Any member of ARES Hardin, Franklin and Butler County who becomes aware that a communications emergency exists, should contact the EC or AEC and monitor the current assigned resource and tactical net frequencies. A member may contact the EC/AEC by calling or texting a cell phone if other means fail and in extreme situations by courier.

4.2 *Operators are forbidden to go to the site of any emergency event unless authorized to do so by NET CONTROL.*

Net Control will only authorize operators to go to the site of an emergency event if the appropriate served agency **requests ARES assistance** at the site. The request, requester name, title, served agency and time will be documented in the Net Log.
Note: Mobile units may be sent to designated staging areas, but will remain there until assigned to the event by Net Control.

4.3 In any emergency in which amateur radio is requested to serve, amateur radio operators may be alerted by any Emergency Management Official or requesting agency by contacting the Hardin, Franklin and Butler County Emergency Coordinator. The EC or AEC who activates ARES will become the ARES Officer in Charge (OIC). Contacts contained in Appendix 1.

4.4 The ARES OIC will be in charge of all ARES operations during any emergency operation.

He/She will be the senior Hardin, Franklin, and Butler County ARES authority for the event. All ARES participants will take direction from Him/Her. The OIC may change during the event at the discretion of the current OIC and EC.

5. **MOBILIZATION**

5.1 **All ARES members should be aware of any disruptions of cell phone, Internet or broadcast communications. If you notice one or more of these services being down it is time to prepare for possible activation**. **Check the local net frequencies to see if action is being taken. If all communications are down and there is a national emergency Information will be broadcast on national bureau of standards station WWV on 2.5 mhz, 5mhz, 10mhz,15mhz at 10 minutes after the hour.**

5.2 The EC or OIC will notify ARES members by using the most time efficient mode available at the time of activation.

5.3 Radio Frequencies to be used or monitored in the event of an emergency:
    443.750/448.750 MHz tone 136.5
    147.255/147.855 MHz tone 136.5
    3.970 MHz LSB
    5.357 MHz USB

5.3 Upon notification that a communications emergency exists, members of ARES will listen to the frequency and will only check in if they have urgent information or when the Net Control Station asks for such check-ins on the Emergency Net. Stations will maintain radio silence, unless they have business on the net.

6. **NET CONTROL STATION DUTIES**

6.1 The Hardin, Franklin and Butler County Emergency Net will be activated by the Net Control Station. Based upon the facts, stations will be fully advised as to the nature of the emergency.

Net control will establish backup frequencies and a backup

NCS. Full Net Control procedures are contained in Appendix 2.

6.2 Stations will be checked in from their current location and asked to standby for further instructions.

An inventory list will be made of operators and available equipment for possible assignment to requests for assistance from served agencies.

6.3 Mobile and portable stations may be dispatched as needed either to a "Staging" location or directly to the incident site as determined by the OIC. OIC must notify NCS which agency Official, by name and title, requested our deployment should our deployed units encounter a restricted access condition or other challenges. The location of each assignment will be recorded by the NCS in station log.

7. **OPERATIONS**

7.1 **Messages**

7.1.1 Formal Messages: Formal messages are those which are written in a standard format. All messages which request material or services which may require payment or replacement must

be formal messages.

Message Forms: All formal messages must be written in standard ARRL format
unless otherwise directed by the served agency.

It is strongly encouraged to restrict messages to 25 words or less, particularly if the message will
be relayed multiple times or sent out of the area.   Messages over 25 words are much less likely to
reach their destination quickly. Operators receiving messages from officials should encourage the
officials to produce messages 25 words or less to ensure prompt and reliable delivery.

The served agency representative can create their own printed message on the Message Forms provided by the radio operator for that purpose.

Message Precedence: The operator must assign an ARRL precedence to the message. Precedence's will be assigned to all messages sent.

Any operator receiving a message should check the precedence of messages for EMERGENCY precedence.

If any messages are of EMERGENCY precedence, operator passing the message should be sure the receiving operator acknowledges EMERGENCY precedence.

All formal messages require the Printed Name, Title, Served Agency and site of the requester.

All requests to dispatch operators to a location REQUIRE; Printed Name, Title, Served Agency And Site of the requestor. These requests should be documented in the Net Log.

MESSAGES RECEIVED REQUESTING MATERIALS OR SERVICES WHICH MAY LATER REQUIRE PAYMENT OR REPAYMENT OF FUNDS WILL NOT BE TRANSMITTED UNTIL THEY CONTAIN THE PRINTED NAME, TITLE, SERVED AGENCY AND SITE OF REQUESTER.

