

WOOD COUNTY ARES EMERGENCY COMMUNICATIONS PLAN
Effective June 3, 2008

I. INTRODUCTION

- A) The Wood County Amateur Radio Emergency Service (ARES) is composed of FCC licensed Amateurs who have voluntarily registered their capabilities and equipment to provide public service communications in time of need.
- B) Under FCC Rules and Regulations, Amateurs may not be compensated for providing communications and are prohibited from providing communications that further the conduct of any business.
- C) The Wood County ARES functions under this emergency plan, under the direction of the Wood County Emergency Coordinator (EC), who is appointed by the ARRL West Virginia Section Emergency Coordinator (SEC) in consultation with the District Emergency Coordinator (DEC).
- D) The EC may appoint assistant EC's as needed to allow the Wood County ARES to function efficiently.

II. PURPOSE

- A) This plan is intended to provide guidelines, for Wood County ARES, that would be needed in an emergency or disaster. Each emergency is different and flexibility to provide an adequate response to each is a necessity.
- B) The primary responsibility of Wood County ARES is to furnish emergency communications in the event of a natural or man-made disaster, or emergency, when regular communications fail, are overloaded, or nonexistent.
- C) The secondary purpose of Wood County ARES is to provide nonemergency communications for qualified organizations, in no business functions, at the discretion of ARES officers.
- D) All drills, training and instructions shall be carried out to insure readiness to respond quickly in providing effective Amateur emergency communicates whenever a need may arise.

WOOD COUNTY ARES EMERGENCY COMMUNICATIONS PLAN

The following agencies could be served during an emergency:
American Red Cross, Salvation Army, Camden Clark Memorial Hospital, St. Josephs Hospital, Wood County Office of Emergency Management, City Administrations, area
Fire Departments, and other agencies requesting assistance.

- 1) It is understood, in most cases, where public service agencies are involved, Wood County Radio Amateur Civil Emergency Service (RACES) will be activated to serve those agencies. However, Wood County ARES can be requested by the officials of any served agency in the event additional manpower or communications flexibility are needed.

III. 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 assist the prevailing conditions.
- B) ARES is organized to provide communications services only. Amateur Radio operators on ARES duty are not expected to perform any other function.
- C) The authenticity of all messages is the sole responsibility of the originating authority. The validity of such messages shall be determined by the agencies involved.
- D) Although an Amateur Radio operator may report conditions as he observes them, such observations are to be considered those of a layman and evaluated in that context.
- E) This plan is subject to alterations and/or revisions as required or at the request of the EC and his/her Assistants. It should also be examined by the EC and Assistants annually for any discrepancies or changes which should be made.

IV. MEMBERSHIP

- A) Membership in ARES is open to any individual who holds a valid Amateur Radio license. ARRL membership and/or membership in any club or organization is NOT required.
- B) All ARES members are expected to register themselves and their operating capabilities annually and take part (as their schedule allows) in any training sessions offered.

WOOD COUNTY ARES EMERGENCY COMMUNICATIONS PLAN

- C) All ARES members are asked to keep the Emergency Coordinator or his/her Assistant Coordinators up to date as per changes in equipment or Amateur status that may affect the operation of Wood County ARES.
- D) All members will be issued a photo ID card annually with an expiration date of December 31 of that year. This card MOST be displayed clearly when required on location.

V. ACTIVATION

- A) Any member of the Wood County ARES, who for any reason, suspects that a communications emergency exists, should monitor the assigned frequencies for information.
- B) If local telephone service is available, the EC and/or Assistant EC's should be notified by telephone.
- C) In an emergency in which Amateur Radio communications may be required to serve the community, Amateur Radio operators may be alerted by the EC, Assistant EC's, or designated alternates. Communication assistance may be requested by any City, County or State Official or the above named entities.

VI. MOBILIZATION PROCEDURE

- A. Local broadcast stations may be contacted as requested by the EC, or his representative, for spot alerting of ARES members.
- B) If telephone service is available, members will be activated via the Wood County ARES Call-Out List.
- C. Wood County ARES should coordinate all emergency efforts with the Wood County RACES and their Emergency Plan, if one exists. All ARES members, upon notification or becoming aware of an emergency condition, should check into the ARES Net for their assignments. Operating frequencies should be, but not limited to the following:

<i>ARES, Shelter and Red Cross Net</i>	<i>146.970 - MHz Repeater</i>
<i>Emergency Net (WCEC)</i>	<i>147.255 +MHz Repeater W/PL Tone 131.8</i>
<i>Hospital Net</i>	<i>146.520 MHz Simplex</i>

