Hendricks County

*A*mateur *R*adio *E*mergency *S*ervice
Emergency Plan

Prepared by: Ron Burke KB9DJA Rev 9
[JANUARY 2015]

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Hendricks County ARES Emergency Radio Frequency Plan:

VHF: 147.015 MHz   Repeater (primary, LOGNET)

             145.130 MHz   Repeater (primary, OPNET)

             147.015 MHz (1)   Simplex (secondary, LOGNET)

             145.130 MHz (1a)   Simplex (secondary, OPNET)

             146.490 MHz (2)   Simplex (alternate)

             146.520 MHz (3)   Simplex (alternate)

             147.570 MHz (4)   Simplex (subnet, hospital)

             146.430 MHz (5)   Simplex (alternate)

UHF: 444.575 MHz   Repeater   (primary, OPNET)

             444.575 MHz (a)   Simplex   (secondary, OPNET)

             442.275 MHz (b)   Simplex   (alternate)

             446.100 MHz (c)   Simplex   (alternate)

             446.000 MHz (d)   Simplex   (alternate)

             444.700 MHz (e)   Simplex   (subnet)

           *() = denotes frequency plan identifier

HF: 3.900 MHz +\- 0.020 LSB * 80 meters* (primary)

        7.280 MHz +\- 0.020 LSB * 40 meters*(secondary)

1. *Introduction*

    A. The Hendricks County **A**mateur **R**adio **E**mergency **S**ervices (ARES) herein called HCARES for brevity is comprised of FCC-licensed amateur radio operators who have voluntarily registered their capabilities and equipment for the purposes of Emergency and Public Service communications. These individuals are registered with the American Radio Relay League's (ARRL) ARES National Field Organization.

    B. The Hendricks County **R**adio **A**mateur **C**ivil **E**mergency **S**ervice (RACES) consists of amateur radio operators communicating on behalf of local, state, and federal government during disasters. Authority is in 47 CFR part 97 subpart E of FCC and is sponsored by Indiana Department of Homeland Security (IDHS) and is administered by Hendricks County Emergency Management Agency Director (EMAD).

2. *Purpose*

    A. 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.

    B. This plan is designed to provide a basic outline of the resources and operations of the HCARES.

    C. HCARES provides emergency communications and can provide adjunct communications should require. Our operational area is Hendricks County, however we are available where needed as so activated and authorized by the Hendricks County Emergency Management Agency Director (EMAD).

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

    E. ***The information contained in this plan is to be used as a guide***.

3. *Authority*

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

4. *Activation*

    A. In the event of a State Declared Emergency, the following individuals have authority to request activation of ARES resources in: State Wide, In Selected Districts, and/or In Selected Counties.

        a. Indiana Section Manager (SM)

b. Indiana Section Emergency Coordinator (SEC)

B. 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 District 5 Counties.

C. In the event of a Hendricks County Declared Emergency, The Hendricks County Emergency Coordinator (EC) may be requested by the Hendricks County Emergency Management Agency Director (EMAD) or a public safety agency to activate HCARES.

D. The following agencies may request HCARES resources :

- Indiana Department of Homeland Security (IDHS)

- National Weather Service (SKYWARN Program)

- Amateur Radio and Citizen Organizations with whom Mutual Aid Agreement have been arranged with HCARES.

- Any Hendricks County public safety agency requiring radio communications.

- Any other agency or organizations requiring communications assistance when deemed appropriate by EMAD.

- Any use of HCARES resources must be properly coordinated with EMAD and ARES Indiana Section Management Team.

5. *Mobilization*

Definition: (MOB) The process of activating, assembling, and transporting of resources that have been requested to respond to or support an incident.

HCARES resources will be mobilized according to the HCARES Activation Procedures.

6. *Activation Procedures (When Moved to Mobilization)*

A. Any ARES member 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. (see page 3)

B. All HCARES members should monitor the 147.015 MHz repeater frequency, (LOGNET) or if it not operational, monitor the Primary Simplex frequency 147.015 MHz for announcements and alerts.

C. Upon declaration of an emergency, any ARES member may call a stand-by net on the 147.015 MHz. The purpose of this stand-by net is to identify available ARES resources. The ARES member initiating the stand-by net will become and remain Net Control Station (NCS) until relieved by the Hendricks County E.C. or AEC (Assistant Emergency Coordinator.) Members of HCARES shall check-in to the LOGNET and await instructions.

