



**Carteret County
Amateur Radio Emergency
Service Plan
October 2010**



**EMERGENCY PLAN FOR THE CARTERET COUNTY, NC
AMATEUR RADIO EMERGENCY SERVICE**

10/15/2010

INTRODUCTION

MISSION STATEMENT

***THE CARTERET COUNTY AMATEUR RADIO SOCIETY ARES/RACES IS TO
PROVIDE A TRAINED RESERVE COMMUNICATIONS RESOURCE FOR DUTY
IN PUBLIC SERVICE WHEN DISASTER STRIKES***

GUIDING PRINCIPLES

Serve the requesting agency or agencies

*Give the Carteret County Emergency Manager or the Incident Commander in the
command system an accurate assessment of what resources are available.*

Treat all operators with respect.

Use operators to the best of their abilities.

Remember the operators are volunteers.

Personal and family safety takes precedence

Respect the operators' property.

Services and training are not restricted to Carteret County, NC.

Respect the privacy of individuals. (3)

A primary responsibility of the Amateur Radio Service, as established by the Federal Communications Commission's Rules and Regulations (47 CFR Part 97) is the rendering of public service communications for the general public, particularly in times of emergency when normal communications are not available. Using Amateur Radio operators in the amateur frequency bands, the ARRL has been serving the general public, both directly and through government and relief agencies for more than fifty years. To that end, the League organized the Amateur Radio Emergency Service (ARES) and created the National Traffic System (NTS)
(1)

The Carteret County Amateur Radio Service (ARES) is composed of FCC licensed Radio operators who have voluntarily registered their capabilities and equipment for public service communication's duty.

Under Federal regulations Amateur Radio public service communications are furnished without compensation of any kind [97.3(3) (4)] FCC rule book.

The Carteret County ARES functions under this Emergency Plan are under the direction of the Carteret County Emergency Coordinator (EC), who is appointed by the ARRL North Carolina Section Emergency Coordinator.

The command structure of ARES in North Carolina is designed to correspond to the command structure of the North Carolina Division of Emergency Management (NCEM). NCEM uses a command hierarchy of State, Branch, (Eastern, Central, Western), and Area (1-15, five areas under each Branch). In addition, each county has its own Office of Emergency Management. (1)

The Section Manager (SM) is elected by ARRL (Amateur Radio Relay League) membership every two years to manage the ARRL Field Organization in North Carolina. ARES is one of eight programs that are part of the Amateur Radio Relay League (ARRL) Field organization.

The Section Emergency Coordinator (SEC) of North Carolina appoints the Carteret County Emergency Coordinator. The county EC reports to the District EC for the Eastern Region, Area 3.

The Carteret County Emergency Coordinator has the authority to appoint Assistant EC's, who are not official ARRL Field Organization appointees, so contact records and a list of responsibilities is the responsibility of the county EC. (1)

The ARRL Emergency Coordinator is a key team player in ARES on the local emergency scene. Working with the Section Emergency Coordinator, the District Emergency Coordinator and Official Emergency Stations, the EC prepares for and engages in management of communications needs in disasters. The EC duties include:

- 1. Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public, as a voluntary, non-commercial communication service.**
- 2. Manage and coordinate the training, organization and emergency participation of interested amateurs working in support of the communities, agencies or functions designated by the Section Emergency Coordinator Section Manager.**
- 3. Establish viable working relationships with federal, state, county, city governmental and private agencies in the ARES jurisdictional area which need the services of ARES in emergencies. Determine what agencies are active, evaluate each of their needs, and which ones you are capable of meeting and then prioritize these agencies and needs. Discuss your planning with Section EC and then with your counterparts in each of the agencies. Ensure they are**

all aware of your ARES group's capabilities, and perhaps more importantly, your limitations.

4. Develop detailed local operational plans with "served" agency officials in your jurisdiction that set forth precisely what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect. All matters involving recruitment and utilization of ARES volunteers are directed by the EC, in response to the needs assessed by the agency officials. Technical issues involving message format, security of message transmissions, Disaster Welfare Inquiry policies, and others, should be reviewed and expounded upon in your local operations plans.
5. Establish local communications networks run on a regular basis and periodically test those networks by conducting realistic drills.
6. Establish an emergency traffic plan, with Welfare traffic inclusive, utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling Welfare traffic in an emergency situation.
7. In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under his jurisdiction.
8. Work with other non-ARES amateur provider-groups to establish mutual respect and understanding, and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio response overall.
9. Work for growth in your ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs.
10. Report regularly to the Section EC, as required (1)

(1) *ARES NC Section Emergency Plan. Pages 1,3, 17, & 34*

PURPOSE

The Emergency Coordinator will develop an emergency communications system for Carteret County in the event of a natural disaster or civil defense emergency when normal communications fails.

A disaster is either a natural or man-made occurrence that causes human suffering of human needs that the victims cannot alleviate without assistance and which rapidly depletes the resources of the responding agencies involved. (2)

It is understood and agreed by the Carteret County Emergency Manager that members of the Amateur Radio Emergency Service will neither seek nor accept any duties other than that of Amateur Radio communications.

All Amateur Radio Operators are encouraged to register and participate in Carteret County disaster relief. The involvement in an incident will depend on the training the applicant has achieved.

The EC will conduct training and drills for all amateur radio emergency service members and other Amateur radio licensed operators.

Minimum levels of portable equipment “kit requirements” will be established and maintained to insure that emergency communications preparedness is known and available at all times.

Publicity for Ares/Races activities will be emphasized in order to obtain more public and government awareness of and support for the group and its capabilities.

New members will be sought by the group in order to maintain and expand the necessary capabilities.

All ARES members of Carteret County, who are assigned to the EOC a shelter and are involved in out of county disaster relief operations, must complete the FEMA training requirements to be certified as an official member of the NC ARES Organization and listed in the North Carolina Ares Data Base. Operators in training who have not completed their FEMA and local training are eligible to participate in emergency service as assigned by the ARES emergency coordinator. All Ares’ applicants must complete form FSD-98-NC (1/2007), Ares Registration Form, and submit it to the Carteret County EC.

The North Carolina Section of the Amateur Radio Emergency Service Plan of operation states “Those Amateur Operators who may be deployed to emergency operations centers, (EOC’s) command posts, public safety answer points (911) centers or other points where interface with emergency management or government officials at any level is expected, are required to complete the below listed FEMA Independent Study courses before they can be listed as an ARES operator in the NC ARES Data Base. (1)

IS-100 Introduction to Incident Command System

IS-200 ICS for Single Resources and Initial Action Incidents

IS-700 National Incident Management System (NIMS)

IS-800 National Response Plan (NRP)

The FEMA Independent Study program is *free of charge*. It can be accessed at <http://training.fema.gov/is/>

This is to be in compliance with North Carolina State Government and the National Department of Homeland Security.

ARES will provide communication services to the Carteret County Emergency Management Director, the Red Cross, Salvation Army, Carteret General Hospital and other agencies as directed by the County Emergency Manager.

Any member of the Carteret County ARES/RACES, or participant in training, who for any reason suspects a communications emergency exists should monitor the assigned frequency for activity announcements and notify the EC if possible.

ARES MOBILIZATION

Local broadcast station WTKF 107.1 FM will be contacted for announcements alerting ARES members and other participants.

The EC and assistant EC's will be notified by telephone.

When Amateur Radio is called upon to serve, the EC will be notified by the Carteret County Emergency Management Director, other County or Red Cross Officials designated. A briefing will be held, for all participating agencies, by the County EM to review the situation and clarify responsibilities.

A telephone call up tree will be activated.

Net Alert Levels:

Level I - Repeater in normal operating use. Stations may be asked to standby in case of net activation.

Level II - Standby Net. Net control initializes net. Stations may check in at any time. Stations may call other stations without going through net control. Stations should pause briefly between transmissions to allow access by net control or other stations. A Level II net will be activated when there is a severe weather WATCH issued by the county.

Level III - Directed Net. All transmissions on frequency must pass through net control station (NCS). A Level III directed net will be activated when there is a severe weather WARNING issued for our county.

All ARES members, and other participants, are to check in with the ARES emergency net on Newport 145.450- MHZ repeater upon learning of the communications emergency. If the repeater is not in service then the repeater output frequency 145.450 will be used in simplex mode as the alternate frequency. Station's that have 440 capabilities should also monitor the backup 440 repeater in Newport on 444.975+ for announcements. Observation Stations should monitor their assigned frequency 444.000+ P1 tone 131.8 in Stacy NC or 145.450- in Newport NC for announcements.

If the above frequencies do not provide communications operators assigned to community shelters or other locations, should move to 145.230- PI tone 85.4 for instructions. This Pamlico repeater station is authorized for emergency use only.

The Carteret County Hospital Operator are to check into the Net on the 145.450 – MHz frequency and request permission to check into the Pitt Memorial Hospital control station on 444.825 + pl tone 88.5 Carolina UHF Link System. This Down east link frequency, connects many community hospitals, with the Pitt Memorial Hospital University system in Greenville, NC. This system includes 9 repeaters covering 7,900 square miles and is linked to the Coastal repeaters full time.

OBSERVATION STATIONS

All observation stations who report conditions on the ground in their area should use the following frequencies. All who reside in any community east of Harkers Island use 444.000+ PI tone 131.8 in Stacy to communicate with the Net control station.

All Observation stations living west of Harkers Island can report by using the 145.450- MHz repeater in Newport, NC.

Any Amateur Radio Operator who has important observation information regarding the incident can contact the Net Control station and report. Name, call sign, location, time, and description of observation are required.

OPERATIONS

Net Control stations will monitor, or have access to other liaison stations that report to the Tar Heel Emergency Net 3.923 kHz and 7.232 kHz.

The Tarheel Emergency Net (THEN) is the North Carolina HF ARES Net. The purpose of THEN is to provide communications during emergencies, to provide training in all aspects of net operations, to serve as a forum for discussions and to foster fellowship among radio amateurs. (1)

A station will be assigned to monitor the 14.325 kHz National Hurricane Net Frequency and frequencies necessary to provide adequate communications with the Newport Weather station and linked repeaters.

If sufficient volunteer operators are not available to be deployed the NCS will call the Carteret County EC who will contact the District Emergency Coordinator of the Eastern Branch Area 3 requesting assistance.

A Command and Control simplex frequency will be identified and made operational for the Ares/Races leadership to access during or after an incident if needed to review, modify, or change operational decisions.

All written messages must be written in ICS 213 message form. All stations must maintain a log of all contacts on (County Ares Tactical Message Log). These logs must be submitted to the County EC following every incident or drill.

Message form ICS 213 must be used by the operator in the EOC for all messages logged into and sent out of the EOC,(Emergency Priority Welfare and Routine)

. Any official messages must be recorded with the signature and title of the person sending the message. The General message form (ICS 213) is used by:

- 1. Incident dispatchers to record incoming messages which can not be orally transmitted to the intended recipients.**
- 2. Command Post and other incident personnel to transmit messages to the incident Communications Center, for re-transmission via radio or telephone to the addressee**
- 3. Incident personnel to send any message or notification to incident personnel which required hard-copy delivery.**

Duty stations, such as the EOC, liaison stations, shelters and Fire Stations will be assigned by the Carteret County EC in shifts expected not to last more than 4 to 6 hours. This may change depending on the extent of the incident or severity of the storm. Assignments posted on the Operators membership list, will be followed, unless changed by the EC in consultation with the effected assigned operator.

All Operators on duty shall take responsibility only for the accurate and timely passing of communications.

All operators will be reminded to keep an accurate log of messages sent and received.

DRILLS, TEST AND ALERTS

A drill is considered to be any training exercise which involves on-the-air activities simulating some aspect of ARES/RACES communications. Drills shall be conducted at least twice a year.

Drills are used to accomplish the following:

Evaluation of working relationships between ARES and other agency's

Introduce new operators to ARES

Evaluate participation and interest in ARES programs at all levels.

Evaluate cooperation between ARES and other programs of the ARRL Field Organizations.

An annual test will be conducted in conjunction with the nationwide ARRL Simulated Emergency Test. (1)

The Carteret County ARES/RACES will supply public safety communications in conjunction with local events, to test the effectiveness of the operation.

The Carteret County Emergency Net will meet on the Newport Repeater 145.450-MHZ as directed by the County EC for training and announcements.

(1) NC Section Amateur Radio Emergency Service Plan pages 3,5,7,8,31, & 34

RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES) NORTH CAROLINA GUIDELINES

RACES is the Radio Amateur Civil Emergency, and is defined in Part 97 of the FCC Rules. It is essentially a “restricted mode” of Amateur Radio communications, to be activated by FEMA, State or County Civil defense agencies (called emergency management in North Carolina). To lawfully participate in RACES communications an Amateur Radio station must first be registered with the county civil defense agency. When RACES is activated, stations so registered may only contact other RACES stations or those stations authorized by the government to communicate with RACES stations. Under some circumstances, such as wartime RACES can be activated such that all other Amateur operations must cease. In North Carolina, by both tradition and written agreement, all Amateurs who are registered in ARES are also considered to be registered in RACES. This eliminates the need to keep two lists and allows us to “switch hats” if RACES is activated. (1)

The concept of a standby “Radio Amateur Civil Emergency Service” to replace the conventional “Amateur Radio Service” during wartime was developed in 1952 as result of input from the American Radio Relay League and the Department of the Army’s Office of Civil Defense. During World War II, the Amateur Radio Service had been silenced and a new War Emergency Radio Service (WERS) had to be created from scratch in a process that took six months.

The resulting standby RACES service was designed to provide a quicker and smoother transition in the event the President ever needed to silence the regular Amateur Radio Service again when invoking the War Powers Act. Despite four wars involving the United States since 1952, this has never happened.

All stations must be registered with the Carteret County EC Officer for ARES/RACES.

It is recommended that every two years the Carteret County Emergency Manager appoint the Ares emergency coordinator and one Ares AEC to the position of Carteret County, NC Races Coordinator and Deputy.

The Carteret County ARES EC must keep an accurate up to date file of all registered operators and this list must be submitted to the Carteret County Emergency Manager. (1)

Following review and agreement of this document it is recommended that the Carteret County EM include this document in the County Emergency Plan.

ELIGIBILITY

Any United States citizen, who possesses a valid FCC Amateur Radio Operator license, Technician Class or higher, is eligible to become a member of RACES. All State and County Officers must have a general or higher class license. (1)

The Carteret County RACES command structure is organized to facilitate communication with the County OEM's. All ARES/RACES operators must be registered as an official member of the NC Ares organization and registered on the NC ARES Data Base in Raleigh NC.

- (1) North Carolina ARES Section Emergency Plan pages 7,8,17*
- (2) Memo of Understanding Assoc of public safety communications official-international and the ARRL page 1*
- (3) Chesapeake Amateur Radio Emergency Services page 1*

COUNTY DESIGNATED SHELTERS, OTHER LOCATIONS, AND COMMUNICATION HEADQUARTERS

**Newport Middle School
500 E. Chatham Street
Newport, NC 28570
Telephone: 252-223-3482**

**Emergency Management Headquarters
303 Court House Square
Beaufort, NC 28516
Telephone: 252-728-8470**

**West Carteret High School
Country Club Road
Morehead City, NC
Telephone: 252-726-1766**

**Newport Town Hall
200 Howard Blvd
Newport, NC 28570
Telephone: 252-223-3733**

**Beaufort Elementary School
110 Carraway
Beaufort, NC 28516
Telephone: 252-728-3316**

**Special Needs Shelter
L. Mann Center
3820 Galantis Drive
Morehead City, NC 28557
Telephone: 252-247-2626**

Carteret General Hospital
3500 Arendell Street Equip in Conf Rm. B
Morehead City, NC 28557
Telephone: 252-808-6000

Emerald Isle Fire Station
7500 Emerald Drive
Emerald Isle, NC 28594
Telephone: 252-354-2445

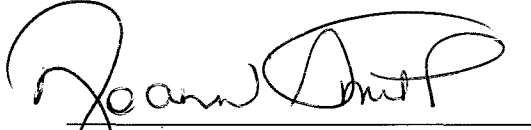
Other communication centers may be added as required.

**ARRL APPOINTED ARES/RACES EMERGENCY COORDINATOR
FOR CARTERET COUNTY NC**

Terence Passey K4TRP
Eastern Region Area 3


This Carteret County Emergency Plan has been review and agreed to by

Carteret County NC, Emergency Manager



Date: 10-21-10

Carteret County NC, Ares/Races
Coordinator



Date: 10/21/10

This Emergency Plan to be updated every two years and submitted to the County
EM for review and acceptance

ARES – OPERATIONAL PROCEDURES

ISSUE A STAND BY ALERT

NET CALL

This is CALL SIGN name is _____ Net Control for the Carteret County ARES/RACES Public Service Amateur Radio Association, This is a Level I Net.

A level I alert means the repeater is in normal operating use.

A STAND BY is Issued. Normal operating use is authorized. Stations may be asked to standby in case of net activation in preparation for establishing a formal ARES Emergency Net on this frequency 145.450- MHz. This net will be called by this station. (GIVE DAY, DATE & TIME)

When appropriate the Net Control Operator will say: All STATIONS THIS NET THIS IS (GIVE NAME) (CALL SIGN) All ARES stations listening to this frequency are asked to check in now for further instructions. Stations give their call sign, name and assignment. (If known) This is a Level II Net. Stations may continue to call other stations without going through net control. Stations should pause briefly between transmissions to allow access by net control or other stations.

A Level II net will be activated when there is a sever weather watch issued by the county.

ACTIVATING THE FORMAL NET

(NET CONTROL) All stations this Net this is a Level III Net. All transmissions on frequency must pass through net control. A level III directed net will be activated when there is a severe weather warning issued for the county.

ALL STATIONS De is (K4TRP) the name is Terry now activating a formal net of the Carteret County Emergency service Spell out your call sign. Example: Kilo four Tango Romeo Papa ARES emergency coordinator activating the Carteret County Amateur Radio Emergency Net.

THIS IS A DIRECTED NET. Stations checking in give your CALL SIGN, NAME AND TACTICAL CALL SIGN if known, and indicate if you have traffic. (Once stations have been acknowledged and checked into the Net by the Net Control Operator tells them they only use their TACTICAL CALL)

EXAMPLE (Net control this is Newport Middle School)

Net Control will say go ahead Newport... Newport gives report or asks questions or may request communications with another station for business purpose only....

Net Control will then give Newport permission to communicate with his/her station. Once permission is granted Newport will call the station using TACTACAL CALL SIGN. IF NO TACTICAL CALL SIGN HAS BEEN ASSIGNED THEN THE CALLING STATION WILL USE THE PERSONS PERSONAL CALL SIGN.

Communication should be brief and to the point. Once the communication is complete the calling station returns the net to the net control station.

ESTABLISHING A FREE NET

All stations this net. This is Net Control. This is a free net until the Net becomes a directed net or is secured. Tactical call signs are not authorized. This station will monitor and make additional calls.

(Stations may now communicate with each other without going through net control. Personal call signs are used. Only during a directed net are tactical signs used.)

RE-ESTABLISHING A DIRECTED NET

All stations this net this is Net Control. This is again a directed net and tactical call signs are authorized.

(Net Control has again taken charge of the Net. No further conversation is authorized. All communications must go through the Net Control Station.)

SECURING THE NET

All stations this net this is K4TRP ARES Emergency Coordinator. The Carteret County Emergency Net is now secured. This frequency is now returned for normal operational use.

CHANGING NET CONTROL OR CONTROL OPERATORS AT OTHER LOCATIONS.

Net Control may assign another person to assume Net Control. Net Control should tell all stations that (name) and (call) will now assume Net Control of the ARES net. The person assuming Net Control will use their TACTICAL call sign. In this case it is NET CONTROL.

The person who assumes net control of any station should say: Example: (This is (name) and (call) now assuming control Operators position of the Carteret West High School Shelter)

Everyone knows who is on line at all times.

Revised October 12th, 2010

rsw kr4nu

CCARS-ARECS/RACES – Modified ICS FORM 213 GENERAL MESSAGE

TO: _____ POSITION: _____

FROM: _____ POSITION: _____

SUBJECT: _____ DATE: _____ TIME: _____

MESSAGE NUMBER: _____ GROUP COUNT: _____

					5
					10
					15
					20
					25
					30
					35
					40
					45
					50

SIGNATURE: _____ POSITION: _____

REPLY TO: _____ GROUP COUNT: _____

					5
					10
					15
					20
					25
					30
					35
					40
					45
					50

DATE: _____ TIME: _____ SIG./POSITION: _____

Operator Notes:

