TIPPAH AMATEUR RADIO ASSOCIATION

EMERGENCY COMMUNICATIONS PLAN

Updated August 1, 2007

I. INTRODUCTION

1.1 The Tippah Amateur Radio Association (TARA) is the host organization for the Amateur Radio Emergency Service (ARES) in Tippah County, Mississippi, and is comprised of FCC-licensed Amateur Radio Operators who have voluntarily registered their capabilities and equipment for public service communications duty. A list of ARES members is found is Appendix G.

1.2 Under Federal regulations, Amateur Radio public service communications are furnished without compensation of any kind.

1.3 The TARA ARES functions under this Emergency Communications Plan are under the direction of the Tippah County Emergency Coordinator (EC), who is appointed by the American Radio Relay League's (ARRL) Mississippi Section Communications Manager (SCM) in consultation with the North Mississippi District Emergency Coordinator (DEC).

1.4 The EC may appoint assistant ECs as needed for the ARES to function efficiently.

II. 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 Tippah ARES is to furnish communications in the event of a disaster situation, when regular communications fail or are inadequate.

2.3 All drills, training and instruction shall be carried out to insure readiness to respond quickly in providing effective amateur emergency communications whenever an occasion may arise.

2.4 The following agencies could be served during a communications emergency:

2.4.1 The American Red Cross

2.4.2 Tippah County Hospital

2.4.3 Tippah County Sheriff's Department

2.4.4 Any and/or all Tippah County Fire Departments

2.4.5 Salvation Army

2.4.6 Baptist Disaster Relief

2.4.7 Other City Agencies including Police and City Hall in any of the Tippah County Communities (See Tippah County Map – Appendix A)

III. ACTIVATING THE PLAN

3.1 Any member of the Tippah County ARES who for any reason suspects a communications emergency exists should monitor the assigned net frequencies (Appendix B) for activity.

3.2 If local telephone or cellular service is available, the EC and/or assistant ECs should be notified by telephone.

3.3 In an emergency in which Amateur Radio might serve the community, Amateur Radio Operators may be alerted by the Tippah County Emergency Management Agency (EMA) Director, or by any city, Red Cross, Civil Preparedness, or similar official notifying the Emergency Coordinator.

IV. ARES MOBILIZATION PROCEDURE

4.1 Utilizing the contact tree (Appendix C), the EC will alert members of the ARES organization for deployment utilizing any or all of the following methods:

4.1.1 Radio Stations in the area will be contacted by the EC and asked to run spot announcements to local Amateurs.

4.1.2 If telephone or cellular service is available, local Amateurs will be contacted.

4.1.3 Announcements will be made periodically on local ARES emergency frequencies (Appendix B) until a sufficient number of ARES members have been notified.

4.1.4 The ARES Net will be established on the local ARES Net Frequency (Appendix B).

4.2 The EC will assume Net Control Station (NCS) of the ARES Net (Appendix B), or will delegate another station to serve as NCS.

4.2.1 As soon as possible, a station will be established at the Tippah County Emergency Operations Center (EOC), and that station will assume the duties of NCS.

4.2.2 The NCS should be a station capable of operating on emergency power.

4.2.3 In the event that establishment of a station at the EOC is not possible, the EC will establish a net protocol, and appoint the appropriate NCS.

4.3 Upon the awareness or notification that a communications emergency exists, members of the Tippah ARES will call into the Tippah County ARES Net Frequency (Appendix B).

4.4 ARES Personnel pre-assigned to specific stations (Appendix D) should immediately deploy to those locations with assigned communications capabilities.

4.5 ARES Personnel who are not pre-assigned to specific stations should register with the Net Control station on the ARES Net Frequency (Appendix B), and await instructions.

V. DUTIES OF THE NCS

5.1 The Tippah Count ARES Emergency Net will be called to order by the NCS

5.2 Members of the Tippah Count ARES are checked into the net from their home, mobile, or portable stations to await further instructions

5.3 Liaison stations to National Traffic System (Appendix B) nets will be assigned as appropriate

5.4 Mobile stations are dispatched as needed to any governmental or relief agencies as required by the EMA Director or served agency directors.

5.5 Operators of home stations not deployed and not on emergency power are coordinated to operate as "Key Stations" for the purpose of assisting the NCS in direction of the net, and as liaison stations as needed.

5.6 At least one station should be tasked to monitor both the Tippah County ARES Net Frequency, and the Calling Frequency (Appendix B) to assist stations not directly involved in Net Operations. Such stations might be volunteer operators from outside the Tippah County area who might be coming into the area to assist in disaster operations.

5.7 The Liaison stations should advise members of other nets of the need (or lack thereof) for additional operators. Operators planning to travel to the affected area should be asked to contact local operators on the Calling Frequency (Appendix B) instead of the ARES Net Frequency when they arrive in-area.

5.8 In the event of an emergency, the NCS is to verify that all members have been contacted via the Contact Tree in Appendix C. As each member checks into the net, NCS should ascertain the stations that the checking in station has contacted, and verify that against the Contact Tree. Any members skipped should then be contacted by someone on the net.

VI. OPERATIONS

6.1 All written messages must be in standard ARRL format (Appendix E).

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

6.3 Messages precedence of EMERGENCY, Priority, Welfare and Routine, as defined on ARRL Form FSD-3 (Appendix F) shall be used on all messages.

6.4 Stations do not transmit unless invited to do so by the NCS. The only exception to this rule is for a station having EMERGENCY traffic.

VII. DRILLS, TESTS, AND ALERTS

7.1 Two annual exercises will be conducted to test the abilities of the Tippah County ARES:

    7.1.1 The ARRL Field Day, the last weekend in June, will be the Summer test.

    7.1.2 The Simulated Emergency Test in October (as scheduled by the SCM) will be the Fall test.

VIII. PUBLIC INFORMATION

The Section Public Information Coordinator (PIC) will appoint a member of each Amateur Radio Organization in the Section to server as Public Information Officer (PIO). The duties of the PIO are to keep the public and members of the Press informed of Amateur Radio Disaster Communications. Any inquiries, particularly from the Press, should be immediately directed to the Public Information Officer. The current PIO will be listed in Appendix G.

7.2 Other tests and exercises may be scheduled as needed, or as requested by the EMA Director.

APPENDIX A

(APPENDIX A IS A HIGHWAY MAP OF TIPPAH COUNTY NOT SHOWN IN THIS TEXT.)

APPENDIX B

FREQUENCIES OF OPERATION

B.1. TIPPAH COUNTY FREQUENCIES

    B.1.1 The Tippah County ARES NET will be held on the following frequency:

        The K5YD Repeater - **144.59T/145.19R with a 110.9 Hz transmit Tone**

    B.1.2 The Backup ARES Net Frequency in the event of a problem with the primary Repeater will be: **146.58MHz FM Simplex.**

    B.1.3 The Calling Frequency will be: **146.52 FM Simplex**
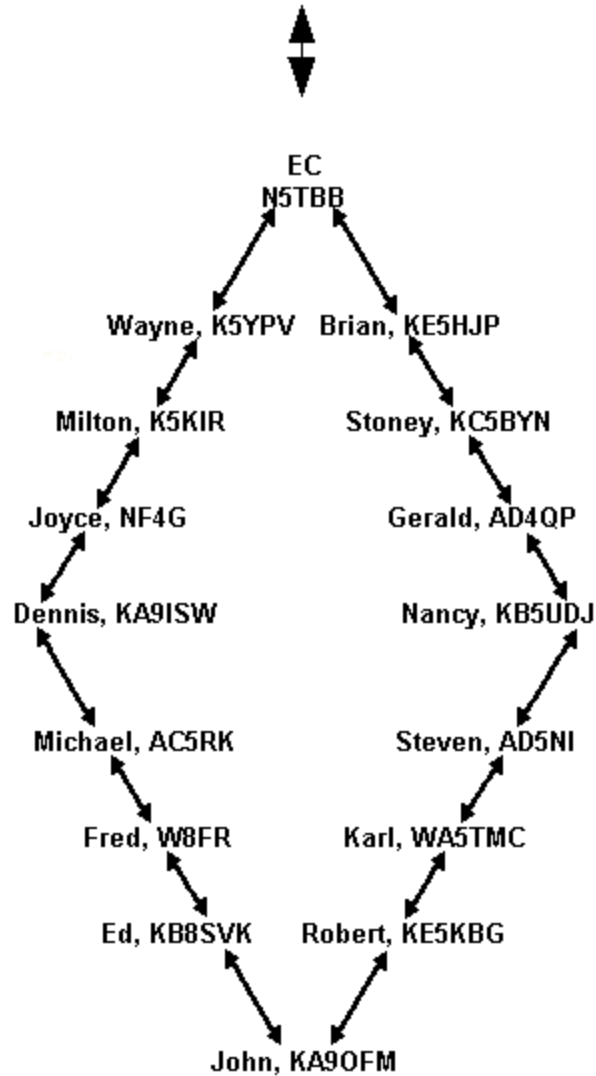
B.2. LIAISON NET FREQUENCIES

B.2.1 The Mississippi Section Phone Net Primary - This net meets at 1800 local time (1815 local time during CDT) on **3.862 MHz LSB**. However, during an emergency, the net may activate in support of emergency operations

B.2.2 The Mississippi Section Phone Net Secondary - The Secondary frequency is utilized if the primary frequency is unusable for support operations. That frequency is **7.260 MHz LSB**.

B.3.3 The Mississippi Baptist Ham Net. This Net meets Sundays at 1400 Local Time, or activates when necessary for emergencies. The net frequency is **7.260 MHz LSB**.

B.4.4 The Mississippi Traffic Net meets daily at 1800 Local Time, or will activate as necessary in support of an emergency. The net frequency is **3.570 MHz CW**.

B.4.5 The SATERN (Salvation Army) Net meets Daily at 1500Z on **14.265 MHz USB**. This net may also be activated at other times in support of emergencies.

B.4.6 Other frequencies include national calling frequencies on 6-meters (**50.125 MHz USB** and **50.150 MHz USB**), 2-meters (**144.200 MHz USB**), and 70cm (**432.100 MHz USB**). Additional frequencies may be specified by Net Control, depending upon the situation.

APPENDIX C

CONTACT TREE

EMA DIRECTOR - KD5SBC

```
            EC
           N5TBB

  Wayne, K5YPV   Brian, KE5HJP

   Milton, K5KIR      Stoney, KC5BYN

  Joyce, NF4G          Gerald, AD4QP

  Dennis, KA9ISW       Nancy, KB5UDJ

   Michael, AC5RK      Steven, AD5NI

   Fred, W8FR         Karl, WA5TMC

   Ed, KB8SVK    Robert, KE5KBG

         John, KA9OFM
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The contact tree is designed to provide redundancy in contacting members. Ideally, each member would hear from two others. However, the following should be observed:

1. If a station you are tasked to contact is unavailable, contact the next station down the list.

2. If a station you are tasked to contact is already on the air and aware of the situation, contact the next station down on the list.

3. If a person doesn't answer their phone, assume the phone line is inoperative, and utilize an alternate method of contact.

4. The least desirable method is "in person", unless that method is in close proximity.

5. When you check into the net, inform Net Control of all the stations you contacted and their status.

If each member contacts at least two other members, maximum availability will be achieved.

Members may contact each other via landline phone, cell phone, radio, or in person.

APPENDIX D

PRE-ASSIGNMENTS

The following pre-assignments are in place:

I. EMERGENCY OPERATIONS CENTER:

Assigned to N5TBB, Emergency Coordinator. Additionally, KD5SBC will be at that location due to his position of EMA Director

II. TIPPAH COUNTY HOSPITAL

Assigned to K5KIR

III. RIPLEY FIRE DEPARTMENT

Assigned to KC5BYN

IV. ARES STAGING AREA ON THE PIZZA HUT/FRED'S PARKING LOT ADJACENT TO THE RAILROAD OVERPASS ON HIGHWAY 15 IN RIPLEY.

Assigned to K5YPV

V. ALL OTHER NON-ASSIGNED PERSONNEL

Any amateur not pre-deployed should deploy to the Staging Area to await further instructions. Additionally, incoming help from the outside should be sent to the Staging Area.

VI. DUTIES

      D.6.1 Once a station arrives at their pre-assigned location, they should immediately contact the official in charge of the facility, and coordinate station placement.

      D.6.2 Once the station is placed, and in operation, the operator should contact the NCS on the ARES Net Frequency (Appendix C), and report their deployment status

      D.6.3 In the case of the Staging Area, the operator in charge should notify the NCS on the ARES Net Frequency.

THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
VIA AMATEUR RADIO

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

TO

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

THE AMERICAN RADIO RELAY LEAGUE, INC, IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.

PRINTED IN USA

THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
VIA AMATEUR RADIO

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

TO

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

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APPENDIX F

ARRL Numbered Radiograms

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 .Example: NR 1 R W1AW ARL 5 NEWINGTON CONN DEC 25 DONALD R. SMITH $\overline{AA}$164 EAST SIXTH AVE $\overline{AA}$NORTH RIVER CITY MO $\overline{AA}$PHONE 73-3968 $\overline{BT}$ARL FIFTY ARL SIXTY ONE $\overline{BT}$DIANA $\overline{AR}$. For additional information about traffic handling, consult The ARRL Operating Manual, published by ARRL.

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 exits 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 _____.

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 Precedence

Please observe the following ARRL provisions for PRECEDENCE 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 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.

FSD-3 (5/05)

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APPENDIX G

ARES MEMBERSHIP/CONTACT ROSTER

(THE MEMBERSHIP ROSTER WILL NOT BE POSTED TO THE INTERNET
DUE TO THE PERSONAL INFORMATION CONTAINED THEREIN)

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