D. A Backup Net Control Station (BNCS) should be designated by NCS should it be necessary to take over the net in the event that NCS must leave the radio. The BNCS will have the same responsibility as the NCS in way of copying and maintaining logs of all net activities and also self-sustaining. Using ICS 213, and 214 forms.

E. The NCS shall maintain control over all net operations including the keeping of accurate logs and copying of all net traffic. Also the NCS should be able to be self-sustain in the way of electrical power, manpower, and life support.

F. The NCS shall be operated from the most appropriate location. Close proximity to the disaster site for possible simplex communications, or at the Auxiliary Control Station.

G. The NCS will be the focal point of all operations, sub-nets, and simplex nets.

H. The EC will assign specific duties to members as required by prevailing circumstances. Sub-nets will be set-up and coordinated at different staging areas. A NCS will be designated at each staging area and will assume responsibility for communication operations there. The NCS will record all activity in the form of a "log book" at each staging area. Use ICS 214 form.

I. The EC can request assistance from non HCARES, licensed amateur radio operators within the county if approved by EMAD.

J. 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.

7. *Operations*

A. All operations will follow established protocols as used in the National Incident Management Framework, Incident Management System, Hendricks County Incident Response Plan and the HCARES EMERGENCY Plan.

B. All messages and notifications will be recorded in a permanent fashion. All messages recorded electronically will be printed on a real time basis, or as soon as practical.

1. All messages and notifications coming in will be recorded on ARES ICS form 213.

2. Must maintain an ARES ICS Unit log, where all operators and visitors sign in. USE ICS form 214.

C. The authenticity, correction and additions of all messages are the sole responsibility of the originating authority. ARES operators are not permitted to alter the content of a message without the authorization of the originating party. The content of all messages should be considered confidential.

D. NCS will maintain a regular roll call, when conditions allow

E. Regular Net protocol will be followed, stations may not transmit unless requested to do so by the NCS. The only exception to this is for stations with emergency messages.

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

G. When assigned a task by NCS the ARES member shall report;

1. When arrived at that assignment (if applicable)

2. If there are unusual circumstances that require notation.

3. Such traffic as required and authorized.

4. When the task is completed or when to leave the assignment.

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

I. NCS shall maintain other links as specified by the SEC.

J. 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.

K. If a directive cannot be complied with, the NCS must be notified as soon as possible, so corrective action can be taken.

L. Never leave a net without checking out. Notify the NCS prior to stepping away from the microphone.

M. When possible, officials will be allowed to directly communicate with each other. However, there must be a control operator (Amateur Radio operator) at all amateur radio stations involved.

N. When direct communications are not possible, all messages will be written in either standard ARRL format or in the format that is used by the served agency.

O. The official, who originates the message and takes responsibility for its content, must indicate his/her title on all written messages.

P. LOGNET NCS. (Logistics NET) controller responsibilities will be to keep a written record of who checks in to the net, (resources), a written record of events during his/her shift, and a written list of resource assignments. (Those who are activated by the E.C. and/or the operating AEC.)

8. Demobilization

A. Definition: (DEMOB) The process of releasing a resource (HCARES member) when it has been determined by EMAD or a Public Safety Agency that the assigned resource is no longer required. This will be communicated to the corresponding NCS to release the resource (HCARES member).

B. When a resource (HCARES member) has been released, it is the responsibility of the resource to turn in all copies of messages and paperwork that pertains to his/her role in the disaster communication to the E.C. or any one of the AEC's near his/her location.

9. Resources

A. HCARES

1. These volunteers live in Hendricks County and are licensed Amateur radio operators. They also are a member of the Hendricks County ARES.

2. They are expected to participate in preparedness drills.

3. They carry ARES identification issued by an Indiana ARES Section Appointee (Hendricks County EC).

Refer to APPENDIX A: *HCARES STANDARD OPERATING PROCEDURES (S.O.P.) FOR HOSPITAL HAMS*

B. Other Licensed Amateur Operators

1. These volunteers are licensed amateur radio operators

2. They are not a member of HCARES.

3. They may be members of other public service organizations, such as RACES, etc.

4. **THEY MUST BE PROPERLY TRAINED FOR THEIR ASSIGNED TASK**.

C. Equipment

1. All ARES members have pledged their services and use of their own equipment in event of an emergency.

2. HCARES will work closely with the served agency(s) so that resources will be best utilized.

3. APPENDIX B: BACK UP RADIO COMMUNICATONS; USING E.R.N. STATIONS

D. ARES as a Resource

1. HCARES is a communications resource considered available to Non Government Organizations (NGO's) as requested by the NGO and approved by EMAD.

2. The skills of HCARES are ICS typed as communications however, HCARES may include assignments that are not primarily communication tasks. Any assignments of this type must be approved by the EC and EMAD.

The primary role of HCARES is communications.

3. 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 EMAD.

4. 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 HCARES exercise or emergency.

5. Individuals within HCARES may have additional training or expertise (EMT, HAZMAT, Firefighter, Law Enforcement, etc) however, **when working as an ARES volunteer they are primarily a communications resource.**

6. **HCARES and the Hendricks County Hospitals.** HCARES is responsible for providing Hendricks Regional Health and I.U. West Health, Amateur Radio operators as a resource for emergency radio communications in the event of an emergency/disaster according to the Memorandum of Understanding (MOU) that has been agreed and signed by the hospital, ARRL, and HCARES.

E. **NET CONTROL**

Purpose: To define the duties and responsibilities of the Net Control Operator (NCO) and (NCS) Net Control Station in Hendricks County.

Definition: Net control is the act of organizing the flow of information from multiple sources into a series of manageable messages and efficiently directing them to the intended recipient(s) at the same time.

Background: The control of information has been necessary for many years. Recently, it has been determined that effective span of control is limited to approximately 3-10 people per person. This number varies depending on the situation and each individual's abilities.

Use: The initiation of net control is necessary whenever an emergency or disaster occurs within Hendricks County. The initiation of net control is also recommended during training deployments, SET drills and anytime organized net traffic is needed.

Description: The EC or AEC will normally assume net control or delegate another station as the NCS however; any station may open the net and assume NCS in an emergency.

Tactical call signs may be used for emergency nets if there are more than just a few participants. The NCS may assign the tactical call sign as each location is activated. Tactical call signs will usually provide some information about the location or its purpose.

- It is often helpful if the tactical call signs have a meaning that matches the way in which the served agency identifies the location or function. NOTE: When using tactical call signs on amateur frequencies station identification is required at least every ten minutes and at the end of transmission.

- If a radio operator requests to be released from their assigned post, the net control operator does not have the authority to deny the request.

- The NCS shall maintain contact with all deployed stations.

- If no contact with a station has been confirmed after 30 minutes, the NCS shall perform a station welfare check.

If no contact is established after three consecutive attempts, personnel shall be dispatched to confirm the Operator's welfare.

F. **DEFINITIONS**

- LOGNET: (LOGISTICS NET) A radio frequency designated to be used for HCARES members to monitor and check in to. To be monitored and be ready for an assignment that will be handed out by the net controller on this radio frequency.

- OPNET: (OPERATIONS NET) A radio frequency designated to be used for HCARES members once they have been deployed to their assigned area.

- NCS: (NET CONTROL STATION) A licensed Amateur radio operator that is an HCARES member who will control all radio activity that will be handled on a given radio frequency during an emergency/disaster.

- ICS: (INCIDENT COMAND SYSTEM) A standardized, on-scene, all-hazards approach to provide an organizational structure for incident management. It also guides the process for planning, building and adapting that structure.

ARRL has written agreements with the following Served Agencies and organizations:

G. The American National Red Cross

H. Civil Air Patrol (CAP)

I. The Association of Public-Safety Communications Officials-International (APCO-International)

J. National Volunteer Organizations Active in Disaster (NVOAD)

K. The Federal Emergency Management Agency (FEMA)

L. United States Power Squadrons

M. Department of Homeland Security (Citizens Corps)

N. National Frequency Coordinators Council

O. The Salvation Army

P. SATERN

Q. REACT International INC.

R. SKYWARN (National Weather Service)

S. Society of Broadcast Engineers (SBE)

T. Boy Scouts of America

TRADEMARKS

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- A notebook and several pens, pencils (sharpen.)

- A small carrying case, briefcase or a duffel bag for radio equipment, spare batteries, power cables, an external antenna, and maybe a computer and TNC. The ability to strap your travel kit around your waist (in a large fanny pack) or carry it in a backpack should not be overlooked.

- A one day supply of water

- ARES/RACES identification cards

- Emergency bright colored vest

- One day supply of food, of high energy, high fiber food

- An easy to wear "fanny pack"

- Prescription medicine for one day as well as other medicines such as aspirin, anti-acid tablets and protective lotions such as sunscreen and insect repellent.

- Some cash and coins.

- A list of important telephone numbers to refer to when calling family and friends, relatives to update them on your status and determine theirs.

- A toothbrush, toothpaste, comb, shampoo, antiperspirant, and chemical hand wipes.

- A flashlight or chemical light stick.

- Extra clothing (including a light jacket, even in the summertime) and some type of head covering.

The ACCESSIBILITY OF YOUR TRAVEL KIT NEEDS TO BE CLOSE AT HAND AT ALL TIMES.

- **Don't leave home without it.**

BOONE   147.105 MHz

MONTGOMERY   146.460 MHz *** This is a simplex radio frequency***

MARION   146.760 MHz

MORGAN   147.060 MHz

PUTNAM   147.330 MHz

*NOTE: These are repeater output frequencies.

STATE and HENDRICKS COUNTY ARES OFFICIALS:

INDIANA Section Manager Joseph Lawrence K9RFZ

INDIANA Section Emergency Coordinator Brent Walls K9CFE

INDIANA District Emergency Coordinator # 5 Bob Burns W9BU

HENDRICKS CO. Emergency Coordinator Ron Burke KB9DJA

Assistant Emergency Coordinators:

- Administrative Ken Kayler KC9SQD

- Liaison Dr. Jay Wright KK9L

- Liaison W. R. Gouge AA9EG

- Operations Gordon Cotton KD0EWM

- Logistics Bob Thompson KB9PGG

Public Information Officer

- PIO Barry Palencer KC9WMS

A. Purpose: The Hendricks County ARES publishes this policy for the issuance and use of Identification (ID) cards to ARES appointees.

B. Definition: The Hendricks County ARES ID card is issued to all Hendricks County ARES members. ARES members meet the ARRL membership requirement, and satisfy participation requirements set by the leadership. The Hendricks County leadership is defined as the EC and the respective AEC'S for the county.

   ▪ The Hendricks County ARES ID card features a face picture.

   ▪ No background check is conducted by the ARRL.

C. Background: In their efforts to prepare for the possibility of activation during a disaster, Hendricks County ARES members are working to prepare themselves for possible use by public safety or service agencies. One useful tool is the Hendricks County ARES ID card. While it may allow quicker access to sites and reduce wait times, ID card acceptance is a sensitive issue with many of the organizations we assist, a comprehensive policy is required for the use of the ID card.

D. Use of Hendricks County ARES ID Cards:

   HCARES members may only use their ID card to carry out an assignment as specified by the Hendricks County ARES leadership. Do not use the ID card to attempt entry to sites where HCARES assistance has not been officially requested. We are not first responders.

   Be aware that public safety and/or agencies with which the ARRL has a Memoranda of Understanding may require additional Identification, including the completion of background checks. This ID card cannot waive any of those additional requirements.

   The Hendricks County ARES ID Card does not grant additional rights and/or privileges and may not be used with the expectation of unwarranted authority.

   The Hendricks County ARES ID card remains the property of the Hendricks County ARES, and must be surrendered upon ARES Resignation, request by the EC, or applicable AEC.

➢ HENDRICKS COUNTY HEALTH DEPT.

➢ HENDRICKS REGIONAL HEALTH

➢ I.U.WEST HEALTH

➢ STEVE WEAKLEY

➢ TOWN OF BROWNSBURG

APPENDIX A: HCARES STANDARD OPERATING PROCEDURES

(S.O.P.) FOR HOSPITAL HAMS

PURPOSE:
- To build a professional and solid partnership between Hendricks County ARES (Amateur Radio Emergency Services) and the hospitals we serve;

- To appropriately support the communication needs of the hospitals served; and

- To list standard practices that the Amateur radio operator must comply with and adhere to while operating within the hospital as a member of Hendricks County ARES and as a hospital representative.

SCOPE:

This policy is for the Amateur radio operators who have their hospital I.D. cards as well as their HCARES I.D. cards.

DIRECTIVES:
1. The hospital needs your service, skills, and professional attitude; you are there to assist hospitals in preparing for communication disasters in anticipation of assisting during a real emergency. ***Again you are asked to help, but you can also be asked to leave.*** You are representing Hendricks County ARES as well as the hospital you serve.

