



**MIDWEST DIVISION  
ARRL IOWA SECTION  
AMATEUR RADIO EMERGENCY SERVICES  
DISTRICT 2  
EMERGENCY COMMUNICATIONS PLAN  
01 March 2019**

## **List of Changes/Updates**

Updated call signs and listed new ARES E Cs.	15 September 2015
Added information about Counties	
Added ARRL MOUs	
Added information on Anderson Power Poles	
Call Sign Changes	1 October 2015
Call Sign Changes	19 October 2015
Added reference to additional ICS Forms	
Added Iowa County FIPS codes	29 October 2015s
Deleted Ecs that have stepped down	24 November 2015
Added IA ARES Dist 2 Digital Standards information	26 November 2015
Updated Go Kit Listing	29 November 2015
Updated ARES EC Listing	24 February 2016
Updated Go Kit Annex	
Updated MOU Annex	
Updated wording	18 October 2016
Added Appendix for County EC Duties	
Updated ARES EC Listings	15 March 2017
Updated DTN Frequencies	19 December 2017
Updated ARRL Ecs	
Updated Digital Frequencies	11 March 2018
Updated ARES Ecs	
Added Mutual Aid Appendix	13 April 2018

▪

## **Table of Contents**

		Page
Purpose	1	
Safety	1	
Introduction	2	
Plan Activation	4	
Mobilization	5	
Net Control Duties	5	
Operations	6	
Monthly and Annual Reports		7
Drills, Tests and Alerts	8	
Reviews	8	

## **APPENDIX'S**

1. Key Personnel Contacts
2. County EC Responsibilities
3. Emergency Net Procedures
4. Power Connections
5. Recommended Training
6. Iowa Hospital Association/Iowa ARES MOU
7. Monthly EC Report
8. 24/72 Hour Go Kit
9. ARRL MOUs
10. Job Action Sheets
11. ICS Forms
12. FIPS Codes
13. Mutual Aid

## **Acknowledgements**

ARRL Emergency Communications Manual	March 2015
IWARN (Posting on Web Site)	
STX ARES Plan 3.3	
STX District 14 ARES ECOM Plan	
Iowa Emergency Communications Plan	2010
West Mountain Radio	

## 1. PURPOSE

1.1 To implement Part 97.1 of the FCC regulations, and Federal and international treaty law applying to Amateur Radio and specifically to Iowa ARES District 2.

### **Part 97.1 Basis and Purpose.**

The rules and regulations in Part 97.1 are designed to provide an amateur radio service having a fundamental purpose as expressed in the following principles:

1.1.1 Recognition and enhancement of the value of the Amateur Radio Service to the public as a voluntary non-commercial communications service, *particularly with respect to providing emergency communications*. [Emphasis added]

1.2 The primary responsibility of the Iowa Section District 2 ARES® is to provide effective and efficient communications in the event of a natural disaster or emergency involving any major threat to life or property, to supplement normal communications, or in the event of communications failures to provide the necessary communications links where applicable and possible. Overall coordination and direction for District 2 ARES® operations is the direct responsibility of the District 2 ARES® Emergency Coordinator (DEC). See Appendix 1 to this Emergency Plan.

1.3 All drills, training and instruction will be planned and executed to ensure maximum readiness and capability to respond expeditiously and to provide effective and efficient Federal Communications Commission, hereinafter FCC, licensed radio operator volunteers for emergency communications whenever the need arises.

The following agencies may be served during an emergency situation requiring supplemental communications: all agencies or entities with whom District 2 ARES® has entered into Memorandums of Understanding, hereinafter referred to as MOUs, and other agencies or entities, which may from time-to-time request assistance from District 2 ARES®. Agencies with MOUs will receive first priority for the resources of District 2 ARES®.

## 2. SAFETY FIRST

If any action requested involves risk, the person should NOT take the action and should notify net control that he/she will not be performing the action requested, along with a statement of the risk assessment.

### 3. INTRODUCTION

3.1 ARES® members are FCC-licensed Amateur Radio operators who have voluntarily registered their capabilities and equipment for public service communications duty. All District 2 ARES® personnel are strongly encouraged to obtain a State of Iowa Division of Emergency Management State RACES Authorization Unit Number.

3.1 Under Federal regulations, Amateur Radio public service communications are furnished without compensation of any kind. All District

3.2 ARES® radio operator personnel are federally licensed, receive no remuneration of any kind for their services, and in most cases, provide the equipment utilized at their own expense.

3.3 District 2 ARES® functions under this Emergency Plan by direction of the District Emergency Coordinator (DEC), who is appointed by the ARRL® Iowa Section Manager. Iowa ARES District 2 is made up of the counties of; Allamakee, Bremer, Butler, Cerro Gordo, Chickasaw, Emmet, Fayette, Floyd, Franklin, Hancock, Howard, Humboldt, Kossuth, Mitchell, Winnebago, Winneshiek, Worth and Wright.

3.4 Where conflict may exist between this Emergency Plan and the Iowa Section Emergency Plan, the Iowa Section Emergency Plan will take precedence and the District 2 Emergency Plan will be subordinate.

3.5 As an ARES® volunteer you are working for ARES® and operate within ARES® guidelines (see Appendix X) and FCC regulations. You are not an employee of the served agency and although we serve and operate strictly within their operational rules and regulations we are not their employees.

3.6 If you desire to take on an assignment other than your current District 2 ARES® assignment you must clear that with the on-site District 2 ARES® leader or supervisor you are currently working with and ensure that a qualified replacement is available to cover your assignment for the remainder of its duration.

3.7 Each EC will develop an emergency plan and operations manual, which will compliment the South Texas emergency Plan and this document. Each Unit's emergency plan is subject to approval of the DEC. Where conflicts may occur, if any, this document and the South Texas Emergency Plan will prevail.

3.8 Liaison stations to the following National Traffic System (NTS) nets and local VHF and UHF communications nets will be assigned as necessary:

### 3.8.1 H.F. Frequencies (+/- QRM)

IA 75 Meter Net, 3.970 MHz, 1230, 6pm/5:30 CDT, Mon – Sat  
ITEN 3.970 MHz 6pm Sunday  
IA ARES ITEN net, 3.970 MHz, 6 pm/5:30 CDT Sunday  
IA ARES ITEN 40 meter 7.235 MHz  
IA Digital Net, 3.590 MHz (Center Frequency) 3.588.5 MHz (dial) USB,  
Tuesday 7pm uses digital mode Olivia 8/500 \*  
IA Digital 40 Meter Net, 7.114 MHz (Center Frequency) \*  
IA RACES Net, 3.9905 MHz (Requires RACES authorization)  
IA RACES Net, 7.250 MHz (Requires RACES authorization)

\*See the IA ARES District 2 Digital Standards for more information.

### 3.8.2 VHF & UHF Frequencies used by District 2 ARES®

District 2 Mutual Aid 147.405 MHz  
Allamakee Co 147.435 MHz  
Bremer Co 147.555 MHz  
Butler Co 146.475 MHz  
Cerro Gordo Co 147.575 MHz  
Chickasaw Co 147.57 MHz  
Emmet Co 147.555 MHz  
Fayette Co 146.51 MHz  
Floyd Co 146.49 MHz  
Franklin Co 146.565 MHz  
Hancock Co 146.58 MHz  
Howard Co 147.565 MHz  
Humboldt Co 147.525 MHz  
Kossuth Co 146.415 MHz  
Mitchell Co 147.51 MHz  
Winnebago Co 147.51 MHz  
Winneshiek Co 146.46 MHz  
Worth Co 146.415 MHz  
Wright Co 146.475 MHz

### 3.8.3 VHF Repeater Frequencies

These repeaters are available for ARES operations.

Allamakee County 147.360 R/147.960 T 131.8 Tone  
Fayette County 147.345 R/147.945  
443.950 R/448.950  
Franklin County 147.255 R/147.855 T 136.5 Tone  
443.750 R/448.750 T 136.5 Tone  
Humboldt County 147.180 R/147.780 T \*  
442.400 R/447.400 T 110.9 Tone

\* Mototrbo digital repeater connected to Internet DMR MARC color code 1

It is recommended that ARES members program their radios with at least their county frequency and those of the District and adjacent counties.

