

Franklin County

Amateur Radio Emergency Service®



Emergency Plan

August 30, 2023

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Revisions:

Revision 1 – 04.05.23

- Rewrite the communications plan.

Emergency Plan for Franklin County, MO

Introduction

Emergencies can take many forms, and it is difficult (if not impossible) to imagine all possible scenarios that may arise. Besides regional threats such as earthquakes and floods, we may experience more localized emergencies such as severe storms, tornados, extensive power and/or communications outages, train derailments, hazardous material events, or terrorism. With this in mind, this emergency plan will focus on getting members in contact with other members and ARES leadership as soon as possible so that the availability of operators can be determined. Once our capabilities have been assessed, we can determine a suitable course of action based upon the situation and the needs of our served agency(s). Although we are amateurs, we should endeavor to be amateurs in name only and do our best to be as professional as possible in our conduct both on and off the air.

1.0 PURPOSE

- 1.1 The primary responsibility of the Franklin County ARES is to provide effective and efficient communications in the event of a natural disaster, or an emergency involving any major threat to life or property, to supplement normal communications, or in the event of communications failures to provide the necessary communications links where applicable and possible.
- 1.2 The purpose of this plan is to provide radio operators with guidance on what to do in a disaster or emergency, what frequencies to listen on, who to contact, and what may be requested of them. Our primary mission is to serve as eyes and ears throughout the county for our served agency or agencies.
- 1.3 Franklin County ARES is organized to merge with the overall management template of the Incident Command System, know as ICS, and the National Incident Management System knows as NIMS>

2.0 ACTIVATION

- 2.1 In the event of an emergency, members will be notified by via phone call from either the Emergency Coordinator or one of his Assistants, or alert activation tones being sent on 147.240 MHz (the primary repeater output frequency).
- 2.2 Additional methods of contact will include messages sent via email and the IO group, as well as text messaging.
- 2.3 Upon notification, unless advised otherwise, all members should monitor the primary frequency as shown in ICS 205A.

2.4 Frequencies used:

INCIDENT COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Franklin County ARES Communications Plan			2. Date/Time Prepared: Date: 04.05.23 Time: 1700			3. Operational Period: Date From: Date To: Time From: Time To:		
4. Incident communication information:								
Zone	Function	RX Freq	TX Freq	TX Tone	Mode	Remarks		
1	HF Emer Net	3.963	3.963	N/A	LSB	Primary MESN		
1	HF Emer Net	7.263	7.263	N/A	LSB	Alternate MESN		
1	Packet	145.07	145.07	N/A	VHF			
1	APRS	144.39	144.39	N/A	VHF			
2	Statewide	146.55	146.55	N/A	VHF	VHF CALL		
3	Countywide	147.24	147.84	141.3	VHF	(+) Primary		
4	Countywide	146.85	146.25	141.3	VHF	(-) Primary		
5	Countywide	147.075	147.675	141.3	VHF	(+) Primary		
6	Countywide	145.490	144.89	141.3	VHF	(-) Primary		
2	Countywide	146.450	147.450	141.3	VHF	Tone is <u>TQSL</u> Secondary		
5. Special Instructions: If repeater is not functional use SIMPLEX on repeater output zone 1 = Section zone 2 = District zone 3 = Franklin County zone 4 = St Louis County zone 5 = Jefferson County zone 6 = St Charles County								
6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____								
				I A	Date/Time: _____			

3.0 ACTIVATING THE PLAN

3.1 If a member becomes aware of a situation that may require activation, he or she should make every effort to contact the Emergency Coordinator (EC). If the EC cannot be reached, then an Assistant EC (AEC) should be contacted. Members should NOT self-deploy (that is, go to the scene of the emergency), nor should they go to the Emergency

Operations Center (EOC) or any other potential deployment location unless requested. Of course, in an emergency, members should contact 911 first if appropriate.

- 3.2 Concurrent with notification of the membership, a resource net will be established on the primary frequency; if the repeater is not functioning and another in the area is working, the net will be convened on an alternate repeater. If this happens, the change will be announced on the output frequency of the primary repeater. If no other repeaters are working, a simplex net will be established on the output frequency of the primary repeater (147.24 MHz). In all cases, individual operators should secure the safety of themselves and their families BEFORE checking into a net or otherwise getting involved with ARES activities.
- 3.3 The purpose of a resource net is to determine the availability of operators, their mobility, local situation, and equipment capabilities (e.g., HF operation, emergency power availability, etc.). Our primary purpose is to serve as eyes and ears in the area for our served agencies. Once it is determined who and what is available, duties can be assigned to various stations. Some possible assignments may include:

Primary or alternate net control operator
HF net liaison
Hospital station operator(s)
EOC operator(s)
Mobile damage assessment team(s)
Monitoring other local VHF nets or frequencies
MARS liaison

4.0 OPERATIONS

- 4.1 Any member can participate from their home station and act as a relay or provide information and other support functions.
- 4.2 No member who is checked into a net or who has been assigned a specific duty should leave the net without notifying the Net Control Station (NCS). This includes leaving the vicinity of the radio – if you won't be able to hear the radio, you should let the NCS know that you will be gone for a minute or two. The reason for this is because if you are called upon and don't answer, potentially vital time has been wasted, whereas if the NCS knew you were temporarily unavailable, they would contact another station immediately.
- 4.3 Digital communications: Those stations with digital capabilities (packet, NBEMS, etc.) should indicate their availability when checking into a resource net. Digital communications are desirable when formal messages need to be transmitted, especially when a message is long or includes a list. Digital communications also add a bit more privacy should sensitive information need to be passed (e.g., names of victims) as they are less likely to be copied by monitoring stations like the news media. Digital communications are discussed below.