2. If you cannot be there to run the radio net when it is your month, contact either Mike Rollins WA9NCF 317/525-7393 for HRH, or Bill Gouge AA9EG for IUH West 317/839-1768.

3. When being deployed to the hospital you must have your hospital I.D. badge and your HCARES I.D. card with you.

4. Obey all traffic rules, including those within the boundaries of the hospital campus.

5. Personal Hygiene:
    a) hair, including facial hair must be clean and neatly styled;
    b) keep colognes and other fragrances to a minimum, strong fragrances can cause allergic reactions in those around you;
    c) no smoking on hospital grounds, and your clothes should not smell of smoke;
    d) non-traditional body jewelry (e.g., tongue, eyebrow, lips, nose, etc.) may not be worn while you are representing the hospital;
    e) hands and nails must be clean and well groomed;

     f)   tattoos must be covered while on duty; and

     g)   undergarments must be covered and not visible.

6. Drug/alcohol free workplace. Drugs and alcohol can impair one's judgment, increase the likelihood of errors and contribute to accidents and safety violations on the job. The use of drugs or alcohol is prohibited while on hospital premises.

7. When you are being deployed to the hospital to operate their ham radio there will be other people in the area that could overhear your communications.

     a)   Headphones must be worn at all times when working the hospital radio.

     b)   Radio etiquette must be followed when operating the radio at the hospital.

     c)   When being deployed, you will be given the name of the contact person that you must report to upon your arrival to the hospital.

8. There will be zero tolerance if any of the above mentioned practices are not being followed. We are stationed at the hospitals to assist as professionals in our field.

PROCEDURES: Specific practices when performing the Monthly Net

A. Wear your hospital I.D. badge in clear view at all times, and always carry your ARES I.D. cards when you are on hospital grounds;

B. arrive at the hospital at 9:00 am;

C. report to the hospital contact person;

D. gather all necessary supplies and proceed directly to the Command radio room;

E. an instruction sheet will be with the radio to help you with the fundamentals of the radio if you're not familiar with them;

F. be prepared for the radio net to being at 9:30am;

G. participate in the radio net, then secure the radio per hospital protocol and leave the hospital grounds when you have completed your assigned tasks; and

H. Send Ron Burke a copy of the net log as soon as possible.

Your time and service is greatly appreciated by me as well as by the hospitals you serve,

Ron Burke KB9DJA

RON BURKE KB9DJA
HENDRICKS COUNTY ARES EMERGENCY COORDINATOR

APPENDIX B: _BACK UP RADIO COMMUNICATONS; USING E.R.N. STATIONS_

PURPOSE:

- The purpose of an E.R.N. (Emergency Radio Network) is to provide a network of emergency backup radio stations that is located throughout the county.
- These radio stations can handle many different modes of radio communications, and can be setup quickly.
- These radio stations can also be used when our primary system,(Amateur radio repeaters) are down.
- These radio stations can be used to keep in contact, of those hams who only have HT's or other low output power radios.

Locations of ERN radio stations, and details :

- The locations of these ERN stations are; a.) At the residence of Steve Weakley, 2333 St.Rd. 236, North of Danville, b.) Brownsburg Water Treatment plant, 220 Mardale Dr. Brownsburg, c.) Hendricks County Communications Center, US.40, Plainfield.
- Each station currently has an antenna, and feed line only. When in an emergency, a radio will be supplied to either one or all three locations.
- According to the MOU signed between HCARES and with the town of Brownsburg, if the ERN station in Brownsburg is not being used by HCARES, then the antenna and feed line can be used by the town during an emergency.
- Access to these radio stations are as follows; In Danville, open the door on the East side of the pole barn building. Antenna feed line will be to the East wall on the main floor. Brownsburg station must have Mike Good to open the door to the building. Plainfield station, enter from the West side of the building, at the intercom announce who you are, and what you need.
- The use of the "pig" (our to-go kit) will suffice for the work load of the ERN station although any portable amateur dual band radio will do. Pig-1, Pig-3 are located at Ron Burke's garage, Pig-2 is located at the E.O.C. office in Danville.
- To set up the pig for cross-band operation, follow the instructions on the card inside of the pig. The UHF side of each cross-band will be the same for all three, 444.700 MHz simplex. The VHF side will be

different depending on your location. In **Brownsburg**: 145.525 MHz. In **Danville**: 145.555 MHz. In **Plainfield**: 145.595 MHz. All three of these VHF frequencies will be on simplex mode.