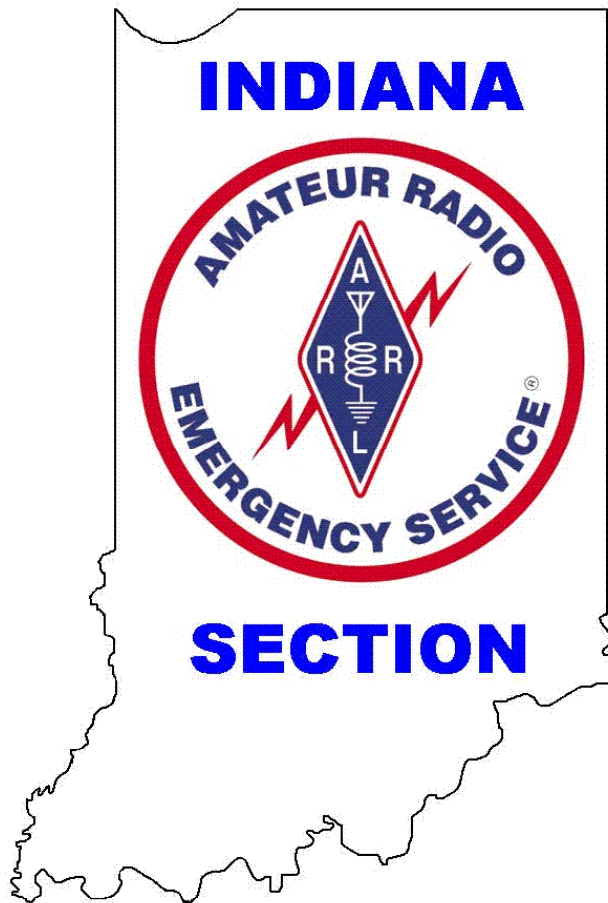# Amateur Radio
Emergency Service
Indiana Section Plan

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November 1, 2004

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October 1, 2010

Revision 1.5

Revision Log

Please indicate here all revisions to the plan.

Item #	Revision #	Date	Authority
Master Document	0.1	November 20, 2003	N9YNF
Release Document	1.0	January 1, 2004	N9YNF
Trademarks and updates	1.1	November 1, 2004	N9YNF
Frequencies and updates	1.2	March 6, 2008	W9AL
Updates	1.3	March 1, 2009	W9AL
Updates	1.4	June 1, 2009	W9AL
Links and Freq. update	1.5	October 1, 2010	W9AL

Plan Distribution

The following individuals/agencies/departments shall receive copies of the plan.

- ❑ ARES Indiana Section Manager
- ❑ ARES Indiana District Emergency Coordinators
- ❑ ARES Indiana Emergency Coordinators
- ❑ State RACES Radio Officer
- ❑ Served Agencies

Table of Contents

1.   Introduction
   1.1.   The Indiana Section Amateur Radio Emergency Services (ARES), herein called Indiana ARES for brevity, is comprised of FCC-licensed amateur radio operators who have voluntarily registered their capabilities and equipment for the purpose of Emergency and Public Service communications. These individuals are registered with the American Radio Relay League's (ARRL) ARES, they may also be registered with other agencies as well.
   1.2.   The Indiana ARES functions under this Emergency Plan at the direction of the Section Emergency Coordinator (SEC), who is appointed by the Indiana Section Manager (SM).

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 the flexibility to provide an adequate response to each is a necessity.
   2.2.   The plan is designed to provide a basic outline of the resources and operations of the Indiana ARES.
   2.3.   The Indiana ARES provides emergency communications, and can provide adjunct communications should conditions require. Our operational area is the State of Indiana, however we are available where needed as so activated and authorized.
   2.4.   Each County Emergency Coordinator (EC) and District Emergency Coordinator (DEC) are required to develop their own local emergency plans for their respective jurisdiction.
   2.5.   All Memorandums of Understanding, Emergency Plans and other related documents for local jurisdictions must be on file with the respective DEC, the SEC, the SM and the ARRL so that resource allocations and planning can be established. Additionally all documents are subject to review and approval processes.
   2.6.   This plan, when activated, will work in close cooperation with all ARRL section level Field Services appointees as appropriate.

3.   Authority
   3.1.   Under FCC Rules and Regulations, Part 97 subpart A, specific authority is given for emergency communications on frequencies designated by the FCC.

