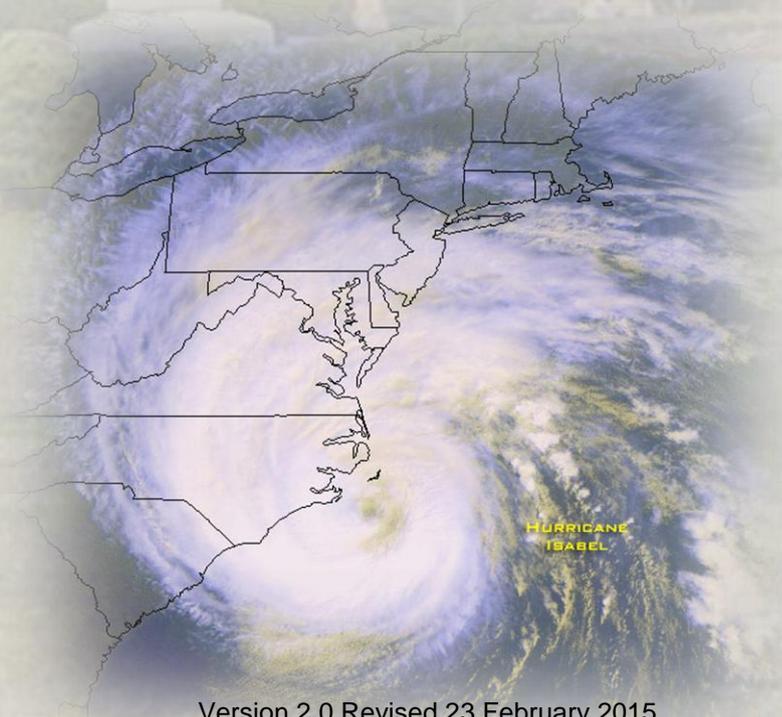# ARES/RACES
District 10

Isle of Wight County
ARES/RACES Communications
Operations Plan

I. Introduction

A. The Isle of Wight County ARES/RACES (IOW-A/R) is a joint group composed of FCC-licensed Amateur Radio operators who have voluntarily registered their capabilities and equipment for public service communications duty.

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

C. IOW-A/R functions under this Plan of Operation and the direction of the ARES Emergency Coordinator (EC) for Isle of Wight County.

D. The EC may appoint additional Assistant Emergency Coordinators (AEC) as needed for ARES/RACES to function efficiently.

E. Regardless of whether IOW-A/R is operating under RACES or ARES, the local organizational structure and procedures defined in this manual apply.

II. Mission

A. IOW-A/R is activated by Isle of Wight County Emergency Services staff to provide county-wide backup and/or alternate communications during times of emergency - when other methods or modes are overloaded or disrupted. IOW-A/R will utilize HF, VHF and UHF voice and digital modes to provide backup communications for Isle of Wight County Emergency Services, which is the primary served agency. IOW-A/R will also provide support communications for Non-Governmental Organizations (NGOs), such as the Red Cross, who are providing support to the County during emergencies.

III. Purpose

A. The purpose of this plan is to provide a written guide containing the information that would be needed to properly prepare for and react to an emergency. Because each emergency is different, flexibility is required to provide an adequate response in each situation.

B. The primary responsibility of IOW-A/R is to furnish communications in the event of a disaster or communications emergency when other communications fail or are inadequate.

C. The following agencies could be served during a communications emergency: Isle of Wight County government; the independent town of Smithfield; the American Red Cross Hampton Roads Chapter; FEMA; other ARES/RACES teams requesting support; or other agencies, organizations and groups not listed here and requesting assistance.

IV. Definitions (** **Bolded** definitions are specific to ARES and Amateur Radio operations.)

A. Status Definitions. The following status levels have been defined:

1. *Normal:* Normal is the day-to-day status of the ARES team. ARES members are assumed to be going about their normal activities and an activation could take 2 - 4 hours to call up a team. Even during a normal status, members are expected to have their go-kits in a prepared state, although last minute items may not be included.

2. *Stand-by:* Stand-by status is a pre-call up mode. Members are assumed to have all last minute items on hand or already packed; batteries may still be on the charger. A rapid shift to Active status should be anticipated.

3. *Active:* Isle of Wight County ARES/RACES is in active call up. Nets are being organized or are active. The EC team is in communications with the associated agency and deployment is imminent or underway. Go-kits are packed, batteries and supplies are loaded. The active state will last through the final demobilization.

B. Other Definitions (in alphabetical order)

1. *CERT:* Community Emergency Response Team(s). The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may

impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Not to be confused with the CERT which is the Computer Emergency Response Team, tasked with providing responses to cyber security issues and is associated with Carnegie Mellon University or the Department of Homeland Security's US-CERT team. At this time, Isle of Wight County does not have an active CERT team.

2. *DHS:* Department of Homeland Security. Created in reaction to the September 11, 2001 attacks, DHS is the Cabinet-level agency tasked with preventing terrorist attacks within the United States, reducing America's vulnerability to terrorism and minimizing the damage from potential attacks and natural disasters.

3. **EC Team:** The EC Team is composed of the Emergency Coordinator and Assistant Emergency Coordinator(s) (AEC) in Isle of Wight County. During an emergency, in the absence of the Emergency Coordinator, the AEC-Logistics shall take initial control and establish a rotation of coordinators to facilitate management of the incident. IOW-A/R EC Team is:

   a) AEC-Logistics (W4BJP): manages an activation in the absence of the EC and initially stands up the EOC.
   b) AEC-Traffic (N4LWC):   acts as liaison to NTS traffic nets to carry Radiogram traffic from operations into the NTS system.
   c) AEC-Smithfield (vacant):   Primary shelter operator at Smithfield Middle School Shelter
   d) AEC-Windsor (N4ACK): Primary shelter operator at Windsor High School Shelter

4. **ECIC:** The EC-in-Charge. This is the member of the EC Team currently on-duty, typically at the Isle of Wight EOC.

5. *EOC:* Emergency Operations Center. This is usually defined as Isle of Wight County's EOC, located at Isle of Wight Courthouse or where established by the county. Smithfield also has an EOC located at the Industry Street Station in Smithfield.

6. *ESF:* Emergency Support Function. The ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. IOW-A/R can be involved in ESF 2 (Communications), ESF 5 (Emergency Management), ESF 8 (Public Health and Medical Services) and ESF 15 (External Affairs). ARES/RACES can be called on to support any of the other ESFs in time of need.

7. *FEMA:* Federal Emergency Management Agency. Originally the only federal agency tasked with providing support during natural disasters, FEMA is now part of DHS and continues to provide training and programs for managing and coping with disasters.

8. **Home-based:** Those members of IOW-A/R that are generally unable to deploy to a location, but have a functioning station at home and are in position to act as liaison, NCS or in some other capacity.

9. *ICP:* Incident Command Post. The on-site command post.

10. *ICS:* Incident Command System. The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government - Federal, State, local, and tribal - as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

11. **NBEMS:**   Narrow Bandwidth Emergency Messaging System – a system utilizing soundcard generated audio modulation to transmit messages.   The software utilized for NBEMS presents the final message to the operator in the selected standard format (ARRL Radiogram, ICS-213 Message etc.)

12. **NCS:**   Net Control Station. During a formal net, the NCS is in charge of all traffic and communications occurring on the net. All traffic is to pass through the NCS station as managed. The NCS is also the chief record keeper in the form of logs of all traffic on the net during the operational period.

13. **NCS Period:** Every effort will be made to keep a Net Control operational period to no more than 4 hours.

14. *NIMS:* National Incident Management System. A system to provide a consistent nationwide approach to work effectively and efficiently together to prepare for, prevent, respond to and recover from domestic incidents, regardless of cause, size, or complexity (from Presidential Directive HSPD-5 and the National Incident Management System directive) posted online at the NIMS Resource Center.

15. **NTS:** National Traffic System. NTS is both a method for passing messages into and out of the area and is used to define the structure of the message. Formal NTS traffic will follow the guidelines of the ARRL for the standard Radiogram form and the associated Field Service Documents (FSDs). All members of IOW-A/R are expected to know and understand all aspects of NTS traffic handling.

16. *NRF:* National Response Framework. The National Response Framework presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies - from the smallest incident to the largest catastrophe. The Framework establishes a comprehensive, national, all-hazards approach to domestic incident response posted at NRF Resource Center –

    (a)   http://www.fema.gov/emergency/nrf/

17. **OES:** Official Emergency Station. Any station that has registered with the ARRL and has met the requirements for an OES as set forth. It is not necessary to be registered as an OES to participate in ARES/RACES.

18. **ORS**: Official Relay Station. Any station that has registered with the ARRL and has met the requirements for ORS as set forth. It is not necessary to be registered as an ORS to participate in ARES/RACES or NTS activities.

    a)   Official Emergency Stations and Official Relay Stations are functionally the same, but serve different purposes. OESs are primarily dedicated to ARES functions while ORSs are dedicated to NTS functions. Both are recognized as vital to the overall success of the mission and are to be utilized where possible.

19. *Operational Period:* Isle of Wight County defines an operational period as ....

20. **Operator Shift:** Every effort will be made to keep an ARES operator shift to no more than 6 hours, however, conditions may dictate that an operator must remain at the EOC, Shelter or other operational area indefinitely. In this case, provision is made (usually by Red Cross) for cots etc. Multiple operators should be on-site so that a rotation can be established. Operators should be prepared for extended stays at their operational location.

21. **SET:** Simulated Emergency Test. Every year in October, the ARRL encourages ARES teams to participate in a SET. The purpose is to simulate, as closely as possible, the issues and events that might occur during a real emergency. The SET can be conducted in conjunction with emergency management agencies but it is not mandatory. While it should simulate a real emergency, a SET can be a table top or field exercise.

22. **Skywarn:** The Skywarn network is a team of amateur radio operators and frequencies who have received special training from the National Weather Service (NWS) in spotting and reporting severe weather. All members of IOW-A/R are encouraged to become Skywarn spotters. IOW Skywarn is affiliated with the NWS Wakefield Office (AKQ).

23. **_Traffic:_** Traffic refers to amateur radio communications. This can be in either tactical (informal) or written (ARRL NTS Radiogram / ICS-213 / Red Cross Safety & Welfare) form.

   a) IOW-A/R utilizes ICS-213 for all formal traffic <u>unless the traffic is destined for the ARRL National Traffic System</u> in which case the ARRL Radiogram form is used.

24. **_VEN/x:_** The Virginia Emergency Net(s) are a series of predesignated frequencies to be utilized in the event of state-wide communication emergencies. Each network is dedicated to a specific mission and purpose and identified by an alphabetic letter following the slant. Most emergency phone operations take place on the VEN/A, also known as the Old Dominion Emergency Network (ODEN). Management of the VEN is controlled by the Section Emergency Coordinator and the Section Traffic Manager.

V. Membership

A. **Qualification:** The ARES® is a voluntary organization of licensed radio amateurs who have registered their capabilities and equipment for providing emergency communications in the event of natural disaster, when regular communications fail or are inadequate. With the exception of the EC, ARRL membership is NOT required for registration. Registration does not require possession of any specially designed equipment. All amateurs can be of assistance to ARES. Because the appointment of the position of EC is an ARRL Section appointment, the EC must at least be a member in good standing of the ARRL.

B. **Registration:** All Amateurs wishing to be part of IOW-A/R shall register their intention with the EC. A renewal of this interest shall occur yearly to remain a member in good standing. Those wishing to be a member of IOW-A/R should complete the application form and submit it as instructed.

C. **ID Cards:** ID Cards shall be issued, identifying the operator as a member of IOW-A/R. The card shall include a recent photograph of the operator, current call sign, name and a date of expiration. Other data may be included as needed or requested.

VI. Activation of the Plan

A. **<u>No ARES member is to deploy without explicit instructions to do so</u>**. In the event of activation, manpower needs will be communicated to the Logistics NCS station, located on the WT4RA repeater. Every attempt will be made to deploy personnel to a location closest to their location, and/or to match their training with the need.

B. Upon notification from an authorized representative of a served agency, the plan will be activated. If no notice is given and it is apparent that a disaster or communications emergency is imminent or existing, the EC Team shall contact the served agencies offering ARES support and activate the action plan if a need is indicated.

