



Amateur Radio Emergency Service Standard Operating Procedures Tyler County, Texas February 17, 2017



Purpose:

The purpose of this Standard Operating Procedure (SOP) is to "operationalize" the Tyler County ARES Emergency Communications Plan which supports the mission of the South Texas ARES. This SOP is intended to be specific to the Tyler County Amateur Radio Emergency Service outlining the implementation and procedures for supporting the Tyler County ARES Emergency Communication Plan. The procedures outlined in the SOP will be applicable to all Tyler County ARES Members. The Tyler County ARES Communications Plan and the Standard Operating Procedures shall be reviewed during February of each year to keep the plan and SOP current and viable.

Activating the Tyler County ARES Emergency Communications Plan:

Any member of the Tyler County ARES who becomes aware that a communications emergency exists, should contact the ARES Tyler County ARES Emergency Coordinator (EC) or an Assistant Emergency Coordinator (AEC) then monitor the WD5TYL Repeater, frequency 147.220, positive offset, pl tone 100. The WD5TYL Repeater is the primary repeater for Tyler County ARES operations unless directed otherwise by the Tyler County ARES Emergency Coordinator. If the repeater fails or is not in operation, the KF5YDH Repeater, frequency 145.250, negative offset, pl tone 123, will serve as the backup repeater. In the event that both repeaters are inoperable Tyler County ARES will will conduct operations on 146.560 FM simplex.

If the ARES EC or Assistant AEC cannot be contacted by phone or radio and the incident requires his immediate action, a courier may be dispatched to his home residence. Periodic attempts to contact the EC will be made until he is successfully notified.

The ARES EC or designated AEC will become the Officer In Charge, OIC. The OIC will begin an activity log and document the name, title and agency of the requester wanting support on ICS-form 214. A copy of ICS-214 and instructions on how to use the form is included in this document as an attachment. If multiple copies of the ICS Form 214 are not available, plain white paper may be used to document activities. The following information should be documented:

- Date and time of all notable activities
- The names and contact information of ARES Members who responded and have been assigned to provide assistance. What task(s) they are assigned, what time the task(s) was assigned, who assigned the task(s) and their location. Any other relevant information that is important should also be included in the log to include special instructions or requirements.
- ARES Members who are standing by waiting for assignment. Their names and contact information and current capabilities.

- A log entry should be made noting the time and date when an ARES member completes the assignment or is released by another ARES member.

DO NOT GO TO THE SITE OF THE EMERGENCY UNLESS AUTHORIZED TO DO SO BY THE NET CONTROL, EC or AEC.

ARES Mobilization and Demobilization Procedures:

The OIC is the final authority for mobilizing and demobilization for an emergency incident, event or net.

ARES leaders identify the communications needs and priorities of the served agencies, then assign and direct ARES resources to address that need. ARES ECs and DECAs should avoid accepting operating assignments so that they remain available to coordinate ARES resources.

The staffing priority in any emergency incident will be given first to those who are registered with ARES. Lower priority will be amateur radio operators not associated with any ARES group. Assignments will be made to minimize the travel distance.

If telephone service is available, the Officer in Charge, OIC will notify members by activating the telephone tree. The current telephone tree and a list of Tyler County ARES members and contact information is included as an attachment.

Once ARES members are notified or become aware that a communications emergency exists, members of the Tyler County ARES will call into the Tyler County ARES Emergency Net on the designated primary repeater. The current primary repeater is the WD5TYL. If the WD5TYL Repeater is not available, operators will use the KF5YDH Repeater. If both repeaters are unavailable, 146.560 FM simplex will be used as an alternate frequency. Members of the Tyler County Amateur Radio Emergency Service will monitor these frequencies and will only check in if they have emergency or urgent information to report or when the Net Control Station (NCS) asks for check-ins.

Stations will maintain radio silence unless they have **EMERGENCY TRAFFIC** or business with the net.

Stations shall keep Net Control informed when they have completed an assignment, been released from an assignment or their assignment has been changed. They shall report the name and title of the person releasing them or changing their assignment and the served agency name to Net Control.

Released operators should stand by and continue to monitor the frequency for further instructions or reassignment.

ARES Member Safety

If any requested action involves unacceptable risk, the person should NOT take the action. Upon refusal, the person should notify the net control station that they will not be performing the requested action, along with a brief statement of their risk assessment. There is not any ARES assignment which is so important that it cannot be done safely.

Net Control Station – NCS:

The EC/AEC will assume net control duties or delegate another station as the net control station (NCS).

Net Control serves as the primary dispatch for Tyler County ARES.

The Tyler County Emergency Net will be activated by the Net Control Station upon instructions from the OIC.

The Tyler County ARES Emergency Net will be called to order by the NCS. Based upon the facts, stations will be fully advised as to the nature of the emergency. Net Control will establish and announce backup frequencies and a backup Net Control station. Net Control will announce every 5 minutes that an emergency net is in progress, give brief summaries, and remind users of backup frequencies and backup Net Control, etc.

Net Control will maintain an activity log on ICS-Form 214 included in this document as an attachment, and maintain an inventory list of available operators, their equipment and their assigned duties and when applicable, a schedule of their availability.

Messages received requesting materials or services, when received are known to later require payment or repayment of funds will not be transmitted until they contain the printed name, title, served agency and site of the requester.

All operators must retain a copy of all formal messages.

Messages will be taken using ICS Form-213 included in this document as an attachment unless otherwise instructed by the OIC.

All messages must be signed by the official who originates them, with his title, taking responsibility for their

contents.

Upon demobilization, Net control will call roll to ensure that all ARES members have been properly released from their assignments and are safe to return to their normal activities.

The Net Control will make a final entry into the activity log closing the emergency net and forward all documentation to the EC.

Training, Drill, Tests and Alerts:

An annual test will be conducted during the Fall of each year in conjunction with the nationwide Simulated Emergency Test (SET) sponsored by the ARRL. Periodic exercises will be conducted in cooperation with local emergency management coordinators and at the discretion of the EC.

A training net will be conducted for the membership beginning at 7:00 p.m. local time each Monday evening on the TCARA Repeater.

The Tyler County ARES may regularly supply public safety communications in conjunction with local events. The events will be announced in advance. We will address the requirements and logistics at ARES meetings in preparation for the event.

Definitions:

ARES Standard Operating Procedures (SOP) – Established procedures for carrying out the Tyler County ARES Emergency Communication Plan.

ARES Emergency Coordinator (EC) – The Amateur Radio Operator appointed by the ARRL Section Manager, Section Emergency Coordinator and District Emergency Coordinator to perform the duties of the ARES Emergency Coordinator. ARES Emergency Coordinator must hold a valid FCC Amateur Radio Operator's License of Technician Class or higher and be a member of the American Radio Relay League (ARRL).

ARES Assistant Emergency Coordinator (AEC) – The Amateur Radio Operator appointed by the ARES Emergency Coordinator to serve in a leadership role as an assistant to the ARES Emergency Coordinator. ARES Assistant Emergency Coordinator must hold a valid FCC Amateur Radio Operator's License of Technician Class or higher.

ARES – Amateur Radio Emergency Service – a voluntary 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, with neither pecuniary interest nor compensation.

Notable Activities – Important information or actions regarding an event, emergency or task that should be documented and entered into the activity log.

Emergency – any immediate threat to life or property.

Incident – any communications emergency that occurs without notice.

Officer In Charge (OIC) – Tyler County Emergency Coordinator (EC), Assistant Tyler County Emergency Coordinator (AEC) or designee responsible for all operations when the organization is activated for an incident or public service event.

Public Service Event – a pre-planned activity for a non-profit organization used to provide communication services and as a training experience for ARES members.

Net Control Station (NCS) - is the station designated by the EC or AEC as the primary station to provide support as needed to the emergency effort.

ICS Form 213 – Standard FEMA Incident Command System Activity Log form

ICS Form 214 – Standard FEMA Incident Command System Message form.