

York County Amateur Radio Emergency Service



Emergency Communications Plan

4th Edition - 3/11/2017

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Based On
Cumberland County ARES
Emergency Communication Plan
by Bryce Rumery, K1GAX

Revisions:

1st Edition: Initial release

2nd Edition: Updated York County ARES logos.

3rd Edition: Updated wording in various sections, added section 6.3a regarding YCARES badges and deployment restrictions. Added YCARES secondary repeater frequency in the event of primary repeater failure. Various other changes.

4th Edition: Added section 5.11 regarding membership acceptance.

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1. Plan Availability

- 1.1 This plan will be reviewed and updated at least annually and maintained by a committee comprised of:

York County Emergency Coordinator
All York County Assistant Emergency Coordinators

- 1.2 Copies of this plan will be provided to each York County ARES member and all agencies served by York County ARES:

- York County Emergency Management Agency

2. Introduction

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

- 2.2 Membership in York County ARES is open to any licensed Amateur Radio operator with a sincere desire to serve his/her community during a time of need subject to approval by the York County Emergency Coordinator.

3. Purpose

- 3.1 The Purpose of this plan is to provide a written guide containing the minimum information that would be needed in an emergency. Each emergency is different and flexibility to provide an adequate response to each is a necessity.

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

-York County Emergency Management Agency

York County ARES will also provide Amateur Radio communications to any public service agency within York County in time of emergency, disaster, or for public service events based on availability.

4. Organization and Responsibilities

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

Emergency Coordinator (EC)

Assistant Emergency Coordinator (AEC)

Administration

Liaison

Logistics

Operations

Public Information

Training

Official Emergency Stations

General Membership

- 4.2 The duties and responsibilities of the Emergency Coordinator (EC) are outlined in the ARRL Emergency Coordinator's Manual.
- 4.3 The duties and responsibilities of the Assistant Emergency Coordinator(s) (AEC(s)) are outlined in the ARRL Emergency Coordinator's Manual.
- 4.4 The duties and responsibilities of the General Membership are outlined in the ARRL Public Service Communications Manual.

5. Membership Requirements

- 5.1 In accordance with ARRL guidelines, the only two membership requirements for York County ARES are:
- Possession of a valid FCC Amateur Radio license **and**
 - A sincere desire to serve the community in times of emergency.
- 5.11 The York County Emergency Coordinator or his delegate reserves the right to refuse membership to any person for any reason not protected under Federal law or to remove any current member with or without cause.
- 5.2 Individuals volunteering their services and/or their equipment should also meet the following:
- Complete and submit an ARES registration form **and**
 - Participate in as many meetings, training sessions, nets, simulated emergency tests, public service events, and emergencies/disasters as time and availability permits.

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

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

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

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

In addition, the EC will complete the following:

- a. ARRL ARECC EC-003 **or** the Maine ARES Leadership Course
- b. IS-800 (Introduction to the National Response Framework)

6. Certification and Credentialing

6.1 Certification of York County ARES personnel will be made through the York County ARES Emergency Coordinator (EC). Certification will be via the following:

a. Records of external training

1. External training will include those courses taken by the ARES member from outside sources to include, but not limited to the American Radio Relay League (ARRL), Maine ARRL Section ARES, the National Weather Service and FEMA Independent Study Courses.

2. York County ARES members will provide copies of all certificates of training to the York County ARES Emergency Coordinator (EC) or the Assistant Emergency Coordinator for Training (AEC) who will provide them to the York County Emergency Coordinator (EC) upon request.

b. Records of internal training

1. Internal training will include those courses offered by York County ARES or their served agencies.

2. York County ARES will retain a copy of training completed by its members at regular and special meetings. York County ARES members will provide copies of all certificates of training to the York County ARES Emergency Coordinator (EC) or the Assistant Emergency Coordinator for Training (AEC).