C. Automatic Activation

   1. Severe Weather. Because severe weather can strike without warning, automatic activation of this plan can occur under the following conditions:

      a) Watches: When NWS Wakefield issues a watch for severe thunderstorms, tornados, hurricanes, or ice storms in the local area, ARES members are to check their gear and when needed, pick up any last minute items. No further activity is required.

      b) Warnings: If the NWS Wakefield issues a warning for severe thunderstorms, tornados, hurricanes, or ice storms, the plan is assumed to be activated and members are to move to a stand-by status. Further, because of the potential for loss of normal communications, members are encouraged to tune their radios to 147.195 +.

      c) Termination: A termination of the Watch or Warning shall constitute a termination of status, unless continuation is warranted as a result of the severe weather, at which time the EC Team will demobilize ARES/RACES at the end of service.

   2. County Triggers

a) EOC Activation: In the event of activation, full or partial, a message is sent out to those ESF groups that have been activated. In the event of such a notification, IOW-A/R will move to a stand-by status unless specifically activated. The activation will be for the duration of the event. Notification of activation will be through telephone, text, email, and/or repeater.

D. Call up of members in support of this plan shall be by all means available, including but not limited to telephone, email, text messages, and repeater alerting.

E. Upon notification, members will check into the net frequency (usually 147.195+) assigned by the EC Team for instruction and deployment locations.

F. The EC Team will assign net control (NCS) duties as required. NCS will be operated from a station secured from the incident, preferably where commercial power is available. Frequently, Logistics & Resouce Net and Operations Net NCS will be physically located at the EOC.   The sole duty of the NCS shall be controlling the net to which they are assigned. Instructions issued by the NCS shall be assumed to originate with the member of the EC Team member in Charge (ECIC).

G. Where practical, the ECIC shall have a shadow (operator) to handle radio operations, including the coordinator at the EOC (and/or ICPs).

VII. Operations

A. All traffic on any net shall give way to EMERGENCY traffic, whether formal or tactical.

B. **Frequencies and Modes Plan:** See Appendix A

C. **Operator Period:** Members should be prepared to operate for no less than a six hour period. Depending on the nature of the event, a maximum 12-hour period may be required. Where possible, operators will be released to return to their homes between shifts.

D. **Liaison Stations:**   During any emergency, liaison stations may be required.   NTS-capable stations shall check in with the logistics net, reporting their status and availability to take traffic to other higher nets.   Stations already in contact with surrounding jurisdictions are also encouraged to check in with the logistics net.   The AEC-Traffic will coordinate all traffic liaison activities.

1. Liaison shall be established as soon as possible with the following agencies/nets, depending on the status of the incident. These liaisons will generally be established and maintained by the EOC operator(s):

a) *VAEOC:* My be direct VHF, through repeater linking with Williamsburg or via HF.

b) *ODEN/A:* the Virginia State Emergency Net, HF.

c) *Skywarn NCS:* serving the National Weather Service.

d) *Surrounding counties:* as needed to provide support and request aid.

e) District 10 EC.

f) Virginia Section Emergency Coordinator.

E. **Net Operations:** There may be up to 3 local nets, each with it's own NCS active during a call-up, all possibly on the 147.195 WT4RA repeater. In coordinating net operations, the Operations net takes priority, then the Logistics and Resource net then Skywarn.

1. **Operations Net:** All operational traffic (communications between EOC, shelters and/or Field Teams) as well as Health and Welfare (H&W) message traffic. A liaison station to take traffic into the NTS system will monitor this net for the purposes of taking H&W traffic into the NTS. NCS is usually located at the EOC.

2. **Logistics and Resource (L&R) Net:**   Logistical communications – arranging relief operators, equipment needs, etc. NCS may be at the EOC, or may be assigned to a home-based station.

3. **_Skywarn:_** Takes spotter reports to be passed to NWS. NCS is assigned and managed by the Skywarn Coordinator at NWS Wakefield. Skywarn nets on the WT4RA repeater shall at all times yield to any ARES/RACES traffic.

4. Operations and L&R nets will frequently share one net control, located at the EOC.

5. Communication with VA Emergency Operations Center (VAEOC – N4VEM)

   a) Communications with the state EOC (VAEOC) and other jurisdictions are managed by the EOC operators and can take place in one of several ways:

      (1) HF voice using the Old Dominion Emergency Net at 3947 MHZ and/or 7240 MHZ

      (2) HF digital Winlink 2000 (packet)

      (3) Virginia Digital Emergency Network (VDEN), which is the packet net on VHF 145.730 MHz. Use OBDCND, LARCND or TIDE to reach VAEOC/VDEM.