4.   Activation
   4.1.   The following individuals and agencies have authority to activate Indiana ARES and mobilize personnel and resources;
      4.1.1.   Indiana Section Manager (SM)
      4.1.2.   Indiana Section Emergency Coordinator (SEC)
      4.1.3.   In the absence of above officials, their successors or designates.
   4.2.   The following individuals and agencies may request activation of Indiana ARES through the above officials;
      4.2.1.   Indiana District Emergency Coordinators (DEC)
      4.2.2.   Indiana Emergency Coordinators (EC)
      4.2.3.   Indiana Official Emergency Stations (OES)
      4.2.4.   Indiana RACES
      4.2.5.   Indiana Department of Homeland Security (IDHS)
      4.2.6.   National Weather Service (SKYWARN Program)
      4.2.7.   Other Amateur Radio and Citizen organizations with whom Mutual Aid Agreements have been arranged.
      4.2.8.   Any other agency requiring communications assistance when deemed appropriate by above listed officials.

5.   Activation Procedures
   5.1.   An EC, DEC, OES or their designee (hereinafter referred to as Appointee) who for any reason suspects that a communications emergency exists, or suspects that an adjunct communications need exists should monitor the assigned net frequency for activity.
   5.2.   Appointees monitoring the frequencies may be alerted by activation of an Emergency Group Call.
   5.3.   Appointees may be alerted by telephone call-up. (telephone tree)
   5.4.   Appointees may be alerted by listening to announcements from an Emergency Broadcast Station.

6.   Mobilization

6.1.   Upon awareness that an emergency exists members of Indiana ARES shall check-in to the Indiana ARES Emergency Net and await instructions.

6.2.   The SEC or <u>his designate</u> will become the Net Control Station (NCS).

6.3.   The net shall be operated from the most appropriate location.

6.4.   The NCS will be the focal point of operations, unless sub-nets are authorized by the SEC or NCS.

6.5.   The SEC or designate will assign specific duties to members as required by prevailing circumstances.

6.6.   The SEC or designate will request assistance from outside agencies as required by prevailing circumstances, and as authorized.

6.7.   The SEC or designate will request assistance from non-member, licensed amateur radio operators within his jurisdiction if the appropriate officials so approves.

6.8.   Liaison Stations that have been previously assigned permanent duties as "Official Emergency Stations" will be dispatched to their tasks as required. Any additional required liaisons to nets or agencies will be assigned as required.

6.9.   Additional radio operators that are assigned to handle radio communications will be designated as a "Liaison Station" for the duration of their participation.

7.   Resources

7.1.   Volunteers

7.1.1. Indiana ARES

7.1.1.1.   These volunteers are licensed amateur radio operators.

7.1.1.2.   They are expected to participate in preparedness drills.

7.1.1.3.   They carry ARES identification issued by an Indiana Appointee (SEC, DEC or EC) through the ARRL.

7.1.2. Other Licensed Amateur Operators

7.1.2.1.   These volunteers are licensed amateur radio operators.

7.1.2.2.   They are not members of Indiana ARES.

7.1.2.3.   They may be members of other public service organizations, such as RACES, Skywarn or REACT.

7.1.2.4.   They do not ordinarily participate in preparedness drills, but may have had other training.

7.1.3. Acquaintances

7.1.3.1.   Able bodied citizens who show proper identification. (Driver's License, etc.)

7.1.3.2.   These volunteers will be called into service with ARES volunteers only when circumstances require such action, and approved.

7.1.3.3.   Citizens may inquire of the SEC or designate for assignment.

7.1.3.4.   Their activity will be closely monitored by a Indiana ARES member.

7.2.   Equipment

7.2.1. All ARES members have pledged their services and use of their own equipment, in event of a Emergency.

7.2.2. The Indiana ARES will work closely with the served agency(s) so that resources will be best utilized.

7.3.   ARES as a Resource

7.3.1. Indiana ARES is a communications resource considered available to government and public service agencies as required and authorized.

7.3.2. The abilities of Indiana ARES may be diversified or as specialized as needed. However the primary role of Indiana ARES is Communications.

7.3.3. Under FCC rules Part 97 Amateur Radio operators may not receive compensation for their services. When working with a "served agency" in certain instances reimbursement for Mileage, Meals and other incidental expenses may be acceptable when prearranged.

7.3.4. Workers Compensation and / or Liability Insurance may be provided by a "served agency." This is at the option of the "served agency" and ARES stations must follow the "served agency" guidelines for such. However, INARRL will not be held liable for any injury or death of an amateur participating in an Indiana ARES exercise or emergency.

7.3.5. Individuals within Indiana ARES may have additional training or expertise (EMT, HAZMAT, Fire Fighter, Law Enforcement, etc.) However, when on post as an ARES volunteer they are primarily as a communications resource.

7.4. Frequencies

7.4.1. A listing of regularly used net frequencies is listed in Appendix B.

7.4.2. A frequency database may be recorded online or stored by other means electronically.

7.4.3. Frequencies used by Indiana ARES will be coordinated with the served agency(s) as needed.

7.5. Volunteers outside Indiana ARES Jurisdiction

7.5.1. Mutual Aid must be requested by officials listed under "Activation".

7.5.2. Mutual Aid must always be coordinated by appropriate officials.

7.5.3. Amateur Radio operators outside the Indiana Jurisdiction will check in with their respective Emergency net for assignment.

7.6. Indiana ARES member outside the jurisdiction

7.6.1. Should the services of Indiana ARES members be required outside of the state, the agency requesting Mutual Aid must coordinate such a request with the officials listed above under "Activation"

8.   Operations

8.1.   All operations will follow established protocols as used in an ICS and/or defined by the NCS.

8.2.   All messages and notifications will be recorded in a permanent fashion. Facilities for such recording will are provided. All messages recorded electronically will be printed on a real time basis, or as soon as practical.

8.3.   All messages and notifications coming in will be recorded on ARRL form FSD-3, or its electronic equivalent, and will follow Radiogram format. In absence of Form FSD-3, the agency originating the message must use their official stationary, and bear the signature of issuing official.

8.4.   All official messages received by radio from agencies must include a message number, and follow NTS format.

8.5.   Maintain a visitor log, where all operators and visitors must sign in.

8.6.   NCS will maintain a regular roll call, as conditions allow.

8.7.   Regular Net protocol will be followed, stations may not transmit unless requested to do so.

8.8.   Stations transmitting advisories to NCS will refrain from including opinion or conjuncture.

8.9.   When assigned a task by NCS the ARES member shall report;

    8.9.1.   When arrived at that assignment (if applicable)

    8.9.2.   If there are unusual circumstances that require notation.

    8.9.3.   Such traffic as required and authorized.

    8.9.4.   When the task is completed or when then leave the assignment.

8.10.   NCS shall maintain a communications link with served agencies during activations.

8.11.   NCS shall maintain other links as specified by the SEC.

8.12.   Any station who feels that their safety is compromised or uncomfortable with their assigned task should report it immediately to the NCS. At which time the NCS will work with the station to correct the problem.

8.13.   If a directive cannot be complied with, the NCS must be notified As Soon As Possible so corrective action can be taken if possible.

9.   Drills and Training
   9.1.   Drills
       9.1.1.   In addition to Public Service Communications, Indiana ARES will provide support communications in conjunction with local events to test the effectiveness of operations.
       9.1.2.   At the discretion of the SEC, a net operation will be activated unannounced. Activation procedures will be as diversified as possible, so as to test effectiveness. These operations will occur at intervals designated by the SEC.
       9.1.3.   A minimum of one annual full scale test will be conducted to test the effectiveness of the communications systems. This exercise may be conducted in conjunction with the nationwide Simulated Emergency Test. (SET)
   9.2.   Training
       9.2.1.   Indiana ARES will operate a regular on the air net to assist with training and disseminating information required to facilitate emergency communications for the Indiana area.
       9.2.2.   Indiana ARES will conduct periodic training sessions to further member's skills and knowledge of Emergency Communications.
       9.2.3.   Indiana ARES will encourage its members to participate in nationwide emergency nets, traffic handling nets (NTS), mitigation and preparedness outside the group, encourage participation in ARRL, FEMA and American Red Cross study courses and workshops.
       9.2.4.   Indiana ARES will periodically conduct courses in radio technology, free of charge, as a public service.

