Hendricks County

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

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Hendricks County ARES Emergency Radio Frequency Plan:

VHF:	145.130 MHz	Repeater (primary, OPSNET)
	147.015 MHz	Repeater (primary, LOGNET)
	145.130 MHz (1)	Simplex (secondary, OPSNET)
	147.015 MHz (1a)	Simplex (secondary, LOGNET)
	146.290 MHz (2)	Simplex (alternate)
	146.520 MHz (3)	Simplex (alternate)
	147.570 MHz (4)	Simplex (subnet, hospital)
	146.430 MHz (5)	Simplex (alternate)
UHF:	442.275 MHz (b)	Simplex (alternate)
	446.100 MHz (c)	Simplex (alternate)
	444.325 MHz (d)	Simplex (alternate)
	444.700 MHz (e)	Simplex (alternate)
	447.000 MHz	Simplex (ERN Crossband)

*() = denotes frequency plan identifier**

HF: 3.900 MHz +\- 0.020 LSB * 80 meters* (primary)
7.280 MHz +\- 0.020 LSB * 40 meters*(secondary)

ERN:	Brownsburg region:	145.525 MHz	Simplex
	Belleville region:	145.595 MHz	Simplex
	Danville region:	147.425 MHz	Simplex
	Pittsboro region:	145.555 MHz	Simplex

1. *Introduction*

A. The **H**endricks **C**ounty **A**mateur **R**adio **E**mergency **S**ervices, 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, Auxiliary and Public Service radio communications as a resource through Hendricks County Emergency Management Agency Director (EMAD). These individuals are also 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 information to local, state and the federal government during disasters **only** when the State Governor has declared the county to be an emergency. Authority comes from the FCC through the Code of Federal Regulations, Title 47, PART 97, Subpart E – Providing Emergency Communications and is sponsored by the Indiana Department of Homeland Security (IDHS) and is administered by Hendricks County 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 it be required. Our operational area is Hendricks County; however, we are available where needed as so activated and authorized by the Hendricks County EMAD, or any of those listed in paragraph 4 below.

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 Code of Federal Regulations, Title 47, PART 97, Subpart A, specific authority is given for emergency radio 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 for use in Statewide, Select Districts and/or In Select Counties.

1. Indiana Section Manager (SM)
2. Indiana Section Emergency Coordinator (SEC)

B. In the event of a **District 5 Declared 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 EMAD or a public safety agency to activate HCARES.

D. The following agencies may request HCARES resources:

1. Indiana Department of Homeland Security (IDHS)
2. National Weather Service (SKYWARN Program)
3. Amateur Radio and Citizen Organizations with whom Memorandum of Agreement/Memorandum of Understanding have been arranged with HCARES.
4. Any Hendricks County public safety agency requiring radio communications.
5. Any other agency or organizations requiring communications assistance when deemed appropriate by EMAD.
6. Any use of HCARES resources must be properly coordinated with the EMAD and ARES Indiana Section Management Team.

5. *Mobilization*

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

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

A. In the Event of an emergency, the county EMA may contact the Hendricks County EC or AEC (Assistant Emergency Coordinator) to request activation. Contact info is as follows:

Don Somerville Phone: 317-979-6901 Address: 1994 Aspen Drive, Avon.
Gordon Cotton Phone: 816-590-3789 Address: 369 Meadow Dr., Danville.
If neither of the following can be contacted, the Hendricks County EMA may contact any of the ARES AECs listed on the membership roster.

NOTE: If the Hendricks County Health Department is activated, we will assist them in accordance with our Operations steps below and will also set up their portable Emergency RadioSTAT AM radio station (as needed) to broadcast health information to the public. Instructions are contained within the unit, and we have several personnel trained in the setup.

B. 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 For listing of radio frequencies.)

C. All HCARES members should monitor the 147.015 MHz repeater frequency, (LOGNET) or if it's not operational (e.g., due to power outage), monitor the Primary Simplex frequency 147.015 MHz for announcements and alerts.

D. Upon declaration of an emergency, any ARES member may call a stand-by net on 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 the Net Control Station (NCS) until relieved by the Hendricks County EC or AEC. Members of HCARES shall check-in to the LOGNET and await instructions.

E. Once resources have been identified the NCS will instruct the members to move the net over to the primary (OPSNET) frequency of 145.130 MHz or if it's not operational (e.g., due to power outage), monitor the Primary Simplex frequency of 145.130 MHz.

