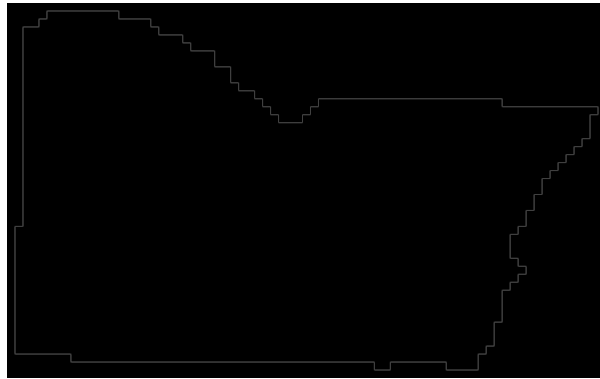


Emergency Communications Disaster Plan For Lawrence County



I. STATEMENT

- I.1 In the Emergency Plan following, the Emergency Coordinator for ARES may be called EC for simplification.
- I.2 In the Emergency Plan following, it serves to be the Emergency Plan for Amateur Radio Emergency Service (ARES) and the Radio Amateur Civil Emergency Service (RACES).

II. INTRODUCTION

- II.1 The Lawrence County Amateur Radio Emergency Services (ARES) and Lawrence County Radio Amateur Civil Emergency Service (RACES) are composed of FCC-Licensed Amateur Radio Operators who have voluntarily registered their capabilities and equipment for public service communications duties. This plan is prepared to assist those amateurs who may be involved at some time with emergency communications, as members of ARES or RACES. This will play an important role in the scheme of emergency communications and work hand-in-hand to serve Lawrence County when the need arises.
- II.2 While there may be large overlap in personnel between ARES and RACES, and while it has been customary in Lawrence County that the same person coordinate both groups, RACES is a separate organization sponsored by Federal, State and local governments and requires separate enrollment with County government. Lawrence County Department of Emergency Management registers RACES members as Disaster Service Workers. It differs from ARES in that it may continue to operate for emergency purposes even in the event that the FCC suspends normal amateur radio communications. A RACES operation may be activated ONLY by a government agency through the Emergency Coordinator, or in his or her absence, one of his or her designated representatives.
- II.3 Under Federal regulations, ARES and RACES public-service communications are furnished to the ‘Served Agencies’ without compensation of any kind.
- II.4 The Lawrence County ARES functions under this Emergency Plan under the direction of the Lawrence County Amateur Radio Emergency Service Emergency Communications Coordinator (EC), who is appointed by the ARRL Arkansas Section Emergency Coordinator and the Arkansas Section Manager. ARES also operates under formal written ‘‘Statements of Understanding’’ with:
 - The Federal Emergency Management Agency (FEMA)
 - The American National Red Cross
 - The Salvation Army
 - The National Weather Service (NWS/NOAA/SkyWarn)

- The Association of Public-Safety Communications Officials – International, inc. (NAPCO)
- The National Communications System (NCS)
- And under a “Gentlemen’s Agreement” status with other Non-Profit Public-Service Organization

II.5 The Emergency Coordinator may appoint Assistant Emergency Coordinator’s (AECs) as needed for the ARES program to function efficiently.

III. MEMBERSHIP

3.1 Membership in ARES/RACES is open to any individual who holds a valid Amateur Radio license and who desires to be a part of the emergency response capability in his or her community.

3.2 All Members:

- a. Are expected to register their operating capabilities with the Emergency Coordinator and to take part in training sessions, meetings and nets.
 - b. Should have the ability to operate independently, including at least one-band mobile capability.
3. Be familiar with standard ARRL message forms and capable of using them in the handling of third-party traffic.

3.3 Amateur Radio Emergency Services identification cards are to be issued to all ARES members.

IV. THE ARES/RACES NET DISTINCTION

IV.1 ARES and RACES will operate, in most cases, identically. The only distinction being the agency which we serve.

ARES DESCRIPTION - ARES (Amateur Radio Emergency Service) nets are held under auspices of the ARRL and in accordance with national and local MOU's between the ARRL, local ARRL organizations, and many served agencies. These nets usually serve agencies like the American Red Cross, Salvation Army, and other non-governmental agencies.

RACES DESCRIPTION - RACES (Radio Amateur Civil Emergency Service) nets are federally sponsored by FEMA and can only be activated by a governmental official. This appointed or elected official can be at a local, State, or Federal level. It is usually a County Emergency Manager, Judge, Sheriff or the State Police. A RACES net, under current law, can only have RACES membership.

IV.2 Although RACES and ARES are separate entities, the ARRL advocates dual

membership and cooperative efforts between both groups whenever possible for an ARES group whose members are all enrolled in and certified by RACES to operate in an emergency with great flexibility. Using the same operators and the same frequencies, an ARES group also enrolled as RACES can "switch hats" from ARES to RACES and RACES to ARES to meet the requirements of the situation as it develops. For example, during a "non-declared emergency," ARES can operate under ARES, but when an emergency or disaster is officially declared by a state or federal authority, the operation can become RACES with no change in personnel or frequencies.

V. ARES ORGANIZATION

V.1 Defined organizational positions and responsibilities for this section are:

- a. **EMERGENCY COORDINATOR (EC)** – Coordinates internal operations of this local ARES section and external activities with the Lawrence County Offices of Emergency Management and such other organizations as may request communication assistance. Must be a full ARRL member and hold a Technician class license or higher. Appointed by the Section Manager or the Section Emergency Coordinator.
- b. **EMERGENCY COMMUNICATIONS COORDINATOR ([ECC])** – Also known as “Radio Officer”) Coordinates internal operations of this local RACES section and external activities with the Lawrence County Office of Emergency Services and such other organizations as may request communication assistance. Appointed by the Emergency Services Manager, Lawrence County Office of Emergency Services.
- c. **ASSISTANT EMERGENCY COORDINATOR (AEC)** – Aids the EC in the performance of his/her duties. Acts as temporary EC during the inability of the EC to perform his duties. Performs such other duties as requested by the EC. Appointed by the Emergency Coordinator.
- d. **DISTRICT EMERGENCY COORDINATOR (DEC)** – The ARRL District Emergency Coordinator is appointed by the SEC to supervise the efforts of local Emergency Coordinators in the defined district. The DEC's duties involve the following:
 1. Coordinate the training, organization and emergency participation of Emergency Coordinators in your district of jurisdiction.
 2. Make local decisions in the absence of the SEC or through coordination with the SEC, concerning the allotment of available amateurs and equipment during an emergency
 3. Coordinate the interrelationship between local emergency plans and between communications networks within your area of jurisdiction.
 4. Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your area of jurisdiction.
 5. Provide direction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on Welfare traffic.

6. Recommend EC appointments to the SEC.
 7. Coordinate the reporting and documenting of ARES activities in your district of jurisdiction.
 8. Act as a model emergency communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications.
 9. Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.
- e. **SECTION EMERGENCY COORDINATOR (SEC)** – Cooperates and coordinates with the Section Traffic Manager so that emergency nets and traffic nets in the section present a united public service front, particularly in the proper routing of Welfare traffic in emergency situations. Cooperation and coordination should also be maintained with other section leadership officials as appropriate. Oversees and helps coordinate communication as needed in the Arkansas Section.
 - f. **SECTION MANAGER (SM)** – The ARRL Section Manager, who is elected by the ARRL, is the overall manager of the section for all ARRL Field Organization activities in the section. This includes emergency communications, message traffic, volunteer-monitoring, affiliated clubs, public information, state government liaison and on-the-air bulletins.

VI. PURPOSE

- VI.1 The purpose of this plan is to provide a written guide containing the minimum information that would be needed in an emergency
- VI.2 The primary purpose and responsibility of the Lawrence County ARES is to furnish communications to the Public-Service Agencies of Lawrence County and the general public, in the event of a natural or other disaster situation, when regular communications fail or are inadequate for a particular situation.
- VI.3 Each emergency is different, and flexibility to provide an adequate response is a necessity.

VII. AGENCIES

- VII.1 Our primary served agency is the Lawrence County Office of the Arkansas Dept. of Emergency Management. During a Declared Emergency, the Lawrence County Emergency Coordinator will direct where ARES/RACES resources are to be directed.
- VII.2 The following agencies, whom we have an understanding with, could be served during a communications emergency:
 - The American Red Cross

- The Salvation Army

VII.3 The following agencies, in particular could be served during a communications emergency:

- Lawrence County Emergency Operations Center (EOC)
- Lawrence County Operational Area
- Any Lawrence County Fire Departments
- Any Lawrence County Law Enforcement Agencies
- Lawrence County Search and Rescue
- Emergency Medical Services in Lawrence County (EMS)
- Temporary Emergency Shelters
- And any other county, state or national public service agency requesting assistance from the ARES

VIII. ACTIVATING THE PLAN

VIII.1 In **declared-disaster** emergencies, authority for this emergency plan comes from the Lawrence County Department of Emergency Management.

During an emergency, the Lawrence County Office of Emergency Management will determine what and where emergency communications are necessary and will contact the RACES Coordinator. At the Lawrence County Department of Emergency Management direction, the RACES Coordinator will be responsible for activating the appropriate RACES nets. Any emergency communications services activated will remain in an On-The-Air Stand-by-Alert until authorized by the Lawrence County Department of Emergency Management to secure operations.

VIII.2 In **non-declared** emergencies the authority may come from any other served agency.

ARES may also be activated by the Emergency Coordinator or designated AEC appointee for NOAA/NWS/SkyWarn assistance, training, general public assistance, or assistance to any qualified public-service non-profit agency. During any non-declared emergency, not involving Lawrence County Department of Emergency Management, operations can be secured by the director of the “served agency”, or by the EC.

- VIII.3 Any member of the Lawrence County ARES who, for any reason, suspects a communication emergency exists should monitor the assigned nets and frequencies for activity.
- VIII.4 If local telephone service is available, the EC and/or AECs should be notified by telephone immediately. If aware of an emergency/disaster, notify one of the following IN ORDER until you are able to reach someone. EC, AEC, DEC, SEC, SM.
- VIII.5 In an emergency in which Amateur Radio might serve the community, Amateur Radio operators may be alerted by any of the fore-mentioned agency's officials by contacting the EC.

IX. ARES MOBILIZATION PROCEDURE

- IX.1 If telephone service is available, the telephone-calling tree will be activated
- IX.2 Upon the awareness or notification that a communication emergency exists, members of the Lawrence County ARES will call into the Lawrence County ARES Emergency Net on the 147.045 2-Meter repeater, with 146.490 as the simplex alternate frequency.
 - a. Frequencies are subject to change.
 - b. Other bands, frequencies and modes of operation may be used, as needed for tactical and point to point communications.
- IX.3 The Emergency Coordinator will assume Liaison with the Emergency Operations Center (EOC) and delegate another station as Net Control Station (NCS). Primary control will be the Lawrence County EC from the EOC with the Net Control Operator assuming control of the majority of the communications traffic.
- IX.4 The NCS station is designated as a "Key Station" and will be extensively utilized during a communications emergency and operate under the ARES Call sign, which will be announced during the emergency/disaster. Key stations should have full emergency power capability with relief operators assigned to ensure continuous operation as needed.
- IX.5 Mobile Units (MUs) are activated and dispatched to their assignments as needed or according to pre-arranged plans.
- IX.6 If under the authority of the Lawrence County Office of Emergency Management, Amateur Radio units under RACES will be dispatched to specific locations within Lawrence County. The Lawrence County Department of Emergency Management, through the EC will designate sites, which require such communications. The EC will notify the NCS of the request who will, in turn, dispatch units to those locations from those stations checked into the net. Upon arriving at whatever location, the Dispatched Unit (DU) is to report to the person in command of that site, specifying that they are there at the request of the

Lawrence County Department of Emergency Management. The DU is then to set up a field post and establish a clear communications link with the NCS. Once this is accomplished, the DU is to stand by to carry on the requested communications. DU's are to remain on duty at their assigned location until relieved by another DU at the request of the NCS or until the Lawrence County Department of Emergency Management or their designee authorizes that the station may secure operations.

- IX.7 If under the authority of any other "Served Agency", the DU is to report to the command authority of that site, or agency, and identify themselves as an ARES Communications Unit, set up and establish a reliable communications post, and remain on duty at the site until relieved of duty by the Command Official of that particular "served agency", the NCS, the EC, or another DU arrives to relieve them.
- IX.8 No stations will secure from their post without being relieved by another ARES amateur radio operator volunteer, or until the primary NCS or the EC relieves them.

X. DUTIES OF THE NET CONTROL STATIONS (NCS)

- X.1 The Lawrence County Amateur Radio Emergency Management Net will be called to order by the NCS.
- X.2 Members of the Lawrence County ARES are checked into the net from their mobile units and home stations to await further instructions.
- X.3 Mobiles are dispatched as needed to the "Served Agencies", and critical locations, as required.
- X.4 In an emergency situation, it is vital to have stations whom are trained, willing, and able to follow through the direction of the NCS. Any emergency net is for Official Communications only and should be run as a closed, directed net. "Rag-chewing" and "chit-chat" are not appropriate for nets in emergency session. The net is under the control of the NCS, whose decisions are FINAL in regards to the operation of the net.
- X.5 The NCS is responsible for the effective management of the net. All stations with traffic or messages should call the NCS, who will designate who should receive such traffic. The NCS, as well as any Assistant NC's, should maintain copies of all messages passed over the air. This eliminates the necessity of re-contacting a dispatched unit for verification of a previous message. The NCS should ask for information fills, as needed, to clarify any message as it is first taken.
- X.6 Only those stations that are capable of participating should check in. Stations should not check in and out. Time is of the essence and the NCS needs only those stations that can render service at that specific time. If you later become available to assist, check into the net at that time. During a formal net, no visitor check-ins will be accepted.

- X.7 All available stations may, or may not, be called to duty as the particular situation demands. Any available station not dispatched should remain available as is possible. You may be called to handle formal traffic, or move to other frequencies, agencies, or nets, or relieve the present operator at an actively dispatched station. Any and all activity of a participating station shall be logged by that participating station and a copy provided to the EC or NCS as soon as possible following debriefing.
- X.8 It will be the responsibility of the NCS to designate stations to serve as Assistant Net Control Stations (ANCs). ANCs are responsible for assisting the NCS in keeping records of check-ins and the dispositions of units, keeping written copies of any messages, both formal and tactical, transmitted over the net, and serving as liaisons to other nets, both HF and VHF, as needs arise. The NCS may designate an ANC to relieve the NCS as necessary. ANC stations will be appointed by the NCS at the start of any activity as needed.
- X.9 Not every station that has volunteered for ARES operations may be needed or dispatched during every situation. The NCS will dispatch stations at their discretion, as requested by the proper officials. Any station not dispatched, Other Stations (OS) should stand by on frequency to handle formal traffic, relieve DU's as requested, act as liaison station to other nets and/or frequencies, or any other duty requested by the NCS. DU's or OS's should not secure operations until permission is received from the NCS under the direction of the EC, the Lawrence County Department of Emergency Management, or the Command Officer of the Served Agency. Every station should keep a written record of the activities of their station to supplement the official records of the EC and NCS as requested.

XI. OPERATIONS

- XI.1 All written messages must be in standard ARRL form unless specified. Messages should be sent "verbatim" and should not be changed in any way, whether or not it makes sense to the amateur operator. Specific terminology may be used that is not familiar to the amateur operator. If the receiving party needs clarification they will ask.
- XI.2 It is important to note that some agencies have their own message forms. Check with the agency you are assisting to see which message form they would like to be used.
- XI.3 All messages must be signed by the official who originates them, with his/her official title and agency name, taking full responsibility for the message contents.
- XI.4 Messages precedence of EMERGENCY, Priority, Welfare, and Routine, as defined on ARRL Form FSD-3, shall be used on ALL messages.

- XI.5 Stations do not transmit after preliminary check-in until invited to do so by net control. The only exception to this is for a station having emergency traffic.
- XI.6 The purpose is to assist with communications needs of the “served agencies” and not to become a part of the problem by becoming involved with other aspects of the situation. Our job is to provide communications only.
- XI.7 All stations are encouraged to keep themselves familiar with the use of the formal and tactical traffic, use of various equipment, procedures, codes, and language of served agencies.
- XI.8 Stations must identify with FCC assigned call sign and if used, a tactical call sign at beginning of each contact. End contact with call sign.
- XI.9 Make sure all radios are monitored at all times.
- XI.10 If operator leaves the room, they are still responsible for radio coverage.
 - a. Insure another ARES member takes the duty.
 - b. If it is an emergency, notify the primary Net Control Station that radios will be unattended.
- XI.11 Listen only to assigned frequencies.
- XI.12 Remember that emergency communications is priority. **DO NOT** allow commercial TV/AM/FM and written entertainment to interfere with the communications.
- XI.13 While having miscellaneous conversation, keep voice level down so as not to miss any radio communications.

XII. AUTHORITY, IDENTIFICATION, AND RESPONSIBILITY

- XII.1 All ARES personnel will be under the authority of the “served agency” in a communications capacity only. Amateur radio operators are to be utilized in an emergency for one primary purpose: to provide backup communications as needed, for the officials and agencies involved. Amateurs under the ARES are not authorized to function in any other capacity.
 - a. Use your best judgment if you choose to assist agencies in other tasks other than communications. If you choose to assist in the other task, make sure it does not interfere with your communication service, which is your number one priority.
- XII.2 In the event of any community mass disaster, the Lawrence County Department of Emergency Management will establish a command post at the emergency scene or staging area. Only at the request of the Department of Emergency Management, or designee, the EC or NCS will dispatch the necessary backup units to the various sites, which are designated as needed. Each facility (Served

Agency) will be governed entirely by its own administrative authority. Units that are directed to cover an official, or agency, will report directly to the person in charge of that agency, identify themselves, briefly explain the duties of the Amateur Radio Liaison at the location (if necessary), and answer any questions that may arise.

- XII.3 All stations will carry ID cards for easy recognition as personnel responding to duty stations for an emergency by the law enforcement authorities. Lawrence County Emergency Management Agency, or the "Served Agency" will communicate with all law enforcement/traffic control authorities to ensure access by appropriately identified stations, permitting access to their various duty stations as needed.
- XII.4 Authenticity of all messages is the sole responsibility of the originating authority. The Department of Emergency Management shall determine validity of messages.
- XII.5 Conditions reported by a radio operator are to be considered those of a layman and evaluated in that context.
- XII.6 An emergency is any situation posing a threat to the safety of life or property. Examples include, but are not limited to: Acts of God, civil disorders or any event declared an emergency by competent authority.
- XII.7 This plan is subject to alteration and/or revision as required.

XIII. DRILLS, TESTS, TRAINING AND ALERTS

- XIII.1 Drills, training, and instruction shall be carried out to ensure readiness to respond quickly in providing effective emergency communications whenever an occasion may arise. Training may be in the form of, but not limited to: Simulated Emergency Tests (SET) conducted by ARES, the local Emergency Management/Planning Agency, and National Field Day activities, ARES meetings in Lawrence County, and exercises and training by the Lawrence County Emergency Coordinator.
- XIII.2 A number of other simulated emergency tests each year. A coordinating committee may assist the EC in planning these tests.
- XIII.3 The Lawrence County ARES may supply communications personnel in conjunction with other local events to test the effectiveness of the operation. These could consist of Street Festivals, Foot or Bicycle Marathons, Sporting Events, County Fairs, etc.
- XIII.4 Participation in local civic and governmental activities that improve skill in communications, organization, discipline and judgment.
- XIII.5 Classes which may cover all phases of emergency communication operation.

XIII.6 Quarterly meetings of the EC and his/her coordinating committee to assess the various activities and efficiency levels of this ARES section.

XIII.7 The Lawrence County Weather and Information Net meets each Tuesday at 20:00 CST on the 147.045+.

XIII.8 The Lawrence County ARES Emergency Net's simplex frequencies for each designated area, which will be utilized, are:

- 75-Meter..... 3.9785
- 40-Meter..... 7.285
- Packet..... 147.495
- APRS..... 144.390
- 10-Meter..... 28.380
- 6-Meter..... 52.780
- 2-Meter..... 146.490
- 220 Band..... TBA
- 440 Band..... 442.400+

XIII.9 Visitor check-ins for the Lawrence County Weather and Information net are accepted.

XIII.10 At the discretion of the EC, ARES will be activated unannounced at least once per year.

XIV. DISTRIBUTIONS

XIV.1 OFFICE	NO. OF COPIES
➤ State ADEM Headquarters, Conway	1
➤ Lawrence County Department of Emergency Management	1
➤ ARRL EC, Lawrence County	1
➤ ARRL AEC, Lawrence County	1
➤ ARRL Section Manager, Arkansas Section	1
➤ ARRL Section Emergency Coordinator	1
➤ ARRL District Emergency Coordinator	1
➤ Each Lawrence County ARES/RACES member	1

XV. REVISION LOG

XV.1	Page No.	Subject	Revision No.	Revision Date
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XVI. CONTACT TELEPHONE NUMBERS

➤ **Emergency Coordinator**

Joe Floyd (870) 886-3284

➤ **District Emergency Coordinator**

Carl Richardson (870) 878-0052

➤ **Section Emergency Coordinator**

J.M. Row (501) 760-1624

➤ **Section Manager**

David Norris (870) 251-1850