      (4) Virginia IRLP Emergency Communications Network will monitor the Raleigh reflector on channel 9214. Direct IRLP contacts to the VEOC should use the 146.880 MHz repeater with node # 4995 at this time. The VEOC will also utilize other IRLP nodes throughout the State to make contacts with localities outside of the repeater ranges.

      (5) The VAEOC will monitor the 146.760 repeater in Tidewater (Williamsburg) during activations while others will be used as necessary to establish communications throughout the Commonwealth.

   b) Virginia ARES Nets

      (1) ODEN /A: This is typically what we have come to know as the Old Dominion Emergency Net (ODEN) on HF. ODEN /A will be the principle command net, used to pass operational traffic between the State EOC and the city/county EOCs, and supported agencies. It can also be used for other purposes (i.e., H&W traffic, logistics, etc.) if operations permit. The Net Manager is the ODEN NM. 3947 kHz / 7240 kHz LSB

      (2) ODEN /B: This is the emergency designation of the NTS Virginia Sideband Net (VSBN) on HF. This will be the overflow net for ODEN/A. It can also be used as (1) hospital and medical support net, (2) logistics net, and (3) H&W traffic net, as required. The Net Manager is the VSBN NM. 3943 kHz / 7248 kHz LSB

      (3) ODEN /C: This is the emergency designation of the NTS Virginia Net Early (VNE) on HF. It is principally a (H&W) CW traffic net. The Net Manager is the VNE NM. 3578.5 kHz / 7050 kHz CW

      (4) ODEN /D: This is the emergency designation of the Virginia Digital Net (VDN) on HF. This is an excellent mode for record traffic, large lists, etc. It can be used for H&W traffic, and logistics and/or medical support net. The primary digital mode is CHIP64 (USB & 1300 Hz offset). Alternate modes could include PSK31, MFSK16, and RTTY. The Net Manager is the VDN NM. 3578.5 kHz USB / 7050 kHz USB, AFSK digital mode announced by Net Control.

F. **RACES:** In the event of a formal state wide RACES activation, the team shall subordinate themselves to the authority of the Emergency Manager or designee that has requested RACES support as detailed in 47 CFR Part 97.407. The ECIC becomes the RACES Officer at that point and may designate an ECIC to manage any out-of-area ARES needs.

G. **Logging/Recordkeeping:** All ARES personnel shall log significant events, message traffic and other items of interest and import. The NIMS standard shall be followed and ICS form 214a (Individual log) or 214 (Activity Log) shall be used unless otherwise directed by the ECIC. Each member shall include at least 5 blanks of each form in their go-kit at all times. Plain paper may be used for follow-on logging in the event a member exceeds the number of pages carried.

   1. WebEOC: Need to establish if IOWC uses WebEOC and whether they want us to use it.

2. All logs are to be turned in at the end of the operation, or as requested. At the conclusion of the incident, all logs shall be turned over to the EC. Key data from an event not captured shall be transcribed as directed. All logs and data are part of the official legal record and must be submitted.

H. **Traffic:** All formal traffic shall be logged. Traffic will be transmitted in the form received from the issuing agency. All members shall be proficient in the use of ICS-213 as well as ARRL radiograms and have at least five of each for reference in their go-kit. Blank paper may be substituted for forms as required.

1. All formal traffic shall include the signature and title of the sender (where appropriate) who originated it, thus taking responsibility for the message and its contents.

I. **ICS Forms:** All ARES members shall be familiar with the following additional ICS forms: 205, 205a. All ECs/NCS shall also be familiar with 201-204, 211, 214, 214a, 216, 217.

J. **Media Relations:** ARES team members are not to speak to the media. General Media inquiries are to be directed to the ARES or Section PIO if present. In a coordinated activation, all media inquiries are to be directed to the media relations liaison or public information office (PIO)/joint information center (JIC) of the served agency(s). In an activation, without a media relations liaison, all media inquiries are to be directed to the ECIC or the EC.

K. **Radios:** The EOC and Shelters are stocked with radios and antenna positions. At the EOC, there are three antenna positions located at the operating desk. Only the HF antenna is not permanently installed/connected. Each primary shelter (Windsor HS and Smithfield MS) has one dual band VHF/UHF antenna, terminated at the designated station location. All locations include one or more power supplies. The power supplies are sufficient to run up to two radios should it be required. Carrollton ES and Carrsville ES are backup shelters and do NOT have pre-positioned antennas or radios. Operators assigned there should be prepared with a quick-deploy VHF/UHF antenna and a mobile rig/power supply.