F. The NCS shall maintain control over all net operations including the keeping of accurate logs and copying of all net traffic (e.g., HICS 213 & ICS 214 forms). Also, the NCS should be able to be self-sustaining in the way of electrical power, manpower and life support.

G. The NCS shall be operated from the most appropriate location. Proximity to the disaster site for possible simplex communications or at the Auxiliary Control Station would be best.

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

I. A Backup Net Control Station (BNCS) should be designated by the NCS should it be necessary to take over the net if the NCS must leave the radio. The BNCS will have the same responsibilities as the NCS.

J. The EC will assign specific duties to members as required by prevailing circumstances. Subnets 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 "logbook" at each staging area. Use the ICS 214 form.

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

L. 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 System (NIMS), 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 HICS form 213.

2. A record (HCARES ICS Unit log) of all operators and visitors must be maintained using ICS form 214.

C. The authenticity, correction and additions of all messages are the sole responsibility of the originating authority. HCARES 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 (suggest every ½ - 1 hour).

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 HCARES 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 leaving the assignment.

H. OPSNET 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 is 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 communication is not possible, all messages will be written in standard National Incident Management System (NIMS) ICS 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 controller responsibilities include keeping a written record of who (resources) checks in to the net, events during his/her shift and a list of resource assignments (those who are activated by the EC and/or the operating AEC).

8. Demobilization

A. If it has been determined by the EMAD or a Public Safety Agency that the assigned resources (HCARES members) are no longer required, it will be communicated to the corresponding NCS to release the resources.

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 emergency communication to the EC or any one of the AECs near his/her location.

9. Resources

A. HCARES

1. These volunteers live in or around Hendricks County and are licensed Amateur radio operators. They also are members of the HCARES organization.

2. They are expected to participate in preparedness drills.

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

   ❖ ***Refer to APPENDIX A: HCARES STANDARD OPERATING PROCEDURES (SOP) 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. **<u>THEY MUST BE PROPERLY TRAINED FOR THEIR ASSIGNED TASK</u>**.

C. Equipment

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

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

3. APPENDIX B: BACK UP RADIO COMMUNICATONS; USING ERN STATIONS.

D. ARES as a Resource

1. HCARES is a communications resource considered available to NGO's as requested by the NGO and approved by the 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.

   <u>The primary role of HCARES is communications.</u>

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. 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.**

5. **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/auxiliary radio communications in the event of an emergency/disaster according to the MOA/MOU that has been agreed and signed by the hospital, ARRL and HCARES. NIMS courses, ICS 100 and ICS 700, are required for amateurs who are assigned to the hospital radio operations.

6. **HCARES and the Hendricks County Health Department: HCARES** is responsible for providing the county health department with emergency/auxiliary radio communications when requested and approved by the County EMAD.

E. NET CONTROL

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

Background: 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 everyone's abilities.

Use: The initiation of net control is necessary whenever an emergency/disaster occurs within Hendricks County. The initiation of net control is also recommended during training deployments, Simulate Emergency Test (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 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 10 minutes, the NCS shall perform a station welfare check.

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

F. DEFINITIONS

- AEC (ASSISTANT EMERGENCY COORDINATOR) – Assist the EC with carrying out his/her duties as outlined in the ARRL website.

- DEMOB (DEMOBILIZATION) – The process of releasing a resource (ARES member) when it has been determined by the EMAD or a Public Safety Agency that the assigned resource is no longer required.

- DEC (DISTRICT EMERGENCY COORDINATOR) – is appointed by the Section Manager (or at the SM's discretion, the SEC may make the appointment) to support the efforts of local Emergency Coordinators in the defined district. DEC Districts may be defined as geographical regions, areas of specialty, or similar organizational structures.

- EC (EMERGENCY COORDINATOR) – is the person responsible for the ARES group at the local level. Working with local community officials, the Section Emergency Coordinator (SEC), and other field appointees, the EC leads his or her local ARES group through the planning, preparedness, and response phases.

- EMAD (EMERGENCY MANAGEMENT AGENCY DIRECTOR) – plans and directs disaster response/crisis management activities, provides preparedness training, and prepares emergency plans and procedures for natural, war-related, terror-related, or technological disasters, as well as for hostage situations.