**Note:** The VHF and UHF frequencies listed are consistent with the VHF and UHF band plans listed in the current edition of The ARRL® Repeater Directory; however, these plans are subject to local requirements, which may from time-to-time change. With the advent of DMR in some areas of Iowa some simplex designated areas of the two meter and seventy centimeter bands may be re-coordinated to accommodate DMR repeater pairs.

Never interfere, always be courteous and report the circumstances relating to interference to the appropriate District or unit digital / repeater restoration AEC. Restrict the use of repeater output frequencies for simplex communications to repeater outages, emergencies, or situations where specifically authorized by the repeater trustee. Follow the band plans for all HF, VHF and UHF Amateur Radio bands.

If you are intentionally interfered with on a simplex or repeater frequency ignore the interference. Confrontation is what the interfering station wants. Ignore it, move on and report the circumstances with as much information as possible.

3.8.4 The state is interconnected to the National Weather Service in Des Moines and the state EOC in Johnston on the statewide DMR system. District 2 is 90 percent covered by DMR. It is recommended that all District ARES members acquire DMR capabilities.

3.9 Where possible each ARES group should have a licensed operator able to liaison to one of the HF traffic nets in the state, or to be able to contact direct through the State EOC.

## 4. PLAN ACTIVATION

4.1 Any member of District 2 ARES who becomes aware that a communications emergency exists, should contact the EC or AEC of their county and monitor current assigned resource and tactical net frequencies. A member may contact the EC or AEC calling or texting a cell phone if other means fail and in extreme situations by courier. In-turn the EC or AEC should contact the DEC, to inform and/ask for additional assistance from other ARES Group.

4.2 *Operators are forbidden to go to the site of any emergency event unless authorized to do so by Net Control.* Net control will only authorize operators to go to the site of an emergency event if the appropriate served agency **requests ARES assistance** at the site. The request, requester name, title, served agency and time will be documented in the Net Log. **Note:** Mobile units may be sent to designated staging areas, but will remain there until assigned to the event by Net Control.

4.3 In any emergency in which amateur radio is requested to serve, amateur radio operators may be alerted by any Emergency Management Official or requesting agency or by contacting the District 2 ARES Emergency Coordinator. The EC or AEC who activates ARES will become the ARES Officer in Charge (OIC). Contacts contained in Appendix 1.

4.4 The ARES OIC will be in charge of all ARES operations during an emergency operation. He/she will be the senior District 2 ARES authority for the event. All ARES participants will take direction from him/her. The OIC may change during the event at the discretion of the current OIC and EC.

#### 4.5 EmComm Alert (Readiness) Codes

Green - Normal Day to Day Operations

Blue – Conditions exist that may develop into a potential emergency/disaster within the next 48 hours. ARES members should be aware of local conditions.

Yellow- Conditions exist that may develop into an emergency or disaster within the next 24 hours. ARES members should ready themselves for activation.

Red – An emergency or disaster is imminent. ARES EmComm nets are activated.

Black – An emergency or disaster situation exists.

### 5. MOBILIZATION

5.1 The EC or OIC will notify ARES members by using the most time efficient mode available at the time of activation.

5.2 The radio frequency to be used or monitored in the event of an emergency is to be determined 147.405 MHz or your local county ARES simplex frequency.

5.3 Upon notification that a communications emergency exists, members of ARES will listen to the frequency and will only check in if they have urgent information or when the Net Control Station (NCS) asks for such check-ins on the Emergency Net. Stations will maintain radio silence, unless they have business on the net.

5.4 All ARES members should have a 24 hour basic deployable kit and a 72 hour “go kit” prepared.



## **6. NET CONTROL STATION (NCS) DUTIES**

5.1 The District 2 Emergency Net will be activated by the Net Control Station. Based on the facts, stations will be fully advised as to the nature of the emergency. Net control will establish backup frequencies and a backup NCS. Full Net Control Procedures are contained in Appendix 2.

5.2 Stations will be checked in from their current location and asked to standby for further instructions. An inventory list will be made of operators and available equipment for possible assignment to requests for assistance from served agencies.

5.3 Mobile and portable stations may be dispatched as needed to a staging area or directly to the incident site as determined by the OIC. The OIC must notify the NCS which agency official, by name and title, requested our deployment should our deployed units encounter a restricted access condition or other challenges. The location of each assignment will be recorded by the NCS in the station log.

## **6. OPERATIONS**

### **6.1 MESSAGES**

6.1.1 Formal Messages: Formal messages are those which are written in a standard format. All messages which request material or services which may require payment or repayment of funds must be formal messages.

Message Forms: All format messages must be written in standard ARRL format unless otherwise directed by the served agency.

It is strongly encouraged to restrict messages to 25 words or less, particularly if the message will be relayed multiple times or sent out of the area. Messages over 25 words are much less likely to reach their destination quickly. Operators receiving messages from officials should encourage the officials to produce messages 25 words or less to ensure prompt and reliable delivery. The served agency representative can create their own printed message on the Message Form provided by the radio operator for that purpose.

Message Precedence: The radio operator must assign an ARRL precedence to the message. Precedence's will be assigned to all messages sent.

Any radio operator receiving a message should check the precedence of messages for EMERGENCY precedence. If any messages are of EMERGENCY precedence, the radio operator passing the message should be sure the receiving radio operator acknowledges the EMERGENCY precedence.

All formal messages require the printed name, title, served agency and site of the requester. All requests to dispatch radio operators to a location REQUIRE the printed name, title, served agency and site of the requester. These requests should be documented in the Net Log. MESSAGES RECEIVED REQUESTING MATERIALS OR SERVICES WHICH MAY LATER REQUIRE PAYMENT OR REPAYMENT OF FUNDS WILL NOT BE TRANSMITTED UNTIL THEY CONTAIN THE PRINTED NAME, TITLE, SERVED AGENCY, AND SITE OF THE REQUESTER.

Normal day to day and Health and Welfare messages should be done on ARRL message forms. Incident messages will be done on IC-213 message forms.

6.1.2 It is recommended that all stations using digital communications use the FLDigi package of software as a standard in District 2. This software through FLMsg has the ICS forms needed for any incident already pre-loaded to that module.

6.1.3 Tactical Messages: Tactical messages are those such as Fire, Law Enforcement or Life or Death situations and do not require numbering.

These are first priority messages and we use "BREAK, BREAK!" to get the attention of the NCS, between transmissions. When accepting such messages for transmission, require only the following information:

- A. To (Example: Parkersburg Fire Department)
- B. What (Example: Pumper truck needed ASAP)
- C. Why (Example: Structure Fire)
- D. Where (Example: AP High School)
- E. Who (Example: John Smith, Parkersburg Fire Department)

## 6.2 TRANSMITTING

Stations must not transmit unless invited to do so by the Net Control Station.

### 6.2.1 Exceptions:

- A. Stations having tactical emergency traffic.
- B. As designated in the standard operating procedure of Amateur Radio.

6.2.2 Keep transmissions short and to the point. All stations Net Control, should leave frequent gaps in their transmissions for emergency traffic. Long enough for someone to recognize the gap and call "Break, Break!"

### 6.3 COMMUNICATION METHODS

Radio Operators should use the most efficient method available to transmit a message. **If available and appropriate, use the telephone, cell phone, internet, packet, foot, automobile, etc. The more traffic passed off the air, the more available amateur radio traffic is to/from locations without alternative means of communications.**

### 6.4. INCIDENT FORMS

During all incidents, ICS forms will be used. Forms are available in Appendix 12.

## 7. MONTHLY AND ANNUAL EC REPORTS

7.1 Each EC will submit a monthly report no later than the 3<sup>rd</sup> day of the succeeding month. For example for April, the report will be filed no later than the 3<sup>rd</sup> of May. This report may be filled out either on line at the Iowa ARES web page <http://www.iowaares.org> or printed form mailed to the DEC so arrival will be prior to the 3<sup>rd</sup> of the Month.

7.2 Each EC will submit an annual report from appendix 7.

## 8. DRILLS, TESTS, AND ALERTS

8.1 An annual test can be conducted during the fall of each year in conjunction with the nationwide Simulated Emergency Test (SET) sponsored by the ARRL. Periodic exercises will be conducted in cooperation with the District 2 Emergency Management Agency, at their discretion.

