

CUMBERLAND COUNTY AMATEUR RADIO EMERGENCY SERVICE



EMERGENCY COMMUNICATIONS PLAN

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1. PLAN AVAILABILITY

1.1 This plan will be kept current, reviewed and updated annually (or as necessary) and maintained by a committee composed of:

Cumberland County Emergency Coordinator

All Cumberland County Assistant Emergency Coordinators

1.2 Copies of this plan will be provided to each Cumberland County ARES member and all agencies served by Cumberland County ARES.

2. INTRODUCTION

2.1 The Cumberland County Amateur Radio Emergency Service (ARES) was formed to provide Amateur Radio emergency and public service communications in support of local public service organizations in the event a disaster, emergency or any public service related event.

2.2 Membership in Cumberland County ARES/RACES is open to any licensed Amateur Radio operator with a sincere desire to serve his/her community during a time of need.

3. PURPOSE

3.1 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 flexibility to provide an adequate response to each is a necessity.

3.2 Cumberland County ARES/RACES has made commitments to provide Amateur Radio disaster/emergency communications for the following agency:

American Red Cross of Southern Maine

Cumberland County ARES will also provide Amateur Radio communications to any public service agency within Cumberland County in times of emergency, disaster or for public service events.

4. DEFINITIONS

4.1 Communications Emergency: A communications emergency occurs when the normal means of communications (land line phones, cell phones, fax, email and the Internet) are overloaded or unavailable. Cumberland County ARES will be activated during a communications emergency.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 Cumberland County ARES is organized under the auspices of the American Radio Relay League (ARRL) and the Federal Communications Commission (FCC) rules (47CFR97). Cumberland County ARES consists of the following structure:

Emergency Coordinator (EC)

Assistant Emergency Coordinators (AEC)

Administration

Liaison

Logistics

Operations

Public Information

Training

Official Emergency Stations

General Membership

4.2 The duties and responsibilities of the Emergency Coordinator (EC) are outlined in the ARRL **EMERGENCY COORDINATOR'S MANUAL**.

4.3 The duties and responsibilities of the Assistant Emergency Coordinator(s) (AEC(s)) are outlined in the ARRL **EMERGENCY COORDINATOR'S MANUAL**.

4.4 The duties and responsibilities of the General Membership are outlined in the ARRL **PUBLIC SERVICE COMMUNICATIONS MANUAL**.

5. MEMBERSHIP REQUIREMENTS

5.1 In accordance with ARRL guidelines, the only two membership requirements for Cumberland County ARES are:

- a. Possession of a valid FCC Amateur Radio license **and**
- b. A sincere desire to serve the community in times of emergency.

5.2 Individuals volunteering their services and/or their equipment should also meet the following:

- a. Complete and submit an ARES registration form **and**
- b. Participate in as many meetings, training sessions, nets, simulated emergency tests, public service events, and

emergencies/disasters as time and availability permit.

5.3 In addition to the above, within one year of joining Cumberland County ARES, new members will complete the following courses:

- a. IS-100 (Introduction to the Incident Command System)
- b. IS-700 (Introduction to the National Incident Management System (NIMS))
- c. Introduction to Emergency Communications
- c. ARRL ARECC EC-001 **or** The Maine Emergency Communications Course Level 1

5.3 All members of the Cumberland County ARES leadership (EC and AECs) will, within one year of their appointment will complete the following courses:

- a. IS-200 (Basic Incident Command System)
- b. ARRL ARECC EC-002 **or** The Maine Emergency Communications Course Level 2

In addition, the EC will complete the following:

- a. ARRL ARECC EC-003 **or** The Maine ARES Leadership Course
- b. IS-800 (Introduction to the National Response Framework)
- c. ICS-300 (Intermediate Incident Command System)

6. CERTIFICATION AND CREDENTIALING

6.1 Certification of Cumberland County ARES personnel will be made through the county Emergency Coordinator. Certification will be via the following:

a. Records of external training

1. External training will include those courses taken by the ARES member from outside sources to include, but not limited to the American Radio Relay League (ARRL), Maine ARRL Section ARES, the National Weather Service and FEMA Independent Study Courses.
2. Cumberland County ARES members will provide copies of all certificates of training to the Cumberland County ARES Emergency Coordinator (EC) or the Assistant Emergency Coordinator for Training (AEC)

b. Records of internal training

1. Internal training will include those courses that are provided by the American Red Cross of Southern Maine at regular and special ARES meetings and training sessions.
2. The American Red Cross of Southern Maine will retain a copy of training completed by Cumberland County ARES members at regular and special meetings. Cumberland County ARES members will provide copies of all certificates of training to the Cumberland County ARES Emergency Coordinator (EC) or the Assistant Emergency Coordinator for Training (AEC).

6.2 Credentialing of Cumberland County ARES personnel will be made through the Cumberland County ARES Emergency Coordinator/EMA. Credentialing will be via the following:

a. Credentialing levels

Trainee – A new ARES member with no prior training in emergency communications (Amateur Radio

License only)

Responder – Has met all training requirements for the Responder level in Cumberland County ARES

Leadership – Has met all training requirements for the Leadership level in Cumberland County ARES

Management – Has met all training requirements for the Management level in Cumberland County ARES

Senior Management – Has met all training requirements for the Senior Management level in Cumberland County ARES

b. Certifications and qualification standards

Trainee

Possesses a valid Amateur Radio License and has registered with Cumberland County ARES Responder (normal ARES Responder)

Has completed the following training:

Requirements for Trainee level **and**

IS-100 (Introduction to the Incident Command System)

IS-700 (Introduction to the National Incident Management System (NIMS))

Introduction to Emergency Communications

ARRL ARECC EC-001 **or** Maine Emergency Communications Course Level I

Leadership (AEC, OES, Group Supervisor or Team Leader)

Has completed the following training:

Requirements for Trainee and Responder levels **and**

IS-200 (Basic Incident Command System)

ARRL ARECC EC-002 **or** The Maine Emergency Communications Course Level II Management (EC and DEC)

Requirements for Trainee, Responder and Leadership levels **and**

ARRL ARECC EC-003 **or** Maine Emergency Communications Course, Level III

ARRL ARECC EC-003 **or** The Maine ARES Leadership Course

ICS-300 (Intermediate Incident Command System)

IS-800 (Introduction to the National Response Framework)

Senior Management (ASEC or SEC)

Requirements for Trainee, Responder, Leadership and Management levels **and**

ICS-400 (Advanced Incident Command System)

All Hazards, Type III Communications Unit Leader (COML) course

6.3 Credentialing of Cumberland County ARES members will be via an identification badge issued by CCEMA.

6.4 Verification of credentialing, certifications, training and licenses will be accomplished through CCEMA.

6.5 Credentialing and certification records will be maintained by CCEMA, the Cumberland County ARES EC and the AEC for Training.

7. NIMS COMPIANCY

7.1 Cumberland County ARES formally adopts the National Incident Management System (NIMS).

7.2 The point of contact (POC) for Cumberland County ARES shall be the Cumberland County ARES Emergency Coordinator:

Bryce Rumery, K1GAX

(207) 415-0498 (H)

(207) 331-6770 (C)

k1gax@juno.com

7.3 Cumberland County ARES formally adopts the Incident Command System (ICS) as its primary operating guideline for operations during disasters and other public service activities.

7.4 Cumberland County ARES maintains communications links for use between local Incident Command Posts, the American Red Cross of Southern Maine EOC and regional/federal EOCs via planned amateur radio frequencies.

7.5 Cumberland County ARES maintains a means to gather, verify, coordinate and disseminate information through the AEC for Public Information.

7.6 Cumberland County ARES promotes the use of mutual aid agreements with ARES groups in surrounding counties through Memorandums of Understanding. Currently, CCARES has a MOU with Sagadahoc County ARES.

7.7 Cumberland County ARES maintains NIMS training for all ARES members through the requirement of all ARES members to complete IS-100 and IS-700 and for Cumberland County ARES leadership officials to complete IS-200 and IS-800.

7.8 Cumberland County ARES actively solicits participation in State, County and Local Red Cross exercises.

7.9 Cumberland County ARES will utilize ICS concepts in all exercises that it initiates and for all public service events it participates in.

7.10 After participation in all exercises and public service events, Cumberland County ARES will identify shortfalls within its response application of the NIMS concepts and principles. Corrective actions will then be taken to response actions and plans to be applied to future exercises and public service activities.

9. ACTIVATION PROCEDURES

9.1 Any member of Cumberland County ARES who, for any reason, suspects a communications emergency exists should monitor the 146.730 (-) (100.0 Hz) (W1KVI) repeater for net activity and/or announcements (in case of repeater failure), monitor 146.415 simplex).

9.2 If local telephone service is available, the EC and/or AEC(s) should be notified by telephone.

9.3 In an emergency in which Amateur Radio might serve the community, Amateur Radio operators may be alerted by The American Red Cross of Southern Maine.

9.4 The American Red Cross of Southern Maine will activate Cumberland County ARES for duty in an emergency. Self activation of ARES members is discouraged.

9.5 Cumberland County ARES has adopted five levels of activation to better inform ARES members and teams of impending actions within Cumberland County, Maine and out of state. This will allow members and teams to judge, in an approximate time frame, the extent of the involvement they will be requested to respond to.

LEVEL 0 – (Green) *Normal activity.* No activation anticipated.

LEVEL 1 – (Yellow) *Notification of possible activation.* This will be a situation advisory and does not mean Cumberland County ARES will be activated. There will be no time frame attached to this level. ARES members and teams will be requested to monitor certain nets and frequencies and to update call trees, as required. Members and teams are requested to check all equipment, ready kits and operations plans for possible activation.

LEVEL 2 – (Orange) *Notification of probable activation.* An approximate time frame will be given with this level. It allows

ARES/RACES members and teams an opportunity to take time off from work, rearrange schedules, etc.. Definite net times

and frequencies will be set, staging areas will be announced, as well as mission details.

LEVEL 3 – (Red) *Notification of activation.* This will put into motion call trees and nets to coordinate the activation of ARES/ members and teams in accordance with prescribed Cumberland County ARES procedures.

LEVEL 4- (Blue) *Demobilization* This will put into action the demobilization of ARES responders after operations have ceased.

10. MOBILIZATION PROCEDURES

10.1 If telephone service is available, a telephone recall/alert will be initiated by the EC and/or AEC(s).

10.2 Upon awareness or notification that a communications emergency exists, available members of Cumberland County ARES will call into the Cumberland County Emergency Net on the 146.73 (-) (100.0 Hz) (W1KVI) repeater. If, for any reason, the repeater is not in operation, the net will be called on simplex on 146.415 MHz.

10.3 If telephone service is available, members not having 2 meter capability will call the EC and/or AEC(s) notifying him/her of their availability.

10.4 ARES members will be advised where to report for duty.

10.5 The AEC for Operations will prepare the appropriate ICS forms for ARES operations during the incident. Copies will be forwarded to the Incident Communications Unit Leader for inclusion into the Incident Communications Plan.

10.6 The EC or AEC(s) will assume net control or designate another station as net control station (NCS).

10.7 This station (NCS) is designated as a "Key Station" and will be extensively utilized during a communications emergency. Key Stations should have full emergency power capability with relief operators assigned to ensure continuous operation

11. DUTIES OF THE NCS

11.1 The Cumberland County Emergency Net will be called to order by the NCS.

11.2 Available members of Cumberland County ARES are checked into the net from their mobile or home stations to await further instructions.

11.3 A liaison station will be to the assigned to the National Traffic System and/or Statewide Emergency net (as required):

Maine Emergency Communications Net (3940 kHz)

Maine Emergency Communications Net (VHF) (146.88 (-) (100.0 Hz))

Other liaison stations will be assigned to other nets, repeaters, and/or frequencies and modes as required.

11.4 Mobile stations will be dispatched to the requesting agency(s) as required.

11.5 Operators of home stations not on emergency power are coordinated to effectively operate the "Key Stations" as required.

12. OPERATIONS

12.1 All written messages will be in either the standard ARRL format or other form as required by our served agencies.

12.2 All written messages must be signed by the official who originates them, with his/her title, taking responsibility for their contents.

12.3 Message precedences of Emergency, Priority, Welfare, and Routine, as defined on ARRL Form FSD-3 shall be used on all messages using the ARRL Radiogram.

12.4 Cumberland County ARES members are not authorized to give official statements to the media or make official

statements regarding the extent of the disaster/emergency over the air. Such official statements are to be made and/or released

by the agency controlling the emergency activity. Questions regarding the emergency/disaster should be directed to the public information officer of the agency controlling the emergency activity.

12.5 Stations do not transmit unless invited to do so by the net control station. The only exception is for a station having emergency traffic.

12.6 After Action Reports and Traffic reports will be submitted to the EC and Net Manager as soon as possible after the termination of the emergency, exercise or drill.

13. DRILLS, TESTS AND ALERTS

13.1 An annual test will be conducted (usually in October or November) in conjunction with the nationwide or statewide ARRL Simulated Emergency Test.

13.2 Cumberland County ARES will regularly supply public service communications in conjunction with local events, to test the effectiveness of the operation.

13.3 At the discretion of the EC, Cumberland County ARES will be activated unannounced via a telephone recall at least once per year.

Operations Annexes

The Operations annexes will define generally how CCARES will operate under certain conditions.

They will specify what type of communications equipment will be utilized in certain disaster operations and how communications will be carried on by different teams.

These annexes will be flexible in nature so as to be able to respond to various hazards and communications as determined by the American Red Cross of Southern Maine and the Cumberland County ARES Emergency Coordinator.

During any sufficiently large incident, normal communications are reasonably expected to be overloaded or non-existent. ARES can assist in filling gaps in communications when normal means of communications are insufficient. All CCARES operations are under the direction of the American Red Cross of Southern Maine.

Hazards in Cumberland County include, but are not restricted to:

Weather

Hurricanes
High Winds
Heavy Rain
Hail
Flooding
Tropical Storms
High Winds
Heavy Rain
Hail
Flooding
Severe Weather
Thunderstorms
Tornadoes
High Winds
Heavy Rain
Hail
Flooding
Winter Weather
Excessive Snowfall
Excessive Icing
Excessive Cold

Weather related incidents might result in
Power Outages
Building Damage
Displaced Populations

Infrastructure Damage

An ARES response would fall in the following areas:

Damage Assessment

Buildings

Roads

Sheltering and Mass Care

EOC Communications Support

Annex 1 Damage Assessment

Ready Kit required: Yes

Safety Equipment Required: Yes

Identification Required: Yes

CCARES Badge

Driver's License

Copy of Amateur Radio License

Annex 2 Sheltering and Mass Care

Ready Kit required: Yes

Safety Equipment Required: Yes

Identification Required: Yes

CCARES Badge

Driver's License

Copy of Amateur Radio License

Annex 3 EOC Operations

Ready Kit Required: Yes

Safety Equipment Required: Yes

Identification Required: Yes

CCARES Badge

Driver's License

Copy of Amateur Radio License

APPENDIX A

FORMS AND PUBLICATIONS

The following forms and publications should be maintained by all Cumberland County ARES members.

1. Radio Log (ICS Form 309 recommended)
2. ICS Form 213 (General Message Form)
3. **ARRL** Numbered Radiograms list
4. **ARRL** Radiogram (pad) (purchased through the ARRL or made up from the form in this document)
5. **ARRL Public Service Communications Manual**
6. **ARRL Field Resources Manual**
7. ARES Registration Forms
8. **Cumberland County ARES Emergency Communications Plan**
9. **Other Cumberland County ARES Manuals (as required)**

COMMUNICATIONS LOG		TASK #		DATE PREPARED: TIME PREPARED:	
FOR OPERATIONAL PERIOD #		TASK NAME:			
RADIO OPERATOR NAME (LOGISTICS):			STATION I.D.		
LOG					
TIME	STATION I.D.		SUBJECT		
	FROM	TO			
PAGE __ OF __			ICS 309		

General Message (ICS FORM 213-OS)

Purpose. The General Message is used by:

- Incident personnel to record incoming messages which cannot be orally transmitted to the intended recipients;
- Command Post and other incident personnel to transmit messages to the Incident Communications Center for transmission via radio or telephone to the addressee;
- Incident personnel to send any message or notification to incident personnel which requires a hard-copy delivery;
- Incident personnel to place resource orders.

Preparation. This form is prepared by any incident personnel needing to transmit a hard-copy message. The recipient should send a timely reply to the originator, as necessary.

Distribution. Upon completion, the General Message may be hand-carried to the addressee or to the Incident Communications Center for transmission. Originator retains a copy of the form. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date and Time of Message	Enter the date and time of message origination.
3.	To	Enter name and ICS position of message recipient.
4.	From	Enter name and ICS position of message sender.
5.	Subject	Indicate the message subject.
6.	Message	Enter message.
7.	Reply	This section to be used by the unit/person who receives the message to reply to your message.
8.	Signature/Position Date/Time of reply	Enter name and position of person replying to this message. Enter date (month, day, year) and time of reply (24-hour clock).

FSD-3

Relief Emergency · Routine Messages Recommended Precedences

The letters ARL are inserted in the preamble in the check and in the text before spelled out numbers, which represent texts from this list. Note that some ARL texts include insertion of numerals and text. Example: NR 1 R W1AW ARL 5 NEWINGTON CONN. DEC 25 DONALD R. SMITH AA 164 EAST SIXTH AVE AA NORTH RIVER CITY MO AA PHONE 73-3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA AR. For additional information about traffic handling, consult *The ARRL Operating Manual*, published by ARRL, or the *NTS Methods and Practices Guidelines*, www.arrl.org/FandES/field/nts-mpg/

Group One—For Possible “Relief Emergency” Use

ONE	Everyone safe here. Please don't worry.
TWO	Coming home as soon as possible.
THREE	Am in _____ hospital. Receiving excellent care and recovering fine.
FOUR	Only slight property damage here. Do not be concerned about disaster reports.
FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.
SIX	Will contact you as soon as possible.
SEVEN	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.
EIGHT	Need additional _____ mobile or portable equipment for immediate emergency use.
NINE	Additional _____ radio operators needed to assist with emergency at this location.
TEN	Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.
ELEVEN	Establish Amateur Radio emergency communications with _____ on _____ MHz.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN	Medical emergency situation exits here.
FOURTEEN	Situation here becoming critical. Losses and damage from _____ increasing.
FIFTEEN	Please advise your condition and what help is needed.
SIXTEEN	Property damage very severe in this area.

- SEVENTEEN REACT communications services also available. Establish REACT communication with _____ on channel _____.
- EIGHTEEN Please contact me as soon as possible at _____.
- NINETEEN Request health and welfare report on _____. (State name, address and telephone number.)
- TWENTY Temporarily stranded. Will need some assistance. Please contact me at _____.
- TWENTY ONE Search and Rescue assistance is needed by local authorities here. Advise availability.
- TWENTY TWO Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
- TWENTY THREE Report at once the accessibility and best way to reach your location.
- TWENTY FOUR Evacuation of residents from this area urgently needed. Advise plans for help.
- TWENTY FIVE Furnish as soon as possible the weather conditions at your location.
- TWENTY SIX Help and care for evacuation of sick and injured from this location needed at once.
- Emergency/priority messages originating from official sources must carry the signature of the originating official.

Group Two—Routine Messages

- FORTY SIX Greetings on your birthday and best wishes for many more to come.
- FORTY SEVEN Reference your message number _____ to _____ delivered on _____ at _____ UTC.
- FIFTY Greetings by Amateur Radio.
- FIFTY ONE Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at _____. Am having a wonderful time.
- FIFTY TWO Really enjoyed being with you. Looking forward to getting together again.
- FIFTY THREE Received your _____. It's appreciated; many thanks.
- FIFTY FOUR Many thanks for your good wishes.
- FIFTY FIVE Good news is always welcome. Very delighted to hear about yours.
- FIFTY SIX Congratulations on your _____, a most worthy and deserved achievement.
- FIFTY SEVEN Wish we could be together.

FIFTY EIGHT Have a wonderful time. Let us know when you return.

FIFTY NINE Congratulations on the new arrival. Hope mother and child are well.

*SIXTY Wishing you the best of everything on _____.

SIXTY ONE Wishing you a very Merry Christmas and a Happy New Year.

*SIXTY TWO Greetings and best wishes to you for a pleasant _____ holiday season.

SIXTY THREE Victory or defeat, our best wishes are with you. Hope you win.

SIXTY FOUR Arrived safely at _____.

SIXTY FIVE Arriving _____ on _____. Please arrange to meet me there.

SIXTY SIX DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.

SIXTY SEVEN Your message number _____ undeliverable because of _____. Please advise.

SIXTY EIGHT Sorry to hear you are ill. Best wishes for a speedy recovery.

SIXTY NINE Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

* Can be used for all holidays.

ARRL Recommended Precedences

Please observe the following ARRL provisions for PRECEDENCES in connection with written message traffic. These provisions are designed to increase the efficiency of our service both in normal times and in emergency.

EMERGENCY--Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very* rare. On CW/RTTY, this designation will *always* be spelled out. When in doubt, do not use it.

PRIORITY--Use abbreviation P on CW/RTTY. This classification is for a) important messages having a specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency-related traffic not of the *utmost* urgency d) notice of death or injury in a disaster area, personal or official.

WELFARE--This classification, abbreviated as W on CW/RTTY, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

ROUTINE--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW/RTTY) should be handled last, or not at all when circuits are busy with higher precedence traffic.

Note--the precedence always follows the message number. For example, a message number may be 207R on CW and “Two Zero Seven Routine” on phone.



**The American Radio Relay League
RADIOGRAM
Via Amateur Radio**

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
--------	------------	----	-------------------	-------	-----------------	------------	------

To:

This message was received at:

Amateur Station _____ Date _____
Name _____
Street Address _____
City, State, Zip _____

Telephone Number:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

REC'D	From	Date	Time	SENT	From	Date	Time
-------	------	------	------	------	------	------	------

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.

The American Radio Relay League, Inc. is the National Membership Society of radio amateurs and the licensed publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.



**The American Radio Relay League
RADIOGRAM
Via Amateur Radio**

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
--------	------------	----	-------------------	-------	-----------------	------------	------

To:

This message was received at:

Amateur Station _____ Date _____
Name _____
Street Address _____
City, State, Zip _____

Telephone Number:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

REC'D	From	Date	Time	SENT	From	Date	Time
-------	------	------	------	------	------	------	------

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.

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Radiogram Instructions

Every formal radiogram message originated and handled should contain the following components in the order given.

I PREAMBLE a. Number (begin with 1 each month or year) b. Precedence (R, W, P or EMERGENCY) c. Handling Instructions (optional) d. Station of Origin (first amateur handler) e. Check (number of words/groups in text only) f. Place of origin (not necessarily location of station of origin) g. Time Filed (optional with originating station) h. Date (must agree with date of time filed) II ADDRESS (as complete as possible, include zip and telephone) III TEXT (limit to 25 words or less, if possible) IV SIGNATURE	MESSAGE EXAMPLE I 1 R HXG W1AW 8 NEWINGTON CT 1830Z JULY 1 a b c d e f g h II DONALD SMITH 164 EAST SIXTH AVE NORTH RIVER CITY MO 00789 733 4968 III HAPPY BIRTHDAY X SEE YOU SOON X LOVE IV DIANA Note that X, when used in the text as punctuation, counts as a word.
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ARRL Message Precedences

EMERGENCY--Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief to stricken populace in emergency areas. On CW, RTTY, AMTOR and packet this designation will always be spelled out. When in doubt, do not use this designation.

PRIORITY--Use abbreviation P on CW, RTTY, AMTOR and packet. This classification is for important messages having a specific time limit, official messages not covered in the emergency category, press dispatches and emergency-related traffic not of the utmost urgency.

WELFARE--This classification, abbreviated as W on CW, RTTY, AMTOR and packet, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

ROUTINE--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW, RTTY, AMTOR and packet) should be handled last, or not at all when circuits are busy with higher-precedence traffic.

Handling Instructions

PROSIGN	INSTRUCTION
HXA	(Followed by number) Collect landline delivery authorized by addressee within...miles. (If no number, authorization is unlimited.)
HXB	(Followed by number) Cancel message if not delivered within...hours of filing time; service originating station.
HXC	Report date and time of delivery (TOD) to originating station.
HXD	Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.
HXE	Delivering station get reply from addressee, originate message back.
HXF	(Followed by number.) Hold delivery until...(date).
HXG	Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

Cumberland County ARES/RACES Registration Form

(Please fill out and sign in ink)

First Name: _____ Last Name: _____

Call Sign: _____ License Class: _____ License Expiration Date: _____

Street Address: _____

City: _____ County: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____ Pager: _____ Cell: _____

E-Mail Address: _____ 2nd E-Mail Address: _____

Please indicate the bands and modes that you can support with your personal equipment using the following symbols:

F = Fixed/Base, M= Mobile, P=Portable, H=Handheld (use as many in each box as apply)

Mode	160M	80M	40M	20M	15M	10M	6M	2M	1 1/4 M	70CM	23CM	Other
CW												
SSB												
FM												
RTTY												
AMTOR												
FACTOR												
PSK31												
PACKET												
APRS												
SSTV												
ATV												

Response Related Information:

Would you be willing to travel to another county to assist in their response? ☐ Yes ☐ No

Member of other Amateur Radio special interest groups (i.e. MARS, CAP, Red Cross, Salvation Army)? ☐ Yes ☐ No

If yes, please list: _____

Do you have any disabilities that might hamper your service? ☐ Yes ☐ No

If yes, please list: _____

Portable Power Supply ☐ Yes ☐ No If yes, amp rating: _____

Generator? ☐ Yes ☐ No If yes, wattage rating: _____

Battery Operations? ☐ Yes ☐ No If yes, amp hour rating: _____

Anderson Powerpoles ☐ Yes ☐ No If no, what type of connectors used?: _____

CERT Member? ☐ Yes ☐ No If yes, what team or neighborhood? _____

First Aid/CPR Certified ☐ Yes ☐ No Search & Rescue Certified? ☐ Yes ☐ No

Vehicle Make and Model: _____ License Number: _____

Four Wheel Drive? ☐ Yes ☐ No Towing capability? ☐ Yes ☐ No

Mail to: Bryce Rumery, K1GAX 37 Casco St. Apt. 513 Portland, ME 04101

Personal Information: For insurance purposes in case of disaster related injury as a volunteer

Information will not be released excepting for official purposes relating to disaster related volunteer injury

My signature certifies that the information set forth below is complete to the best of my knowledge

First Name: _____ Middle Initial: _____ Last Name: _____ Suffix: ____

Maine Drivers License Number: _____ Social Security Number: _____ - _____ - _____

Date of Birth: Month _____ Date: _____ Year: _____

Signature of Applicant: _____ Date: _____

APPENDIX B
MEMORANDUMS OF UNDERSTANDING

Statement of Understanding (SOU) exists between Cumberland County ARES and the following agencies:

American Red Cross of Southern Maine

Appendix C

Emergency Reference Information for Amateur Radio Station

Telephone Numbers

(List name and/or number)

State Police 1-800-482-0730 (911 cell)

Local Police 911

Sheriff 1-800-226-1444 / 774-1444

Fire Department 911

Ambulance 911

CC EMA 207-892-6785

SEC _____

DEC _____

EC K1GAX 207-415-0498 (h) 207-3316770 (c)

AEC for Operations WA1RB 450-2249 (h) 662-6630 (w) 450-2249 (c)

Net Manager K1GAX 207-415-0498 (h) 207-331-6770 (c)

National Weather Service 1-800-482-0913 (Spotter Reporting)

Red Cross 207-874-1192

Salvation Army 207-774-6304

Other _____

What to report:

Caller's name

Location

Situation

Injuries: number, extent

Fire?

Traffic blocked?

Need assistance?

Weather conditions



	<i>Frequency</i>	<i>Time</i>	<i>Days</i>
ARES Net	146.73 (-) (100.0)	1930	Sunday
RACES Net	146.73 (-) (100.0)	1930	Sunday
SKYWARN Net	146.88 (-) (100.0)		
Section/Local Net	3940 kHz	1630	Sunday
Packet BBS			

THE AMATEUR RADIO EMERGENCY SERVICE

The radio amateur best justifies his existence by the service rendered to the community in times of disaster and distress when normal communications media are not available, have failed or are badly overburdened.

In the event of a communications emergency all amateurs are dedicated to serve in the public interest, within their ability, to provide temporary communications for a stricken area until normal facilities are restored.

The ARRL Amateur Radio Emergency Service is composed of licensed amateurs who have voluntarily registered their qualifications and equipment for communication duty in the public service when disaster strikes.

Further information on the Service may be obtained from your Section Manager, Section Emergency Coordinator or ARRL Headquarters. Visit www.arrl.org/sections.

BEFORE EMERGENCY

Prepare yourself by providing radio equipment together with an emergency power source upon which you can depend.

Test both the dependability of your emergency equipment and your own operating ability in the annual ARRL Simulated Emergency Test and the several annual on-the-air contests, especially Field Day.

Register your facilities and your availability with your local ARRL Emergency Coordinator. If your community has no EC, contact your local civic and relief agencies and explain to them what the Amateur Service offers the community in time of disaster.

IN EMERGENCY

Listen before you transmit. Never violate this principle.

Report at once to your Emergency Coordinator so that the EC will have up-to-minute data on the facilities available. Work with the local civic and relief agencies as the EC suggests. Offer these agencies your services directly in the absence of an EC.

Operate on the air in accordance with FCC regulations.

SOS and “Mayday” are the International distress calls for emergency only. They are for use only by stations seeking emergency assistance.

Respect the fact that the success of the amateur effort in emergency depends largely on circuit discipline. The established Net Control Station should be the supreme authority for traffic routing.

Cooperate with those we serve. Be ready to help, but stay off the air unless there is a specific job to be done that you can handle more efficiently than any other station.

Copy all bulletins from W1AW or check the ARRL Web site. During time of emergency, bulletins will keep you posted on the latest developments.

AFTER EMERGENCY

Report to ARRL Headquarters and your ARRL Section leaders as soon as possible and as fully as possible so that the Amateur Service can receive full credit. Report your activity with the ARRL Public Service Activity Report form (FSD-157) at www.arrl.org/FandES/field/forms/ (printable and on-line versions are available).

CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS
AH01	STATEWIDE COORDINATION	3940 kHz	COMMUNICATIONS CENTER	STATEWIDE HF (NIGHT) PRIMARY
AH02	STATEWIDE COORDINATION	7262 kHz	COMMUNICATIONS CENTER	STATEWIDE HF (DAY) PRIMARY
AH03	LOCAL COORDINATION	28.450 MHz	TACTICAL NET	LOCAL COORD./TACTICAL NET (USB)
AH04	LOCAL COORDINATION	29.650 MHz	TACTICAL NET	LOCAL COORD./TACTICAL NET (FM SIMPLEX)
AV01	STATEWIDE COORDINATION	52.525 MHz	STATEWIDE COORDINATION	6 Meter FM Simplex
AV02	LOCAL COORDINATION	52.565 MHz	TACTICAL NET	LOCAL COORDINATION/TACTICAL NET (FM SIMPLEX)
AV03	PRIMARY TACTICALSIMPLEX	146.415 MHz	ADMINISTRATIVE / COMMAND NET	ARES PRIMARY (FM SIMPLEX)
AV04	INTER-COUNTY COORDINATION	146.520 MHz	COMMUNICATIONS CENTER	(FM SIMPLEX)
AV05	ADMINISTRATIVE / COMMAND	146.535 MHz	ADMINISTRATIVE / COMMAND NET	ARES TERTIARY (FM SIMPLEX)
AV06	PRIMARY TACTICAL REPEATER	146.730 MHz	PRIMARY TACTICAL NET	(FM REPEATER) (-600 KHz), (100.0 Hz CTCSS)
AV07	STATEWIDE COORDINATION	146.880 MHz	COMMUNICATIONS CENTER	(FM REPEATER) (-600 kHz), (100.0 Hz CTCSS)
AV08	TACTICAL REPEATER	147.090 MHz	TACTICAL NET	(FM REPEATER) (+600 kHz), (100.0 Hz CTCSS)
AV09	ADMINISTRATIVE / COMMAND	147.360 MHz	ADMINISTRATIVE / COMMAND	(FM REPEATER) (+600 kHz), (100.0 Hz CTCSS)
AV10	ADMINISTRATIVE / COMMAND NET	147.525 MHz	ADMINISTRATIVE / COMMAND NET	ARES SECONDARY (FM SIMPLEX)
AV11	Tactical Net	223.440 MHz	Tactical Net	ARES PRIMARY (FM SIMPLEX)
AV12	INTER-COUNTY COORDINATION	223.500 MHz	Communications Center	(FM SIMPLEX)
AU01	TACTICAL REPEATER	444.100 MHz	TACTICAL NET	(FM REPEATER) (+5 MHz), (82.5 Hz CTCSS)
AU02	TACTICAL NET	445.000 MHz	TACTICAL NET	ARES TERTIARY (FM SIMPLEX)

CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS
AU03	TACTICAL NET	445.575 MHz	TACTICAL NET	ARES SECONDARY (FM SIMPLEX)
AU04	INTER-COUNTY COORDINATION	446.000 MHz	Communications Center	(FM SIMPLEX)
AU05	TACTICAL NET	446.075 MHz	TACTICAL NET	ARES PRIMARY (FM SIMPLEX)
AS01	TACTICAL NET	1294.525 MHz	TACTICAL NET	ARES PRIMARY (FM SIMPLEX)
AA01	LOCAL OPERATOR / CLIENT LIAISON	27.065 MHz	COMMAND POST / LOCAL OPERATOR	CB CH. 9 EMERGENCY USE ONLY (AM)
AA02	LOCAL OPERATOR / CLIENT LIAISON	27.185 MHz	COMMAND POST / LOCAL OPERATOR	CB CHANNEL 19 TRANSPORTATION (AM)
AA03	LOCAL OPERATOR / CLIENT LIAISON	154.600 MHz	COMMAND POST / LOCAL OPERATOR	MURS CHANNEL 5 (FM SIMPLEX NB)
AA04	LOCAL OPERATOR / CLIENT LIAISON	462.6125 MHz	COMMAND POST / LOCAL OPERATOR	FRS CHANNEL 3 (FM SIMPLEX NB)
AA05	LOCAL OPERATOR / CLIENT LIAISON	462.6625 MHz	COMMAND POST / LOCAL OPERATOR	FRS CHANNEL 5 (FM SIMPLEX NB)
AA06	LOCAL OPERATOR / CLIENT LIAISON	462.7125 MHz	COMMAND POST / LOCAL OPERATOR	FRS CHANNEL 7 (FM SIMPLEX NB)

Appendix E

Duties of Assistant Emergency Coordinators

ADMINISTRATION:

- *Recruiting of ARES members
- *Maintains personnel records
- *Maintains all ARES records
- *Maintains equipment inventory
- *Prepares reports

LIAISON:

- *Maintaining contact with served agencies (unless otherwise delegated)
- *Maintains liaison with an Incident Liaison Officer
- *Maintaining liaison with NTS and other nets
- *Maintaining liaison with adjacent ECs and jurisdictions

LOGISTICS

- *Arranges transportation for ARES members
- *Arranges for acquisition and delivery of supplies--food, fuel, water, etc.
- *Arranges acquisition of equipment--generators, batteries, antennas
- *Coordinates repeater restoration--if damaged by disaster

OPERATIONS

- *Net Manager for specific ARES nets
- *Net Control Station for specific ARES nets
- *Staging area manager for ARES operations
- *Operational assistant to EC during disasters
- *Serves as EC in the ECs absence
- *Prepares ICS documents for the ARES response
- *Maintains liaison with the Incident Communications Unit Leader

PUBLIC INFORMATION

- *Distributes ARES information
- *Maintains liaison with media outlets for ARES activities
- *Maintains liaison with PIOs of served agencies
- *Maintains liaison with an Incident PIO during disaster operations
- *Maintains liaison with a the JIC during disaster operations

TRAINING

- *Plans training for monthly meetings
- *Prepares training materials for training sessions
- *Presents monthly training
- *Briefs new ARES members on training requirements
- *Evaluates and assigns walk-in volunteers
- *Maintains training records for ARES members

Appendix F

Duties of Official Emergency Stations

Official Emergency Stations

An Official Emergency Station may be assigned to any of the following functions as assigned by the EC or AEC for Operations:

Responsible for specific, pre-determined operational assignments during drills or actual emergency situations. Examples include: Net Control Station or Net Liaison for a specific ARES net; Manage operation of a specified ARES VHF or HF digital BBS or MBO, or point-to-point link; Operate station at a specified emergency management office, Red Cross shelter or other served agency operations point.

APPENDIX G – READY KITS

BASIC READY KIT

The following are the minimum items required for operating during a disaster or exercise for ARES members. Any ready kit should be packed for a 72 hour period. Ready kits are a personal thing. One should add or delete items from any ready kit as they feel appropriate as long as additions or deletions do not detract from communications.

- ☐ TWO METER HANDHELD (DUAL BAND RECOMMENDED)
- ☐ SPARE RECHARGEABLE BATTERIES
- ☐ STANDARD BATTERY CHARGER
- ☐ 2-METER MAGMOUNT
- ☐ COAXIAL DIPOLE OR RIBBON CABLE J POLE ANTENNA AND COAX
- ☐ EAR-PHONE
- ☐ DRIVERS LICENSE
- ☐ CCARES ID BADGE
- ☐ COPY OF CURRENT AMATEUR RADIO LICENSE
- ☐ APPROPRIATE DOCUMENTS
 - CUMBERLAND COUNTY ARES EMERGENCY OPERATIONS PLAN
 - CUMBERLAND COUNTY ARES SOP
 - CUMBERLAND COUNTY ARES FIELD RESOURCE MANUAL
- ☐ APPROPRIATE CLOTHING
- ☐ APPROPRIATE FORMS
 - ICS-309
 - ICS-214A
 - ICS-213
 - ARRL RADIOGRAMS
- ☐ PENS AND PENCILS
- ☐ CLIPBOARD
- ☐ NOTEPAD
- ☐ FOOD AND WATER
- ☐ FLASHLIGHT (AA) (WITH SPARE BATTERIES)
- ☐ POCKET KNIFE
- ☐ ROLL OF ELECTRICAL TAPE
- ☐ PERSONAL FIRST AID KIT
- ☐ TEN DOLLARS IN BILLS AND CHANGE
- ☐ PRESCRIPTION MEDICINES
- ☐ PATENT MEDICINES
- ☐ SPARE EYEGLASSES
- ☐ ALARM CLOCK
- ☐ PERSONAL TOILETRIES

INTERMEDIATE READY KIT

The following are items for an intermediate ready kit for ARES members.

All items contained in the basic ready kit, plus:

For the handheld radio:

- ☐ SPEAKER/MIC OR HEADSET WITH BOOM MIC
- ☐ ALKALINE BATTERY SHELL
- ☐ THREE CHARGES OF ALKALINE BATTERIES

Additional Equipment:

- ☐ TWO METER (DUAL BAND PREFERRED) MOBILE SYNTHESIZED RADIO (25 WATTS MINIMUM)
- ☐ POWER CABLE WITH CIGARETTE LIGHTER TO ARES CONNECTORS
- ☐ POWER CABLE WITH ALLIGATOR CLIPS TO ARES CONNECTORS
- ☐ SPARE FUSES FOR MOBILE RADIO
- ☐ POWER SUPPLY FOR RADIO
- ☐ GELCELL OR LEAD ACID BATTERY (10 AMP/HR MINIMUM) WITH ARES (ANDERSON POWER POLE) CONNECTORS
- ☐ HEADPHONES
- ☐ "BART" OR TRIPOD FOR PORTABLE OPERATION
- ☐ 15 FEET OF MASTING
- ☐ QUARTER WAVE OR BETTER ANTENNA FOR PORTABLE OPERATION.
- ☐ 100 FEET OF RG-8X COAX (TWO 50 FOOT PIECES WITH PL-259 CONNECTORS AND BARREL ADAPTER)
- ☐ VARIOUS RF ADAPTERS FOR COAX
- ☐ EXTENSION CORD
- ☐ TWO TO THREE PRONGED AC ADAPTER
- ☐ PATENT MEDICINES (ASPIRIN, ANTACID, ETC.)
- ☐ BASIC SAFETY EQUIPMENT
 - ORANGE OR LIME GREEN SAFETY VEST WITH REFLECTIVE STRIPES (ANSI Type II or III)
 - HARD HAT
 - SAFETY GOGGLES
 - WORK GLOVES
 - SAFETY BOOTS (STEEL TOE)
 - PARTICLE MASKS
 - SUNGLASSES (PLASTIC LENSES)
 - COVERALLS
 - BROAD BRIMMED HAT (SUMMER & RAINY WEATHER)
 - BLOUSING GARTERS OR THICK RUBBER BANDS (FOR INSECT PROTECTION IN THE FIELD)
 - RAIN SUIT OR PONCHO (ORANGE OR YELLOW)
 - LEATHERMAN TYPE POCKET SURVIVAL TOOL
 - SPACE (EMERGENCY) BLANKET
 - SUN SCREEN
 - MOSQUITO REPELLENT

- SAFETY CONES (VEHICLE)
- SMALL FIRE EXTINGUISHER (VEHICLE)

ADVANCED READY KIT

The following are items for an advanced ready kit for ARES members.

All items contained in the intermediate ready kit, plus:

- ☐ HF RADIO SYSTEM WITH POWER SUPPLY CAPABLE OF OPERATIONS ON 80 THROUGH 10 METERS
- ☐ BACKUP POWER SYSTEM THAT WILL OPERATE INDEPENDENT OF THE COMMERCIAL MAINS (BATTERY, GENERATOR OR OTHER POWER SOURCE)
- ☐ PORTABLE HF ANTENNA SYSTEM FOR 80 THROUGH 10 METER OPERATION
- ☐ AC POWER STRIP
- ☐ DC POWER STRIP WITH ARES CONNECTORS
- ☐ DUCT TAPE
- ☐ SHELTER (TENT & SLEEPING BAG)
- ☐ PORTABLE STOVE, MESS KIT & EATING UTENSILS
- ☐ WATERPROOF MATCHES
- ☐ TOOLS
- ☐ SOLDERING IRON AND SOLDER
- ☐ VOM
- ☐ SWR BRIDGE OR DIRECT WATTMETER
- ☐ FOLDING SHOVEL
- ☐ SLEDGE HAMMER (3 POUND)
- ☐ HAND AXE
- ☐ FLAGGING TAPE

Cumberland County ARES



“When All Else Fails”