

ARES

Garfield County Oklahoma Emergency Communications Plan



**The
Amateur Radio Emergency Service**

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OKLAHOMA ARES EMERGENCY COMMUNICATIONS PLAN FOR GARFIELD COUNTY

Mission Statement

The mission of the Garfield County Amateur Radio Emergency Services (ARES) is to serve the public and provide emergency communications in times of need during natural or man-made disasters. We are licensed amateur radio volunteers who provide our time, equipment, and knowledge for the betterment of public safety and give aid to those in need.

1. INTRODUCTION

- 1.1. This Emergency Communication (EMCOMM) Plan is for Garfield County. Garfield County is located in Zone 1, District 1, and County 4 of the state of Oklahoma. Oklahoma ARES designation is **Z1D4C4**.
- 1.2. The Garfield County Amateur Emergency Service (ARES) is composed of FCC licensed Amateur Radio Operators who have voluntarily registered their capabilities and equipment for emergency public service communications duty.
- 1.3. Under FCC Part 97 regulations, Amateur Radio public service communications are furnished without compensations of any kind.

2. CONTACT INFORMATION

- 2.1. The Garfield County ARES functions within this Emergency Plan and under the direction of the Garfield County Emergency Coordinator (EC) who is appointed by the American Radio Relay League (ARRL) Section Emergency Coordinator (SEC). Garfield County currently has one EC.

Mike Cofer, KD5OFF
2901 Liberty Lane Enid. Oklahoma 73703.
580-554-2749.

- 2.2. The local EC may appoint an Assistant Emergency Coordinator (AEC) to carry out the ARES functions as he/she sees fit. The EC may appoint as many AEC's as needed. If possible the EC should appoint an AEC for major areas of responsibility that the EC has. Several duties may be combined in a single AEC in counties with few ARES members. These duties include (but are not limited to):

Administration- is responsible for all financial, administrative, and cost analysis aspects of the incident and maintaining personnel records.

Logistics- is responsible for providing facilities, services, and materials for the incident response.

Operations- is responsible for the management of all operations directly applicable to the primary mission of the response.

Technical (Safety Officer)- is to develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations.

Garfield County currently has two (2) AEC's.

**Al Fox, KD5BA
3610 McClafin Dr. Enid Oklahoma 73701
580-242-4800**

**Jess Andrews, KA5HYK (Technical/Safety Officer)
3214 N. Lincoln St., Enid Oklahoma 73703
580-237-3686 or 580-551-9950**

2.3. Should local amateur resources become inoperable or not adequate to meet the needs of the emergency, the EC or AEC will contact the District Emergency Coordinator (DEC) for assistance. Zone 1 District 4 currently has one DEC.

DEC for Z1D4 is currently OPEN

2.4. Should the DEC not be available the EC or AEC will contact the Zone Emergency Coordinator (ZEC) for assistance. Zone 1 currently has one ZEC.

**Jay Kruckenberg, K5GUD
580-994-2751 or 580-216-4190.
146.625 (146.025) pl.103.5 VHF repeater 444.275 (449.275) UHF D-
Star repeater -Mooreland
147.360 (147.960) pl. 100.0 VHF repeater 444.875 (445.375) pl. 103.5
UHF repeater-Woodward
7260 LSB (night), 3900 LSB (day) HF**

2.5. Should it become necessary, the EC or AEC will contact the Section Emergency Coordinator (SEC).

**Charles Goodson, KC5EUG
580-622-5250 or 580-618-1537
7260 LSB (morning and day), 3900KHz LSB (evening and night)**

3. PURPOSE

- 3.1. The purpose of this plan is to provide a written guide containing the minimum information that would be needed to provide EMCOMM in an emergency. Each emergency is different and flexibility to provide an adequate effective response to each is a necessity.
- 3.2. The primary responsibility of the Garfield County ARES is to provide auxiliary communications in the event of a disaster or major emergency situation, when regular communications fail or become inadequate.
- 3.3. All drills, training, and instructions shall be carried out to insure readiness to respond quickly in providing effective amateur radio emergency communications, whenever necessary.
- 3.4. The following agencies could be served during a communications emergency: the American Red Cross, Enid local/city administration, Enid Police and Fire services, Garfield County Commissioners, Garfield County Sheriff's Department, Enid/Garfield County Emergency Management, the Salvation Army and the National Weather Service in Norman Oklahoma.

