

WELLINGTON RADIO CLUB

LOCAL AND WIDE AREA SCENARIO PLANS FOR BACKUP EMERGENCY COMMUNICATIONS 2008-9 EDITION



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PRESIDENT
WELLINGTON RADIO CLUB

For Official Use of the Wellington Radio Club

*The Wellington Radio Club is independent of the Village of Wellington.
This is a stand-alone emergency plan developed by WRC members after participation
in all the activations of the Wellington EOC and field experiences as
volunteer emergency communicators after major hurricanes and other disasters.*

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1

Please cut out and safeguard in your wallet

If you suspect an emergency exists that requires Wellington EOC/RACES activation, first try to monitor the WRC's frequencies and Wellington's Emergency Broadcast frequency of 1680 KHz for activity. If you cannot monitor or there is no activity, notify the Wellington RACES Radio Officer and/or the Wellington Emergency Management of the emergency.

EMERGENCY CONTACT INFORMATION:

Wellington Emergency Management: Weekdays 8am to 4:30pm: 791-4003

Nights/Weekends.Holidays: 791-4037

RACES Officer: 385-2986

The 2008-9 Emergency Communication Plan

This Plan is based upon the prospect of facing wide area, highly destructive events in addition to the local emergencies we've been accustomed to prior to 2004. Hurricanes Dennis, Katrina and Rita not only destroyed telecommunications infrastructure upto hundreds of miles *but also knocked out of action many county and municipal EOCs that were depended upon for emergency communications.* The revised Emergency Communications Plan defines:

Abstract.....	2
Purpose.....	3
Activation.....	3
Mobilization Procedure.....	4
Duties of personnel.....	4
Operations.....	5
Training, Drills, Tests, etc. (Preparedness).....	5
Glossary.....	6
Incident Command System Message Form.....	7

ABSTRACT Background

Like volunteer firemen and those of other skill areas, members of the Wellington Radio Club, WRC, come from a diverse cross section of professions and occupations such as engineers, truck drivers, communications techs, retirees, retail managers, etc. Each is tested and licensed by the FCC. One of their major objectives is service to the community by employing their emergency communications skills. We focus on the Western Communities centered on Wellington.

A second objective is to closely work with, and be a resource to, other volunteer preparedness groups under the broad umbrella of the CITIZENS CORPS. Wellington's Community Emergency Response Team, CERT, is one such group.

The WRC conducts year-round activities specifically to help maintain our preparedness including weekly on-the-air training, special emergency communications exercises as well as meetings, workshops and clinics geared to refresh and upgrade communications skills.

WRC's Communications Resources

During emergencies the Clubs' resources available to the Village of Wellington including its two radio repeaters... equipment owned, maintained and licensed to its members. These offer reliable communications throughout Wellington and the Western Communities with handheld radios and extend to countywide range on mobile radios. We endeavor to incorporate into the WRC systems the most useful of new technologies.

The Best of Modern Telecommunications and Technology

The WRC repeater system is the ability to interface our radios with the Internet to maintain communications with thousands of similar sites worldwide. The WRC is proud to be the first group in Palm Beach County that offered this free service to the Village during emergencies and the radio amateur community in general. This fast growing, new technology is believed to have immense potential for emergency communications... especially during non-weather related incidents when local telephone and cellphone networks are overloaded.

Communicators of Last Resort

However when the Internet is down, power is out, radio towers out-of-service and no type of telephone is usable, WRC Members' privately owned, emergency-powered radio stations form a ruggedized, highly disaster resistant communications network. History has shown that radio amateurs have time, and time again, come to the service of their neighbors and communities when no other communications infrastructure remains. Their private network is available for Village use and can span local, regional and even national boundaries.

That's why Radio Amateurs are often referred to as *the communicators of last resort.*

Respectfully Submitted on Behalf of the Board of Directors,
Larry Lazar, President
Wellington Radio Club

WELLINGTON RADIO CLUB EMERGENCY PLAN FOR THE WESTERN COMMUNITIES, PALM BEACH COUNTY, FLORIDA

1. INTRODUCTION

1.1 The Wellington Radio Club (**WRC**) is comprised of FCC-licensed Amateur Radio operators who have voluntarily offered their capabilities and equipment for Public Service Communications.

1.2 Under Federal regulations, Amateur Radio Service Communications are furnished without compensation of any kind.

1.3 The members of the Wellington Radio Club operate by using this Emergency Plan under the direction of the WRC's Communications Coordinator, CC.

2. PURPOSE

2.1 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.

2.2 The primary responsibility of the Wellington Radio Club and/or RACES is to furnish communications in the event of an emergency, when regular communications fail or are inadequate.