8.2 At the discretion of the District 2 ARES Emergency Coordinator (EC), an unannounced activation will be sponsored at least once a year.

## 9. REVIEW

This Emergency Communications Plan shall be reviewed annually with updates as necessary to keep this plan current and viable.

Original  
Signed By: Joe Hoepfner  
Joe Hoepfner, AE5EI  
IA ARES District 2 EC

March 11 2018  
Date

APPROVED

---

Rich Bingham, WW0Q  
IA Section SEC

---

Date

---

Robert McCaffrery, K0CY  
Iowa ARRL Section Manager

---

Date

## APPENDIX 1 – KEY PERSONNEL CONTACT INFORMATION

### **ARES District 2 Emergency Coordinator**

Joseph Hoepfner, AE5EI  
722 W Superior St  
Clarksville, Iowa 50619  
(641) 220-7329 Cell  
[ae5ei@arrl.net](mailto:ae5ei@arrl.net)

### **Iowa Section Emergency Coordinator**

Rich Bingham, WW0Q  
Coralville, Iowa  
[ww0q@arrl.net](mailto:ww0q@arrl.net)

### **Emergency Management Coordinators**

Allamakee Co  
Chris Dahlstrom  
110 Allamakee St  
Waukon, IA 52172  
(563) 568-4233  
[cdahlstrom@co.allamakee.ia.us](mailto:cdahlstrom@co.allamakee.ia.us)

Bremer Co  
Kip Ladage  
415 E Bremer Ave  
Waverly, IA 50677  
(319) 352- 0133 Office  
[kladage@co.bremer.ia.us](mailto:kladage@co.bremer.ia.us)

Butler Co  
Chris Showalter  
428 6<sup>th</sup> St  
Allison, IA 50602  
(641) 816-3025  
[chshowalter@butlercoiowa.org](mailto:chshowalter@butlercoiowa.org)

Cerro Gordo Co  
Steve O'Neil  
78 S. Georgia St  
Mason City, IA 50401  
(641) 421-3665  
[soneil@co.cerro-gordo.ia.us](mailto:soneil@co.cerro-gordo.ia.us)

### **Amateur Radio Emergency Coordinator**

Eric Grams, N0ZJT  
[n0zjt@n0zjt.com](mailto:n0zjt@n0zjt.com)

Sran Siems  
[wb0emj@arrl.net](mailto:wb0emj@arrl.net)

Josh Boehmer, KE0HBR  
[jscouter@hotmail.com](mailto:jscouter@hotmail.com)

Chickasaw Co  
Ken Rasing  
116 N Chestnut Ave  
PO Box 214  
New Hampton 50659-0214  
(641) 394-2406  
[chiras@iowatelecom.net](mailto:chiras@iowatelecom.net)

Emmet Co  
Terry Reekers  
114 North 6<sup>th</sup> St  
Esterville, IA 51334  
(712) 362-5702  
[ema@emmetcountyia.com](mailto:ema@emmetcountyia.com)

Fayette Co  
Lisa Roberts  
114 N Vine St  
West Union, IA 52175  
(563) 412-9200  
[lroberts@co.fayette.ia.us](mailto:lroberts@co.fayette.ia.us)

Eric Grams, N0ZJT  
[n0zjt@n0zjt.com](mailto:n0zjt@n0zjt.com)

Floyd Co  
Lezlie McCrabb  
615 Main St Ste 206  
Charles City, IA 50616-2756  
(641) 257-6144  
[lmccrabb@floydcoia.org](mailto:lmccrabb@floydcoia.org)

Franklin Co  
Thomas Craighton  
105 5<sup>th</sup> St SW  
PO Box 57  
Hampton, IA 50441  
(641) 456-6032  
[tcraighton@co.franklin.ia.us](mailto:tcraighton@co.franklin.ia.us)

Stan Siems, WB0EMJ  
[wb0emj@arrl.net](mailto:wb0emj@arrl.net)

Hancock Co  
Andrew Buffington  
875 State St  
PO ox 70  
Garner, IA 50438-0070  
(641) 923-2702  
[buffingtona@hancocklaw-ia.com](mailto:buffingtona@hancocklaw-ia.com)

Howard Co  
Darrell Knecht  
124 S. Park Place  
Cresco, IA 52136  
(563) 547-9208  
[dknecht@co.howard.ia.us](mailto:dknecht@co.howard.ia.us)

Humboldt Co  
Melody Larson  
426 Sumner Ave  
Humboldt, IA 50548  
(515) 332-4809  
[mlarson@humboldtcountyia.org](mailto:mlarson@humboldtcountyia.org)

Kossuth Co  
David Penton  
121 W State St  
(515-295-5904  
[kossema@co.kossuth.ia.us](mailto:kossema@co.kossuth.ia.us)

Mitchell Co  
211 S 6<sup>th</sup> St  
Osage, IA 50461  
(641) 732-5872  
[ema@worthcounty.org](mailto:ema@worthcounty.org)

Winnebago Co  
Andrew Buffington  
216 S. Clarks St  
Forest City, IA 50436  
(641) 585-1942  
[abuffington@winncosheriff.org](mailto:abuffington@winncosheriff.org)

Winneshiek Co  
Sean Snyder  
400 Claiborne Dr  
Decorah, IA 52101  
(563) 387-4095  
[ema@winneshiek.ia.us](mailto:ema@winneshiek.ia.us)

J.Bruce Goetsch, K0RTF  
[bygoshy@neitel.net](mailto:bygoshy@neitel.net)

Worth Co  
Roy Huftalin  
216 S 6<sup>th</sup> St  
Osage, IA 50461  
(641) 732-5872  
[ema2worthcounty.org](mailto:ema2worthcounty.org)

Wright Co  
Jim Lester  
719 2<sup>nd</sup> St SW  
PO Box 348  
Clarion, IA 50525  
(515) 602-6821  
Jlester@wright.ia.us



The ARRL Emergency Coordinator is a key team player in [ARES](#) on the local emergency scene. Working with the [Section Emergency Coordinator](#), the [DEC](#) and [Official Emergency Stations](#), the EC prepares for, and engages in management of communications needs in disasters.

**Requirements:**

Technician class license or higher; Full ARRL membership

**Responsibilities:**

- Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, non-commercial communications service.
- Manage and coordinate the training, organization and emergency participation of interested amateurs working in support of the communities, agencies or functions designated by the [Section Emergency Coordinator/Section Manager](#).
- Establish viable working relationships with federal, state, county, city governmental and private agencies in the ARES jurisdictional area which need the services of ARES in emergencies. Determine what agencies are active in your area, evaluate each of their needs, and which ones you are capable of meeting, and then prioritize these agencies and needs. Discuss your planning with your Section Emergency Coordinator and then with your counterparts in each of the agencies. Ensure they are all aware of your ARES group's capabilities, and perhaps more importantly, your limitations.
- Develop detailed local operational plans with "served" agency officials in your jurisdiction that set forth precisely what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect. All matters involving recruitment and utilization of ARES volunteers are directed by you, in response to the needs assessed by the agency officials. Technical issues involving message format, security of message transmission, Disaster Welfare Inquiry policies, and others, should be reviewed and expounded upon in your detailed local operations plans.
- Establish local communications networks run on a regular basis and periodically test those networks by conducting realistic drills.
- Establish an emergency traffic plan, with Welfare traffic inclusive, utilizing the [National Traffic System](#) as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling Welfare traffic in an emergency situation.
- In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly

to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under his jurisdiction.

- Work with other non-ARES amateur provider-groups to establish mutual respect and understanding, and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio response overall.
- Work for growth in your ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs. There are thousands of new Technicians coming into the amateur service that would make ideal additions to your ARES roster. A stronger ARES means a better ability to serve your communities in times of need and a greater sense of pride for Amateur Radio by both amateurs and the public.
- Report regularly to the SEC, monthly prior to the 3<sup>rd</sup> day of the month following. You can do the report with the link on the Iowaares.org web page.
- Encouraged to earn certification in Level 1 of the ARRL Emergency Communications Course.

### APPENDIX 3 – EMERGENCY NET PROCEDURES

This is {your call sign}, my name is {your name}, activating the District 2 ARES Communications Net.

If the following applies, insert “**This is a drill only, repeating this is a drill only**”.

District 2 ARES has been activated for emergency response communications duty.

There has been {state the emergency/reason for response}

All District 2 ARES personnel are requested to check in to this net. This is a directed net.

**Net control operations will be conducted using strict emergency procedures as follows:**

- \* All stations are to standby until called by net control.
- \* Any station wishing to contact another station on the net must obtain permission from Net Control prior to establishing contact.
- \* Any station that has checked into the net must notify Net Control before leaving the net.
- \* All stations, which check into this net, will be required to respond to acknowledgment of bulletins, announcements or other communications, as requested.
- \* During ARES roll call, check in using your call sign only.

Are there any stations with emergency or priority traffic?

Are there any stations with health and welfare or routine traffic?

This is District 2 ARES Net Control. All District 2 ARES members please check in now giving your location and availability.

This is {your call sign}, standing by. {As stations check in give them an assignment or have them standby for further instructions.}

**REPEAT EVERY 15 MINUTES:** This is the District 2 ARES Net {providing support for or conducting a drill.} Any stations with traffic please call {your call sign}.

**A roll call is to be performed every 30-60 minutes of those stations checked into the net.**

#### TERMINATION OF NET

This is {your name} {your call sign}. Net operations will now be terminating. I want to thank all the District 2 ARES members as well as any other amateurs for their assistance. I will now close the Net and return the repeater/frequency back to general use.

## APPENDIX 4- POWER CONNECTIONS

It is recommended that all radios are set up with a common power connector. The 30A Anderson PowerPole connector is the one recommended for ARES units in the district. These connectors are available from [www.cablexperts.com](http://www.cablexperts.com), [www.powerwerx.com](http://www.powerwerx.com), and also are available through MFJ.

Look for the following part numbers.

30A Complete	Connector	Housing	Contact	Retaining Pin
Black	1330G4	1327G6	1331	110G16
Red	1330	1327	1331	110G16

Use the Black connector on the negative lead for the radio and the Red connector on the positive lead.

# POWERPOLE®CONNECTOR GENERAL INSTALLATION TIPS

Assemble the red and black plastic housings together correctly on the first try, they fit snugly and can be difficult to get apart. See the picture below for ARES /RACES standard orientation that the RIGrunner uses. Note that you can assemble the red and black insulated housings in other ways for special applications.



Put the connector housings together before putting the connector pins in, this is easier, especially when using heavy paired wire.

Before soldering or crimping the contacts on to heavy paired wire, orient the contacts so that they are both facing the correct direction so that they go in the housings without twisting the wire.

The plastic housings are held together with dovetail joints. Always slide these joints together! They will be damaged if you try to snap them together or apart. They ONLY slide together in one direction. This should be obvious by looking at them carefully.

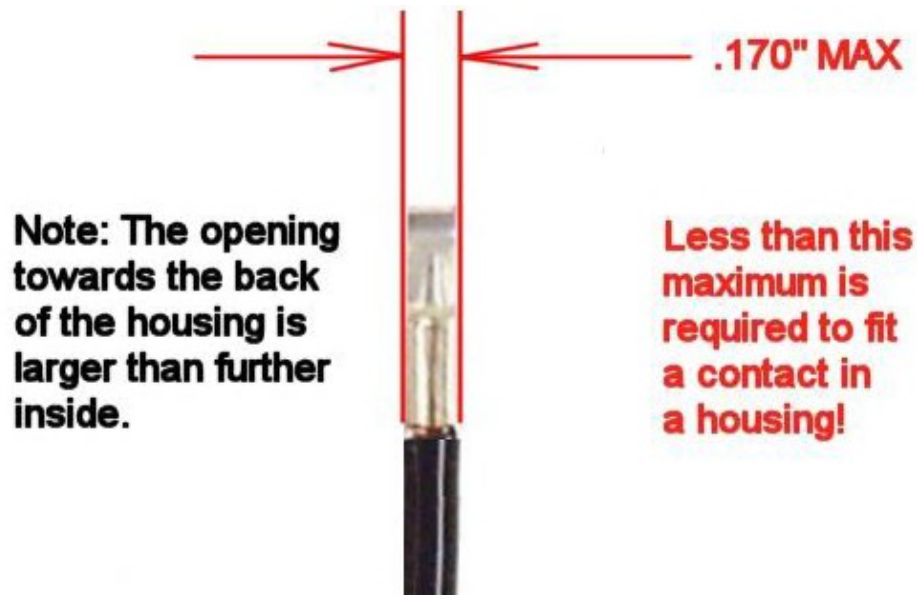
Do not use roll pins on Powerpoles? Some people supply roll pins with Powerpoles? Do not use them, they can and will fall out, and knowing Murphy, right in to your new radio causing smoke! Anderson does not supply or recommend roll pins, they supply not roll pins but much more expensive spiral pins, which are better. We have tested both, even the proper spiral pins will fall out. If the pair of heavy wires are squeezed together near the back of the connector, like you might do when you pull the connector out, it will spread the bodies apart slightly and out falls the pin.

We spoke to Anderson about this concern and they said that they recommend using a cyanocrylic glue, Crazy Glue, hold the connector bodies permanently together. They do not recommend their spiral pins for critical applications. Normally the dovetail joints in the housings hold well. If you find it necessary, glue them, don't use pins. Make sure you have them assembled correctly BEFORE you glue, they will be permanently bonded together with a cyanocrylic. All it takes is a very small drop of cyanocrylic glue in the seam between the red and black bodies.

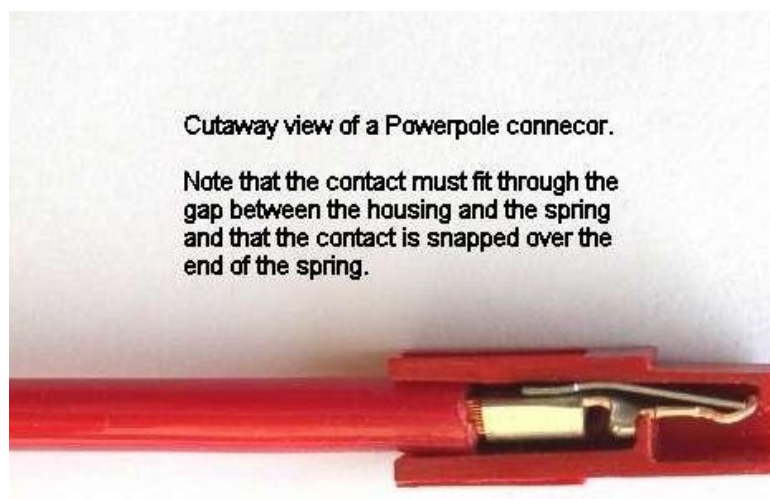
N9EF suggests a bit of silicon glue injected in to the hole between the red and black housings. He says it holds them together quite well but they can be separated if needed.

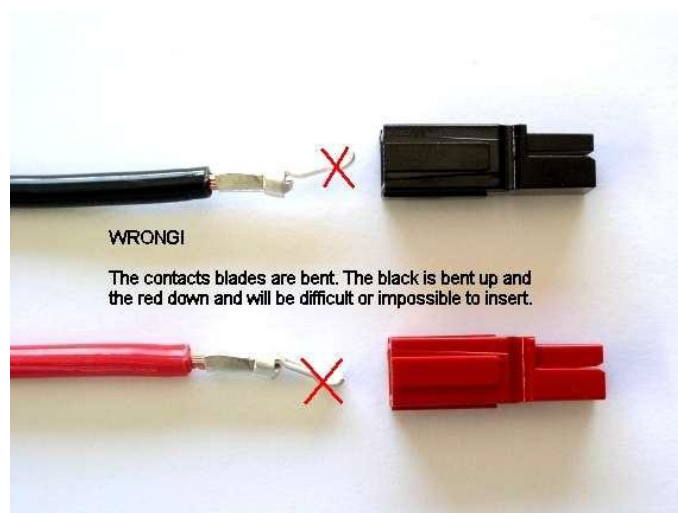
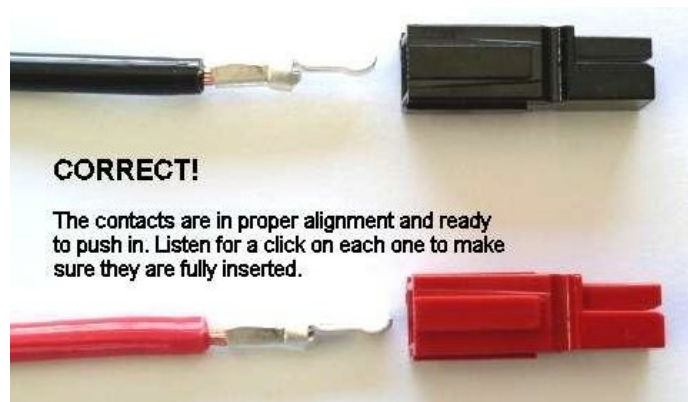
The contacts go in the housings in only one way. Insert the contacts with their sharp edge down against the

flat spring that is in the housing. They should slide in and click. If you do not hear a click or they are not fully seated, fix them. When they are inserted fully you should notice that the contact and it's wire "floats" slightly inside it's housing. If it feels tight it may not be snapped in fully or you have made the contact wider than it originally was during crimping or soldering.