- EOC (EMERGENCY OPERATIONS CENTER) – is an established control facility from which emergency operations can be directed and coordinated. In an EOC the local and State staff and officials receive information relating to an incident and coordinate response activities.

- ERN (EMERGENCY RADIO NETWORKS) – is a national HF/VHF network formed by volunteer ham radio operators and it is coordinated by the local Civil defense groups, which are independent from the local government authority.

- 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.

- ICS 213 – The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients.

- ICS 214 – The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc.

- ICS 217A – HCARES Emergency Radio Frequency List.

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

- OPSNET (OPERATIONS NET) – a radio frequency designated to be used for HCARES members once they have been deployed to their assigned area.

- MOA/MOU MEMORANDUM OF AGREEMENT/UNDERSTANDING) – is a formal business document used to outline an agreement made between two separate entities, groups or individuals. It may be used to cooperatively work together on an agreed upon purpose or meet an agreed objective and outline the discussed terms of a new relationship. The purpose is to have a written understanding of the agreement between the parties.

- MOB (MOBILIZATION) – is the process of activating, assembling, and transporting of resources that have been requested to respond to or support an incident.

- NC (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.
- 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.
- NIMS (NATIONAL INCIDENT MANAGEMENT SYSTEM) – is a standardized approach to incident management developed by the United States Department of Homeland Security.
- SEC (SECTION EMERGENCY COORDINATOR) – The SEC is the assistant to the SM for emergency preparedness. The SEC is appointed by the SM to take care of all matters pertaining to emergency communications and the Amateur Radio Emergency Service on a section wide basis. There is only one SEC appointed in each section of the ARRL Field Organization.
- SM (SECTION MANAGER) – The Section Manager is accountable for carrying out the duties of the office in accordance with ARRL policies established by the Board of Directors and shall act in the best interests of Amateur Radio.

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

A. The American Red Cross

B. Civil Air Patrol (CAP)

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

D. National Volunteer Organizations Active in Disaster (NVOAD)

E. The Federal Emergency Management Agency (FEMA)

F. United States Power Squadrons

G. Department of Homeland Security (Citizens Corps)

H. The Salvation Army & SATERN

I. REACT International Inc.

J. SKYWARN (National Weather Service)

K. Society of Broadcast Engineers (SBE)

L. Boy Scouts of America

M. Quarter Century Wireless Association, Inc.

TRADEMARKS

- Amateur Radio Emergency Service and ARES are registered trademarks of American Radio Relay League, Inc.
- The Amateur Radio Emergency Service symbol is a trademark of American Radio Relay League, Inc.

HCARES / RACES TRAVEL KIT:

- A notebook and several black ink pens, pencils and sharpeners.
- Several copies of ICS forms (i.e. ICS 213, ICS 214)
- 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, preferable high energy, high fiber food.
- An easy to wear "fanny pack" or backpack.
- 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, friends and/or relatives to update them on your status and determine theirs.
- A toothbrush, toothpaste, comb, shampoo, antiperspirant, and chemical hand wipes.
- A flashlight/headlamp and/or chemical light stick.
- Extra clothing (season appropriate) and some type of head covering.
- Eyeglasses/protection.

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

- **Don't leave home without it. Always recommend keeping it in your vehicle.**

EMERGENCY RADIO FREQUENCY REPEATER LIST FOR HENDRICKS AND SURROUNDING COUNTIES

See Appendix D, ICS 217A.

ARRL STATE ARES and HENDRICKS COUNTY ARES OFFICIALS:

INDIANA Section Manager:	Bob Burns AK9R
INDIANA Section Emergency Coordinator:	Brian Sexton KD9EDR
INDIANA District Emergency Coordinator # 5:	Anthony (Tony) Stokes N9UN

HENDRICKS County Emergency Coordinator: Don Somerville KD9DHJ

Assistant Emergency Coordinators:

- Administrative — Ken Kayler KC9SQD
- Liaison — Dick Click N9THO
- Education & Training — Verne Madden N9VAM
- Operations — Gordon Cotton W9GKC
- Logistics — Ken Kayler KC9SQD
- Public Policy Advisor — OPEN
- Technical Advisor — Jay Thompson KC9VTT
- Safety Officer — Carolyn Maristany KE0IFR
- Asst. training/Hosp Coord. — OPEN
- HRH Manager — Eric Hutte W9OMO
- IU West Manager — Jeremy Enz K9ENZ
- Public Information Officer (PIO) — Bruce Enz W9ENZ
- "At Large" — OPEN

Social Media

- Webmaster — Bruce Mayo
- Twitter — OPEN
- Facebook — OPEN

ID CARDS

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

B. Definition: The HCARES ID card is issued to all HCARES members. HCARES members meet the ARRL membership requirements and satisfy participation requirements set by the leadership. The Hendricks County leadership is defined as the EC and the respective AECs for the county.