1. **Quick Reference Cards:** None available at this time – being developed

2. **Monitoring:** During a call up, one radio at the EOC should be monitoring the Resource and Logistics Net on the WT4RA repeater. As sites are activated, one radio at each location should be monitoring the Resource and Logistics Net. Liaison stations may be assigned to monitor other networks as needed with traffic being reported over the primary operations network.

3. **Equipment Failure:** In the event of a repeater failure, all stations are to monitor the OUTPUT frequency of the repeater for instructions on where to change frequency. It is the responsibility of the NCS to move the frequency, but coordination with the ECIC may be requested or may be required if all repeaters are currently in use. Should a radio fail at a shelter or other site and a spare is not available locally, the ECIC can order a spare sent from current inventory or make a request to the group for a spare radio to be delivered.

4. **Missed Check-ins:** An operator or operating position that misses two consecutive roll calls or check-ins during an activation shall be deemed inoperable and replacement equipment and operators will be dispatched after coordination with the ECIC.

L. **Site Operations**: It is the operator's responsibility to know how to get to key locations within Isle of Wight County. This includes but is not limited to the EOC, the Shelters (Windsor HS, Smithfield MS, Carollton ES, Carrsville ES). This information is collated in the Quick Reference.

1. **Arrival:** Upon arrival, the operator is to check in with the county Emergency Services site leader as indicated in the relevant Op Manual. If they are the first operator on site, they are to establish the operating position and contact the NCS on the Operations Net as directed.

2. **Relief & Replacement:** If you are relieving an operator, you should be briefed by the outgoing operator on all issues still pending as well as any information that is necessary to their ability to operate.

3. **Movement:** If a site official asks the operator to move, the operator should do so as expediently as possible. When possible, please notify NCS that you are moving and the reasons for the move and notify NCS when you have relocated and are operational again. NCS will inform the ECIC of the move and the reasons for it, and the ECIC will include this in the debrief information to the EC for future planning.

M. **Digital Operations**: IOW-A/R has adopted packet as the primary digital mode for passing digital traffic. It is hoped that in the future we can acquire hardware & software to transition to the use of NBEMS (flDigi and flMsg).

VIII. Deactivation, Demobilization and Post Operations

A. **Demobilization:** Upon notification from a representative of the activating agency or at the request of the ECIC, operations may be deactivated.

1. *Notification:* Notification of deactivation shall come from the ECIC as formal traffic. Notification shall be made to all stations, including liaison stations through whatever communication channels are available. Nets shall be secured in an orderly manner based on reduced need. Confirmation of deactivation shall be routed to the ECIC and the EC.

2. *Accomplishment:* Demobilization may be accomplished by any means available at the time of the deactivation. Dissemination of deactivation shall be commensurate with the communications paths available at the time.

3. *Reporting:* It is the responsibility of the ECIC to gather a report of operational details related to their portion of the operation. These details shall include, but are not limited to:

   a) Description of event or activity.

   b) A list of participants and their operational locations, shift times, assigned duties, and duties performed.

   c) An activity log for each location and from each NCS for each net and location. This log shall include:

      (1) A listing of what went well and what needs improvement;

      (2) A discussion of how to correct deficiencies for the next operation;

      (3) A discussion of lessons learned;

      (4) Annotation of ancillary items, as appropriate, including such things as personnel conflicts, accidents involving personal injury, damage or loss of personal property, illness, etc.;

      (5) Notation of any property moved or removed from the operating position to facilitate communication functions;

   d) A message log for each location and from each NCS. This may be combined with the activity log.

B. **After Action Report:** It is the responsibility of the EC to compile the operational details into a final after action report to be made available to the general membership no more than one (1) week after the cessation of activity. This written report shall be subject to amendment and update as needed. Serious deficiencies and training issues shall be dealt with at the first opportunity. A "hot wash" meeting may be called in conjunction with developing the after-action report.