- 4.4 Multi-county activations will be in accordance with the District C Emergency Operations Plan

5.0 NET PROTOCOLS

- 5.1 All transmissions should be directed at the net control station (NCS) unless otherwise instructed by the NCS. The callsign for the NCS will always be **KD0QQU** during an ARES net.
- 5.2 Transmissions should be short and restricted to needed or requested information only. If an operator is relaying a lengthy message, they should interrupt the message with occasional pauses to let another station break in with emergency traffic if needed.
- 5.3 It is important that operators not interrupt existing emergency communications unless absolutely necessary, but instead listen and only transmit if specific assistance is requested from that station or if a clear relay can be given in times of difficult copy. In general, we should be listening, not talking.

6.0 TACTICAL CALL SIGNS

- 6.1 If the situation warrants, tactical call signs may be assigned (for example, Franklin County EOC or Mercy Washington [the hospital station]).
- 6.2 Tactical calls help reduce confusion as to who is where; the NCS doesn't have to keep track of which amateur call has a particular duty. If you are assigned a tactical call, you should use that in all transmissions instead of your amateur call sign, except for your last transmission (as required by the FCC). For example, following an exchange between the NCS, and KC9OOH, located at Mercy hospital, would end with: 'Mercy Washington, KC9OOH, out'

7.0 FORMAL MESSAGE HANDLING

- 7.1 All formal messages will utilize ARRL NTS Radiograms and IC-213 message forms. All formal messages transmitted will be copied by all listening stations to provide redundancy.
- 7.2 Please remember, we are there to SERVE, not to direct. Even though a request or the content of a message may not make sense to us, we should strive to do whatever our served agencies ask of us UNLESS it would put us in danger or be a violation of law.
- 7.3 Formal messages should be passed as written, without 'corrections'; you can ask for clarification, but otherwise no part of the content of a message should ever be changed except by the message author (or at their direction). Sensitive information (names of victims, for example) should be sent via voice only if absolutely necessary and no other, less public, method is available.

- 7.4 Remember, speed does not necessarily equal efficiency, especially if accuracy is compromised – speak slowly so the receiving station has time to copy the message without rushing to keep up. If you write the message as you are speaking, the receiving station is much more likely to be able to copy the message completely and accurately the first time. If the receiving station has to keep asking for fills because you are speaking too fast, you are wasting valuable time repeating yourself as well as potentially causing confusion and mistakes.

8.0 STATION LOGS

- 8.1 ALL stations will maintain complete logs, utilizing ICS 309. In addition, Net Control Stations will complete form ICS-314.
- 8.2 A copy of all FORMAL TRAFFIC will be kept and become part of the log. Each log sheet will contain the OPERATING (TACTICAL) CALLSIGN if applicable, the location of the station, the call of the operator and be signed by the control operator.
- 8.3 ALL LOGS will be kept as a part of the ARES records. If an operator requires copies for his/her own log, copies should be made, and the originals remain with the ARES EC. The log is to be kept for the individual station activities, not the entire net, unless you are serving as NCS or an alternate NCS. However, the more information you can record, especially significant events and messages, the better for reconstructing the timeline should it become necessary.

9.0 DIGITAL OPERATIONS

All members are encouraged to be familiar with and capable of digital operation, if possible, especially the NBEMS (Narrow Band Emergency Message System) software available at:

<http://www.w1hkj.com/>

While not intended to replace voice communications, digital operation can be very important to emergency operations and the more stations that can operate digitally the more effective we can be as an organization. Protocols, standard frequencies, and other details are per the Division Digital Plan

Digital operations will use Fldigi with FMsg for passing traffic. Messages will be passed on a different frequency than that used for voice traffic but coordinated by the NCS. FC ARES primary digital frequency is Channel C, with Channel D as an alternate. The primary operating mode for V/UHF is MT63-2K, long interleave.

For messages to be delivered beyond the range of VHF comms, or for messages that are not time-sensitive, the primary method will be via Winlink (VHF or HF).

8.0 SAFETY

- 8.1 If any requested action involves unacceptable risk, the person should NOT take the action. Upon refusal, the person should notify the net control station that they will not be performing the requested action, along with a brief statement of their risk assessment. There is not any ARES assignment which is so important that it cannot be done safely.
- 8.2 Be prepared. Your welfare and your family's welfare take priority.

Appendix A. Forms

ICS 205 Incident Communications Plan

ICS 213 General Message

ICS 214 Activity Log

ICS-309 Communications Log

NTS Radiogram

Fillable forms can be found at: <https://training.fema.gov/icsresource/icsforms.aspx>

Appendix B. References

Missouri Section ARES Emergency Operations Plan

Missouri Section ARES VHF-UHF Interoperability Plan

Missouri Section ARES Digital Data Guide

Missouri Section ARES Digital Data Net Plan

Missouri District C Emergency Operations Plan