SAVE MESSAGES: All operators must save copies of all formal messages.

7.1.2 **Tactical Messages**

Tactical Emergency Messages, such as Fire, Law Enforcement or Life or Death situations do not require numbering.

These are first priority messages and we use "BREAK, BREAK!" to get attention of the NCS, between transmissions. When accepting such messages for transmission, require only the following information:

A. To   (Example; Ackley Fire Department)
B. What   (Example; Pumper truck needed ASAP)
C. Why   (Example; Structure Fire)
D. Where   (Example; AGSWR High School)
E. Who   (Example; John Smith, Ackley Fire Department)

7.2 **Transmitting**

Stations must not transmit unless invited to do so by the Net Control Station.

7.2.1 Exceptions:

A. Stations having tactical emergency traffic.
B. As designated in the standard operating procedure of Amateur Radio.

7.2.2 Keep transmissions short and to the point.

All stations, including Net Control, should leave frequent gaps in their transmissions for emergency traffic. (Long enough for someone to recognize the gap and call "Break,Break".

7.3 **COMMUNICATION METHODS**

Operators should use the most efficient method available to transmit message.

If available and appropriate, use the telephone, cell phone, internet, packet, foot, automobile, etc.

The more traffic passed off the air, the more available amateur radio is for traffic to/from locations without alternate means of communications.

8. **DRILLS, TESTS and ALERTS**

8.1 An annual test can be conducted during the fall of each year in conjunction with the nationwide Simulated Emergency Test (SET) sponsored by ARRL.

Periodic exercises will be conducted in cooperation with the Hardin, Franklin and Butler County Emergency Managers.

8.2 At the discretion of the Hardin, Franklin and Butler County ARES Emergency Coordinator will sponsor an unannounced activation at least once a year.

8.3 The Amateur Radio Emergency Services Communications Plan shall be reviewed annually with updates as necessary to keep this plan current and viable.

8.4 The most recent update to this plan is always located at: http://qsl.net/tc_ares/

AMATUER RADIO EMERGENCY SERVICES

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Appendix 1

Key Personnel Contact Information

Emergency Coordinator

Stan Siems WB0EMJ
102 Warbler ave
Ackley Iowa 50601
 (319) 231-3449
Wb0emj@arrl.net

Assistant Emergency Coordinator
Roger Sutton KE0RGL
180 th st

District 1 Emergency Coordinator

Paul Cowley, W0YR
4011 WESTLAWN DR
AMES, IA 50010
w0yr@arrl.net

District 2 Emergency Coordinator

Iowa Section Emergency Coordinator

Iowa Section Manager

Lelia Garner, WA0UIG
145 Front St
Robins, IA 52328
wa0uig@gmail.com

Hardin County Emergency Management Coordinator

Butler County Emergency Management Coordinator

Franklin County Emergency Management Coordinator

FranklinCounty Sheriff

Hardin County Sheriff

Butler County Sheriff

Iowa ARES district 1 group email
iowa-ares-district-1@googlegroups.com

Iowa ARES district 2 group email
iowa-ares-district-2@googlegroups.com

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Appendix 2

Emergency Net Procedures

This is {your name} {your call sign} activating the Tama County ARES Communications Net.

If the following applies insert: **This is a Drill Only, repeating this is a Drill Only.**

Tama County ARES has been activated for emergency response communications

duty. There has been {state the emergency/reason for response}

All Tama County ARES personnel are requested to check in to this net.

This is a directed net. Net control operations will be conducted using strict
emergency procedures as follow:
* All stations are to standby until called by net control.
* Any station wishing to contact another station on the net must obtain permission from the net control prior to establishing contact.
* Any station that has checked into this net must notify Net Control before leaving the net.
* All stations, which check into this net, will be required to respond to acknowledgement of bulletins, announcements or other communications, as requested.
* During ARES roll call, check in using your call sign only.

Are there currently any stations with Emergency or Priority traffic?

Are there any stations with Health & Welfare or Routine traffic?
This is Tama County ARES Net Control all Tama County ARES
please check in now giving your location and availability.

This is {your call sign}, standing by.
{as stations check in give them an assignment or have them standby for further instructions}

REPEAT EVERY 15 MINUTES this is the Tama County ARES Net {providing support
for (or) conducting a drill}.   Any stations with traffic please call {your call sign}

A roll call is to be performed every 30-60 minutes of those stations checked into the net.

Termination of Net

This is {your name} {your call sign}. Net operations will now be terminating.   I want to thank all the Tama County ARES members as well as any other amateurs
for their assistance. I will now close the net and return the repeater back to general amateur use