IX. Drills, Tests, and Alerts

A. Required Training

1. Federal and county regulations require the following certifications by all members of the IOW-A/R Team:

   a) IS-700 National Incident Management System http://training.fema.gov/EMIWeb/is/is700a.asp

b) IS-100 Incident Command System http://training.fema.gov/EMIWeb/IS/IS100b.asp

c) IS-800 National Response Framework http://training.fema.gov/EMIWeb/IS/IS800b.asp

2. NIMS/ICS/NRF All ARES members are required to be familiar with the National Incident Management System and have completed IS-700 within six months of joining the group. Further, all members are required to have completed IS-100 within one year of joining the group. Refresher training is encouraged as required. All members of the leadership team are required to complete IS-800 within six months of appointment.

B. All team members are required to learn the forms related to the ICS. At the very least, 213 - General Message, 214 - Unit Log, 214a - Individual Log, and 205 - Incident Radio Communications Plan should be understood and used by all members.

C. All team members are encouraged to practice their skills. Training in the NTS system can be obtained by participating in the D10 Weekly net (Thursdays, 7:30pm, WT4RA repeater) or Virginia Traffic Nets. All members are encouraged to practice sending formal traffic at least 4 times per year.

D. IOW-A/R will supply public safety communications in conjunction with local events to test the deployment and operational capabilities of its members and to provide a service to the community. This may be in conjunction with local clubs as required.

E. Two times per year there will be a call up. This call up will be unscheduled and will constitute a test of the communications tree. EOC and Shelter station activations will be simulated by the appropriate operators by checking in with home or mobile stations.

F. When possible, IOW-A/R will test fixed stations at least yearly.

G. An annual simulated emergency test will occur. It may be conducted in October in conjunction with the ARRL Simulated Emergency Test (SET) and the SET may be localized or conducted in cooperation with surrounding teams.

H. Additional training opportunities may become available as specific needs and personnel interests develop.

I. Training shall include classroom study, field exercises and may include audio-visual material developed specifically for such purposes and made available by sponsoring organizations.

J. Any relevant training undertaken by members should be reported to the EC for tracking purposes. A list of pre-approved training will be posted at the beginning of each year. Other training may be approved by the EC as required or relevant and will be posted on the Training page on the IOW-A/R Twiki webpage.

X. <u>Regional Support</u>

A. Isle of Wight ARES/RACES may be called upon to support activities in surrounding jurisdictions. The call for support may be an informal request for help from a neighboring EC, or a formal request from the Section Emergency Coordinator.

B. At no time should help offered to a neighboring jurisdiction impact ongoing operations.

XI. In the event of a regional activation, the EC in the affected jurisdiction has overall authority for deploying resources.

Appendix A - ICS FORMS

ICS-205 – Incident Radio Communications Plan

ICS-205a – Communications List (essentially a point-of-contact list)

ICS-213 – General Message

ICS-214 – Activity Log

ICS-214a – Individual Log

Appendix B – District 10 Frequencies & Modes

Incident Communications Plan, ICS Form 205

Plan Identifier   150217-v1.0

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name		2. Date/Time Prepared	3. Operational Period
		Base IOWC Comm Plan		02/17/2015 11:56:02 AM	2015-02-17 1500 to 2016-02-18 0800

System/Cache	Channel	Function	Frequency / Tone	Assigned to / Assignment	Remarks
VHF FM RPTR	WT4RA-V	Operations Net	147.195 / + / 100 Hz	EOC, Shelters and Field Teams	One of the EOC operators will act as net control for the Operations Net. This "net" is for moving traffic relative to the actual emergency response (typically between Shelters or FDTs and EOC)
UHF FM RPTR	WT4RA-U	Operations Net - backup	TBD	EOC, Shelters and Field Teams	One of the EOC operators will act as net control for the Operations Net. This "net" is for moving traffic relative to the actual emergency response (typically between Shelters or FDTs and EOC)
ODEN / A	K3EP ODEN Net Manager	HF Voice IOW EOC to VAEOC	Pri: 3947 LSB Alt: 7240 LSB	IOW EOC	Principal command net to be used to pass operational traffic between State EOC and city/county EOCs and served agencies; can be used for other purposes (H&W traffic, logistics etc) if operations permit
ODEN / B	K0IBS VSBN Net Manager	HF voice IOW EOC to VAEOC	Pri: 3943 LSB Alt: 7248 LSB	IOW EOC	Overflow for ODEN/A. Can be used as (1) hospital and medical support net, (2) logistics net, (3) H&W traffic net, as required.
VHF FM	KB4ZIN	VHF FM voice to VAEOC by relay through Williamsburg repeater	146.76 / - / 118 Hz	IOW EOC	Relay pathway to VA EOC on FM voice. VAEOC monitors this repeater, located in Williamsburg.
ODEN / D	KA3OCS VDN Net Manager	Digital traffic	Pri: 3578.5 USB Alt: 7050 USB	IOW EOC	H&W digital traffic net; can also be used for logistics and/or medical support net. Primary mode is OLIVIA (USB, 4 Tones, Bandwidth 500, & 1300 Hz offset). Alternate modes could include PSK31, MFSK16, and RTTY. May be NBEMS capable.
VHF FM RPTR	WT4RA-V	Logistics & Resource Net	147.195 / + / 100 Hz	All VHF Capabale Stations/Members	Will normally be controlled by EOC operators. Dedicated NCS / Resource coordinator may be assigned as needed
UHF DIG	IOW-UD	Digital message traffic - NBEMS	447.195 simplex	All NBEMS Capable Stations & members (EOC/WIN/SMF/FDS1)	Use NBEMS (fldigi/flmsg/flwrap), MT63-1000L mode, for all mesaage traffic (ICS/NTS/ARC)