2.3 Drills, training, and instruction shall be carried out to insure readiness and quick response in providing effective emergency communications whenever necessary.

2.4 The following agencies may require communications during an emergency: Governments of the Western Communities; Wellington CERT; PBC EOC; Florida's State Emergency Response Team; FEMA; The American Red Cross; local hospitals; Fire/Rescue Department; Sheriff's Office; Salvation Army; The National Weather Service; FPL; and any other agencies requesting communications assistance from the Wellington Radio Club.

2.5 The WRC/RACES will make every effort to promote coordination with any other emergency preparedness group that assists the Village during emergencies.

3. ACTIVATING THE PLAN

3.1 Any Village of Wellington EOC authority, State RACES or emergency communications official may activate this plan.

Any member of the Wellington Radio Club/RACES or any local Amateur Radio operator, who for any strong reason suspects an emergency exists that may require EOC/RACES activation exists, should first monitor Wellington's Emergency Broadcast System, 1680 KHz and WRC's frequencies for announcements or activity. If no emergency announcements or activity is heard, attempt to notify the Wellington EOC Communications Coordinator or the VOW Emergency Services Manager of the emergency.

RACES Officer: 385-2986

Wellington Emergency Management:

Weekdays: 791-4003 Nights/Weekends: 791-4037

3.2 The CC will be notified by any means available by an official of the group requesting assistance. The CC will then notify the members using any means available. This may include Amateur Radio, telephone, commercial pager, broadcast radio/TV, etc.

4. WRC/RACES MOBILIZATION PROCEDURE

4.1 Local broadcast stations may be contacted by the CC or other officials, as needed, for spot announcements alerting WRC/RACES members and the community.

4.2 If telephone service is available, the telephone tree may be activated.

4.3 THE USE OF WRC EMERGENCY COMMUNICATIONS RESOURCES:

147.285 FM Repeater: The primary Wellington Emergency Net frequency. Upon the awareness or notification that an abnormal situation exists, members of the Wellington Radio Club/RACES will check into the net on this repeater..

442.050 FM Repeater: If the primary repeater is down, this is the alternate net frequency. Otherwise the WRC's 442.050 (p1103.5) FM repeater will be used for official field point-to-point operation such as between the Wellington EOC and field operations such as the incident command post, CERT Teams, mobile damage assessment teams, etc.

Simplex Mode: *If for any reason a repeater is not on line, the output frequency of the repeater maybe used for net operations. As a last resort, the 145.670 FM simplex will used within the Village for local communications.*

IRLP: During an emergency, the IRLP radio-Internet-radio node will be placed in standby mode and used only for official communications.

Echolink: In the next six months, it is anticipated that amateurs will be able to use personal computers to connect with the WRC radio repeaters and thus participate in the Wellington Emergency Net when their radio system fail or are otherwise not available. Progress in this area will be reported periodically.

4.4 The CC or his designate will become the Net Control Station (NCS), K4VOW. Net Control will be from the Village of Wellington Emergency Operations Center (EOC) whenever possible. This station is designated as an *Official Emergency Station* and will be used as the main communications center in an emergency.

4.5 Operators and units will be activated and dispatched as needed by the Net Control Station (NCS) under the direction of the CC or his designate.

4.6 A second operator at the Wellington EOC will concurrently participate on the designated ARES Central County two meter repeater and provide liaison with the PB County EOC.

5. DUTIES OF NCS

5.1 The WELLINGTON RADIO CLUB Emergency Net will be called to order by the NCS.

5.2 Members of the WRC and Village of Wellington RACES will check into the net from their mobiles, portable and home stations to await further instructions from the NCS.

5.3 Liaison Stations that have been previously assigned permanent duties as *Official Emergency Stations* will be dispatched to their tasks as required. Any additionally required liaisons to nets and/or agencies will be assigned as required by the NCS.

5.4 Radio operators that are assigned to handle radio communications will be designated as an *Official Emergency Station* for the duration of the Net or their participation.

5.5 Radio operators of home based stations will be coordinated to effectively assist the NCS and operate as *Official Emergency Stations* as required.

6. OPERATIONS

6.1 All Official Messages will be written down and saved. Digital radio communications will be used where possible.

6.2 All Official Messages must be signed by the official who originates them, with his/her title, thereby taking responsibility for the contents of the message.

6.3 Messages will be documented on the Incident Command System ICS 213 form, attached. All content in plain language. Messages will be accepted in other standard formats including ARRL and the State of Florida Communications Assistance Team (CAT) format.

6.4 Only plain English shall be used in Official Messages. No Q or 10 codes or signals. Unofficial Health & Welfare traffic may use ARL Numbered Radiogram codes.

6.5 Stations in an Emergency Net do not transmit unless invited to do so by Net Control. The only exception to this is for a station that has messages for the NCS.

7. TRAINING, DRILLS, TESTS AND ALERTS

7.0 The WELLINGTON RADIO CLUB will conduct Wellington Emergency Net three times monthly for training and preparedness purposes.

7.1 A minimum of one annual test will be conducted to test the effectiveness of the communications system. The tests may be Village of Wellington, CERT, County EOC, or nationally sponsored annual exercises such as June's Field Day and the Simulated Emergency Test in October.

7.2 WELLINGTON RADIO CLUB may supply Public Service Communications in support of local events (parades, marathons, celebrations, bikeathons, etc) to test the effectiveness of the system(s).

7.3 WELLINGTON RADIO CLUB will, if requested, train and assist CERT teams and other volunteer, community-based emergency response groups on emergency communications.

7.4 At the discretion of the CC, the Wellington Radio Club will be activated on an unannounced basis at least once per year.

7.5 At the discretion of the CC, the Wellington Radio Club will participate, if invited, in drills conducted by other emergency preparedness groups.

GLOSSARY

EOC - Emergency Operations Center

In the Village of Wellington, the EOC is an official entity under the Director of Emergency Management Services. When activated, it brings together the major Public Safety decision makers to facilitate the response to a crisis. Specifically, the Commander of the PBC Sheriff's Office, Commander of the PBC Fire/Rescue, VOW Public Works Director, VOW Utilities Director, Village Manager and other VOW officials.

CC - EOC Communications Coordinator

WRC appointee with the responsibility is to ensure adequate telecommunications capability to permit the EOC to function smoothly. This includes the Wellington Radio Club communications systems and worst-case scenario backups.

CERT - Community Emergency Response Team

Community based volunteer group under the CITIZENS CORPS/FEMA that prepares for, and responds to, emergencies when public safety agencies are not available or are overwhelmed.

ECHOLINK

A worldwide network of over 2000 radio repeater sites and 100,000+ computer nodes. The WRC repeater permits even low power handheld radios to connect with distant emergency management locations.

ICS - Incident Command System

A nationally standardized approach to managing resources during an emergency. All public safety agencies utilize the ICS as part of the NIMS, National Incident Management System required by FEMA and the Department of Homeland Security.

IRLP - INTERNET LINKING RADIO PROJECT

A worldwide network of over 2000 repeater sites ("nodes"). The WRC repeater permits even low power handheld radios to connect with distant emergency management locations.

NCS - Net Control Station

Leads the Wellington Emergency Net from the EOC during activation. Coordinates with the EOC operator participating in the Central County ARES Net, EOA Net and direct EOC to EOC communications on amateur and non-amateur frequencies.

PBC - Palm Beach County

RACES - Radio Amateur Civil Emergency Service

FEMA and State of Florida recognized emergency communications service organized on community through state levels. RACES is activated at times of declared emergencies although training is done on a repetitive basis and during Public Service events.

RO - RACES Radio Officer

The head of a RACES organization who reports to the head of emergency management for a jurisdiction. Federal guidelines permit the appointment of local RO by Wellington's Director of Emergency Management.

VOWRACES - Village of Wellington RACES

Wellington Emergency Broadcast System

Licensed in May 2005, the Village operates WQQQ516 on a frequency of 1680 KHz AM. The shared frequency is subject to interference at nighttime when equal or stronger signals are received from other parts of North America and the Carribean. A *Travelers' Information Service* class station, it is limited to 10 watts output and an antenna no higher than about 42 feet above average terrain.

WRC - Wellington Radio Club

A private, nonprofit group of radio amateurs formed in the Village of Wellington in 1999. Its Constitution promotes community service and its volunteers developed and maintain the communications resources of the EOC and staff it during emergencies.

In addition, the WRC owns and maintains two radio repeater systems which are available during emergencies and which tie together radio amateurs throughout Wellington, the Western Communities and beyond.

Worthy of note is that the WRC's repeater systems are specially designed to permit the emergency use of low power handheld radios throughout Wellington including *inside* most structures.

1. Incident Name	2. Date and Time of Message	GENERAL MESSAGE ICS 213-OS
3. TO: ICS Position		
4. FROM: ICS Position		
5. Subject:		
6. Message		
7. Reply		
8. Signature / Position (person replying)		Date / Time of reply
GENERAL MESSAGE	June 2000	ICS 213-OS

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).

ARL NUMBERED MESSAGE CODES - ONLY FOR HEALTH & WELFARE TRAFFIC

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.