- The HCARES 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, HCARES members are working to prepare themselves for possible use by public safety or service agencies. One useful tool is the HCARES 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 and therefore a comprehensive policy is required for the use of the ID card.

D. Use of HCARES ID Cards:

HCARES members may only use their ID card to carry out an assignment as specified by the HCARES 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 Memorandum of Agreement/Understanding may require additional Identification, including the completion of background checks. This ID card cannot waive any of those additional requirements.

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

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

HENDRICKS CO. ARES HAS WRITTEN AGREEMENTS WITH THE FOLLOWING SERVED AGENCIES, ORGANIZATIONS AND/OR PERSON'S.

- HENDRICKS COUNTY HEALTH DEPT.
- HENDRICKS REGIONAL HEALTH.
- I.U. WEST HEALTH.
- TOWN OF BROWNSBURG.
- HENDRICKS COUNTY COMMISSIONER BOB GENTRY.
- DANVILLE COMMUNITY SCHOOL CORPORATION.

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

PURPOSE:

- To build a professional and solid partnership between HCARES and the hospitals we serve.
- To appropriately support the communication needs of the hospitals served.
- To list standard practices that the Amateur radio operator must comply with and adhere to while operating within the hospital as a member of HCARES 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 the hospital administration 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 HCARES as well as the hospital you serve at.
2. If you cannot be there to run the radio net when it is your month, contact either Eric Hutte W9MOM 317-525-0858 for HRH, or Jeremy Enz K9ENZ for IUH West 317/416-6407.
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 always be worn when working on the hospital radio.
    b) Radio etiquette must be followed when operating the radio at the hospital.
    c) When deployed, you will be given the name of the contact person that you must report to upon your arrival at the hospital.

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

PROCEDURES: *Standards when performing the Hospital Monthly Net:*

A. Always wear your hospital I.D. badge in clear view and always carry your ARES I.D. cards when you are on the hospital grounds.

B. Arrive at the hospital at 10:00 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 10:30am.

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.

H. Send Don Somerville and Ken Kayler a copy of the net log as soon as possible.

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

Donald P. Somerville

Donald P. Somerville, KD9DHJ
HENDRICKS COUNTY ARES EMERGENCY COORDINATOR

APPENDIX B: *BACK UP RADIO OPERATIONS USING ERN STATIONS*

PURPOSE:

- The purpose of an ERN is to provide a network of emergency backup radio stations that are located throughout the county.
- These radio stations can handle many different modes of radio communications and can be set up quickly.
- These radio stations can also be used when our primary system (Amateur radio repeaters) is down.
- These radio stations can be used to keep in contact with those hams who only have HTs or other low output power radios.

LOCATIONS OF ERN RADIO STATIONS AND DETAILS:

- The locations of these ERN stations are:
    - At the chiropractor's office located at 1995 E. Main Street, Danville
    - Brownsburg Water Treatment Plant, 220 Mardale Dr., Brownsburg.
    - Belleville tower, 1-mile North of U.S. 40 on CR 200 East.
    - Gentry Farm, 10080 North County Road 275 East.
- Each station currently has a "PIG" (Portable Integrated Gear) assigned with access to commercial power, an antenna, and a feed line. When in an emergency, a PIG can be reassigned to accommodate.
- According to the MOA/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.
- In Danville, the station will be found in a cabinet on the south side of the office building at the base of the tower where access to the feed line and antenna reside. Location is 1995 E. Main Street, Danville.
- Brownsburg station must have the Water Superintendent open the door to the building located at the Water Plant Field Office, 220 Mardale Drive, Brownsburg. The station is located in the lunchroom on the east side of the building two doors south of the north entrance where the feed line and antenna reside.
- Belleville station is located at the radio tower on 200E, just North of U.S. 40 Belleville. The antenna feedline is located on the EAST side of the repeater building on the back (South) side of the old fire station.
- The Pittsboro station is located at the Gentry Dairy Farms, 10080 N 275 E. Enter the property at the southernmost driveway next to the metal grain silos and proceed to the red equipment barn at the west side of the farmyard. The feed line and antenna reside in the southeast corner of the barn. Contact Commissioner Bob Gentry (317-686-7729) for access.

- The use of the "PIG" (*Portable Integrated Gear*) will suffice for the workload of the ERN station although any portable amateur dual band radio will do.
- The locations of the PIGs are:
    - **PIG - 1** is located at 10080 N 275 E.
    - **PIG - 2** is located at 1995 E. Main Street, Danville.
    - **PIG - 3** is located at Dick Click's home. Going to Bellville.
    - **PIG - 4** is located at 220 Mardale Drive, Brownsburg.
- 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 four (4), 447.000 MHz simplex. The VHF side will be different depending on your location.
    - In **Brownsburg**: 145.525 MHz
    - In **Danville**: 147.425 MHz
    - In **Belleville**: 145.595 MHz
    - In **Pittsboro**: 145.555 MHz
    - NOTE: All four (4) of these VHF frequencies will be in simplex mode.

APPENDIX C: *EMERGENCY CONDITION CODES*

Emergency Condition Codes	
WHITE	Situation normal, no known emergencies/disasters. Maintain normal daily routine.
YELLOW	Possible storms predicted in the area or known transportation of hazardous materials are projected to pass through the county in the next 48 hours. Make sure radios are charged, you have spare batteries and your "To-Go-Bag". Maintain normal daily routine.
ORANGE	Possible storms predicted in the area or known transportation of hazardous materials are projected to pass through the county in the next 12-24 hours. Make sure radios are charged, you have spare batteries and your "To-Go-Bag". You will be placed on call.
RED	Emergency is declared from storms or other disaster and you are called to mobilize according to the Emergency Plan.
GREEN	Emergency/disaster has ended, follow demobilization procedures in the Emergency Plan. Return to Condition White.

APPENDIX D: *EMERGENCY RADIO FREQUENCY REPEATER LIST FOR HENDRICKS AND SURROUNDING COUNTIES*

Communications Resource Availability Worksheet						Frequency Band		Description	
						VHF - UHF		HCARES Emergency Radio Freq. List	
Pg No	Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D or M	Remarks
1	Repeater	HCARES Primary OPS	ALL/ARES	145.1300 W	88.5	144.5300 W	88.5	A	Danville ARES/SKYWARN
2	Repeater	HCARES Primary LOG	ALL/ARES	147.0150 W	88.5	147.6150 W	88.5	A	Bellville ARES SECONDARY
3									
4	Repeater	MORGAN CTY ARES	ALL/ARES	147.0600 W	88.5	147.6600 W	88.5	A	Martinsville ARES/SKYWARN
5	Repeater	MARION CTY ARES	ALL/ARES	147.1200 W	88.5	147.7200 W	88.5	A	Indianapolis ARES/SKYWARN
6	Repeater	MARION CTY RACES	ALL/RACES	146.7600 W	151.4	146.1600 W	151.4	M	Indianapolis RACES/SKYWARN
7	Repeater	MARION CTY ARES	ALL/ARES	146.7000 W		146.1000 W		A	Indianapolis ARES
8	Repeater	BOONE CTY	ALL	147.1050 W	77	147.7050 W	77	A	Lebanon SKYWARN
9	Repeater	PUTNAM CTY RACES	ALL/RACES	147.3300 W	88.5	147.9300 W	88.5	M	Greencastle RACES
10	Repeater	MONTGOMERY CNTY RACES	ALL/RACES	147.2250 W	88.5	147.8250 W	88.5	A	Crawfordsville RACES/SKYWARN
11	Repeater	MARION CTY RACES	ALL	147.2100 W	88.5	146.6100 W	88.5	A	Indianapolis RACES/ARES
12	Repeater	MARION CTY ARES	ALL/ARES	146.6250 W	88.5	146.0250 W	88.5	M	Indianapolis ARES
13	Repeater	JOHNSON CTY	ALL	146.8350 W	151.4	146.2350 W	151.4	A	Greenwood
14	Repeater	HENDRICKS CTY	ALL	145.2900 W	88.5	144.6900 W	88.5	A	Stilesville
15	Repeater	MARION CTY	ALL	146.9700 W	107.2	146.3700 W	107.2	A	Indianapolis
16	Repeater	CENTRAL INDIANA SKYWARN	ALL	146.9700 W	77	146.3700 W	77	A	Indianapolis SKYWARN
20	Simplex	HC Secondary LOG	ARES	147.0150 N		147.0150 N		A	ARES Tactical 1a
21	Simplex	HC Secondary OPS	ARES	145.1300 N		145.1300 N		A	ARES Tactical 1
22	Simplex	HC Subnet	ARES	146.2900 N		146.2900 N		A	ARES Tactical 2
23	Simplex	HC Subnet	ARES	146.5200 N		146.5200 N		A	ARES Tactical 3
24	Simplex	HC Subnet	ARES	147.5700 N		147.5700 N		A	ARES Tactical 4 - Hospital
25	Simplex	HC Subnet	ARES	146.4300 N		146.4300 N		A	ARES Tactical 5
26	Simplex	INDIANA	ARES	147.5400 N		147.5400 N		A	STATE ARES
27	Simplex	INDIANA	ARES	144.9000 N		144.9000 N		A	STATE ARES
28	Simplex	HENDRICKS COUNTY	RACES	147.5100 N		147.5100 N		A	RACES V2
29	Simplex	HENDRICKS COUNTY	RACES	147.4500 N		147.4500 N		A	RACES V3
30	Simplex	HENDRICKS COUNTY	ALL/ARES	145.5250 N		145.5250 N		A	ERN Brownsburg Crossband
31	Simplex	HENDRICKS COUNTY	ALL/ARES	145.5950 N		145.5950 N		A	ERN Belleville Crossband
32	Simplex	HENDRICKS COUNTY	ALL/ARES	147.4250 N		147.4250 N		A	ERN Danville Crossband
33	Simplex	HENDRICKS COUNTY	ALL/ARES	145.5550 N		145.5550 N		A	ERN Pittsboro Crossband
34	Simplex	INDIANA	ARES	146.4900 N		146.4900 N		A	STATE ARES
38	Repeater	HENDRICKS COUNTY RACES	RACES	442.9000 W	88.5	447.9000 W	88.5	A	Montclair Part Time RACES
39	Repeater	HENDRICKS COUNTY ARES	ALL/ARES	444.7000 W	88.5	449.7000 W	88.5	A	Danville ARES/RACES
40	Repeater	HENDRICKS COUNTY ARES	ALL/ARES	442.2750 W	123	447.2750 W	123	A	Coatsville ARES Secondary
41	Repeater	MORGAN COUNTY	ALL	444.9500 W	100	449.9500 W	100	M	Martinsville SKYWARN
42	Repeater	CENTRAL INDIANA SKYWARN	ALL	442.6500 W	77	447.6500 W	77	A	Indianapolis SKYWARN
43	Repeater	PUTNAM COUNTY	ALL	442.2250 W	88.5	447.2250 W	88.5	M	Greencastle RACES/ARES
44	Repeater	MARION COUNTY	ALL	444.3250 W	136.5	449.3250 W	136.5	A	Indianapolis ARES/SKYWARN
45	Repeater	MARION COUNTY	ALL	442.7250 W	88.5	447.7250 W	88.5	A	Indianapolis RACES
46	Repeater	MARION COUNTY	ALL	443.7500 W	100	448.7500 W	100	A	Indianapolis RACES/SKYWARN
47	Repeater	MARION COUNTY	ALL	443.8500 W	88.5	448.8500 W	88.5	A	Indianapolis ARES
48	Repeater	MARION COUNTY	ALL	444.3250 W	136.5	449.3250 W	136.5	A	Indianapolis ARES/SKYWARN
52	Simplex	HENDRICKS COUNTY	ALL/ARES	444.5750 N		444.5750 N		A	ARES Tactical a
53	Simplex	HENDRICKS COUNTY	ALL/ARES	447.0000 N		447.0000 N		A	ARES Tactical b - Crossband
54	Simplex	HENDRICKS COUNTY	ALL/ARES	446.1000 N		446.1000 N		A	ARES Tactical c
55	Simplex	HENDRICKS COUNTY	ALL/ARES	444.3250 N		444.3250 N		A	ARES Tactical d
ICS217a									