



Amateur Radio Emergency Service
Emergency Communications Plan for
Ellis County ARES
North Texas Section



Emergency Communications Plan for Ellis County ARES

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1. INTRODUCTION

1.1 The Amateur Radio Emergency Service (ARES[®]) is a field organization of the American Radio Relay League (ARRL). It is composed of FCC licensed amateur radio operators who are trained emergency communicators, volunteering their personal time, skill and equipment to serve in the public interest. The Ellis County ARES group is focused on providing service to Ellis County Texas and the surrounding area. Amateur Radio operators living within or near Ellis County are eligible for participation in Ellis County ARES.

1.2 Under federal regulations, no compensation of any kind may be received in return for the performance of communication services by amateur radio. Similarly, the contents of messages handled by amateur radio operators are not divulged to unauthorized persons.

1.3 The Ellis County ARES functions under this Emergency Plan and the direction of the Ellis County ARES Emergency Coordinator (EC) who is appointed by the ARRL Section Emergency Coordinator (SEC) in consultation with the District Emergency Coordinator (DEC).

1.4 The EC may appoint assistant EC's as needed for the ARES[®] group to function efficiently.

2. PURPOSE

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

2.2 The primary responsibility of the Ellis County ARES is to furnish communications in the event of a natural or man-made disaster, when regular communications fail or are inadequate.

2.3 All drills, training and instruction shall be performed in order to ensure the ability to respond quickly and to provide effective amateur emergency communications whenever an occasion may arise.

2.4 The following agencies may be served during a communications emergency: Emergency Operations Centers; American Red Cross; Hospitals; Fire Departments; Police Department; Sheriff's Departments; Salvation Army; and any other agencies requesting assistance from ARES[®].

2.5 Ellis County ARES may also be requested to serve the Texas State Division of Emergency Management, or the Federal Emergency Management Agency.

2.6 Ellis County ARES will provide mutual aid support for other counties or ARES[®] districts at the request of the North Texas Section DEC's or the Section Emergency Coordinator.

2.7 Ellis County ARES may provide communications support at public events conducted by non-profit organizations in non-emergency situations.

2.8 The Ellis County ARES group will support the Skywarn program of the National Weather Service (NWS).



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3. MEMBERSHIP

3.1 A radio operator shall have a current amateur radio license issued by the Federal Communications Commission. (F.C.C.)

3.2 A storm spotter must attend the Skywarn Basic spotter training class sponsored by National Weather Service (NWS) a minimum of every 24 months.

3.3 The EC may add additional membership requirements as deemed necessary or in conjunction with the primary served agency.

4. TRAINING

4.1 A radio operator is requested to but not required to take ICS-100, ICS-200, ICS-700 and ICS-800 to be deployed on any operations.

4.2 In-field training will take place at least once annually at a predetermined location(s) with a purpose and plan for the event.

4.3 Continuing training meetings are held conducted monthly. Meeting locations are announced in advance.

5. ACTIVATING THE PLAN

5.1 Any member of the Ellis County ARES who for any reason suspects a communications emergency exists should monitor local repeaters for activity. Local repeaters that should be monitored include:

Primary repeater – Midlothian: 145.410, PL tone 110.9 and a negative offset

Secondary repeater – Ennis: 145.410, PL tone 131.8 and a negative offset.

In case of complete repeater outage- Simplex – 145.410

5.2 If local telephone service is available, the EC and/or Assistant EC's should be notified by telephone.

5.3 In an emergency in which Amateur Radio might serve the community, the EC and AEC's may be alerted by any City, County, State, Red Cross, or similar served agency official.

5.4 The EC, AEC, or designated ARES® member upon evaluation of the situation will activate the mobilization plan.



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6. ARES MOBILIZATION PROCEDURE

6.1 The EC or his representative will send out via phone or vhf announcements alerting ARES® members.

6.2 If telephone service is available, the Phonevite system will be activated.

6.3 Upon the awareness or notification that a communications emergency exists, members of the Ellis County ARES will call into the Ellis County ARES® Emergency Net on the Midlothian repeater. If the repeater is not functioning, refer to 5.1 above for alternate frequencies or as specified during pageout.

6.4 Mobile units are activated and dispatched.

6.5 The EC/AEC/NCS will assume net control or delegate another station as net control station (NCS). Control will be from the location as designated by the EC. This station is designated as a "NCS" and will be extensively utilized during a communication emergency. NCS stations shall have full emergency power capability with relief operators assigned to ensure continuous operation.

7. DUTIES OF NCS

7.1 The Ellis County ARES Emergency Net will be called to order by the NCS.

7.2 Members of the Ellis County ARES will be checked into the net from their mobile and home stations to wait for further instructions.

7.3 Liaison stations to the following National Traffic System nets will be assigned: NTX section Texas Traffic Net/ ARES Net: 7285 MHz (day), 3873 MHz (night). NTX Net: 7277.5 MHz if activated.

7.4 Mobile operators will be dispatched to the local hospitals, and other agencies as needed.

7.5 Operators of home stations not on emergency power will be coordinated to effectively operate the "Net Control Station (NCS)" as required.

8. OPERATIONS

8.1 All written messages must be in standard ARRL form (Radiogram) or IC-213 as required.

8.2 All messages must be signed by the originating official, along with his title, verifying responsibility for their contents.

8.3 Message precedence of EMERGENCY. Priority, Routine, and Health and Welfare, as defined on ARRL Form FSD-3, shall be used on all messages.

8.4 Stations do not transmit unless invited to do so by net control.

The only exception to this is for a station having EMERGENCY traffic.



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9. DRILLS, TESTS AND ALERTS

9.1 An annual operational exercise will be conducted in conjunction with the nationwide ARRL Simulated Emergency Test.

9.2 The Ellis County ARES will regularly supply public safety communications in conjunction with local events.

9.3 The Ellis County ARES meets the first Thursday of each month, beginning at 7:00 pm. Meeting locations will be announced in advance.

10. LOCAL AND STATEWIDE FREQUENCIES:

Repeaters

Band	Location	Frequency (mhz)	PL Tone	Offset	Comments
VHF / 2M	Midlothian	145.410	110.9	Negative	
VHF / 2M	Waxahachie	145.410	162.2	Negative	
VHF / 2M	Ennis	145.410	131.8	Negative	
UHF / 70 cm	Midlothian	441.650	110.9	Positive	Digital and Analog
UHF / 70 cm	Italy	442.525	88.5	Positive	

Simplex

Identifier	Frequency (mhz)	Comments
Repeater Simplex	145.410	
Tactical Frequencies		
VTAC1	146.400	Ellis County ARES tactical simplex frequency.
VTAC2	146.420	Ellis County ARES tactical simplex frequency.
VTAC3	146.480	Ellis County ARES tactical simplex frequency.
VTAC4	147.430	Ellis County ARES tactical simplex frequency.
VTAC5	147.450	Ellis County ARES tactical simplex frequency.
UTAC1	445.510	Ellis County ARES tactical simplex frequency.
UTAC2	445.520	Ellis County ARES tactical simplex frequency.
UTAC3	445.530	Ellis County ARES tactical simplex frequency.
UTAC4	445.580	Ellis County ARES tactical simplex frequency.
UTAC5	445.590	Ellis County ARES tactical simplex frequency.
National Calling Frequencies		
NationalCall2M	146.520	
NationalCall70cm	446.000	

HF

Net	Frequency (khz)	Comments
North TX ARES	3860	Evening and night operations on LSB.
North TX ARES	7277.5	Morning and day operations on LSB.
TX State ARES	3873	Evening and night operations on LSB.
TX State ARES	7285	Morning and day operations on LSB.
TX State ARES	7290	Health and welfare traffic on LSB.



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11. DEFINITIONS

AEC	Assistant Emergency Coordinator
EC	Emergency Coordinator
ECSO	Ellis County Sheriff's Office
IC	Incident Commander
ICS	Incident Command System
NWS	National Weather Service
OEM	Office of Emergency Management
RACES	Radio Amateur Civil Emergency Service
SOC	State Operations Center
SOP	Standard Operating Procedures
TXSG	Texas State Guard
TOC	Tactical Operating Center
WADA	Wide Area Damage Assessment

12. POINTS OF CONTACT

Title	Name	Phone	Email
Ellis County ARES EC	Craig Pelletier	401-824-6390	n1xac@arrl.net
Ellis County ARES AEC	Johnny Grant	972-723-2132	johnnygrant@prodigy.net
Ellis County ARES AEC			
Ellis County ARES AEC			
Ellis County ARES AEC			

13. ACTIVATION NOTIFICATION

13.1 Whenever activation is required, the initial contact will be made via the Ellis County ARES activation system, which is currently through the Ellis County OEM. Members will receive a message based upon their stated preferences to include mobile phone text message and/or a voice phone call. The message will include a brief description of the need and the next steps to take.

Typically, the activation notification will be followed with the opening of an ARES Emergency Net. The emergency net will be directed and members will be instructed when to check in and what information to give during the check in.

14. NET OPERATING PROCEDURES

14.1 When a net is active, it is important that standard operating procedures are followed to ensure that all traffic flows smoothly and that information is transferred accurately and orderly. New members are encouraged to please check in to as many training nets as possible to get accustomed to how a net operates.



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14.2 Typical Net

- a. When the net is called, the NCS will inform the members as to the situation at hand.
- b. Members will be asked to check in and what information to give.
- c. ALWAYS give the call sign phonetically during check in. Use International Radiotelephony Spelling Alphabet. See section 17.
- d. In the case of SKYWARN nets, many times the NCS will first ask for check ins from a specific section of the county. If you are not in that area, please stand by until the NCS takes general check ins.
 - i. c.1. if you are mobile, the NCS will ask for any mobile spotters and place you accordingly.
- e. All nets are directed. Only transmit when called upon by NCS and direct all communication to NCS.
 - i. d.1. If you have EMERGENCY or PRIORITY traffic, break in at any time with the words "EMERGENCY" or "PRIORITY".
 - ii. d.2. If you need to "go direct" with another station on the net, call the NCS and ask permission to do so.
- f. Allow time for the repeater to open when you transmit. A two-count in your head is usually enough. A short delay will keep you from cutting off the front of your transmission.
- g. Allow time for other stations to break in between transmissions. A three-count in your head before you respond is usually enough time to allow another station to transmit if they need to do so. Start this count after the repeater squelch tail closes.
- h. Always keep your transmissions brief. After transmitting your information, listen for any questions that the NCS or others may have of you.
- i. If you need to leave the net before its conclusion, call the NCS and ask for permission to do so. Let the NCS know if it you are just "stepping away" or if you need to "stand down".
- j. Upon the conclusion of the net, the NCS will read the closing script, and allow all



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stations to stand down. The NCS will then take a count of any mobile operators that have not returned to base. The NCS will stay in touch with the mobile spotters until they secure.

15. HAND

15.1 H.A.N.D.

To assist in emergency situations the following report format has been developed that follows the letter of the word HAND.

H – Have: What type of emergency do you have? Is it a fire, accident with injury, medical emergency?

A – At: You are at what location? An address or distance and direction from the nearest major intersection.

N – Need: What assistance do you need? Fire and rescue, Police or Ambulance?

D – Details: What details will help responders? Details are those things that responders need to know before arriving on the scene. For instance, there is a fire; a fuel or chemical spill, are there fumes, are there multiple victims, and are there other hazards for which they need to prepare? If there is a Hazardous Materials Placard on a vehicle involved in an accident, the numbers tell the responders the nature of the material involved. **Do not approach vehicles that display Hazardous Material Placards.** If the placard cannot be seen from your location, do not approach the vehicle and stay up wind if possible. Just tell the NCS that there is a Hazardous Materials Placard.

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16. NET SCRIPTS

16.1 ARES Training Net

IS THERE ANY EMERGENCY OR PRIORITY TRAFFIC ON THE FREQUENCY THIS IS _____?

(PAUSE AND HANDLE RESPONSES)

NOTHING HEARD

IT IS NOW TIME FOR THE ELLIS COUNTY AMATEUR RADIO EMERGENCY SERVICE (ARES) SKYWARN TRAINING NET. THIS IS _____ AND MY NAME IS _____. I AM THE NET CONTROL STATION FOR THE NET. THIS NET MEETS ON THE FIRST THURSDAY OF EACH MONTH AT 7PM.

THESE NETS ARE HELD ON THE WD5DDH REPEATERS TRANSMITTING ON 145.410 WITH A MINUS DUPLEX. THERE ARE CURRENTLY THREE REPEATERS AVAILABLE, THE FIRST IN MIDLOTHIAN WITH A PL TONE OF 110.9. THE SECOND REPEATER IS IN WAXAHACHIE WITH A PL TONE OF 162.2. AND THE THIRD TWO METER REPEATER IS IN ENNIS WITH A PL TONE OF 131.8. WE WOULD LIKE TO THANK THE ELLIS COUNTY AMATEUR RADIO CLUB FOR HOSTING THIS NET ON THEIR REPEATERS.

BREAK

ELLIS COUNTY ARES CONSISTS OF LICENSED RADIO AMATEURS WHO HAVE VOLUNTARILY REGISTERED THEIR QUALIFICATIONS AND EQUIPMENT FOR COMMUNICATIONS DUTY IN THE PUBLIC INTEREST WHEN CALLED UPON BY OUR SERVED AGENCIES. EVERY LICENSED AMATEUR, REGARDLESS OF MEMBERSHIP IN THE ARRL OR ANY OTHER LOCAL OR NATIONAL ORGANIZATION IS ELIGIBLE FOR MEMBERSHIP.

THIS NET IS CALLED FOR THE PURPOSE OF TRAINING. ANY AND ALL RADIO AMATEURS REGARDLESS OF MEMBERSHIP IN ELLIS COUNTY ARES ARE WELCOME TO CHECK IN. THIS IS A DIRECTED NET, WHICH MEANS DO NOT TRANSMIT UNLESS DIRECTED TO DO SO. EMERGENCY OR PRIORITY TRAFFIC MAY BREAK AT ANY TIME BY USING YOUR CALLSIGN FOLLOWED BY THE WORD "EMERGENCY OR PRIORITY". THOSE NOT PARTICIPATING IN THIS NET ARE RESPECTFULLY ASKED TO KEEP THE FREQUENCY CLEAR.

BREAK

THIS IS _____, NET CONTROL STATION FOR THE ELLIS COUNTY ARES NET ON THE WD5DDH REPEATER. I WILL TAKE CHECK-INS BY FIRST ANY ASSISTANT EMERGENCY COORDINATORS. PLEASE CHECK IN WITH YOUR CALLSIGN, PHONETICALLY, YOUR NAME AND LOCATION. SPEAK SLOWLY AND ENUNCIATE SO THAT I CAN GET A GOOD COPY.

I AM NOW READY FOR ANY MEMBER CHECK-INS.



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(TAKE CHECK-INS AND READ BACK FOR FILLS. ONCE CHECK-INS SUBSIDE)

ARE THERE ANY MORE CHECK-INS FOR THE NET?

THERE WILL BE ANOTHER CALL FOR CHECK-INS AT THE END OF THE NET.

I HAVE A FEW ANNOUNCEMENTS (MAKE ANY ANNOUNCEMENTS)

(PRESENT ANY ADDITIONAL INFORMATION OR TRAINING.)

DO WE HAVE ANY ADDITIONAL CHECK-INS? DOES ANYONE NEED ANY FILLS?

I AM NOW CLOSING THE ELLIS COUNTY ARES TRAINING NET. I WOULD LIKE TO THANK EACH STATION FOR THEIR PARTICIPATION IN THIS NET. I WOULD ALSO LIKE TO AGAIN THANK THE ELLIS COUNTY AMATEUR RADIO CLUB FOR THE USE OF THEIR REPEATERS.

THIS IS _____ ON THE WD5DDH REPEATER I NOW RETURN THIS FREQUENCY TO REGULAR AMATEUR USE.

73 AND GOOD NIGHT
_____ IS CLEAR.

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16.2 ARES Activation Net

IS THERE ANY EMERGENCY OR PRIORITY TRAFFIC ON THE FREQUENCY THIS IS _____?

(PAUSE AND HANDLE RESPONSES)

NOTHING HEARD

THIS IS _____, NET CONTROL STATION FOR THE ELLIS COUNTY ARES ON THE WD5DDH REPEATER. THIS IS NET IS CALLED FOR AN ARES ACTIVATION. (STATE THE REASON FOR ACTIVATION AND DETAILS GIVEN).

ANY AND ALL RADIO AMATEURS REGARDLESS OF MEMBERSHIP IN ELLIS COUNTY ARES ARE WELCOME TO CHECK IN. THIS IS A DIRECTED NET, WHICH MEANS DO NOT TRANSMIT UNLESS DIRECTED TO DO SO. EMERGENCY OR PRIORITY TRAFFIC MAY BREAK AT ANY TIME BY USING YOUR CALLSIGN FOLLOWED BY THE WORD "EMERGENCY OR PRIORITY". THOSE NOT PARTICIPATING IN THIS NET ARE RESPECTFULLY ASKED TO KEEP THE FREQUENCY CLEAR.

DO I HAVE A BACKUP NET CONTROL ON THE FREQUENCY? PLEASE COME NOW WITH CALLSIGN.

BREAK

THIS IS _____, NET CONTROL STATION FOR THE ELLIS COUNTY ARES. I WILL NOW TAKE CHECK-INS. PLEASE CHECK IN WITH YOUR CALLSIGN, PHONETICALLY, YOUR NAME AND LOCATION. SPEAK SLOWLY AND ENUNCIATE SO THAT I CAN GET A GOOD COPY. PLEASE COME NOW WITH YOUR CHECK-INS:

I AM NOW CLOSING THE ELLIS COUNTY ARES NET. I WOULD LIKE TO THANK EACH STATION FOR THEIR PARTICIPATION IN THIS NET. I WOULD ALSO LIKE TO THANK THE ELLIS COUNTY AMATEUR RADIO CLUB FOR THE USE OF THEIR REPEATERS.

THIS IS _____ ON THE WD5DDH REPEATER I NOW RETURN THIS FREQUENCY TO REGULAR AMATEUR USE.

73

_____ IS CLEAR.

Intentionally left blank



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16.3 SKYWARN Activation Net

IS THERE ANY EMERGENCY OR PRIORITY TRAFFIC ON THE FREQUENCY THIS IS _____?

(PAUSE AND HANDLE RESPONSES)

NOTHING HEARD

THIS IS _____, NET CONTROL STATION FOR THE ELLIS COUNTY ARES SKYWARN NET ON THE WD5DDH REPEATER. THIS NET IS CALLED FOR A SKYWARN ACTIVATION. THE NATIONAL WEATHER SERVICE IN FORT WORTH HAS REQUESTED SPOTTER ACTIVATION FOR

(STATE TYPE OF WARNING AND DETAILS GIVEN).

THIS IS A DIRECTED NET, WHICH MEANS DO NOT TRANSMIT UNLESS DIRECTED TO DO SO. EMERGENCY OR PRIORITY TRAFFIC MAY BREAK AT ANY TIME BY USING YOUR CALLSIGN FOLLOWED BY THE WORD "EMERGENCY OR PRIORITY". THOSE NOT PARTICIPATING IN THIS NET ARE RESPECTFULLY ASKED TO KEEP THE FREQUENCY CLEAR.

DO I HAVE A BACKUP NET CONTROL ON THE FREQUENCY? PLEASE COME NOW WITH CALLSIGN.

BREAK

THIS IS _____, NET CONTROL STATION FOR THE ELLIS COUNTY ARES SKYWARN NET. I WILL NOW TAKE CHECK-INS. PLEASE CHECK IN WITH YOUR CALLSIGN, PHONETICALLY, YOUR NAME AND LOCATION. SPEAK SLOWLY AND ENUNCIATE SO THAT I CAN GET A GOOD COPY.

PLEASE COME NOW WITH YOUR CHECK-INS:

I AM NOW CLOSING THE ELLIS COUNTY ARES SKYWARN NET. I WOULD LIKE TO THANK EACH STATION FOR THEIR PARTICIPATION IN THIS NET. I WOULD ALSO LIKE TO THANK THE ELLIS COUNTY AMATEUR RADIO CLUB FOR THE USE OF THEIR REPEATERS.

THIS IS _____ ON THE WD5DDH REPEATER I NOW RETURN THIS FREQUENCY TO REGULAR AMATEUR USE.

73

_____ IS CLEAR.

Intentionally left blank



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17. INTERNATIONAL RADIOTELEPHONY SPELLING ALPHABET

17.1 ICAO Alphabet with Morse Code.

A	Alfa	.-	S	Sierra	...
B	Bravo	-...	T	Tango	-
C	Charlie	-.-.	U	Uniform	..-
D	Delta	-..	V	Victor	...-
E	Echo	.	W	Whiskey	.-.
F	Foxtrot	..-.	X	X-ray	-..-
G	Golf	--.	Y	Yankee	-.--
H	Hotel	Z	Zulu	--..
I	India	..	1		.-----
J	Juliett	.----	2		..----
K	Kilo	-.-	3		...---
L	Lima	.-..	4	-
M	Mike	--	5	
N	November	-. .	6		-....
O	Oscar	---	7		---..
P	Papa	.-.-.	8		----.
Q	Quebec	--.-	9		-----
R	Romeo	.-.	0		-----

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18.2 FSD-218 Amateur Message Form

How to originate and handle formal radiograms, including precedences, handling instructions, QN signals, Q signals, abbreviations, prosigns and prowords.

FSD-218 Relief Emergency - Routine Messages Recommended Precedences

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

I. Preamble

- a. Number (begin with 1 each month or year)
- b. Precedence (R, W, P or EMERGENCY)
- c. Handling Instructions (optional, see text)
- d. Station of Origin (first amateur handler)
- e. Check (number of words/groups in text only)
- f. Place of Origin (not necessarily location of station of origin.)
- g. Time Filed (optional with originating station)
- h. Date (must agree with date of time filed)

II. Address

(as complete as possible, include zip code and telephone number)

III. Text

(limit to 25 words or less, if possible)

IV. Signature

CW: The prosign \overline{AA} separates the parts of the address. \overline{BT} separates the address from the text and the text from the signature. \overline{AR} marks end of message; this is followed by B if there is another message to follow, by N if this is the only or last message. It is customary to copy the preamble, parts of the address, text and signature on separate lines.

RTTY: Same as CW procedure above, except (1) use extra space between parts of address, instead of \overline{AA} ; (2) omit cw procedure sign \overline{BT} to separate text from address and signature, using line spaces instead; (3) add a CFM line under the signature, consisting of all names, numerals and unusual works in the message in the order transmitted.

PACKET/AMTOR BBS: Same format as shown in the cw message example above, except that the \overline{AA} and \overline{AR} prosigns may be omitted. Most amtor and packet BBS software in use today allows formal message traffic to be sent with the "ST" command. Always avoid the use of spectrum-wasting multiple line feeds and indentations.

PHONE: Use prowords instead of prosigns, but it is not necessary to name each part of the message as you send it. For example, the above message would be sent on phone as follows: "Number one routine HX Golf W1AW eight Newington Connecticut one eight three zero zulu july one Donald Smith Figures one six four East Sixth Avenue North River City Missouri zero zero seven eight nine Telephone seven three three four nine six eight Break Happy birthday X-ray see you soon X-ray love Break Diana End of Message Over. "End of Message" is followed by "More" if there is another message to follow, "No More" if it is the



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only or last message. Speak clearly using VOX (or pause frequently on push-to-talk) so that the receiving station can get fills. Spell phonetically all difficult or unusual words--do not spell out common words. Do not use cw abbreviations or Q-signals in phone traffic handling.

Precedences

The precedence will follow the message number. For example, on cw 207R or 207 EMERGENCY. On phone, "Two Zero Seven, Routine (or Emergency)."

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

PRIORITY--Important messages having a specific time limit. Official messages not covered in the Emergency category. Press dispatches and other emergency-related traffic not of the utmost urgency. Notifications of death or injury in a disaster area, personal or official. Use the abbreviation P on cw.

WELFARE--A message that is either a) an inquiry as to the health and welfare of an individual in the disaster area b) an advisory or reply from the disaster area that indicates all is well should carry this precedence, which is abbreviated W on cw. These messages are handled after Emergency and Priority traffic but before Routine.

ROUTINE--Most traffic normal times will bear this designation. In disaster situations, traffic labeled Routine (R on cw) should be handled last, or not at all when circuits are busy with Emergency, Priority or Welfare traffic.

Handling Instructions (Optional)

HXA--(Followed by number) Collect landline delivery authorized by addressee within....miles. (If no number, authorization is unlimited.)

HXB--(Followed by number) Cancel message if not delivered within....hours of filing time; service originating station.

HXC--Report date and time of delivery (TOD) to originating station.

HXD--Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.

HXE--Delivering station get reply from addresses, originate message back.

HXF--(Followed by number) Hold delivery until....(date).

HXG--Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

For further information on traffic handling, consult the Public Service Communications Manual or the ARRL Operating Manual, both published by ARRL.

ARRL QN Signals For CW Net Use

QNA* Answer in prearranged order.

QNB* Act as relay Between _____ and _____

QNC All net stations Copy. I have a message for all net stations.

QND* Net is Directed (controlled by net control station).

QNE* Entire net stand by.



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QNF Net is Free (not controlled).

QNG Take over as net control station.

QNH Your net frequency is High.

QNI Net stations report In.*.

I am reporting into the net. (Follow with a list or traffic or QRU).

QNJ Can you copy me?

Can you copy _____?

QNK* Transmit message for _____ to _____

QNL Your net frequency is Low.

QNM* You are QRming the net. Stand by.

QNN Net control station is _____

What station has net control?

QNO Station is leaving the net.

QNP Unable to copy you. Unable to copy _____

QNQ* Move frequency to _____ and wait for _____ to finish handling traffic. Then send him traffic for _____

QNR Answer _____ and Receive traffic.

QNS* Following Stations are in the net. *(Follow with list.)

Request list of stations in the net.

QNT I request permission to leave the net for _____ minutes.

QNU* The net has traffic for you. Stand by.

QNV* Establish contact with _____ on this frequency. If successful, move to _____ and send him traffic for _____

QNW How do I route messages for _____?

QNX You are excused from the net.* Request to be excused from the net.

QNY* Shift to another frequency (or to _____ kHz) to clear traffic with _____

QNZ Zero beat your signal with mine.

* For use only by the Net Control Station.

Notes on Use of QN Signals

The QN signals listed above are special ARRL signals for use in amateur cw nets only. They are not for use in casual amateur conversation. Other meanings that may be used in other services do not apply. Do not use QN signals on phone nets. Say it with words. QN signals need not be followed by a question mark, even though the meaning may be interrogatory.

International Q Signals

A Q signal followed by a ? asks a question. A Q signal without the ? answers the question affirmatively, unless otherwise indicated.

QRA What is the name of your station?

QRG What's my exact frequency?

QRH Does my frequency vary?

QRI How is my tone? (1-3)

QRK What is my signal intelligibility? (1-5)

QRL Are you busy?

QRM Is my transmission being interfered with?

QRN Are you troubled by static?

QRO Shall I increase transmitter power?

QRP Shall I decrease transmitter power?

QRQ Shall I send faster?

QRS Shall I send slower?

QRT Shall I stop sending?

QRU Have you anything for me? (Answer in negative)



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- QRV** Are you ready?
QRW Shall I tell _____ you're calling him?
QRX When will you call again?
QRZ Who is calling me?
QSA What is my signal strength? (1-5)
QSB Are my signals fading?
QSD Is my keying defective?
QSG Shall I send _____ messages at a time?
QSK Can you work breakin?
QSL Can you acknowledge receipt?
QSM Shall I repeat the last message sent?
QSO Can you communicate with _____ direct?
QSP Will you relay to _____?
QSV Shall I send a series of V's?
QSW Will you transmit on _____?
QSX Will you listen for _____ on _____?
QSY Shall I change frequency?
QSZ Shall I send each word/group more than once? (Answer, send twice or _____)
QTA Shall I cancel number _____?
QTB Do you agree with my word count? (Answer negative)
QTC How many messages have you to send?
QTH What is your location?
QTR What is your time?
QTV Shall I stand guard for you _____?
QTX Will you keep your station open for further communication with me?
QUA Have you news of _____?

Abbreviations, Prosigns, Prowords

- CW** PHONE (meaning or purpose)
AA (Separation between parts of address or signature.).
AA All after (use to get fills).
AB All before (used to get fills).
ADEE Addressee (name of person to whom message addressed).
ADR Address (second part of message).
AR End of message (end of record copy).
ARL (Used with "check," indicates use of ARRL numbered message in text).
AS Stand by; wait.
B More (another message to follow).
BK Break; break me; break-in (interrupt transmission on cw. Quick check on phone).
BT Separation (break) between address and text; between text and signature.
C Correct; yes.
CFM Confirm. (Check me on this).
CK Check.
DE From; this is (preceding identification).
HH (Error in sending. Transmission continues with last word correctly sent.)
HX (Handling instructions. Optional part of preamble.) Initial(s). Single letter(s) to follow.
IMI Repeat; I say again. (Difficult or unusual words or groups.)
K Go ahead; over; reply expected. (Invitation to transmit .)



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N	Negative, incorrect; no more. (No more messages to follow.)
NR	Number. (Message follows.)
PBL	Preamble (first part of message)
N/A	Read back. (Repeat as received.)
R	Roger; point. (Received; decimal point.)
SIG	Signed; signature (last part of message.)
SK	Out; clear (end of communications, no reply expected.)
TU	Thank you.
WA	Word after (used to get fills.)
WB	Word before (used to get fills.)
N/A	Speak slower.
N/A	Speak faster.

18.3 FSD-3 ARRL Numbered Radiograms

This document includes both relief emergency and routine message radiograms, in addition to the precedences to use in emergency, priority, welfare and routine situations.

FSD-3 Relief Emergency · Routine Messages Recommended Precedences

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

Group One—For Possible “Relief Emergency” Use

ONE Everyone safe here. Please don't worry.

TWO Coming home as soon as possible.

THREE Am in _____ hospital. Receiving excellent care and recovering fine.

FOUR Only slight property damage here. Do not be concerned about disaster reports.

FIVE Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.

SIX Will contact you as soon as possible.

SEVEN Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.

EIGHT Need additional _____ mobile or portable equipment for immediate emergency use.

NINE Additional _____ radio operators needed to assist with emergency at this location.

TEN Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.

ELEVEN Establish Amateur Radio emergency communications with _____ on _____ MHz.

TWELVE Anxious to hear from you. No word in some time. Please contact me as soon as possible.

THIRTEEN Medical emergency situation exists here.

FOURTEEN Situation here becoming critical. Losses and damage from _____ increasing.

FIFTEEN Please advise your condition and what help is needed.

SIXTEEN Property damage very severe in this area.

SEVENTEEN REACT communications services also available. Establish REACT communication with _____ on channel _____.

EIGHTEEN Please contact me as soon as possible at _____.



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NINETEEN Request health and welfare report on_____. (State name, address and telephone number.)

TWENTY Temporarily stranded. Will need some assistance. Please contact me at_____.

TWENTY ONE Search and Rescue assistance is needed by local authorities here. Advise availability.

TWENTY TWO Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.

TWENTY THREE Report at once the accessibility and best way to reach your location.

TWENTY FOUR Evacuation of residents from this area urgently needed. Advise plans for help.

TWENTY FIVE Furnish as soon as possible the weather conditions at your location.

TWENTY SIX Help and care for evacuation of sick and injured from this location needed at once.

Emergency/priority messages originating from official sources must carry the signature of the originating official.

Group Two—Routine Messages

FORTY SIX Greetings on your birthday and best wishes for many more to come.

FORTY SEVEN Reference your message number_____to_____delivered on_____at_____UTC.

FIFTY Greetings by Amateur Radio.

FIFTY ONE Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at_____. Am having a wonderful time.

FIFTY TWO Really enjoyed being with you. Looking forward to getting together again.

FIFTY THREE Received your_____. It's appreciated; many thanks.

FIFTY FOUR Many thanks for your good wishes.

FIFTY FIVE Good news is always welcome. Very delighted to hear about yours.

FIFTY SIX Congratulations on your_____, a most worthy and deserved achievement.

FIFTY SEVEN Wish we could be together.

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

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

*SIXTY Wishing you the best of everything on_____.

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

*SIXTY TWO Greetings and best wishes to you for a pleasant_____holiday season.

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

SIXTY FOUR Arrived safely at_____.

SIXTY FIVE Arriving_____on_____. Please arrange to meet me there.

SIXTY SIX DX QSLs are on hand for you at the_____QSL Bureau. Send_____self addressed envelopes.

SIXTY SEVEN Your message number_____undeliverable because of _____. Please advise.

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

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

* Can be used for all holidays.

ARRL Recommended Precedences

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

EMERGENCY--Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial



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facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be very rare. On CW/RTTY, this designation will always be spelled out. When in doubt, do not use it.

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

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

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

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

19. ICS Documents

19.1 The following sections contain information about ICS documents that are useful for planning and managing incident communications and resources. This list, although not complete, is a framework of documents you may encounter during drills or incidents. Members should have some familiarity with each of these.

19.2 ICS documents and instructions to complete are available at <http://training.fema.gov/EMIWeb/is/ICSResource/icsforms.htm> as well as from the EC and AEC's.

20.3 ICS-202: The ICS-202 Incident Objectives form describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

20.4 ICS-204: The ICS-204 Assignment List(s) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

20.5 ICS-205: The ICS-205 Incident Radio Communications Plan provides information on all radio frequency or trunked radio systems talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS-204)



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20.6 ICS-205A: The ICS-205A Communications List records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS-205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS-205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone number, pager numbers, etc.), and functions as an incident directory.

20.7 ICS-213: The ICS-213 General Message form 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 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 require hard-copy delivery.

20.8 ICS-214: The ICS-214 Activity Log records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

20.9 ICS-215: The ICS-215 Operational Planning Worksheet communicates the decisions made by the Operational Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS-215 is used by the Resources Unit to complete the Assignments List (ICS-204) and by the Logistics Section Chief for ordering resources for the incident.

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