Appendix A – Glossary of Terms

AEC - Assistant Emergency Coordinator

Appointees - Members of the ARRL who hold official Field appointments

ARES - Amateur Radio Emergency Service

ARRL - American Radio Relay League

ASEC – Assistant Section Emergency Coordinator

DEC – District Emergency Coordinator

EC - Emergency Coordinator

EMA- Emergency Management Agency

EOC - Emergency Operations Center

FCC - Federal Communications Commission

FEMA - Federal Emergency Management Agency

HAZMAT - Hazardous Materials

IC - Incident Commander

ICS - Incident Command System

IDHS - Indiana Department of Homeland Security

LEPC - Local Emergency Planning Commission

MCI - Mass Casualty Incident

NCS - Net Control Station

NDMS - National Disaster Medical Service

NOAA - National Oceanic and Atmospheric Administration

NTS - National Traffic System

OES - Official Emergency Station

PC - Personal Computer

RACES - Radio Amateur Civil Emergency Service

REACT - Radio Emergency Associated Communication Teams

SEC – Section Emergency Coordinator

SET - Simulated Emergency Test

SM – Section Manager

Appendix B – Frequencies

While this listing cannot possibly represent all the frequencies that could be used or monitored in a given scenario, it does provide a core set of frequencies. Please note that only the specific frequencies in relationship to ARES operations are presented here. Other agency frequency lists may be attached at a later date.

Frequency #	Frequency MHz	Notes	PL Tone
1 Primary	3.910 +/- 0.020	LSB	NA
2 Fail Over	7.280	LSB	NA
3 INARES VHF	146.490	Simplex	NA
4 INARES UHF	446.100	Simplex	NA
5 IN RACES	3.920	LSB	NA
6 IN RACES	7.298	LSB	NA
7 INARES WINLINK	145.610		NA
8			

1.   In event of Frequency 1 failure, Frequency 2 should be monitored until further instructions as received.
2.   An official liaison station will be appointed by the NCS to report on the IN RACES frequency above on either 75 or 40 Meters.
3.   Simplex Frequencies should be monitored along with local Frequencies in times of emergencies.
4.   As required, net operations will be conducted on the frequency best suited for operations, or as degrading conditions require.
5.   If it becomes required to move completely off the designated frequencies above then a station will be assigned monitoring duties to redirect late or new stations connecting to the net.
6.   The Indiana ARES net frequency should always be monitored by an EC, DEC or his appointee in times of emergencies.
7.   Net operations will begin on the primary frequency.
8.   Individuals may monitor other frequencies as needed, during an event this information may only be treated as supplemental:
    8.1.   Public Service and emergency frequencies.
    8.2.   Served Agencies Frequencies as available
9.   NOAA Weather Radio should be monitored at all times for alerts by at least one or more stations on the net.
10.   Indiana ARES members may participate in the nets of adjoining jurisdictions at the invitation of the NCS of that Net. These stations may only officially declare themselves as a liaison to the Indiana ARES when directed by the Indiana SEC or designee. In times of emergency these stations should contact the SEC or SM if mutual aid is requested.
11.   All Indiana ARES members are encouraged to listen-in or participate for training purposes when possible.

Appendix C – Duties and Descriptions

 This section of the Plan is for clarification of any job descriptions or titles not covered directly in the ARRL documentation.

Assistant Section Emergency Coordinator (ASEC) – These assistants are to help shoulder the workload of specifically assigned tasks from the Section Emergency Coordinator. In the event that the SEC should be unavailable or incapable of performing his duties, no ASEC will automatically assume responsibilities of the SEC. Reassignment of the SEC's responsibilities will be assigned by the Section Manager in the SEC's absence should no predetermined plan is in place.

1. ASEC of Training - The Duties of the ASEC of Training shall include but may not be limited to:
    1.1.   Advise and assist the SEC with all training matters in the section.
    1.2.   Design and implement the annual statewide SET, and assist units with preparation and execution of the SET.
    1.3.   Assist units statewide with training, to include table top and actual field exercises, throughout the calendar year.
    1.4.   Present talks and workshops at unit meetings on training topics.
    1.5.   Encourage completion of Emergency Communications courses such as the ARRL Amateur Radio Emergency Communications by all ARES members

Appendix D – Resources and References

ARRL Web Site – http://www.arrl.org/

ARRL Field Services - http://www.arrl.org/field-organization

ARRL Field Services Web Forms - http://www.arrl.org/public-service-field-services-forms

Indiana Section Web Site – http://www.inarrl.org/

Indiana Section ARES Web Site – http://www.inarrl.org/inares_index.html