4. ACTIVATING THE PLAN

- 4.1. Any member of the Garfield County ARES who for any reason believes a communications emergency exists should monitor the assigned net frequency for any activity.
- 4.2. If local telephone service is available, the EC and/or AEC should be notified of the emergency situation by this means.
- 4.3. In an emergency in which amateur radio might serve the community, operators may be alerted by any city or county emergency management or similar official through the EC or AEC.
- 4.4. If Garfield County is placed in a severe weather watch, Garfield County ARES will be placed on **Standby Alert** for the duration of the watch.
- 4.5. If an emergency is perceived to or actually does exist in another county in District 4, the Garfield County ARES will be placed on **Standby Alert** and should monitor the assigned net frequency for any updates. Counties within District 4 are Alfalfa, Major, Blaine, and Garfield. The EC or AEC will monitor any emergency traffic that is available for each county.
In Alfalfa County- **NO REPEATER**; Major County-**145.458 (145.850) or 147.075 (147.675) Fairview**; Blaine County-**146.745 (146.145) Watonga**.

- 4.6. If an emergency is perceived to or actually does exist in a county outside District 4 that borders Garfield County, it too will be monitored for any emergency traffic that is available. In Grant County-**NO REPEATER**; Kingfisher County-**146.640 (146.040) or 444.975 (449.975)** Kingfisher; Logan County-**147.105 (147.705)** Guthrie; Noble County-**442.925 (447.925 pl.141.3)** Perry; Kay County-**146.730 (146.130)** Ponca City. **Garfield County ARES will not be placed on Standby Alert.**

5. MOBILIZATION PROCEDURE

- 5.1. If telephone service is available, the telephone tree will be activated and Garfield County ARES members advised of the emergency situation.
- 5.2. Upon notification or awareness that a communications emergency exists, members of the Garfield County ARES will call into the Emergency Net on **145.290 (144.690)** repeater. In the event of a repeater failure, the net will be conducted on **145.290 simplex**. Possible backup repeaters that could be used are **147.150 (147.750) or 147.375 (147.975) or 444.825 (449.825)**.
- 5.3. The EC or an AEC will normally assume net control; however, it may be necessary to delegate another station to operate as the Net Control Station (NCS). If requested, control will be from the Enid Municipal Emergency Operations Center (EOC) in the basement of the Enid City Hall, 401 W. Garriott. An alternate NCS has been established in the offices of the Cimarron Valley Red Cross, 1023 W. Elm in Enid Oklahoma.
- 5.4. Mobil units will be activated, and based on current information, positioned/staged in standby or dispatched to provide emergency communications services.
- 5.5. The NCS will be designated as the “key station” and will be extensively utilized during an emergency. Key stations should have full emergency power capability and enough relief operators assigned to ensure continuous operation.

6. DUTIES OF THE NCS

- 6.1. The NCS will call to order the Garfield County ARES net.
- 6.2. The NCS will check into the net ARES operators and their locations and log same into the net records any emergency related traffic.
- 6.3. The NCS will assign stations and operators to establish liaison on other local and adjacent area repeaters as necessary and if available.

- 6.4. The NCS will assign stations and operators to establish liaison packet radio links for digital traffic handling as necessary and if available.

7. OPERATIONS

- 7.1. All messages supporting third-party traffic should be written in standard ARRL format.
- 7.2. All messages must be signed by the official who originated the message including his/her title thus taking responsibility for the contents.
- 7.3. Messages with the precedence of EMERGENCY, Priority, Welfare, and Routine, as defined on the ARRL form FSD-3, shall be used.
- 7.4. The use of “tactical” calls will be used during the emergency event. In order to meet FCC regulated obligations for station identification, give your amateur call at the end of your transmission.

8. DRILLS, TESTS, EXERCISES, AND NETS

- 8.1. A test/exercise will be conducted at least once per year. If possible, this will be held in conjunction with the local emergency services annual exercise.
- 8.2. The Garfield County ARES will regularly supply public service communications in conjunctions with local events to test the effectiveness of operations, plans, and procedures.
- 8.3. On the first Monday of each month at 19:30 local hours, the Garfield County ARES Net will be held on the 145.290 repeater.
- 8.4. At the discretion of the EC, the Garfield County ARES will be activated via the telephone tree to test this system.

9. EDITING AND COPYING THIS PLAN

Permission is hereby granted to reproduce this document in limited quantities for distribution to ARES members and officials and to agencies served by ARES.

Changes to this document may be only done by the following procedures. As the need arises amendments will be added to this document after the Zone Emergency Coordinator, District Emergency Coordinator have approved them. Once a year the EC will update this document to incorporate the approved amendments. Appendix A is added for the amendments to be attached during the working year of this document. Appendix B is added to keep a revision history of this document. Each year when this document is updated, the revision history will list the amendment numbers, section number, and date of the amendment was added.

10. DEFINITIONS

- "AEC" – Assistant Emergency Coordinator
- "APRS" – Automatic Packet Reporting System – A digital system that transmits and displays data on maps on computer screens. Highly effective as a parallel to voice circuits.
- "ARES" – Amateur Radio Emergency Service headed by the Section Emergency Coordinator (SEC); is part of the ARRL field organization. More information can be found at: <http://www.arrl.org/FandES/field/pscm/sec1-ch1.html>
- "ARRL" – American Radio Relay League – National Amateur Radio organization dedicated to implementing Part 97 of the FCC regulations.
- "Communications emergency" – (as defined by the FCC) occurs when normal Communications systems are disrupted in a specified area.
- "County" – Any geographical jurisdiction assigned to an EC.
- "DEC" – District Emergency Coordinator, an appointee in charge of ARES activities in an geographic area comprising a District Reports to the ZEC or the SEC if no ZEC is assigned see: <http://www.arrl.org/FandES/field/org/dec.html>
- "Disaster" – An event causing death or serious injury to humans or a major loss of property.
- "Distress traffic" – Any traffic relating to an acute, immediate threat to human safety or property; i.e. SOS, MAYDAY, or EMERGENCY traffic. Normally termed PRIORITY TRAFFIC
- "District" – corresponds to the States geographic area, assigned to a DEC.
- "EC" – Emergency Coordinator. An ARES appointee who supervises emergency planning and operations in a specified geographical area. Reports to the DEC or the ZEC if no DEC is assigned.
- "EM" – Emergency Manager – City or Borough Emergency Manager or Emergency Management
- "Email" – Electronic messages exchanged over the Internet or local computer network.
- "Emergency" – any situation in which human life or property is threatened. The emergency ceases when relief agencies have no further need for our services. (See "Disaster")
- "Emergency Net" – A group of Amateurs using the same frequency and associated side frequencies to support emergency relief measures.
- "EOC" – Emergency Operating Center; an emergency headquarters.
- "ESF" – Emergency Support Function. Each of the 16 ESFs is a group of people in an EOC dealing with specific kinds of problem.
- "FEMA" – Federal Emergency Management Agency see: <http://www.fema.gov>
- "Formal traffic" – is written in ARRL message form. It is used when Amateur Radio Operators relay information between third parties or for all traffic on the National Traffic System.
- "GPS" – Global Positioning Satellite
- "HAZMAT" – Hazardous Materials.
- "ICS" – Incident Command System -- a standard national incident management system used by local, State and Federal agencies to standardize the management of any incident
- "Informal communications" – Radio exchanges between two people not requiring verbatim relay to any third party. Classified as non-traffic; not handled on emergency nets.
- "LGL" – Local Government Liaison is an appointment made by the State Government Liaison

(SGL) for any specific task.

"NM" – Net Manager. An individual who oversees the regular operations of a net. see:
<http://www.arrl.org/FandES/field/org/nm.html>

"NOAA" – National Oceanic and Atmospheric Administration - Home agency for the National Weather Service

"NTS" – National Traffic System.

"NWS" – National Weather Service

"PIO" – Public Information Officer

"QNC" - QN signal for CW or digital net use meaning "All net member stations please copy."
 It indicates that the message to follow is of general interest.

"RACES" – Radio Amateur Civil Emergency Service – operate at the county level under direct control of the County Emergency Management Director. FEMA an RACES see:
<http://www.fema.gov/library/civilpg.htm>

"Section" – ARRL administrative unit headed by elected Section Manager (SM).

"SEC" – Section Emergency Coordinator – Official responsible for all ARES activities within a Section.
 see: <http://www.arrl.org/FandES/field/org/sec.html>

"SEOC" – State Emergency Operations Center located at Oklahoma City – the operational division of the Oklahoma Department of Emergency Management.

"Secondary net" – A communications channel associated with the primary emergency net used for traffic handling and other time-consuming net business. (Can be a simplex frequency)

"Service information" – Handling notes attached to a message form.

"Service message" – Radiogram relating to handling of another message.

"SET" – Simulated Emergency Test.

"SGL" – State Government Liaison is an appointment made by the Section Manager. The role is that of interface between amateur radio and all facets of state government. see:
<http://www.arrl.org/FandES/field/org/sgl.html>

"Side Frequency" – Secondary Net.

"SITREP" – Situation Report – message reporting status of emergency-related activities.

"SM" – Section Manager see: <http://www.arrl.org/FandES/field/org/sm.html>

"STM" – Section Traffic Manager

"Tactical traffic" – Spoken instructions or consultation on the air. No third party communication occurs.

"Traffic" – Any exchange of information between two or more Amateur Radio stations.

"Traffic Log" – A list of incoming and outgoing traffic at an Amateur station.

"ZEC" – Zone Emergency Coordinator, an appointee in charge of ARES activities in an geographic area consisting of several Districts. Reports to the SEC or the SM if no SEC is assigned. An Oklahoma appointment that carries an of ASEC for a given geographical region.

11. ALERTING AND NOTIFICATION

LEVELS OF ALERT

ALERT STATUS	County Alert	County Activated Alert	District Activated Alert	Zone Activated Alert	Section Activated Alert
	County Alert	X			
County Activated Alert (District Standby)		X			
District Activated Alert (Zone Standby)		X	X		
Zone Activated Alert		X	X	X	
Section Standby				X	
Section Activated Alert		X	X	X	X
Condition Status	Standby	Condition 1	Condition 2	Condition 3	Condition 4

Fig 1.1

When a disaster strikes or threatens any Oklahoma community, there are five (5) conditions that may arise.

Standby – The county has been placed on Alert

Condition 1 – The County has been placed on Activated Alert

Condition 2 – The District has been placed on Activated Alert

Condition 3 – The Zone has been placed on Activated Alert

Condition 4 – The Section has been placed on Activated Alert

Alert -- notifies ARES operators in a specified area (such as a County or District) or functional unit (such as a net) that their services may be needed on short notice in the next 24-48 hours. It is typically issued by the SEC or, occasionally by DEC, or EC. The alert may apply to the entire Section or to specific Districts or Counties. But omission of any area does not prohibit others from taking whatever precautionary steps may be appropriate. The SEC usually does not issue a follow-up order raising the alert level but leaves that step to the ECs or DECs in the affected areas. Each of the following County, District, Zone, & Section will use this alert mode if conditions exist.

This Alert declaration signals DEC's that they should alert EC's, "deployment team" coordinators, Net Managers, and other key emergency communications officials to prepare for short-notice calls. All radio operators in the alerted Districts or Counties should monitor designated net frequencies and keep closely in touch. Alerted Amateur Radio Emergency Communications operators should prepare to be en route to duty posts within two hours or less of being assigned. Preparations may include updating "ready-kits," arranging to take time off from work, fueling vehicles and power generators, charging batteries, obtaining stocks of expendable batteries and testing emergency-related portable equipment

Nets operating in Standby Mode customarily run in "free mode," i.e., they are not directed. Radio operators and officials should monitor the appropriate frequencies for information and for possible increases in or cancellation of the alert status.

Activated Alert -- is descriptive of operational status. It is usually issued by DECs or ECs and designates nets, and such, to perform specific tasks. The alert level becomes Activated in a County or District when

specific duty posts are staffed and become operational. A net typically "goes Activated" when a net control operator opens the net. A DEC may place any District or local net or other operating unit in his District on Activated Alert.

Both the Alert and the Activated Alert are written here as examples for the County and or District Levels. If a county goes to Activated Alert then the District will go on Alert. As shown in fig 1-1 if a lower level goes activated alert status, then the level above it will go to an Alert status

Standown Alert -- authorizes DECs and ECs to begin the stand-down phase of the activation. Standown is permissive only; it does not require that operations be shut down in the specified area. It simply advises the alerted DECs and/or ECs that no apparent reasons exists for continuing operation unless they have local requirements. The DEC and EC then may reduce operating hours, restrict operations or close down designated nets as the emergency passes and traffic loads subside. Only the SEC (or SM) may invoke a Stand down Alert for a Section net, or if more than one District is involved in the emergency operation, because specific DECs or ECs may not be aware of conditions elsewhere that might require their support. A DEC can invoke a Stand down Alert in the District net if the emergency- operation involves only his/her own District and no Section net is in operation.

No Alert is the normal situation for Amateur communication. No state of alert or emergency exists.

The EC, DEC, & ZEC will write up Notification procedures for each of their areas in their EMCOMM Plans.

When any ARES group is activated for service, the EC will notify the DEC, ZEC, and SEC as soon as possible, so that contingency plans may be prepared in the event additional resources are needed, and to insure that ARRL Section officials are prepared for inquiries from public safety agencies or the press.

12. POLICIES

1. Certain policies prevail when ARES Oklahoma groups conduct emergency operations. When these policies differ from ARRL policy, the ARES Oklahoma procedures take precedence.
2. The SEC, ASEC, DECs and ECs do not assume specific operating duties when their organizations are on Condition 2 or above. They must remain free to cope with their official duties. When a ARES District is not activated, however, this restriction does not apply.
3. **ARES members on duty are directed only by ARES officials. Served-agency officials may not change the ARES volunteer's instructions.**
4. Amateurs who hold professional emergency-response obligations (e.g. police officer or County emergency management) will not be appointed EC or DEC. These positions may be temporarily filled by professional personal, to give coverage to an area, and until someone else is found to fill the position.
5. **ARES operators, while on duty, perform only their assigned ARES duties. If the operator wants to assume other duties he must ask the EC to be relieved from ARES duties.**
6. Complete service information will be written on the message form.
7. Written messages in ARRL format are used whenever third parties are involved.
8. A reply takes the same precedence as the original; a Priority message gets a Priority reply.
9. In-coming Welfare inquiry traffic will not be handled on any ARES Emergency Net operating in condition 1 or above.
10. Out-going Welfare "assurance" messages get a W (Welfare) precedence and will not be handled on any net operating on Condition 1 *unless* approved by the Net Manager. They will not be handled at all during Condition 2 or above Alert.
11. At their option, ARES officials may use the Emergency Net frequency for consultation and coordination.
12. Except for MAYDAY situations, business on the Emergency Net frequency must not be allowed to cause delays in listing emergency-related traffic or listening for weak stations.

13. Formal Numbered traffic is not be transmitted on a tactical net, but actually transmitted on side frequencies. However, during long periods of inactivity traffic may be handled on the net frequency at the discretion of the Net Manager or Net Control.

14. Situation permitting, emergency communications use VHF or UHF nets in preference to HF. HF nets should be reserved for communications into and out of the effected area.

15. When any operation taxes local ARES resources, the EC asks the DEC for support. The DEC may assign ARES units from other counties within the District and/or request additional help through the ZEC or SEC. The SEC may recruit additional personnel from any available source.

16. ARES officials may do whatever is legal and reasonably necessary for the orderly conduct of the operation.

13. DRESS CODE

ARES Oklahoma's dress code is being set based on Safety and the conditions that may exist within an Emergency Situation.

Required:

ARES appointed officers EC, AEC, DEC, ADEC, ZEC, ASEC, SEC will have and wear an ARRL name badge with rank tag during activation.

Full covered shoes – This means if there is a medical condition that you can not wear boots then, a shoe that is all leather, with no nylon netting or any other composition on it. If you have a condition you need to let the EC, DEC know so you can be worked in to a position that will not require you to be out on the scene at any time.

Boots – Are required to be worn by ARES Oklahoma personnel that are located out in the field around where there are potential hazards.

Long Pants – Shorts are not allowed

Shirt – Cut off shirts or shirts with the sleeves cut off are not allowed

May be required based on the situation

Hard Hats

Eye Protection

14.APPENDIX A

Amendments to this document

15. APPENDIX B

Revision History

July 2009

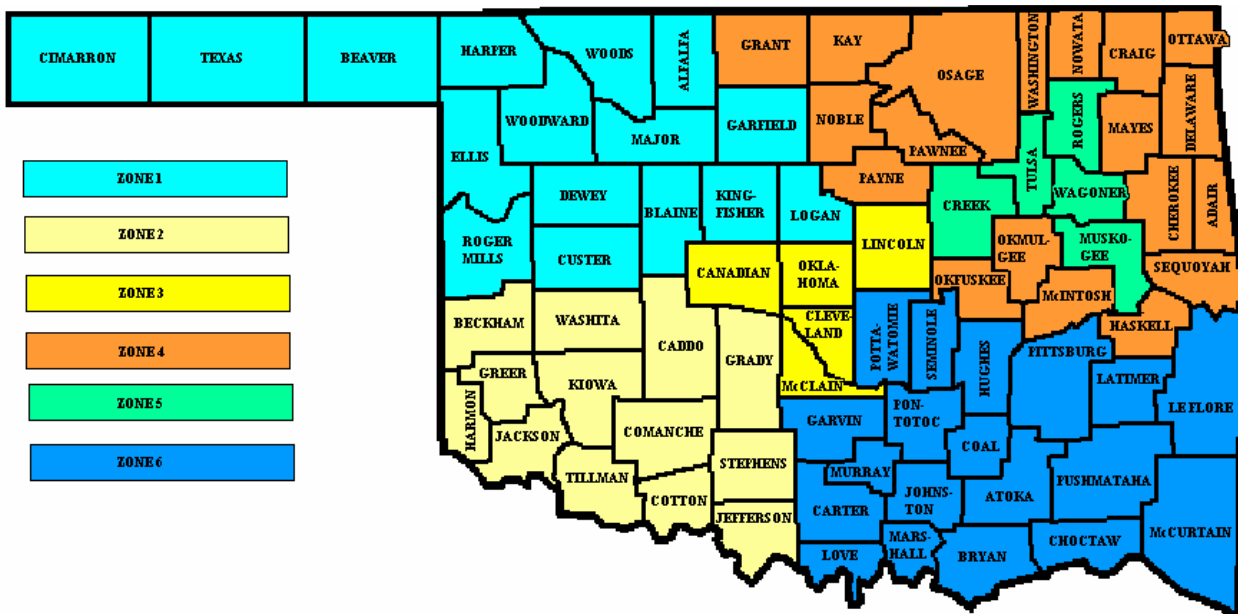
- Updated EC contact information.
- Updated EOC location.
- Added 4.4- If Garfield County is placed in a severe weather watch, Garfield County ARES will be placed on **Standby Alert** for the duration of the watch.
- Updated SEC contact information.
- Updated ZEC contact information.
- Updated AEC contact information.

June 2010

- Updated 5.2- added the 147.150 (147.750) repeater information.

16. APPENDIX C

Zone Layout



17. APPENDIX D District Layout



- Z1D1 – Cimarron, Texas, Beaver
- Z1D2 – Harper, Woods, Woodward
- Z1D3 – Ellis, Dewey, Roger Mills, Custer
- Z1D4 – Alfalfa, Major, Blaine, Garfield
- Z1D5 – Kingfisher, Logan
- Z2D1 – Beckham, Washita
- Z2D2 – Harmon, Greer, Jackson, Kiowa
- Z2D3 – Caddo, Grady
- Z2D4 – Comanche, Tillman, Cotton, Stephens, Jefferson
- Z3D1 – Canadian, Oklahoma, Lincoln, Cleveland, McClain
- Z4D1 – Grant, Kay, Osage, Pawnee
- Z4D2 – Noble, Payne
- Z4D3 – Washington, Nowata
- Z4D4 – Craig, Ottawa, Mayes, Delaware
- Z4D5 – Cherokee, Adair, Sequoyah
- Z4D6 – Okmulgee, Okfuskee, McIntosh, Haskell
- Z5D1 – Creek, Tulsa, Rogers
- Z5D2 – Wagoner, Muskogee
- Z6D1 – Pottawatomie, Seminole, Hughes, Pontotoc, Coal
- Z6D2 – Garvin, Murray, Carter, Love, Johnston, Marshall
- Z6D3 – Atoka, Bryan, Choctaw
- Z6D4 – Pittsburg, Latimer, Leflore
- Z6D5 – Pushmataha, McCurtain