Prepared by:	Position:
Chris Peters - N4KIT	EC - Isle of Wight/Smithfield

My "every day" kit stays within easy reach. Including a dual-band HT, it weighs 5 pounds and is 4"x5"x10." It fits in a small waist bag and includes the following:

Basic Go Kit

- Dual-band HT in padded belt case.
- Copy of current FCC Operating License.
- "Tiger tail" (enhances transmit and receive of typical "rubber duck" by 3 db).
- Extra high-capacity (1000 man) nicad, or backup AA battery case for HT.
- DC adapter & cigarette plug cord for HT
- Two extra 2A fuses, for HT cord .
- Earphone and/or speaker mike
- Spartan pattern Swiss Army pocket knife
- Leatherman multi-purpose tool
- Mini-Mag-Lite, extra bulb and spare AAs
- Pencil and pocket notepad
- Emergency gas / phone money ($10 bill, + four quarters and five dimes in pill box).
- SO-239 to male-BNC adapter to fit HT to mobile antenna coax and female BNC to SO-239 to fit HT gain antenna to jumper.
- 6 ft. RG8-X jumper w/BHC male and female connectors to extend HT antenna with suction cups or auto window clip.
- Spare eye glasses of current prescription.
- Band aids, moist towelettes and sunscreen
- Pocket sewing kit, matches
- Small pocket compass
- Operating reference card for HT
- ARES phone and frequency reference card

Backup Bag

The "Backup Bag" contains "24-hour" items in a sturdy shoulder bag with carrying strap. Suggested contents are:

- 2 days change of clothes
- Neck-lanyard w/ spare car keys, $20 cash, credit card and ARES photo ID.
- Backup / loaner 2-meter HT. (battery packs and accessories should interchange with the dual-bander)
- Spare NiCad and AA-battery pack, ear phone and speaker-mike for second HT
- Operating manuals for HT's.
- Fused DC adapter cords with PowerPole connectors for brick amplifier and HTs
- Extra 10' AWG 10 gage twin lead extension cord, with battery clips, in-line fuses and PowerPole connectors to power amp or HT
- Compact, rugged, 25-40w 2 meter or dual-band brick amplifier.
- Gain antennas for both HTs
- HT battery wall chargers.
- Two refills of AA Alkaline batteries for HT.
- RG8-X jumpers with soldered PL-259s, two 3 ft., one, 6 ft., one 10 ft. and one 25 ft. with double-female connectors to combine all.
- SMA to SO-239 adapters
- SMA to PL-259 adapters
- NMO to SO-239 adapters.
- Cable ties, large and small, 6 each
- Two sharpened pencils, pencil sharpener, gum eraser, note pad, permanent marker.
- Compact, rugged, flashlight (Pelican, Maglite etc.), with extra bulb and batteries
- Two sets of spare fuses (2A, 10A, 15A) for HT cords, mobile radio or brick amplifier.
- Comfort, safety and basic first aid items: sunglasses, matches, tissues, toothbrush, sun block, sewing kit, insect repellent, tweezers, band-aids, adhesive tape, gauze pads, wound cleaning wipes, etc.

NOTES: