Lincoln County Kentucky
Amateur Radio
Emergency Service
Operations Manual

Revised February 2004

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Organizational Definitions:

Amateur Radio:
   Amateur Radio Operators are individuals who, under the authority of Title 47 US Code 97.1 et seq., have successfully completed radio and electronic science examinations, and have been licensed by the Federal Communication Commission to practice the pastime of radio for both recreation, and for public service. Under Federal regulations, Amateur Radio communications must be furnished without compensation, and be provided in the community interest.

Amateur Radio Emergency Service:
   Amateur Radio Emergency Service (ARES) is comprised of Amateur Radio Operators who have volunteered their time, equipment, and expertise for the community interest. These operators provide needed communications in support of emergency management agencies, disaster relief organizations during times of emergency, and event communications for non-profit community organizations.
ARES is a program of the American Radio Relay League (ARRL).

Membership:

Membership in Lincoln County Amateur Radio Emergency Service:
   Membership in Lincoln County Amateur Radio Service is granted to any licensed amateur radio operator that submits an application for membership without regard to age, gender, handicap, race, religion, or status in other amateur radio organizations. Membership is granted without expectation of monetary dues. Members are, however, expected to participate at a level permitted by their personal situation. The organization has many obligations and tasks great and small. Members are encouraged to take the responsibility of accomplishing a task they are able to accomplish given their abilities and situation.

All members of the Lincoln County ARES team must complete the free Ky ARES online course within 90 days of being accepted as a member. This course can be found at http://www.qsl.net/ag4ty/Ecom-sc.html

The Emergency Coordinator for the following reasons may terminate membership in Lincoln County Amateur Radio Emergency Service:

- Participating in illegal activities.
- Placing themselves or others in danger while participating in an ARES operation.
- Failure to follow a directive of a government official from a served agency without a reasonable cause during an emergency operation.
- Leaving a posted position in an emergency operation without a reasonable cause.
- Participating in conduct damaging to the mission of the ARES program, or a served agency.

Coordination and Command Structure:

Definition of Authority and Responsibility:

Coordination Structure:
   As outlined by the American Radio Relay League, (ARRL), the Emergency Coordinator (EC) coordinates the Amateur Radio Emergency Service program in Lincoln County. Serving under the management and supervision of the EC are the , Assistant Emergency Coordinators (AEC), and Official Emergency Stations (OES). Each AEC and OES will have specific responsibilities to coordinate a program within the organization. All coordinators will work in a cooperative manner to support other coordinators within the organization.

Responsibilities of Coordination Levels:

Emergency Coordinator (EC):
1. To fulfill ARRL requirements of the appointment as EC.
2. Represent the organization, or appoint a representative of the organization to all served government agencies, organizations, facilities, amateur radio organizations, and general public and media. Persons appointed to serve as a representative of the organization shall serve with the guidance and supervision of the EC.
3. Appoint AECs to manage major programs within the organization. Provide guidance, support, and supervision to these appointees.
4. Appoint OESes to manage specific tasks within major programs with the advice of the AEC responsible for that program.
5. Preside over a cooperative management structure of the AECs and OESes, serving as the final decision-making authority for the organization.
6. Assign specific tasks to qualified individuals to accomplish organizational goals.
7. Promote growth in all amateur radio operators in operating, technical and leadership skills.
8. Serve as command authority during events, training, or emergency operations. If necessary, grant this authority to another operator for the term of the operation.

Assistant Emergency Coordinator (AEC):
1. To fulfill all responsibilities of the EC in their absence.
2. Work in concert with the EC to assist in management and successful task completion within programs.
3. Serve within the cooperative management structure of the AECs and OESes, promoting teamwork.
4. Fulfill the needs of the organization by assuming responsibility for tasks assigned by the EC.
5. Manage the tasks of a program that may contain more than one facility. Including:
a. Determine the needs of the organization and report them to the EC along with proposed solutions. Work in concert with other leadership appointees to find solutions.

b. Build and maintain the relationship with the agency while truthfully promoting the capabilities and limitations of the ARES program.
c. Serve as the face of amateur radio at the agency, but introduce all members of the ARES leadership to appropriate officials of the agency.
d. Build a team of other operators to work during operations with that program. All volunteers must meet the requirements of the agency or facility.
6. Report on program status to the EC regularly, or as requested in a timely manner.

Official Emergency Station (OES):
1. Serve within the cooperative management structure of the AECs and OESes under the guidance and supervision of the EC.
2. Manage the tasks of a program that may contain more than one facility. Including:
   a. Determine the needs of the organization and report them to the EC along with proposed solutions. Work in concert with other leadership appointees to find solutions.
   b. Build and maintain the relationship with the agency while truthfully promoting the capabilities and limitations of the ARES program.
   c. Serve as the face of amateur radio at the agency, but introduce all members of the ARES leadership to appropriate officials of the agency.
   d. Build a team of other operators to work during operations with that program. All volunteers must meet the requirements of the agency or facility.
3. Report on program status regularly or as requested in a timely manner. If you were appointed by the EC, report directly to the EC. If you are working within a major program, report to the AEC in charge of the program you are serving under, and carbon copy the EC.

Served Agencies and Organizations:

Lincoln County ARES provides communications in affiliation with and to serve:
• National Weather Service - Louisville, KY and Jackson KY
• KY Department of Military Affairs, Division of Emergency Management
• Lincoln County Government
• Stanford City Government
• American Red Cross, Daniel Boone Chapter

This affiliation and communication service includes, but is not limited to:
• Setting up an amateur radio communications network during an emergency or event on behalf of the agency or organization. This also entails providing manpower and resources for the benefit of that agency in the community interest
• Consulting with the agency or organization regarding their communications needs, and help them achieve the goals of providing communications whether it is via amateur radio or by other means.

- Assisting an agency or organization in identifying the source of problems within their own communications network such as interference, spurious signals, or jamming.
- Promoting communications via amateur radio between different agencies within, or across jurisdictions. While in operation for an agency during an emergency, Lincoln County ARES freely communicates with any amateur radio or non-amateur radio emergency communications groups serving other agencies without regard to political or geographical boundaries.
- Promote amateur radio within the agencies and organizations, and provide education about the amateur radio service, and encourage others to pursue their interest in the hobby.
- Lincoln County ARES when needed by other ARES groups will assist with communications and if needed go to their location to help with needed manpower and resources.

General Decorum:

ARES volunteers are special people. They serve the community interest by providing their expertise, communication capabilities, and time and effort during emergencies and events. Being a volunteer is a rewarding position. It also comes with responsibility. We are there because we choose to be. Because we represent the amateur radio community and the agency/organization we are working with, there are codes of conduct we must follow. Most of these are common sense, but they must be stated for the "record."

- Don't take the word "amateur" in "amateur radio" too seriously. When we walk onto a scene, into an EOC, or arrive at an event we are professionals. Take pride that you possess a special capability that most people don't have. Do your job to the best of your ability. If you don't want to, you shouldn't be there. With this in mind, our duty is to serve with HUMILITY.
- Always practice good operating procedures. Remember, scanners are very popular. Information being transmitted can be heard by government agencies, the general public, and the media. Also, remember that one of our radios may be within earshot of an agency representative, or event coordinator.
- Adhere to any regulations or rules the agency/organization has in place. We may be team members in their facility, but their operating procedures are important, and are there for reasons we may or may not understand.
- What you see and hear in an emergency operations center (EOC) stays in the EOC Period!
- You will be privy to communications related to the incident at hand. If you divulge this information, you are opening yourself to legal action by that agency, and will irrevocably damage the relationship that the amateur radio community has spent years building with that agency.
- You are not authorized to install any traffic warning devices such as lights and sirens in your vehicle. This authorization can only be made, in written form, by a government agency.

- Additionally, you must adhere to all laws. The emergency management agencies we assist work to mitigate the effects of a disaster. They do not "respond signal 9" to the scene.
- Never talk to the media for any reason concerning an incident. That is the role of the agency's public information officer. If the inquiry is regarding amateur radio's role in the incident, refer them to the Lincoln County ARES coordinator for information.
- Stay out of disaster areas unless you have specifically been sent there by a government agency, and have credentials from that agency. An ARES ID Card will not keep a police officer from arresting you. Operators who have been sent to an area will be properly credentialed by the agency sending them.
- Understand that we are going to be in high stress environments. Everyone reacts to stress differently. Keep that in mind when interacting with others. The nicest person may become difficult to deal with in an emergency.
- If you find yourself in a situation that you are unsure how to handle, ask for guidance from the ARES coordinator, or the person in charge at your location. Likewise, if you don't know an answer to a question asked of you, don't be afraid to say "I don't know, but if you like, I can try to find an answer for you." If it is not a situation you think you should handle, refer the person to the ARES coordinators or the management of that location.

Net Operations:

Lincoln County ARES conducts weekly on-air nets, emergency nets, and event nets. A Net Control Station (NCS) who is responsible for traffic flow conducts these nets. All operators must follow the lead of the NCS procedurally, and in spirit.

The regularly scheduled ARES net meets Thursday evenings at 8:30 on 146.460 MHz

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Before participating in any net, operators are urged to take stock of the situation. Listen to the traffic on the net, and determine whether it is appropriate for you to transmit. There are four things you need to consider before even keying your transmitter:

- Is the net in informal or formal session?
- Is the frequency quiet because the NCS has cleared it for emergency traffic only?
- Is the NCS calling for operators to check into the net?
- Is what you have to say really important and related to the situation?

If you cannot answer any one of those questions, DO NOT TRANSMIT.
Depending on the situation at hand, a net will either be formal, or informal.

Formal Nets:
Formal nets are conducted whenever an emergency exists, ARES has been activated by an emergency agency, or at the discretion the NCS. Formal nets are controlled nets. **Operators participating on the net are only to transmit at the direction of net control, or if they have emergency traffic**.

If a net is in formal session, maintain radio silence until the NCS specifically calls you, or asks for operators to check in.

When passing traffic on a formal net, be sure to speak clearly, concisely, and briefly as possible.

During an emergency, there may be stations on the fringe of reception range with weak signals trying to report emergency information. If an operator is transmitting needlessly at the same time, the weaker signal station will not be heard, and able to pass their emergency traffic.

The mission of a formal net is to obtain, relay, and distribute information to emergency agencies with accuracy, and speed.

During an emergency, agencies only want specific information, and all other information is superfluous, and not needed.

Do not distract the net with needless transmissions. The NCS will advise all net participants of what information has been requested and is appropriate.

Informal Nets:

Informal nets are conducted whenever there is an impending emergency, in the cleanup phase after an emergency, during our weekly nets, and at events. The format is much more laid back, and flexible than a formal net. During an informal net, operators can check in at will, and have more freedom to operate. Here are some key points to remember in an informal net:

- The NCS is still in control of the frequency – follow his/her lead.
- Be aware the net may go to formal session without notice
- Leave a space of 2-3 seconds between transmissions in the event a station has emergency traffic and needs to break in.
- If you need to use the frequency for personal use, let the NCS know. They will let you make contact with your other party, and you can move off to another frequency.

Net Control Tutorial:

The Net Control Station (NCS) is the primary operator on the frequency who maintains control of the flow of traffic during an amateur radio net. Every ARES member is encouraged to practice his or her net control skills on the weekly ARES Net. Emergencies cannot be predicted, and the normal net control stations may not be available, and you may in that seat. Keep a good log, as it may be needed to be turned into the ARES coordinators after the net.

Refer to the net operations section to understand the different types of nets. As net control, you will set the type, and tone of the net you are conducting. Here is some additional guidance on what type of net to conduct.

- **Emergency Net** – An emergency net is just that. If there are very severe storms in the county, or other very dangerous incidents are occurring, close the frequency to everything except emergency traffic. Do not take check ins. Use the net only to gather reports.

- **Formal Net** – A formal net has a specific purpose. Whether it is to pass NTS traffic , gather damage reports, or gather other information, it is a structured environment.

Participants may only transmit at your direction, and with the type of information the net must gather.

- **Informal Net** – This is a relaxed environment for the NCS. These nets are to gather amateurs on the frequency for the weekly net, or if there is the possibility of an activation due to approaching severe weather, etc. Take check-ins, allow a little free speech, and yet hold the frequency under control.

Things to remember

- The job of Net Control is to ensure that information gets from the field to the official agency requesting it. This is whole purpose of the net, and everything we are doing.
- Occasionally, there will be situations where a station is transmitting information not needed by the net. Obviously, this interrupts the net, and might prevent another station from making a report. The best way to handle this is firmly, yet friendly. Ask the station to hold all transmissions unless they have the appropriate traffic. If they do not understand, invite them to talk about it after the net. Most incidents of this type are mistakes, the result of someone getting excited, or they honestly don't know. Use it as an opportunity to train them in proper protocols.

- As NCS, the amateurs on the net will look to you for guidance. You determine what is acceptable, and what is not. By using a clear preamble and consistently providing the purpose of the net, you can avoid a lot of miscommunications. There are sample preambles provided in this document.
- Perhaps the most effective tool an NCS can use is common sense. Don't get lost in operating procedures and forget to use it. You have everyone's support. Relax!.
- Understand what is being reported to you. The information we relay to agencies must be accurate. Never be afraid to ask a station to repeat a part of their transmission, or even their entire transmission. Thank the station for repeating it.
- Appoint one or more stations to help you. Your job is to remain on the frequency, and maintain the orderly flow of traffic. Have another station that is at a fixed location to make phone calls for you. Additionally, to take information to another net, send another station to relay it.
- In an emergency, appoint a backup net control to assume the net should your station be taken off the air. Also, remember to check all stations in the field "out of the net to make sure they are safe."

Preambles:

The preamble serves as an introduction to a net, and lets those participating know what is required of them during the net. Below are several sample preambles. These are flexible in that you can use your own words, and style. However, you must be clear in your message.

Use your preamble to establish the following:
- The reason for the net
- Who you are: Name and Callsign.
- The status of the net: informal, formal, emergency
- What information needs to be brought to the net? What information doesn't?
- How to bring that information to the net.

Emergency Skywarn Net:
This is (your callsign) and at this time a Skywarn Emergency Net is in session. At this time we are only seeking severe weather reports of tornadoes, funnel clouds, wall clouds with rotation, hail dime-size or above, or winds 55 mph and above or other emergency traffic. Please
hold all other traffic at this time. This is (your callsign) standing by to receive reports.

Formal Net:
This is (your callsign) and this is a formal Lincoln County ARES Net. At this time, (give a summary of the situation). During this net, please only transmit only at the direction of Net Control. For this net, we need (indicate the type of information that has been requested from us). Stations able to assist please check in at this time. Please give your callsign, name and location. This is (your callsign) and this is the Lincoln County ARES Net.

Informal Net:
This is (your callsign) and this is an informal ARES net. At this time (give a summary of the situation). This net may go to formal status at short notice. At this time, we will start taking check-ins in the event there is a formal activation. As you check in, please give your callsign, name and location. Again, this is (your callsign) and this is an informal ARES net. We will now start taking check-ins.

Weekly Net:
This is the Lincoln County ARES Net. This net meets each week at this time on this frequency. If at any time you have an emergency during the net, indicate so by saying "Emergency,' and assistance will be given.
This is (your callsign) and my name is (your name). As you check in, if you have any amateur radio announcements or information, please bring them to the net. If you would like more information about amateur radio emergency service, please let net control know. We will now start taking check-ins. As you check in, please give your callsign, and name. This is (your callsign) and this is the Lincoln County ARES Net.

After the Net:
Make sure you thank the group for their desire to participate, and their hard work!

Frequency Usage:

Lincoln County ARES uses simplex, and has an option to use one UHF repeater during activations. Net Control will either remain on the frequency, or redirect everyone elsewhere.

Simplex used:
Primary 146.460 MHz

Repeaters used by Lincoln County;
- 442.975 + 5MHZ offset (Local operations)

In the event that a repeater should fail, for whatever reason, stay on the output frequency of the repeater in simplex mode by turning off your offset.

Repeaters may used by Lincoln County if not being used for emergency in their areas:
- Boyle County: 146.655-
- Pulaski County: 146.880- (PL: 77.0)
- Rockcastle County: 146.715- (Tone 100.0)
- Madison County: 146.865- (Tone 192.8), (*Backup*: 146.715- (Tone 100.0))
- Salivsa "Lancaster"146.990 (PL:192.8)

Frequencies used outside Lincoln County:
During activations, it is normal procedure to interact with ARES groups in other counties.
In the event you are asked to take a message to another county, here is a listing.
- Anderson County: 145.390-
- Bourbon County: 147.520 (Simplex)
- Boyle County 146.655-
- Brooks (used to contact for Weather info) 146.700-(PL:151.4)
- Clark County: 147.120+
- Estill County: 146.820-
- Fayette County: 146.760-
- Franklin County: 147.105+ (Tone 107.2) (*Backup*: 147.240+ (Tone 100.0))
- Garrard County: 146.730- (not working at this time)
- Garrard County "Salivsa" 146.990-(PL: 192.8)
- Jessamine County: 145.490-
- Madison County: 146.865- (Tone 192.8), (*Backup*: 146.715- (Tone 100.0))
- Mercer County 146.835 (PL:192.8)
- Nancy 146.790- (PL: 100.0)
- Montgomery County: 147.330+
- Powell County: 145.290-
- Pulaski County: 146.880- (PL: 77.0)
- Rockcastle County: 146.715- (Tone 100.0)
- Scott County: 146.685-
- Taylor County 146.640-
- Woodford County: 145.330-

Simplex:

Many activations, primarily events take place on simplex. In addition, there may be specialized secondary nets on simplex frequencies that handle specific tasks.
Lincoln County ARES uses:

- 146.460 (Simplex 1)
- 144.910 (Simplex 2)
- 444.500 (Simplex 3)
- 146.550 (Kentucky ARES Statewide Simplex)
- 146.520 (National Simplex Frequency). This frequency always needs to be monitored because amateur radio operators traveling through may have emergency traffic.

Other simplex frequencies may be used due to interference to/from another station on that frequency. The Net Control Station will determine the frequency to be used.

HF:

The Kentucky Emergency Net operates on 3993.5 kHz LSB (Morning/Evening) and 7.228 LSB (Day)

The Kentucky Traffic Net changing its plan future updates planed

Packet:

Packet can be used to transmit sensitive information without normal public being able to receive the information using basic scanner receivers. And also able to send large amounts of text data to be used by a computer to be printed out at the received location.

Frequencies to be used are:

Primary: 145.090 (also used by CSEPP)
Secondary: 145.010
APRS: 144.390

Safety Guidelines:

All our lives, we have been taught safety rules. Whether it is looking both ways before crossing the street as a child, or specialized rules we need to remember that our best safety tool is common sense. This purpose of this section is to promote awareness to safety, and to stimulate your thinking about safety; not to replace a lifetime of learning.
It is the policy of Lincoln County ARES to promote safe operations, and to never encourage an operator to assume an operating position that places them in a condition of undue risk.
Consider the following as a menu, hopefully it will provide you with "food for thought."

- If you don't know what it is, how it works, or how to safely operate it, don't touch it without learning about it, or having someone there to guide you.
- Survey the scene wherever you are, and *never take anything for granted*. Look up down and around to identify any hazards that may be near you. For example, if you are observing severe weather, are you parked under a large tree that could be a danger to you?
- Anticipate the needs of an operation. Think of a few extra things that you might want to take without making the items you have to carry exceed your carrying capacity. If you don't have to use them, the situation wasn't as bad as you thought.
- Think about the welfare of others. Whether they are a fellow operator or a stranger. If they are doing something contrary to the rules of common sense safety, help them to understand.
- Is it worth the risk? What can be gained from you doing something that puts you in a bad position?
- Expect the worst, and hope for the best. If you prepare for the worst possible scenario, you are never surprised, and relieved when it doesn't happen.
- Keep your senses about you, and "your cool." Don't allow fear or panic to paralyze you in a dangerous situation. Think things through and remove yourself from the situation as efficiently as possible.
- As stated in other sections of this document; understand your abilities and your limitations. If you don't know how to swim, don't jump into a body of water to help someone in trouble. The end result will be two drowning victims. Use your senses, and find a pole to pull out the drowning victim. For those who don't understand this metaphor, find a smart way to accomplish a task without placing yourself at undue risk.
- Be brave, but understand that fear is the reaction of a person who is facing unacceptable consequences if they fail to navigate the current situation successfully. To an extent, fear is an emotional manifestation of common sense. Let it be a positive thing that keeps you out of harms way.

Lincoln County ARES, and the agencies and organizations we are affiliated with are concerned about safety. All parties will do everything to educate about and promote safety in every instance. However, you should keep in mind that the ultimate expert on your safety is you.

Skywarn Protocols:

The role of ARES in Skywarn is to observe severe weather and report it to the National Weather Service (NWS) and emergency management agencies. We accomplish this with weather nets. Amateurs checking into the weather net report their observations to the net control, and it is then relayed to the appropriate agency.
The information that we relay to these agencies must be accurate and complete. Skywarn nets can get very busy, and hectic. It is important to understand what is important, and what is not.

What to Report:
- Tornadoes
- Funnel Clouds
- Wall Clouds (indicate if there is rotation or not)
- Hail Dime-Size or above. (see chart on next page)
- Winds 55 MPH or above. (see chart on next page)
- Flash Flooding
- Any emergency situation (auto accident, lines down, damaged buildings, injuries, etc.)

How to Report it:
Give Net Control the following information:
- Your callsign
- Your location
- What it is
- When it occurred (if known)
- Which way it is traveling and how fast.
- Where you got the information. Did you see it? Did you get it from another party:

What NOT to Report:
As stated earlier in this document, government agencies are only interested in specific information. Reporting information they do not want is a waste of your, our, and their time. Before you key your microphone, keep that in mind. You might be tying up the frequency, and keeping another station from relaying emergency traffic. Keep the following in mind:
- **Rain, thunder and lightning are normal parts of thunderstorms. DO NOT report them.**
- Do not report information that you hear on commercial tv/radio. Those severe weather events have already been relayed to the NWS. Our mission is giving them new reports

Other "Don'ts"
- Do not check into the net and ask for a weather report. Listen to the net, and you will learn everything we do.
- Do not check into the net and ask "What is going on?" Doing so shows lack of judgment.
- Do not start a conversation. Severe weather moves fast, and the frequency needs to stay clear.
- Do not "Quick Key." Leave a gap of a few seconds between transmissions. A station may need to break in with emergency traffic.

- Do not put yourself in a dangerous position. Refer to the spotter safety section of this manual.

Spotter Safety:

Severe storm spotting is a dangerous endeavor. **Your safety is the primary concern! Lincoln County ARES does not advocate mobile storm spotting because of the risks involved. Your well-being is more important than any report you may give.** We prefer that you observe and report from the safety of your home.

Spotter References:

Use the following when reporting severe weather: (Source: National Weather Service)

Wind Speed:
25 – 31 mph Large Branches in motion; whistling in telephone wires
32 – 38 mph Whole trees in motion
39 – 54 mph Twigs break off of trees; wind impedes walking
55 – 72 mph * Damages chimneys, antennas; pushes over shallow-rooted trees.
73 – 112 mph Peels surface off roofs; windows broken; mobile homes overturned
113 + mph Roofs torn off homes; weak buildings and mobile homes destroyed;
large trees uprooted.

Hail Size:
Pea Size 0.25" Golf Ball Size 1.75"
Marble Size 0.50" Egg Size 2.00"
Dime Size * 0.75" Tennis Ball Size 2.50"
Nickel Size 0.88" Baseball Size 2.75"
Quarter Size 1.00" Grapefruit Size 4.00"
Half Dollar Size 1.50" Softball Size 4.50"
- **Indicates severe limits. Report anything at or above this level.**

Terrorism Incident Protocol:

Because of our role with Lincoln County and KY Emergency Management (EM), we may be involved in the response to terrorist incidents. Understand that the lead or primary agency in a terrorism incident will always be a law enforcement agency. EM agencies serve in a supporting role to help facilitate the activities of all public service agencies involved in the response. Our role in these incidents will be to support emergency management agencies.

There will be two levels of activation for terrorism incidents:
"**Full Activation**" will arise after a terrorism incident has occurred, and a multi-agency response is in progress.
"**Standby**" activation will take place when the lead agency has determined there is a credible threat for a specific time period, and have requested that EM agencies place their staff on "standby."

Operational protocols for ARES members are as follows:

Full activation:
- Operators will respond to Emergency Operations Centers (EOC) and key positions per the instruction given to them from government officials and ARES coordinators.
- A formal Emergency Net will be established on the most appropriate frequency.
- All operators will follow emergency operating procedures outlined earlier in this manual.

Standby:
- Key ARES members will be notified and placed in standby mode. This notification will come from ARES coordinators, who will keep in contact with the agency requesting the activation.
- These operators will gather a "ready-kit" of items they require, and keep it with them.
- These operators will remain on standby until released by emergency management.

Additional Operational Guidance:
- You will only be given the information that you will need to react to a terrorism incident. In fact, ARES coordinators will probably not know any more than you have been told. Our role is support and communications. We are not investigators, or secret agents. Therefore, we will be kept in the dark concerning credible threats.
- Confidentiality is of the utmost concern during a terrorism incident regardless of your role. Terrorism incidents are the responsibility of law enforcement agencies, and facts related to the response are confidential.
- The scene of a terrorism incident is a *crime scene*. Stay away from the area unless you are specifically sent and given the credentials of the agency sending you. Because it is a crime scene, touch nothing you are not explicitly told to touch, and do not interfere in any way with law enforcement officials on the scene.
- If you are placed under "Standby" that also is confidential. You do not know who may be involved in a credible threat, and anything you may say to some could interfere in the investigation.
- Be patient if you are on standby. It is difficult not knowing what is going to happen, or when or where. Just go about your daily life and keep your ready kit with you. You will

be informed all any developments that are communicated to the ARES coordinators.
- Because of the possibility of interfering, or compromising a criminal investigation, take great care in your behavior while activated. Follow the guidance given to you by agency officials, and the ARES coordinators.

Public Service Events:
Federal law prohibits amateur radio operators from accepting compensation for their services, or conducting communications for business purposes. Because of this, Lincoln County ARES will only take part in events that meet the following criteria:
- The event is sponsored by a government entity. Examples of this would be parades, etc.
- The event is sponsored by a non-profit organization that utilizes our communications to enhance, and coordinate the safety of the participants of the event.
- The event is sponsored by a non-profit organization that is utilizing amateur radio operators for duties that assist the participants with special needs that are not for profit.
Example:
Handicapped Shuttles, etc.

Operational Protocols:
Events are just like any other amateur radio operation. Follow the same procedures we use every day. The net control station at the event is the operator in charge, and will make needed decisions. Another point to remember is that events puts amateur radio into direct public exposure. Follow the general decorum rules closely. It is also a fine opportunity to promote the awareness of our hobby.

Things to Remember:
Events are special occasions for amateur radio operations. As stated earlier, we are out in the fresh air, with the public. This is different from our normal environment where we are at home, in an emergency operations center, or in a disaster area. We need to keep a few things in mind:
- Handle any emergency with normal procedures. Contact net control immediately.
- Because you carry a radio, people are going to assume you are a person of authority, and can assist them with a problem they are having. Be sensitive to their problem, and if it is something you can do, like provide directions, be as helpful as possible. Otherwise, refer them to the event coordinators. Tell them where they are located, or contact net control to have them meet you.
- Remember that although we are working at the event, our role is communications. Leave decisions about the event to the organization that is sponsoring it. We have not attended their organizational meetings, and know very little about how they operate, or handle particular situations.
- Some of the events we assist with entail providing assistance for those with special needs. This sometimes prompts participants to want to tip you. Obviously we cannot take that form of compensation. If this occurs, suggest to them to visit the event coordinators instead, and make a donation to the organization because amateur radio did something nice for them.

- If you have a question, ask. Sometimes event coordinators do not understand all the facets of amateur radio. Communicate with them, and let them know what we can do to help them, and what law limits us to. The more we understand each other, the smother the operation. Events differ. Some require more effort than others. Be ready to spend some time doing what you need to do. Sure there is work to do, but it is work involving our favorite hobby. Those who volunteer for events are special people who give of themselves to help two organizations at the same time; ARES, and the group we are helping. You should be proud of your efforts.

Practical Considerations:

During disasters, the world as we are used to it has changed in some drastic manner. The following considerations are the result of experience and lessons learned during disasters. Hold these considerations close to your heart, as they will help you negotiate in a disaster environment.

- Along with your desire to help the community, your radios and your ready kit, don't forget to take the most important tool to be used in any operation; COMMON SENSE. Use your head, and realize what is most important, what you need to do, and sometimes more importantly what you do not need to do.

- Keep your stress levels as low as possible during an emergency operation. Operational stress is one of the primary reasons mistakes occur, or you can be injured. Some of the ways to reduce that stress are as follows:

- Take care of your home and family first. Whether you have the most, or least important role in the emergency, you cannot concentrate on what you are doing if you are worried about what is going on at home.

- When you are relieved, you are relieved. Go rest! Come back fresh later.

- Do not be afraid to ask for clarification on a task. Understand it before starting.

- Do not report back to duty too exhausted to perform effectively. If your relief does so, send them back home, and notify net control to find a replacement. An exhausted operator will not be at the top of their game, and could endanger others and make mistakes

- Stay calm! Do not get excited, and expend all of your energy for no reason.

- Know your limitations, and respect them. Don't become part of the disaster. This includes understanding the needs of your family who are without you. Helping them navigate the disaster is just as important as helping a stranger.

- Remember to look outside the scope of the operation being conducted. There will be operators who are helping their families, friends, and neighbors navigate the effects of the disaster who are not involved in the agency-led operation. There are several repeaters in the area. Keep this in mind, and leave one of those repeaters open for their use. Even though they are not working with the agency operation, their efforts are serving the citizens and community of their local community. If you are one of these operators and require urgent or emergency assistance, contact the net control on the emergency net frequency.

- You are part of a team, and what you do, or don't do affects the success of the entire operation. It also leaves an impression on those who are not amateur radio operators.

- Do not be afraid to use other forms of communication. If available, and appropriate, use the phone, fax machines, email, etc. We are communicators, and need to communicate by the most efficient, and appropriate means possible. In addition to efficiency are confidentiality and privacy concerns. Government agencies sometime require information to be passed without it being received by anyone with a scanner. Just as important, are privacy concerns about an individual's medical condition, etc. in fact, the American Red Cross has very strict confidentiality mandates in place. Never discuss the condition of an individual by name who is under shelter or is otherwise being assisted by the Red Cross without express permission of the Red Cross coordinator working with you.

Emergency Phone Numbers:

In an emergency, one never knows whom they may need to call. Here is a list for Lincoln and surrounding counties. If you are unsure who to call, call you local police, and ask them to relay:

Lincoln County:

EMERGENCY 911

Disaster and Emergency Management:
State DEM................................. 502-607-1682
KY DEM Area 12 Office.............. 606-677-4133

Disaster Relief:
American Red Cross (Richmond) 859-986-4221
Salvation Army (Danville)............ 859-236-4473
American Red Cross (Danville)…..859-236-6538

Fire/Rescue:
Lincoln County Fire………………606-365-4557
Stanford Fire Chief………………606-365-4501
Chemical Spills........................... 800-424-8802
Kentucky Division of Forestry...... 502-535-7741

Law Enforcement:

Lincoln County Sheriff……………606-365-2696
FBI.. 800-752-6000
Kentucky State Police ....
(Emergency Only) 800-222-5555
Stanford Police ………………...606-365-4525

Local Government Departments:
Health Department (Lincoln)……..606-365-3106
Health Department (Boyle)........... 859-236-2053

NWS (Unlisted numbers, please don't share):
Louisville, Kentucky NWSFO 800-292-5588
Jackson, Kentucky NWSFO 800-349-9339

Public Utilities:
KU…………………………………..800-981-0600
RECC……………………………….888-266-7322

Surrounding Counties:
(Call State Police for Law Enforcement)
Boyle County…………………….859-238-1123
Danville PD………………………859-238-1220

Red Cross:
Danville Chapter…………….……859-236-6538
Daniel Boone Chapter.................859-986-4221 (for Lincoln County)
Georgetown Red Cross..............502-863-4681
Harrodsburg Red Cross..............859-734-4632
Nicholasville Red Cross..............859-885-4391

Versailles Red Cross 859-873-3121

Fire Departments:
Lincoln County……………………606-365-4557
Stanford City Fire Chief…………..606-365-4501
Berea..859-986-3375
Georgetown.................................502-863-7832
Harrodsburg 859-734-2848
Jessamine County 859-885-9221
Madison County..........................859-624-4735
Midway..859-873-4100
Nicholasville...............................859-885-5505
Richmond....................................859-623-0731
Stamping Ground........................502-535-7714
Versailles 859-873-4100
Wilmore.......................................859-858-3222
Woodford County........................859-873-5481

Gas Companies:
Berea..859-986-4291
Texas Eastern……………………606-365-2117
Nicholasville...............................859-885-4141
Versailles 859-873-0076
Western Gas……………………..800-482-8429
Winchester-Columbia...................859-744-5832
Winchester-Delta 859-744-6171

Hospitals:
Berea..859-986-3151
Central Baptist............................859-275-6100
Clark Regional Med Ctr 859-745-3500
Ephraim McDowell 859-239-1000
Frankfort Regional......................502-875-5240
Fort Logan…………………………606-365-2187
Georgetown.................................502-868-1100
Good Samaritan..........................859-255-1691
Harrison County 859-234-2300
Harrodsburg 859-734-5441
Paris 859-987-3600
Richmond....................................859-623-3131
St. Joseph 859-278-3436
St. Joseph East...........................859-268-4800
University of Kentucky.................859-323-6000
VA Hospital Cooper Dr.................859-233-4511
Woodford County........................859-873-3111

Preparing for an Activation – The "Ready Kit":

Emergencies happen when least expected. The environment for each emergency varies. Some or all of the basic supplies and services may or may not be available. Please consider the following suggestions for your Emergency "Ready Kit." Keep this kit available to you so that you can grab it as you respond to when activated. Not everyone will have all of these items, but the more you have, the more prepared you will be.

Basic Ready Kit:

Personal Items:
- Extra Cash (ATMs may be down)
- Any medications you regularly take
- ID cards (Licenses agency IDs, etc)
- Anything you require for special needs
- Food
- Water – 1 gallon per person per day
- First Aid Kit
- Flashlight and batteries
- Keys to locations you may travel to
- Maps of local and surrounding area
- Watch or alarm clock

Amateur Radio Items:
- Radios (at least 2m and 440)
- Batteries for all your electronic devices
- Writing pad and pens
- Extra HT antennas
- Mag-Mount antenna(s)
- Ear or headphones
- Microphones
- Coax
- Connectors
- Electrical and Duct Tape
- Heavy and light gauge wire
- Repeater list
- Log book
- Message Forms
- Scanner

Advanced Ready Kit:
Disasters may last for several days. Considering a 72-hour emergency kit is recommended for those who will be working in a disaster area. The following items are suggested for such a kit. Feel free to add anything you deem necessary for you. Don't forget to rotate these items

- Several changes of clothing proper for the conditions and season
- Blankets and warming items if it is winter
- Extra fuel for vehicles
- Toilet Articles – Baby wipes are good for adults too.
- Over the counter meds – Aspirin, etc
- Flashlights and Candles
- Lighters and Waterproof Matches
- Shelter (tent & sleeping bag)
- Protective hard hat
- Gloves for work or weather
- Foul weather gear
- Plastic storage bags
- 50-100-ft Parachute Cord or nylon cord
- Portable stove, mess gear & cleaning kit
- Safety glasses
- Toolbox w/soldering iron & spare parts
- SWR bridge & extra coaxial cable

Memorandum of Understanding

I. PURPOSE:

The purpose of this document is to state the terms of a mutual agreement (Memorandum of Understanding) between the Lincoln County Government, and Lincoln County Amateur Radio Emergency Service (ARES), that will serve as a framework within which volunteers of Lincoln County ARES may coordinate their interaction with Lincoln County EM to the end of providing emergency communication assistance as outlined in FCC Rules Part 97, subpart E.

Lincoln County ARES will coordinate their communications network with Lincoln County EM in support of the mutual desire of both organizations to provide service to the citizens of Lincoln County during time of public emergency.

II. RECOGNITION

The Lincoln County EM recognizes that Lincoln County ARES is the principal organization within Lincoln County of amateur radio operators licensed by the Federal Communications Commission whose purpose is to, in an organized and professional manner assist government agencies within the local, state and federal tiers of government with emergency communications support in time of public emergency.

Lincoln County ARES recognizes the statutory responsibility of Lincoln County EM to fulfill the emergency management function of the Lincoln County Government. This function includes disaster preparedness and mitigation, response, recovery, and environmental restricted response within the jurisdictional boundaries of Lincoln County.

III. ORGANIZATION OF LINCOLN COUNTY ARES

Lincoln County Amateur Radio Emergency Service is the local representative organization of Amateur Radio Emergency Service, the public service arm of the American Radio Relay League (ARRL). The Emergency Coordinator, and Assistant Emergency Coordinators lead its program and responses.

As the local representative organization, Lincoln County ARES coordinates with the hierarchy of the ARES program, which includes a District ARES program, and the Kentucky Section ARES program. Furthermore, Lincoln County ARES has a direct relationship with ARES groups in counties adjacent to Lincoln County.

Lincoln County ARES is solely responsible for the providing emergency amateur radio Communications within the organizational jurisdiction of Lincoln County.

IV. ARES Communications Network

It is understood the mission of ARES is to assist all government agencies on a cooperative basis that request communications assistance. Lincoln County ARES has relationships with the Federal Emergency Management Agency, National Weather Service, Kentucky Division of Emergency Management, and the American Red Cross. Lincoln County ARES is a member of the Lincoln County ES Radio Network as A.R.E.S

It is understood that Lincoln County EM will be added to that network of assisted agencies that Lincoln County ARES supports. It is understood that the agencies of this network have different responsibilities and missions. Amateur radio operators serving each agency will serve the specific mission and instructions of that agency. The level of cooperation between these agencies is a key element of the success of the amateur radio network.

V. PRINCIPLES OF COOPERATION

A. Lincoln County ARES will assist Lincoln County EM with the establishment, maintenance, and operation of a working amateur radio station at the Emergency Operators Center (EOC).

B. It is understood that amateur radio operators have expertise in establishing and providing emergency communications networks. They should not be utilized in roles that take them away from their defined, specialized mission.

C. Lincoln County ARES will respond to emergency activations at the EOC and establish a link to the amateur radio network that is being used by other agencies.

D. During activations, Lincoln County ARES will create a manpower pool of amateur radio operators to respond to key communications locations that are outlined in the Lincoln County EM's Emergency Operations Plan.

E. During activations it is understood that the amateur radio operators responding with Lincoln County EM are concerned with the mission of Lincoln County EM and will work as part of the team to achieve those objectives.

F. It is understood that amateur radio operators are subject to certain restrictions imposed by the Federal Communications Commission. Such restrictions include prohibition of business communications, and interference with other emergency communications networks.

VI. UNDERSTANDING OF PARTICIPATION

A. It is understood that amateur radio operators are volunteers. They are, unfortunately, subject to restrictions placed upon them by their employers. This will be a factor in the level of participation. Emergency response will not be seriously affected. It will, however, sometimes mean that meetings that occur during the working day may have a lower level of participation. Additionally, any training that is desired should be conducted on a schedule sensitive to the fact that most amateur radio operators work during the day.

B. It is mutually agreed that the amateur radio operators and Lincoln County ARES are not considered employees or agents of the Lincoln County Government. In no event shall the operators, Lincoln County ARES, or the Lincoln County Government be construed, held or become in any way, for any purpose partners, associates or joint ventures in the conduct of their respective endeavors or otherwise. A background check may be required for operators working directly with Lincoln County EM. Necessary identification will be provided by Lincoln County EM through the EOC for operators needing access to Lincoln County Government facilities.

C. It is understood that the fact that amateur radio operators are volunteers, are away from their employer, and if injured during an EOC activation; they have protection from financial loss due to loss of employment through the Commonwealth of Kentucky worker's compensation program. This program is provided for volunteers who assist in disasters and is funded by the Commonwealth of Kentucky and the Lincoln Government incurs no cost for the enrollment of volunteers in this program.

Lincoln County Amateur Radio Emergency Service and the Lincoln County Government agree to this memorandum of understanding.

_____SIGNED_____ __ /__ /_____
     Winford Todd
Lincoln County DEM Director   Date

_____ SIGNED_____ __/___ /____
     Ron Goodpaster   Date
Lincoln County Amateur Radio Emergency Service