**YOU WILL NOT BE ABLE TO INSERT THE CONTACTS INTO THE HOUSINGS IF THEY ARE TOO WIDE AFTER SOLDERING OR CRIMPING!**





Tug slightly on the assembled connector to make sure the contacts are locked in place. If you have trouble getting the contact to lock in to the housing you may have squashed the contact wider deformed it some how. Look at the side profile of the contacts before and after crimping, you may have to bend it back straight before inserting it in to the housing.

When soldering the contact pins, be careful not to use too much solder. Keep the solder inside, where the wire goes. If a blob of solder gets on the outside of the connector body you may have trouble putting the contact into the housing. If you get solder on the contact surface area you will not make a good contact.

When crimping the contact pins use a crimp that contains the wire completely inside the pin and doesn't spread the connector apart. A good crimp is one where the dimensions of the crimped portion are no more than an un-crimped pin. If the crimp is flattened out you will not be able to easily push the pin in to the body. If you bend the contact blade in relation to the crimp area you should straighten it before putting it in to the body.

It is a possibly to use larger or smaller gauge wire with the 30 and 45 amp connectors. The 30 amp connector pins will work with difficulty with #10 wire if you cut the end cleanly and carefully put each and every strand of that wire in to the pin. It may be is easier to use 45 amp connectors on #10 wire. Using 16 gauge or smaller wire in a 30 amp contact requires that you double or triple up the wire to fill the crimp receptacle of the contact to get a good crimp.

A properly crimped contact should have a minimum hold on the wire of more than 25 pounds. A pair of connectors should snap together with 6 to 8 pounds force.

Last but not least, **MAKE SURE** you have the polarity correct before plugging in you equipment. "Measure twice, cut once" as the saying goes.



## APPENDIX 5: TRAINING

It is recommended that all District 2 ARES members obtain the following training:

On-Line and Supplemental Courses:

The ICS courses are available at <http://www.training.fema.gov/is/crslist.aspx>:

IS-100B - Intro to ICS

IS-700a - NIMS Introduction

IS-200B – ICS for Single Resource

IS-800B – National Response Framework

The Kentucky ARES Emergency Comm Training available at

<http://www.kyham.net/emcomm/training/kytest.html> (Note: You don't have to be a Kentucky Resident)

ARRL Emergency Communications EC-001, either a field course, or on-line through the ARRL (There are fees for this course)

Other training courses of interest should be

SkyWarn Basic Stormspotter Training (Bi-annually)

SkyWarn Advanced Stormspotter Training (Bi-annually)

County ARES E Cs should as a minimum have completed:

IS - 100.b - Intro to ICS

IS - 200.b – ICS for Single resources

IS – 700.a – NIMS Introduction

IS – 800.b – National Response Framework

SkyWarn Spotter Basic Training

SkyWarn Advanced Training (if available)

All District 2 ARES members are required to have the Iowa Section ARES Task Book and as a minimum obtain the basic level of training required therein.

## **APPNDIX 6 – MONTHLY REPORT FORM**

Iowa Section of ARRL ARES has streamlined the monthly reporting. You can click on the link on the Iowa ARES web page at [iowaares.org](http://iowaares.org).

## APPNDIX 7 – ANNUAL REPORT FORM

# ARRL EC Annual Report (Form C)

### **\*PLEASE PRINT\***

Based upon your current file of registration cards (FSD-98) for present Amateur Radio Emergency Service members within your jurisdiction, please compile the following information. Information from this form is used to indicate general trends in ARES activity. The more reports returned, the more accurate our analysis will be. Please take a few minutes to complete this report. Mail one copy to ARRL Headquarters, one copy to your SEC/DEC and retain one copy for your own files.

### **ARRL Section:**

### **Area of Jurisdiction:**

### **Name and Call:**

### **E-mail address:**

- 1 Total number of ARES members in your group
- 2 Total number of new licensees (licensed since 2010) in your ARES group
- 3 Total number of members who operate C
- 4 Total number of members who operate VHF
- 5 Total number of members with HF emergency-power capability at home
- 6 Total number of members with VHF emergency-power capability at home
- 7 Total number of members who can operate HF mobile
- 8 Total number of members who can operate VHF mobile
- 9 Total number of members who are active on packet radio
- 10 Approximate number of ARES drills or nets per year
- 11 Is your ARES net affiliated with or have liaison to the ARRL National Traffic System?
- 12 List the primary agencies served by your ARES group (civil preparedness, Red Cross, NWS, etc)
- 13 Does your ARES group work with RACES?

If yes, explain the relationship

**Deadline for reporting is February 3, 2015.** Mail to: ARRL HQ, 225 Main St, Newington, CT 06111, or e-mail the form to [sewald@arrl.org](mailto:sewald@arrl.org)

**CC:** ARRL HQ, SEC/DEC

## APPENDIX 8 - 24 HOUR GO KIT

### IA ARES District 2 SUGGESTED “GO-KIT” CHECKLISTS

Adapted from VTARES Go-Kit

- Print copies of Go-KIT list, cross-off what doesn't work for you; add-your-own items
- First Aid Kit Contents—Make checklists to keep in kit so you remember what's there.
- Essential Desk Supplies Checklist

#### IDENTIFICATION

- \_\_\_ ARES ID
- \_\_\_ Amateur Station License (copy)
- \_\_\_ Photo ID / Driver's License

#### OPERATING AIDS

- \_\_\_ Band Plans
- \_\_\_ Phonetic Alphabet
- \_\_\_ Station Log Sheets
- \_\_\_ Message Forms
- \_\_\_ Earphones w/bloom, PTT, foot-switch
- \_\_\_ Small write-on/wipe-off board
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_

#### REFERENCE

- \_\_\_ Copy of Volunteer Checksheet \*
- \_\_\_ ARES Contact Information
- \_\_\_ Section Emergency Plan
- \_\_\_ Frequency Lists
- \_\_\_ Repeater Lists
- \_\_\_ ARES/RACES Nets
- \_\_\_ NIMS Organization Charts (blank, to fill in) \*
- \_\_\_ CRF 47 Part 97 \*
- \_\_\_ IA ARES Training Taskbook
- \_\_\_ RADIO MANUALS
- \_\_\_ Quick Program Chart for each radio
- \_\_\_ IA ARES Dist 2 Emergency Ops Plan
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_

#### SUPPLIES

##### WRITING SUPPLIES

- \_\_\_ Paper (Lined and Unlined)
- \_\_\_ Pens/Mechanical Pencils/Erasers
- \_\_\_ Marker/Highlighter
- \_\_\_ Scrap Paper
- \_\_\_ Post-it Notes
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_

##### “OFFICE” SUPPLIES

- \_\_\_ Scotch Tape/Removable Tape
- \_\_\_ Binder Clips/Paper Clips
- \_\_\_ Rubber bands
- \_\_\_ Glue/“post-it” removable glue stick
- \_\_\_ Stickers
- \_\_\_ Key tags
- \_\_\_ Stapler/Staples/Staple Remover
- \_\_\_ White Out
- \_\_\_ Ruler
- \_\_\_ Small Poly Desk Pads
- \_\_\_ Clipboard with cover
- \_\_\_ Pocketed folder for loose papers

- MAILING

- Stamps
- Envelopes

#### OTHER SUPPLIES

- Spare Glasses/Magnifying Glasses
- Towelette Packages/Purell liquid
- Calendar
- Calculator
- Clock
- Mirror
- Flag
- Schedules and Maps
- Plastic bags (small to garbage size)

- TOOLS

- Light/lamp
- Scissors
- Matches/Lighter
- Small LED Flashlight
- Light Sticks
- Cable Ties

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

#### SAFETY

- Stick-on reflective tape
- Safety Flags/battery LED flares
- Goggles
- Work Gloves
- Dust Mask/N95 respirator w/valve
- VISIBILITY
- Flashlights
- Cells
- Assorted Batteries
- LED Flasher
- Candles/matches
- Lantern/fuel

- 
- 
- 
- 
- 

#### TOOLS

##### EQUIPMENT PROTECTION & HANDLING

- Baggies
- Radio Cover
- Carry Case
- Bungee Cords
- Cable ties
- Plastic Clamps
- Crank AM/FM/Weather
- Portable SW Receiver
- CB/Scanner
- Cellular
- FRS

- 
- 
- 
- 

##### ANTENNA EQUIPMENT

- Stranded Coax
- Twin Lead
- Clip-on Feed line connector
- Extra Coax (50 ft)
- Barrel Connectors

- \_\_\_ Misc Connectors
- \_\_\_ Adapters
- \_\_\_ Ground Rod
- \_\_\_ Grounding Strap

\_\_\_  
\_\_\_  
\_\_\_  
\_\_\_

#### POWER SUPPLIES

- \_\_\_ Power Station
- \_\_\_ Recharger Cables
- \_\_\_ HT Recharger cables
- \_\_\_ Extra Batteries/Alkaline case for HTs
- \_\_\_ Heavy Duty Extension Cord
- \_\_\_ Power Strip
- \_\_\_ Triple Cigarette Adapter
- \_\_\_ Small Cigarette-plug Power Inverter
- \_\_\_ Alligator Clip Jumpers
- \_\_\_ Molex Adapters
- \_\_\_ PowerPole connectors/crimper
- \_\_\_ Wire(s)
- \_\_\_ Roll of Velcro
- \_\_\_ TAPES: Electrical/Duct
- \_\_\_ Rope/String
- \_\_\_ Fuses

#### • REPAIR TOOLS

- \_\_\_ Multi-Meter
- \_\_\_ Wire cutters/strippers
- \_\_\_ Screwdriver assortment
- \_\_\_ Butane/Electric Soldering iron/
- \_\_\_ Pliers (needle-nose, regular)

\_\_\_  
\_\_\_  
\_\_\_  
\_\_\_  
\_\_\_  
\_\_\_

### PERSONAL

#### • MONEY

- \_\_\_ Cash
- \_\_\_ Quarters
- \_\_\_ Credit Cards
- \_\_\_ Telephone Calling Card
- \_\_\_ Pocket Knives
- \_\_\_ Extra Eye Glasses
- \_\_\_ Watch
- \_\_\_ Earplugs

#### MEDICATIONS

- \_\_\_ Medical Info sheet
- \_\_\_ Med-Alert ID
- \_\_\_ Spare script(s)
- \_\_\_ Toothbrush/baking soda, paste

\_\_\_  
\_\_\_  
\_\_\_  
\_\_\_

#### FOOD

- \_\_\_ Water (1gal/day)
- \_\_\_ Food bars, "power" bars
- \_\_\_ Fruit/Chocolate
- \_\_\_ Peanut butter

\_\_\_  
\_\_\_  
\_\_\_  
\_\_\_

#### FIRST AID

- \_\_\_ First Aid Guide
- \_\_\_ Latex Gloves
- \_\_\_ Magnifying glass
- \_\_\_ Tweezers

- \_\_\_ Antiseptic pads/cream
- \_\_\_ Moistened towelettes
- \_\_\_ Alcohol/Alcohol pads
- \_\_\_ Cotton Balls
- \_\_\_ Q-tips
- \_\_\_ Cleansing Agent/Soap/Purell
- \_\_\_ Antiseptic
- \_\_\_ Assorted small band aids
- \_\_\_ Sterile Gauze pads
- \_\_\_ 1" tape
- \_\_\_ Self-adhering stretch wrap ("Vet Wrap")
- \_\_\_ Ace Bandage
- \_\_\_ Petroleum jelly
- \_\_\_ Sunscreen
- \_\_\_ Insect Repellent
- \_\_\_ Ibuprofen/Tylenol/Aspirin
- \_\_\_ Antacid
- \_\_\_ Ipecac
- \_\_\_ Visene/eye wash

#### • TOOLS

- \_\_\_ Straight Pins
- \_\_\_ Matches
- \_\_\_ Sharp Knife
- \_\_\_ Scissors
- \_\_\_ Small Brush
- \_\_\_ Small mirror
- \_\_\_ Thermometer
- \_\_\_
- \_\_\_
- \_\_\_

#### OTHER CLOTHING

- \_\_\_ Layers and Pockets!
- \_\_\_ Rain Gear
- \_\_\_ Boots
- \_\_\_ Dry socks
- \_\_\_ Sun Hat
- \_\_\_ Safety Vest
- \_\_\_ Safari Vest
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_

### **LONGER DEPLOYMENT—72+ Hrs**

- Umbrella
- Tarp/tie-downs
- Screen Room
- Tent/Tent Fly/Ground Tarp
- Stakes/Nails
- Twine or Cord
- Rope
- Repair Kit
- Chair
- Cot/sleeping bag/pad

- Whisk Broom
- Saw/Hammer/Shovel
- Lantern/Mantles, wicks/Fuel
- Candles/Matches
- Folding Table/Chair /Stools

#### FOOD—for 72 hours

- Dried/freeze-dried/canned
- Coffee
- Seasonings

- \_\_\_\_\_



## **APPENDIX 9 – ARRL MEMORANDUM OF UNDERSTANDING**

A complete list of the ARRL MOUs may be found at <http://www.qsl.net/ae5ei/IA%20ARES%20District%202.htm>

## APPENDIX 10 – Job Action Sheets

### EMERGENCY AMATEUR RADIO OPERATOR (Hospital)

**Mission:** To provide an alternate path of external or internal communications when normal hospital or community communications have failed or have been disrupted.

Position Reports to: <b>Section Chief or other HIMT personnel</b> Command Location: Position Contact Information: Phone: (     )     - Radio Channel: Hospital Command Center (HCC): Phone: (     )     - Fax: (     )     -	
Position Assigned to:	Date:    /    /
Signature:	Initials:
Position Assigned to:	Date:    /    /
Signature:	Initials:
Position Assigned to:	Date:    /    /
Signature:	Initials:

Immediate Response (0 – 2 hours)	Time	Initial
<b>Receive appointment</b> <ul style="list-style-type: none"> <li>Obtain briefing from the Section Chief or other assigning Hospital Incident Management Team (HIMT) personnel on:               <ul style="list-style-type: none"> <li>Size and complexity of incident</li> <li>Expectations of the Incident Commander</li> <li>Incident objectives</li> <li>The situation, incident activities, and any special concerns</li> </ul> </li> <li>Assume the role of Emergency Amateur Radio Operator</li> <li>Review this Job Action Sheet</li> <li>Put on position identification (e.g., position vest), if provided</li> <li>Notify your usual supervisor of your assignment if you are on the hospital staff</li> </ul>		
<b>Activities</b> <ul style="list-style-type: none"> <li>Request or implement a tactical call sign</li> <li>Participate in briefings and meetings as requested</li> <li>Advise designated personnel immediately of any operational issue you are not able to correct or resolve</li> <li>Set up and maintain communication equipment to provide ongoing communications support for the Hospital Command Center (HCC)</li> <li>Do not leave communication equipment without coordination with Net Control (NC); notify NC upon return</li> <li>Check in with appropriate regional hospital or health NC via amateur radio and follow instructions given</li> <li>If requested, relay hospital status report to NC</li> <li>If hospital or health NC not available, check in with local Emergency Operations Center (EOC) emergency radio operations net and follow any instructions given</li> <li>Communicate directly with the Logistics Section Chief, Communications Unit Leader, or designee via radio or designated Runner for all Urgent Communications.</li> </ul>		

<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 213: Document all communications on a General Message Form</li> <li>HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Extended Response (greater than 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>Transfer Emergency Amateur Radio Operator role, if appropriate <ul style="list-style-type: none"> <li>Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>Ensure the new operator is introduced to the current operator and any appropriate Hospital Incident Management Team (HIMT) personnel, and Net Control (NC)</li> <li>Address equipment needs and setup, including frequencies used and documentation practices</li> <li>Address any health, medical, and safety concerns</li> <li>Address political sensitivities, when appropriate</li> <li>Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> <li>Advise designated personnel immediately of any operational issue you are not able to correct or resolve</li> <li>Continue to accept and organize all documentation and forms submitted by the assigned section</li> <li>Continue to ensure amateur radio communication equipment is properly functioning</li> <li>Assist with other communications (HEAR, 800mHz radio, etc.) if requested</li> <li>Participate in situation briefings as requested</li> <li>Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 213: Document all communications on a General Message Form</li> <li>HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Demobilization/System Recovery	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>Transfer Emergency Amateur Radio Operator role, if appropriate <ul style="list-style-type: none"> <li>Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>Ensure the new operator is introduced to the current operator and any appropriate Hospital Incident Management Team (HIMT) personnel, and Net Control (NC)</li> <li>Address equipment needs and setup, including frequencies used and documentation</li> </ul> </li> </ul>		

practices <ul style="list-style-type: none"> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> <ul style="list-style-type: none"> <li>● Do not leave post until released by your supervisor</li> <li>● When relieved, inform Net Control and sign off from all appropriate nets</li> <li>● Ensure the return, retrieval, and restocking of equipment and supplies</li> <li>● Ensure that all radios and battery operated equipment is serviced and recharged</li> <li>● Return all radios to appropriate configuration in preparation for next activation</li> <li>● Notify the Planning Section Chief when demobilization and restoration is complete</li> <li>● Upon deactivation of your position, brief your supervisor on current problems, outstanding issues, and follow up requirements</li> <li>● Debrief personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed</li> <li>● Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> <li>○ Review of pertinent position descriptions and operational checklists</li> <li>○ Recommendations for procedure changes</li> <li>○ Accomplishments and issues</li> </ul> </li> <li>● Participate in stress management and after action debriefings</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>● HICS 221: Demobilization Check-Out</li> <li>● Ensure all documentation is submitted to the Documentation Unit</li> </ul>		

<b>Documents/Tools</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS 203 – Organization Assignment List</li> <li><input type="checkbox"/> HICS 204 - Assignment List</li> <li><input type="checkbox"/> HICS 205A - Communications List</li> <li><input type="checkbox"/> HICS 213 - General Message Form</li> <li><input type="checkbox"/> HICS 214 - Activity Log</li> <li><input type="checkbox"/> HICS 215A – Incident Action Plan (IAP) Safety Analysis</li> <li><input type="checkbox"/> HICS 221 - Demobilization Check-Out</li> <li><input type="checkbox"/> Hospital organization chart</li> <li><input type="checkbox"/> Hospital telephone directory</li> <li><input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication</li> <li><input type="checkbox"/> Computer with internet access</li> <li><input type="checkbox"/> Regional Hospital and Health Emergency Radio Communications Plan</li> <li><input type="checkbox"/> Federal Communications Commission (FCC)-approved amateur radios and operations manuals</li> <li><input type="checkbox"/> FCC-approved Public Safety Radios</li> <li><input type="checkbox"/> Identification Badge and vest</li> </ul>		

## **RADIO OPERATOR JOB ACTION SHEET**

### **EMERGENCY AMATEUR RADIO OPERATOR**

**Mission:** To provide an alternate path of external or internal communications when normal served agency or community communications have failed or have been disrupted.

Position Reports to: **Section Chief or other ICS personnel** Command Location:

Position Contact Information: Phone: ( ) - Radio Channel:

Command Center (CC): Phone: ( ) - Fax: ( ) -

Position Assigned to: Date: // Start: \_\_\_\_:\_\_\_\_ hrs.

Signature: Initials: End: \_\_\_\_:\_\_\_\_ hrs.

Position Assigned to: Date: // Start: \_\_\_\_:\_\_\_\_ hrs.

Signature: Initials: End: \_\_\_\_:\_\_\_\_ hrs.

Position Assigned to: Date: // Start: \_\_\_\_:\_\_\_\_ hrs.

Signature: Initials: End: \_\_\_\_:\_\_\_\_ hrs.

#### **Immediate Response (0 – 2 hours) Time Initial**

##### **Receive appointment**

- Obtain briefing from the Section Chief or other assigning Incident Command System (ICS) personnel on:
  - o Size and complexity of incident
  - o Expectations of the Incident Commander
  - o Incident objectives
  - o The situation, incident activities, and any special concerns
- Assume the role of Emergency Amateur Radio Operator
- Review this Job Action Sheet
- Put on position identification (ex., position vest), if provided
- Notify your usual supervisor of your assignment (If served agency staff)

##### **Activities**

- Request or implement a tactical call sign
- Participate in briefings and meetings as requested
- Advise designated personnel immediately of any operational issue you are not able to correct or resolve
- Set up and maintain communication equipment to provide ongoing communications support for the Command Center (CC)
- Do not leave communication equipment without coordination with Net Control (NC); notify NC upon return
- Check in with appropriate NC via amateur radio and follow instructions given
- If requested, relay served agency status report to NC
- If NC is not available, check in with local Emergency Operations Center (EOC) emergency radio operations net and follow any instructions given

- Communicate directly with the Logistics Section Chief, Communications Unit Leader or designated runner for all Urgent Communications.

Page 1 of 4

### **Documentation**

- ICS 213: Document all communications on a General Message Form
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

### **Communication**

*Served agency to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

### **Extended Response (greater than 12 hours) Time Initial Activities**

- Transfer Emergency Amateur Radio Operator role, if appropriate
  - o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the served agency
  - o Ensure the new operator is introduced to the current operator and any appropriate Incident Command System (ICS) personnel, and Net Control (NC)
  - o Address equipment needs and setup, including frequencies used and documentation practices
  - o Address any health, medical, and safety concerns
  - o Address political sensitivities, when appropriate
  - o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see ICS Forms 203, 204, 214, and 215A)
- Advise designated personnel immediately of any operational issue you are not able to correct or resolve
- Continue to accept and organize all documentation and forms submitted by the assigned section
- Continue to ensure amateur radio communication equipment is properly functioning
- Assist with other radio communications if requested
- Participate in situation briefings as requested
- Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques

### **Documentation**

- ICS 213: Document all communications on a General Message Form
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

## **Communication**

*Served agency to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

Page 2 of 4

## **Demobilization/System Recovery Time Initial**

### **Activities**

- Transfer Emergency Amateur Radio Operator role, if appropriate
  - o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the served agency
  - o Ensure the new operator is introduced to the current operator and any appropriate Incident Command System (ICS) personnel, and Net Control (NC)
  - o Address equipment needs and setup, including frequencies used and documentation practices
  - o Address any health, medical, and safety concerns
  - o Address political sensitivities, when appropriate
  - o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see ICS Forms 203, 204, 214, and 215A)
- Do not leave post until released by your supervisor
- When relieved, inform Net Control and sign off from all appropriate nets
- Ensure the return, retrieval, and restocking of equipment and supplies
- Ensure that all radios and battery operated equipment is serviced and recharged
- Return all radios to appropriate configuration in preparation for next activation
- Notify the Planning Section Chief when demobilization and restoration is complete
- Upon deactivation of your position, brief your supervisor on current problems, outstanding issues, and follow up requirements
- Debrief personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
- Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
  - o Review of pertinent position descriptions and operational checklists
  - o Recommendations for procedure changes
  - o Accomplishments and issues
- Participate in stress management and after action debriefings

### **Documentation**

- ICS 221: Demobilization Check-Out
- Ensure all documentation is submitted to the Documentation Unit

**Documents/Tools**

- ICS 203 – Organization Assignment List
- ICS 204 - Assignment List
- ICS 205A - Communications List
- ICS 213 - General Message Form
- ICS 214 - Activity Log
- ICS 215A – Incident Action Plan (IAP) Safety Analysis
- ICS 221 - Demobilization Check-Out
- Served agency organization chart
- Served agency telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication
- Computer with internet access
- Served Agency Emergency Radio Communications Plan
- Federal Communications Commission (FCC)-approved amateur radios and operations manuals
- FCC-approved Public Safety radios
- Identification badge and vest



## APENDIX 11 – INCIDENT COMMAND SYSTEM FORMS

### ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b>		
	<b>2. Operational Period:</b>	
<b>3. Incident Commander(s) and Command Staff:</b>	<b>7. Operations Section:</b>	
IC/UCs		Chief
		Deputy
Deputy		Staging Area
Safety Officer		<b>Branch</b>
Public Info. Officer		Branch Director
Liaison Officer		Deputy
<b>4. Agency/Organization Representatives:</b>	Division/Group	
Agency/Organization	Name	Division/Group
		Division/Group
		Division/Group
		Division/Group
		<b>Branch</b>
		Branch Director
		Deputy
<b>5. Planning Section:</b>	Division/Group	
Chief		Division/Group
Deputy		Division/Group

1. Incident Name:	2. Operational Period:	
Resources Unit		Division/Group
Situation Unit		Division/Group
Documentation Unit		<b>Branch</b>
Demobilization Unit		Branch Director
Technical Specialists		Deputy
		Division/Group
		Division/Group
		Division/Group
6. Logistics Section:	Division/Group	
Chief		Division/Group
Deputy		<b>Air Operations Branch</b>
<b>Support Branch</b>		Air Ops Branch Dir.
Director		
Supply Unit		
Facilities Unit		8. Finance/Administration Section:

ORGANIZATION ASSIGNMENT LIST (ICS 203) CONTINUED

Ground Support Unit		Chief	
<b>Service Branch</b>		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by:	Name:	Position/Title:	
ICS 203	JAP Page	Date/Time: Date	

## ASSIGNMENT LIST (ICS 204)

[illegible]

Assignments:			
Instructions:			
Communications (radio and/or			
	/Functionn	Primary Contact: indicate cell, pager,	
	/		
	/		
	/		
	/		
	/		
by:	Name:	Position/Title:	
	IAP Page	Date/Time: Date	

[illegible]

1. Incident Name:		2. Operational Period: Date From: Date	
Time From: HHMM			
4. Prepared by:		Name:	Position/Title:
ICS 205A	IAP Page	Date/Time: Date	

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date: Date	6. Time HHMM
7. Message:		

8. Approved by:                      Name:                      Signature: \_\_\_\_\_

9. Reply: \_\_\_\_\_

--	--

10. Replied by:                      Name:                      Position/Title:                      Signature: _____
---

ICS 213                      Date/Time: Date
--





## ICS 213

### General Message

**Purpose.** The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

**Preparation.** The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

**Distribution.** Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

#### Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	<b>Incident Name</b> (Optional)	Enter the name assigned to the incident. This block is optional.
2	<b>To</b> (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	<b>From</b> (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	<b>Subject</b>	Enter the subject of the message.
5	<b>Date</b>	Enter the date (month/day/year) of the message.
6	<b>Time</b>	Enter the time (using the 24-hour clock) of the message.
7	<b>Message</b>	Enter the content of the message. Try to be as concise as possible.
8	<b>Approved by</b> Name Signature Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	<b>Reply</b>	The intended recipient will enter a reply to the message and return it to the originator.
10	<b>Replied by</b> Name Position/Title Signature Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

## Activity Log (ICS 214)

[illegible]

1. Incident Name:	2. Operational Period:	

3. Prepared by:	Name:
-----------------	-------

ICS 214, Page 1	Date/Time: Date	
-----------------	-----------------	--

## Demobilization Check-Out (ICS 221)

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>																
<b>3. Planned Release Date/Time:</b>																	
Date: <small>Date</small>		Time: <small>HHMM</small>															
<b>6. Resource or Personnel:</b> You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).																	
<b>LOGISTICS SECTION</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;"><b>Unit/Manager</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Supply Unit</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Communications Unit</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Facilities Unit</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Ground Support Unit</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Security Manager</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>					<b>Unit/Manager</b>	<input type="checkbox"/>	Supply Unit	<input type="checkbox"/>	Communications Unit	<input type="checkbox"/>	Facilities Unit	<input type="checkbox"/>	Ground Support Unit	<input type="checkbox"/>	Security Manager	<input type="checkbox"/>	
	<b>Unit/Manager</b>																
<input type="checkbox"/>	Supply Unit																
<input type="checkbox"/>	Communications Unit																
<input type="checkbox"/>	Facilities Unit																
<input type="checkbox"/>	Ground Support Unit																
<input type="checkbox"/>	Security Manager																
<input type="checkbox"/>																	
<b>FINANCE/ADMINISTRATION SECTION</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;"><b>Unit/Leader</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Time Unit</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>					<b>Unit/Leader</b>	<input type="checkbox"/>	Time Unit	<input type="checkbox"/>		<input type="checkbox"/>							
	<b>Unit/Leader</b>																
<input type="checkbox"/>	Time Unit																
<input type="checkbox"/>																	
<input type="checkbox"/>																	
<b>OTHER SECTION/STAFF</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;"><b>Unit/Other</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>					<b>Unit/Other</b>	<input type="checkbox"/>		<input type="checkbox"/>									
	<b>Unit/Other</b>																
<input type="checkbox"/>																	
<input type="checkbox"/>																	
<b>PLANNING SECTION</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;"><b>Unit/Leader</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Documentation Leader</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Demobilization Leader</td> </tr> </table>					<b>Unit/Leader</b>	<input type="checkbox"/>		<input type="checkbox"/>	Documentation Leader	<input type="checkbox"/>	Demobilization Leader						
	<b>Unit/Leader</b>																
<input type="checkbox"/>																	
<input type="checkbox"/>	Documentation Leader																
<input type="checkbox"/>	Demobilization Leader																
<b>7. Remarks:</b>																	
<b>8. Travel Information:</b>		Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No															
Estimated Time of Departure: _____		Actual Release Date/Time: _____															
Destination: _____		Estimated Time of Arrival: _____															
Travel Method: _____		Contact Information While Traveling: _____															

1. Incident Name:		2. Incident Number:	
3. Planned Release Date/Time:			
Date: <small>Date</small>		Time: <small>HHMM</small>	
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No Number: _____		Area/Agency/Region Notified: _____	
9. Reassignment Information: <input type="checkbox"/>			
Incident Name: _____		Incident Number: _____	
Location: _____		Order Request Number: _____	
10. Prepared by:		Name:	
ICS 221		Date/Time: <small>Date</small>	

Other ICS Forms are located at:

<http://www.training.fema.gov/emiweb/is/icsresource/icsforms.htm>

## **Federal Information Processing Standards (FIPS) Codes for Iowa and Its Counties**

FIPS codes are numbers which uniquely identify geographic areas. The number of digits in FIPS codes vary depending on the level of geography. State-level codes have two digits, county-level FIPS codes have five digits of which the first two are the FIPS code of the state to which the county belongs.

The following FIPS codes have been extracted to only show those counties in District 2.

State of Iowa	19
Allamakee	19,005
Bremer	19,017
Butler	19,023
Cerro Gordo	19,033
Chickasaw	19,037
Emmet	19,063
Fayette	19,065
Floyd	19,067
Franklin	19,069
Hancock	19,081
Howard	19,089
Humboldt	19,091
Kossuth	19,109
Mitchell	19,131
Winnebago	19,189
Winneshiek	19,191
Worth	19,195
Wright	19,197



## **Mutual Aid**

In the event that an incident in your county is larger than your resources are capable of covering, the county ARES EC shall request Mutual Aid through an adjacent county EC. The ARES EC will inform the District ARES EC of the request so that the District EC can assist in tracking the Mutual Aid. In the event that the adjacent county with the ARES Group requested is outside the District, the request will be made by the affected county EC requesting assistance through the District EC. Should adjacent county be in a neighboring state, the request will be forwarded by the District EC to the State EC so the request can be coordinated with the neighboring state/district/county ARES EC.

The request for mutual aid will indicate the resource(s) needed and whether or not credentialing is required. Normally these resources will be requested by type code, I, II, III, or IV.