WOOD COUNTY ARES EMERGENCY COMMUNICATIONS PLAN

<i>Emergency Packet Net (DAREN)</i>	<i>145.690 Simplex</i>
<i>HF 10 Meters</i>	<i>28.405 MHz USB</i>
<i>State/National HF</i>	<i>7.235 MHz LSB Plus or Minus QRM</i>
<i>State Wide HF</i>	<i>3.811 or 3.865 MHz LSB Plus or Minus QRM</i>

- D. This Emergency Plan shall not limit the RACES or ARES operators to the said frequencies listed above. In the event one of the repeaters is out of order, another local repeater may be requested and if approved by the trustees of the repeater, the EC may assign a net to the said repeater.
- E. In some cases, it may be necessary for the EC or his/her Assistants to assign a net to a simplex frequency.
- F. The EC may assume net control or delegate another operator as net control station (NCS), to allow the EC to better coordinate frequencies and simultaneous nets if at all possible.

VII. DUTIES OF THE NET CONTROL STATION (NCS)

- A. Wood County ARES Nets will be called to order by the NCS.
- B. Members of Wood County ARES should check into the nets from their portable, mobile or home stations to await further instructions.
- C. Mobiles and Hand-Held portable units will be dispatched, as needed, by the EC or by the NCS at the EC's request. To coordinate relief efforts the EC should be in contact with the Wood County RACES Radio Officer or his/her Assistants, if activated, when dispatching ARES personnel.

VIII OPERATIONS

- A. The message format, whether packet or written, should be standard ARRL forms such as RADIOGRAM, DISASTER WELFARE MESSAGE, etc.
- B. All messages must be signed by the official who originates them, with his name and title, taking responsibility for their contents.

WOOD COUNTY ARES EMERGENCY COMMUNICATIONS PLAN

- C) Message precedence of EMERGENCY, Priority, Welfare, and Routine, as defined on ARRL Form FSD-3, shall be used on all messages.
- D) Stations, operating in Nets, shall direct all transmissions thru the NCS and should request permission, from the NCS, before transmitting traffic or leaving a Net. Members will only leave the net undirected in case of personal safety issues. (weather, fire etc.)

IX. DRILLS, TESTS, AND ALERTS

- A. Annual tests should be conducted, around June of each year, in conjunction with the Wood County Disaster Drill and around October of each year as response to the ARRL Simulated Emergency Test (SET). During the year, many other drills are established by Federal Authorities or Local Government and may require ARES participation if at all possible.
- B. Wood County ARES Nets will meet:
 - 1st Sunday of the month on Wood County Emergency Communications (WCEC) 147.255 simplex.
 - Following Sunday evenings at 8:30PM on WCEC's 147.255 repeater.
 - Tuesday evenings in conjunction with Parkersburg Amateur Radio Klub on 146.970 MHz repeater.
 - (additional nets may be added at the discretion of the DEC and EC.)**
- C. At the discretion of the EC, Wood County ARES may be activated unannounced via the ARES CALL OUT LIST or other means.

X. COMMITTED RESPONSE

- A. As requested by the Director of Wood County Office of Emergency Management, when the OEM and/or EOC is activated. in response to an emergency situation, RACES will be activated and ARES notified and asked to stand by. If Wood County ARES is activated, all members available should check into an emergency net on the proper frequencies. ARES personnel will be sent to the Red Cross office, Red Cross Shelters, Hospitals and other locations as requested.

WOOD COUNTY ARES EMERGENCY COMMUNICATIONS PLAN

- B) The Net Control Station shall be located at a place other than the Emergency Operations Center (EOC), if at all possible, to prevent confusion. Net Control may operate from any location with a quiet area away from confusion. The EC may assign any ARES station at any location, as the Net Control Station.

XI. PREFERRED ALERTING PROCEDURES

- A) Contact the ARES EC, or Assistant EC's by Amateur Radio on the 147.255 MHz or 146.97 MHz repeaters.
- B) Call by telephone, the ARES EC, presently Terry Mills, KC8TUE, at (Home) (304)861-1215 or (Cell) (304)210-7000 or an Assistant EC, Ken Riffle, KB8QPW, (Home) (304) 422-1415, representing WCEC or Assistant EC Ray Johnson, KC8RUJ, at (Home) (304)295-4750, (Work) (304)863-4242 or Cell) (304)482-3491, representing PARK.
- C) If unable to contact any of the above; Call the ARES DEC, Ken Harris, WA8LLM, at (Home) (304) 679-3470, (Cellular) (304) 481-3840, or (WCEC Cell) (304) 481-0611.