6.2 Credentialing of York County ARES personnel will be made through the York County ARES Emergency Coordinator (EC).

a. Credentialing levels

Trainee — A new ARES member with no prior training in emergency communications (Amateur Radio License only)

Responder — Has met all training requirements for the Responder level in York County ARES

Leadership — Has met all training requirements for the Leadership level in York County ARES

Management — Has met all training requirements for the Management level in York County ARES

Senior Management — Has met all training requirements for the Senior Management level in York County ARES

b. Certifications and qualifications standards

Trainee

Possesses a valid Amateur Radio License and has registered with York County ARES

Responder (normal ARES responder)

Has completed the following training:

Requirements for Trainee level **and**

IS-100 (Introduction to the Incident Command System)

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

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

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

Has completed the following training:

Requirements for Trainee and Responder levels **and**
IS-200 (Basic Incident Command System)
ARRL ARECC EC-002 **or** the Maine Emergency Communications
Course Level II

Management (EC and DEC)

Has completed the following training:

Requirements for Trainee, Responder, and Leadership levels **and**
ARRL ARECC EC-003 **or** Maine Emergency Communications
Course Level III
ARRL ARECC EC-003 **or** the Maine ARES Leadership Course
IS-800 (Introduction to the National Response Framework)

Senior Management (ASEC or SEC)

Has completed the following training:

Requirements for Trainee, Responder, Leadership and
Management levels **and**
IS-300 (Intermediate Incident Command System)
IS-400 (Advanced Incident Command System)
All Hazards Type III Communications Unit Leader (COML) course

6.3 Credentialing of York County ARES members will be via an identification badges issued by the York County ARES Emergency Coordinator (EC) and York County Emergency Management Agency.

6.3a York County ARES identification badges will contain the following information:

- A recent photo of credentialed member
- Member's first and last name and callsign
- Highest training level attained
- NIMS courses completed
- YCARES Badge Number
- Colored background for quick identification of training level
 - Orange badge: Emergency Coordinator (Valid for deployment)
 - Green badge: Assistant Emergency Coordinator (Valid for deployment)
 - Yellow badge: ARES Responder (Valid for deployment)
 - Red badge: ARES Trainee (**Not valid for deployment**)

Note: A red badge indicates the member has not completed required training to be eligible for deployment for ARES assignments under the York County ARES organization. Trainees may be assigned under the supervision of a Responder level or higher member.

6.4 Verification of credentialing, certifications, training and licenses will be accomplished through the York County ARES Emergency Coordinator or his/her designee and York County Emergency Management Agency Personnel.

6.5 Credentialing and certification records will be maintained by York County ARES, the York County ARES Emergency Coordinator (EC), and the York County ARES Assistant Emergency Coordinator for Training.

7. NIMS Compliancy

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

*York County ARES with the approval of York County Emergency Management Agency has approved the use of ARRL Radiogram Forms for internal message handling. Message traffic intended for transmission outside the agency will be required to be refiled into ICS-213 form.

7.2 The point of contact (POC) for York County ARES shall be the York County ARES Emergency Coordinator or the York County ARES Assistant Emergency Coordinator for Public Information (AEC-PIO).

York County Emergency Coordinator (EC):

Jason Cote, W1WDW
(207) 632-8131 (C)
W1WDW@yorkcountyares.org

York County Assistant Emergency Coordinator for Public Information (AEC-PIO):

Ariel Cote, KC1CCB
(207) 467-5878 (C)
PIO@yorkcountyares.org

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

7.4 York County ARES maintains communications links for use between local Incident Command Posts, the York County Emergency Management Agency's EOC, the Maine Emergency Management Agency's EOC and regional/federal EOC's via planned amateur radio frequencies.

7.5 York County ARES maintains a means to gather, verify, coordinate, and disseminate information through the AEC for Public Information (AEC-PIO).

7.6 York County ARES promotes the use of mutual aid agreements with ARES groups in surrounding counties through Memorandums of Understanding. Currently YCARES has signed MOUs with York County Emergency Management Agency.

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

7.8 York County ARES actively solicits participation in State, County, and Local NIMS-based exercises.

- 7.9** York County ARES will utilize ICS concepts in all exercises that it initiates and for all public service events it participates in.
- 7.10** After participation in all exercises and public service events, York County ARES will identify shortfalls within its response application of the NIMS concepts and principles. Corrective actions will then be taken to response actions and plans to be applied to future exercises and public service activities.
- 7.11** York County ARES has developed an inventory of response assets and typing of resources which is outlined in the York County ARES Response Resource Manual (YCARES-RRM).

8. Resources and Typing

- 8.1** The resources and typing of resources for York County ARES is contained in the York County ARES Response Resource Manual (YCARES-RRM).
- 8.2** The typing of these resources makes requests for these resources by served agencies easier as they can order resources by type, as needed.

9. Activation Procedures

- 9.1 Any member of York County ARES who, for any reason, suspects a communications emergency exists should monitor the 145.345 (+) (123.0Hz) (W1BHR) repeater for net activity and/or announcements (in case of repeater failure, monitor 147.570 simplex).
- 9.2 If local telephone service is available, the EC and/or AEC(s) should be notified by telephone.
- 9.3 In an emergency in which Amateur Radio might serve the community, Amateur Radio operators may be alerted by a served agency.
- 9.4 Served agencies have the authority to activate York County ARES for duty in an emergency. Self-activation of ARES members is discouraged.
- 9.5 York County ARES has adopted six levels of status to better inform ARES members and teams of impending actions within York County, Maine, and out of state. This will allow members and teams to judge, in an approximate time frame, the extent of the involvement they will be requested to respond to.

Level 0 (Green) — No Operations/Normal. No emergency exists and ARES members are not required to activate.

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

Level 2 (Orange) — Notification of probable activation. An approximate time frame will be given with this level. It allows ARES members and teams an opportunity to take time off from work, rearrange schedules, etc.. Definite net times and frequencies will be set, staging areas will be announced, as well as mission details.

Level 3 (Red) — Notification of activation. This will put into motion call trees and nets to coordinate the activation of ARES members and teams in accordance with prescribed York County ARES procedures.

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

SKYWARN — This is a special activation that will be implemented at the request of the National Weather Service to solicit severe weather and damage reports. A Skywarn net may or may not be called on the York County ARES primary repeater or simplex frequency at the discretion of the EC. All YCARES members should monitor the daily HWO (Hazardous Weather Outlook) from the NWS for information regarding the need for spotter activation.

10. Mobilization Procedures

- 10.1** If telephone service is available, a telephone recall/alert will be initiated by the EC and/or AEC(s).
- 10.2** Upon awareness or notification that a communications emergency exists, available members of York County ARES will call into the York County ARES Net on the 145.345 (+) (123.0Hz) (W1BHR) repeater. If, for any reason, the repeater is not in operations, the net will be called on 147.570 simplex.
- 10.3** If telephone service is available, members not having 2 meter capability will call the EC and/or AEC(s) notifying him/her of their availability.
- 10.4** ARES members will be advised where to report for duty.
- 10.5** The AEC for Operations will prepare the appropriate ICS forms for ARES operations during the incident. Copies will be forwarded to the Incident Communications Unit Leader for inclusion into the Incident Communications Plan.
- 10.6** The EC or AEC(s) will assume net control or designate another station as net control station (NCS).
- 10.7** This station (NCS) is designated as a "Key Station" and will be extensively utilized during a communications emergency. Key Stations should have full emergency power capability with relief operators assigned to ensure continuous operation.

11. Duties Of The NCS

- 11.1** The York County ARES Net will be called to order by the NCS.
- 11.2** Available members of York County ARES are checked into the net from their mobile or home stations to await further instructions.
- 11.3** A liaison station will be assigned to the National Traffic System and/or Statewide Emergency net (as required):
 - Maine Emergency Communications Net (3940 kHz)
 - Maine Emergency Communications Net (VHF) (146.880 (-) (100.0 Hz))
 - Other liaison stations will be assigned to other nets, repeaters, and/or frequencies and modes as required.
- 11.4** Mobile stations will be dispatched to the requesting agencies as required.
- 11.5** Operators of home stations not on emergency power are coordinated to effectively operate the “Key Stations” as required.

12. Operations

- 12.1** All written messages will be in either the standard ARRL format or other form as required by our served agencies.
- 12.2** All written messages must be signed by the official who originates them, with his/her title, taking responsibility for their contents.
- 12.3** Message precedences of Emergency, Priority, Welfare, and Routine, as defined on ARRL Form FSD-3 shall be used on all messages using the ARRL Radiogram.
- 12.4** York County ARES members are not authorized to give official statements to the media or make official statements regarding the extent of the disaster/emergency over the air. Such official statements are to be made and/or released by the agency controlling the emergency activity. Questions regarding the emergency/disaster should be directed to the public information officer of the agency controlling the emergency activity.
- 12.5** Stations do not transmit unless invited to do so by the net control station (NCS). The only exception is for a station having emergency traffic.
- 12.6** After action reports and traffic reports will be submitted to the EC and Net Manager as soon as possible after the termination of the emergency, exercise, or drill.

13. Drills, Tests and Alerts

- 13.1** An annual test will be conducted (usually in October or November) in conjunction with the nationwide or statewide ARRL Simulated Emergency Test.
- 13.2** York County ARES will regularly supply public service communications in conjunction with local events, to test the effectiveness of the operation.
- 13.3** At the discretion of the EC, York County ARES will be activated unannounced via a telephone recall at least once per year.

Operations Annexes

The Operations annexes will define generally how ARES will operate under certain conditions. They will specify what type of ARCSTs will be utilized in certain disaster operations and how communications will be carried on by different teams.

These annexes will be flexible in nature so as to be able to respond to various hazards and communications as determined by the York County Emergency Management Agency and the York County ARES Emergency Coordinator.

During any sufficiently large incident, normal communications are reasonably expected to be overloaded or non-existent. ARES can assist in filling gaps in communications when normal means of communications are insufficient. All ARES operations are under the direction of the York County Emergency Management Agency.

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

Weather

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

Weather related incidents might result in

- Power Outages
- Building Damage
- Displaced Populations
- Infrastructure Damage

Transportation

- Commercial Aircraft Accidents
- Rail Accidents
- Mass Auto Accidents

Transportation related incidents might result in

- Power Outages
- Building Damage
- Displaced Populations
- Infrastructure Damage

Hazmat Incidents

- Transportation
- Plants and Facilities
- Nuclear Incidents (Seabrook Station)

Hazmat related incidents might result in

- Power Outages
- Building Damage
- Displaced Populations
- Infrastructure Damage

Wildfires

Wildfire related incidents might result in

- Power Outages
- Building Damage
- Displaced Populations
- Infrastructure Damage

Missing Persons

Search and Rescue

Search and Rescue related incidents might result in
Lack of Communications Resources

Terrorism and Acts of War

Terrorism and Acts of War might result in

- Power Outages
- Building Damage
- Displaced Populations
- Infrastructure Damage

An ARES response would fall in the following areas:

- Damage Assessment
 - Buildings
 - Roads
 - Critical Dams
- Sheltering and Mass Care
- Search and Rescue
- EOC Communications Support
- Hospital Communications Support
- Wildfire Communications Support

Annex 1 Damage Assessment

Ready Kit required: Yes
Safety Equipment Required: Yes
Identification Required: Yes
YCEMA Badge
State of Maine First Responder Badge (if issued)
Driver's License
Copy of Amateur Radio License

ARCSTs Needed:

EOC Command Team (ARCST Type IV)
EC and AEC for Operations
EOC Communications Team (ARCST Type IV)
Damage Assessment (ARCST Type V or ARCST Type IV)
Number, as required, by served agency

Operations:

1. Upon alert and activation by the York County Emergency Management Agency, the Command Team will alert and activate the EOC Communications Team and as many Damage Assessment teams as required to complete the assigned mission.
2. All team members will report to the York County EMA EOC or designated staging area for check in, assignment briefing and deployment assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command Team will use the Tactical Call Sign "Command" the EOC Communications Team will use the Tactical Call Sign "EOC" and the Command Team will assign Tactical Call Signs for all damage assessment teams.
5. All teams are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
6. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the damage assessment teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
7. Operations will be conducted on the Alfred repeater (147.345 (+) (123 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.
8. The EOC Communications Team will serve as the Net Control Station for the net.

9. The net will be directed in nature.
10. Plain language will be used for all communications.
11. Standard ITU phonetics will be used in spelling out words.
12. The damage assessment teams will inform the EOC Communications Team when they have arrived at their assignment and are beginning their mission.
13. If a damage assessment team is unable to complete their assignment, they will inform the EOC Communications Team as to where they are located and the reason they are unable to complete their assignment.
14. If the damage assessment team needs to take a break or will be away from their radio for any period of time they will inform the EOC Communications team of the time they are leaving the net and will inform the EOC Communications when they return.
15. All written traffic will be made on the ARRL Radiogram Form, message traffic intended for agencies other than YCEMA will be required to be refiled on the ICS-213 (General Message Form).
16. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).
17. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
18. Either damage assessment forms provided by the York County Emergency Management Agency or the Red Cross will be used by all damage assessment teams.
19. All damage assessment teams will keep the EOC Communications Team informed as to their location and the progress of their assignment about every 15 to 30 minutes.
20. After a damage assessment team has completed their assignment, they will return to the EOC or other designated location to turn in their completed damage assessment forms and await further assignment.
21. Damage assessment operations will be terminated at the direction of the York County Emergency Management Agency.
22. At the termination of damage assessment operations, all damage assessment teams will return to the EOC or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

Annex 2 Sheltering and Mass Care

Ready Kit required:	Yes
Safety Equipment Required:	Yes
Identification Required:	Yes
	YCEMA Badge
	State of Maine First Responder Badge (if issued)
	Driver's License
	Copy of Amateur Radio License

ARCSTs Needed:

- EOC Command Team (ARCST Type IV)
 - EC and AEC for Operations
- EOC Communications Team (ARCST Type IV)
- Sheltering and Mass Care Communications Team (ARCST Type IV)
 - Number, as required, by served agency

Operations:

1. Upon alert and activation by the York County Emergency Management Agency, the Command Team will alert and activate the EOC Communications Team and as many Sheltering and Mass Care teams as required to complete the assigned mission.
2. All team members will report to the York County EMA EOC or designated staging area for check in, assignment briefing and deployment assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command Team will use the Tactical Call Sign "Command" the EOC Communications Team will use the Tactical Call Sign "EOC" and the Command Team will assign Tactical Call Signs for all sheltering and mass care communications teams.
5. All teams are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
6. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the sheltering and mass care teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
7. Operations will be conducted on the Alfred repeater (147.345 (+) (123 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.

8. The EOC Communications Team will serve as the Net Control Station for the net.
9. The net will be directed in nature.
10. Plain language will be used for all communications.
11. Standard ITU phonetics will be used in spelling out words.
12. Upon arriving at their assigned locations, the ARCST Leader will check in with the shelter manager and the ARCST team will set up their equipment.
13. The sheltering and mass care communications teams will inform the EOC Communications Team when they have arrived at their assignment and are beginning operations.
14. If a sheltering and mass care communications team is unable to complete their assignment, they will inform the EOC Communications Team as to where they are located and the reason they are unable to complete their assignment.
15. If the sheltering and mass care communications team member operating at the time needs to take a break or will be away from their radio for any period of time they will inform the EOC Communications team of the time they are leaving the net and will inform the EOC Communications when they return.
16. All sheltering and mass care communications teams will perform a radio check or communication with the EOC Communication team at least every 60 minutes.
17. All written traffic will be made on the ARRL Radiogram Form, message traffic intended for agencies other than YCEMA will be required to be refiled on the ICS-213 (General Message Form).
18. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).
19. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
20. All requests for shelter support will be written and be made to the EOC.
21. If a shelter is closing, the sheltering and mass care communications team leader will inform the EOC Communications Team and ask permission to secure operations. Once permission to secure is given, the team leader and members will return to the EOC or other designated location to turn in all forms, for a debrief meeting and to demobilize. Remember to leave your communications area exactly as you found it.

22. Sheltering and mass care communications operations will be terminated at the direction of the York County Emergency Management Agency.
23. At the termination of sheltering and mass care communications operations, all shelter and mass care communications teams will return to the EOC or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

Annex 3 Search and Rescue Operations

Ready Kit required:	Yes
Safety Equipment Required:	Yes
Identification Required:	Yes
	YCEMA Badge
	State of Maine First Responder Badge (if issued)
	Driver's License
	Copy of Amateur Radio License

ARCSTs Needed:

- SAR Command Team (ARCST Type IV)
 - EC and AEC for Operations
- SAR Command Post Communications Team (ARCST Type IV)
- SAR Communicators (ARCST Type VI)
 - Number, as required, by served agency

Operations:

1. Upon alert and activation by the York County Emergency Management Agency, the Command Team will alert and activate the SAR Communications Team and as many SAR Communicators as required to complete the assigned mission.
2. All team members and communicators will report to the York County EMA EOC or designated staging area for check in, assignment briefing and assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command Team will use the Tactical Call Sign "Command" the SAR Command Post Communications Team will use the Tactical Call Sign "NET" and the Command Team will assign Tactical Call Signs for all SAR Communicators.
5. All teams and communicators are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
6. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the sheltering and mass care teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
8. Operations will be conducted on the Alfred repeater (147.345 (+) (123 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.

9. The SAR Command Post Communications Team will serve as the Net Control Station for the net.
10. The net will be directed in nature.
11. Plain language will be used for all communications.
12. Standard ITU phonetics will be used in spelling out words.
13. Upon being assigned to a SAR team, the SAR Communicator will check in with the SAR Team Leader.
14. The SAR Communicators will inform the SAR Command Post Communications Team when they have linked up with their SAR Team Leader and are beginning operations.
15. If a SAR Communicator is unable to complete their assignment, they will inform the SAR Command Post Communications Team as to where they are located and the reason they are unable to complete their assignment.
16. If the SAR Communicator needs to take a break or will be away from their radio for any period of time they will inform the SAR Command Post Communications team of the time they are leaving the net and will inform the EOC Communications when they return.
17. All SAR Communicators will perform a radio check or communication with the SAR Command Post Communications Team at least every 30 minutes.
18. All written traffic will be made on the ARRL Radiogram Form, message traffic intended for agencies other than YCEMA will be required to be refiled on the ICS-213 (General Message Form).
19. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).
20. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
21. SAR communications operations will be terminated at the direction of the Incident Commander for the SAR Mission.
22. At the termination of the SAR mission, all SAR Teams and SAR Communicators will return to the SAR Command Post or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

Annex 4 EOC Operations

Ready Kit Required:	Yes
Safety Equipment Required:	Yes
Identification Required:	Yes
	YCEMA Badge
	State of Maine First Responder Badge (if issued)
	Driver's License
	Copy of Amateur Radio License

ARCSTs Needed:

- EOC Command Team (ARCST Type IV)
 - EC and AEC for Operations
- EOC Communications Team (ARCST Type IV)

Operations:

1. Upon alert and activation by the York County Emergency Management Agency, the Command Team will alert and activate the EOC Communications Team.
2. Communications Team members will report to the York County EMA EOC for check in, assignment briefing
3. The Command Team will assign a team leader for the Communications Team.
4. The Command Team will use the Tactical Call Sign "Command" the EOC Communications Team will use the Tactical Call Sign "EOC".
5. The Communications Team members are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All team members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
6. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the ARES operations. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
7. In cooperation with the York County Emergency Management Agency, the Command Team will be responsible for planning the ARES response to the incident.
8. The Command Team is responsible for planning the nets for the ARES response and directing the Communications Team to establish the nets.

9. The Communications Team will be responsible for the operating ARES nets as the net control station(s) in support of EOC operations as well as operating County radios, as required, in support of EOC operations.
10. ARES operations will be conducted on the Alfred repeater (147.345 (+) (123 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.
11. Nets will be directed in nature.
12. Plain language will be used for all communications.
13. Standard ITU phonetics will be used in spelling out words.
14. The Communications Team will be responsible for performing radio checks with net stations at times specified by the Command Team.
15. All written traffic will be made on the ARRL Radiogram Form, message traffic intended for agencies other than YCEMA will be required to be refiled on the ICS-213 (General Message Form).
16. Due to all amateur radio traffic being sent in the clear, no messages of a sensitive nature will be sent via amateur radio.
17. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).
18. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
19. ARES members will not discuss the incident with members of the media. Members of the media seeking information about the incident should be directed to the on site public information officer.
20. The Command Team will act as liaison between the York County Emergency Management EOC staff and the ARES responders through the Communications Team.
21. The Command Team is responsible for conducting check in of ARES responders, conducting assignment briefings naming team leaders and assigning ARES responders.
22. The Command Team will assist the York County Emergency Management EOC staff in functions assigned to them by the EOC staff.
23. The Command Team is responsible for demobilizing, performing the debriefing, check out and releasing of all ARES members after the termination of the incident.

Annex 5 Hospital Communications Support

Ready Kit Required:	Yes
Safety Equipment Required:	Yes
Identification Required:	Yes
	YCEMA Badge
	State of Maine First Responder Badge (if issued)
	Driver's License
	Copy of Amateur Radio License

ARCSTs Needed:

- EOC Command Team (ARCST Type IV)
 - EC and AEC for Operations
- Hospital Communications Team (ARCST Type IV)
- Hospital Communicators (ARCST Type VI)
 - Number, as required, by served agency

Operations:

1. Upon alert and activation by the York County Emergency Management Agency, the Command Team will alert and activate the Hospital Communications Team and as many Hospital Communicators as required to complete the assigned mission.
2. All ARES team members and communicators will report to the York County EMA EOC or designated staging area for check in, assignment briefing and assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command team will interface with hospital officials to determine where a communications command post should be set up.
5. The Command Team will interface with hospital officials to determine where critical communications is needed.
6. The Command Team will assign Hospital Communicators at the locations where critical communications is needed.
7. The Hospital Communications Team will set up the communications command post at location designated by the Command Team.
8. The Command Team will use the Tactical Call Sign "Command" the Hospital Command Post Communications Team will use the Tactical Call Sign "Comm Center" and the Command Team will assign Tactical Call Signs for all Hospital Communicators.
9. All teams and communicators are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised

to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.

10. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the sheltering and mass care teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
11. Operations will be conducted on the Alfred repeater (147.345 (+) (123 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.
12. The Hospital Command Post Communications Team will serve as the Net Control Station for the net.
13. The net will be directed in nature.
14. Plain language will be used for all communications.
15. Standard ITU phonetics will be used in spelling out words.
16. If a Hospital Communicator is unable to complete their assignment, they will inform the Hospital Command Post Communications Team as to where they are located and the reason they are unable to complete their assignment.
17. If the Hospital Communicator needs to take a break or will be away from their radio for any period of time they will inform the Hospital Command Post Communications Team of the time they are leaving the net and will inform the Hospital Command Post Communications Team when they return.
18. All Hospital Communicators will perform a radio check or communication with the Hospital Command Post Communications Team at least every 30 minutes.
19. All written traffic will be made on the ARRL Radiogram Form, message traffic intended for agencies other than YCEMA will be required to be refilled on the ICS-213 (General Message Form).
20. Due to all amateur radio traffic being sent in the clear, no messages of a sensitive nature will be sent via amateur radio.
21. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).
22. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).

23. ARES members will not discuss the incident with members of the media. Members of the media seeking information about the incident should be directed to the on site public information officer.
24. Hospital communications operations will be terminated at the direction of the Incident Commander or hospital official.
25. At the termination of the Hospital mission, all Hospital Teams and Hospital Communicators will return to the Hospital Communications Command Post or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

Annex 6 Wildfire Communications Support

Ready Kit Required:	Yes
Safety Equipment Required:	Yes
Identification Required:	Yes
	YCEMA Badge
	State of Maine First Responder Badge (if issued)
	Driver's License
	Copy of Amateur Radio License

ARCSTs Needed:

- EOC Command Team (ARCST Type IV)
 - EC and AEC for Operations
- EOC Communications Team (ARCST Type IV)
- Wildfire Base Camp Communications Support Team (ARCST Type IV)
 - Number, as required, by served agency

Operations:

1. Upon alert and activation by the York County Emergency Management Agency, the Command Team will alert and activate the EOC Communications Team and as many Wildfire Base Camp Communications Support Teams as required to complete the assigned mission.
2. All team members will report to the York County EMA EOC or designated staging area for check in, assignment briefing and deployment assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command Team will use the Tactical Call Sign "Command" the EOC Communications Team will use the Tactical Call Sign "EOC" and the Command Team will assign Tactical Call Signs for all Wildfire Base Camp Communications Support Teams.
5. All teams are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
6. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the sheltering and mass care teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
7. Operations will be conducted on the Alfred repeater (147.345 (+) (123 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.

8. The EOC Communications Team will serve as the Net Control Station for the net.
9. The net will be directed in nature.
10. Plain language will be used for all communications.
11. Standard ITU phonetics will be used in spelling out words.
12. The Wildfire Base Camp Communications Support Teams will inform the EOC Communications Team when they have arrived at their assignment and are beginning their mission.
13. If a Wildfire Base Camp Communications Support Team is unable to complete their assignment, they will inform the EOC Communications Team as to where they are located and the reason they are unable to complete their assignment.
14. If the Wildfire Base Camp Communications Support Team needs to take a break or will be away from their radio for any period of time they will inform the EOC Communications Team of the time they are leaving the net and will inform the EOC Communications Team they return.
15. All written traffic will be made on the ARRL Radiogram Form, message traffic intended for agencies other than YCEMA will be required to be refiled on the ICS-213 (General Message Form).
16. Due to all amateur radio traffic being sent in the clear, no messages of a sensitive nature will be sent via amateur radio.
17. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log). All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
18. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
19. All Wildfire Base Camp Communications Support Teams perform a radio check or communication with the EOC Communications Team at a minimum of once every hour.
20. After Wildfire Base Camp Communications Support Team has completed their assignment, they will return to the EOC or other designated location to turn in their completed forms and await further assignment.
21. ARES members will not discuss the incident with members of the media. Members of the media seeking information about the incident should be directed to the on site public information officer.

22. Wildfire operations will be terminated at the direction of the Incident Commander.
23. At the termination of Wildfire operations, all Wildfire Base Camp Communications Support Teams will return to the EOC or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

Appendix A

Forms & Publications

The following forms and publications should be maintained by all York County ARES members. The following forms may be obtained from the EC, AEC for Administration or from the York County ARES web site: <http://www.YorkCountyARES.org>

- ARES Placard
- ARES Ready Kit Checklist
- ARRL ARES Field Resources Manual
- ARRL Radiograms
- FSD-218
- FSD-220
- FSD-255
- FSD-3
- Ham Radio Placard
- ICS-213 (General Message Form)
- ICS-309 (Radio Log)
- Maine ARES Emergency Communications Plan
- York County ARES Emergency Communications Plan (This Document)
- NWS Basic Spotter's Field Guide
- NWS Advanced Spotter's Field Guide

Appendix B

Memorandums Of Understanding

Memorandums of Understanding (MOUs) exist between York County ARES and the following agencies:

- York County Emergency Management Agency

Memorandums of Understanding (MOUs) are pending with York County ARES and the following agencies:

- Cumberland County ARES
- Cumberland County Emergency Communications Team
- Yankee Skywarn

Appendix C

Emergency Reference Information for Amateur Radio Station

Telephone Numbers		
Fire	911	
Police	911	
EMS	911	
State Police (RCC Gray)	207-657-3030	1-800-228-0857
Sheriff's Department	911	(207) 324-1113
York County EMA	Duty Officer: (207) 324-1111	(207) 324-1571
Section Emergency Coordinator	Steve Hansen - KB1TCE	
District Emergency Coordinator	Bob Gould - N1WJO	
County Emergency Coordinator	Jason Cote - W1WDW	(207) 632-8131
Assistant Emergency Coordinator for Operations	Ariel Cote - KC1CCB	(207) 467-5878
Net Manager	Jason Cote - W1WDW	(207) 632-8131
National Weather Service	(207) 688-3216	1-866-633-6772 (SKYWARN)
Red Cross	(207) 874-1192	
Other		

Net Information			
ARES Net	147.345MHz T:123.0	Thursdays	19:00hrs
SKYWARN Net	146.880MHz T:100.0	Wednesday Saturday	20:00hrs 19:30hrs

Appendix D

York County ARES Operating Frequencies

Primary Repeater	Secondary Repeater	Primary Simplex	Secondary Simplex	Tertiary Simplex
147.345MHz (T:123.0)	145.410MHz (T:103.5)	147.570MHz	146.445MHz	147.540MHz
		UHF: TBD	UHF: TBD	UHF: TBD

Appendix E

Duties Of Assistant Emergency Coordinators

The York County Emergency Coordinator holds authority to appoint Assistant Emergency Coordinators or AECs to assist with duties within York County ARES.

As of the latest version of this document, the following AEC positions are available:

Title	Name	Callsign
AEC - Administration	Jason Cote	W1WDW
AEC - Liaison	David Johnson	AA1LO
AEC - Logistics	Vacant	Vacant
AEC - Operations	Ariel Cote	KC1CCB
AEC - Public Information	Ariel Cote	KC1CCB
AEC - Training	Jason Cote	W1WDW

Administration:

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

Liaison:

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

Logistics:

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

Operations:

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

Public Information:

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

Training:

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

Appendix F

Duties of Official Emergency Stations, Group Supervisors and ARCST Leaders

Official Emergency Stations

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

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

Group Supervisors

A Group Supervisor will supervise up to 7 ARCSTs under the Span of Control concept within ICS.

ARCST Leaders

Amateur Radio Communications Support Team (ARCST) Leaders will supervise an ARCST Type I through Type IV.

Appendix G

Ready Kits

BASIC READY KIT

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

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

INTERMEDIATE READY KIT

The following are items for an intermediate ready kit for ARES members.
All items contained in the basic ready kit, plus:

For the handheld radio:

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

Additional Equipment:

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

ADVANCED READY KIT

The following are items for an advanced ready kit for ARES members.
All items contained in the intermediate ready kit, plus:

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

York County ARES



“When All Else Fails”