



*Amateur Radio
Emergency Service®
Eastern New York Section Emergency Plan*

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Revision Log

Please indicate here all revisions to the plan.

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Draft Document 0.5	January 18, 2012	KM2O
Draft Document 0.9	February 9, 2012	KM2O
Release Document 1.0	February 17, 2012	KM2O

Plan Distribution

The following individuals/agencies/departments shall receive copies of the plan.

Eastern New York Section Manager

- Eastern New York Section Emergency Coordinator
- Eastern New York District Emergency Coordinators
- Eastern New York Emergency Coordinators
- Eastern New York Section Traffic Manager
- Eastern New York Public Information Coordinator
- New York State RACES Radio Officer
- Served Agencies

This plan and any updates will also be available on line at:

<http://www.hudson.arrl.org/eny/ares.htm>

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1. Introduction

- 1.1. The Eastern New York Section Amateur Radio Emergency Services (ARES), herein called ENY ARES for brevity, is comprised of FCC-licensed amateur radio operators who have voluntarily registered their capabilities and equipment for the purpose of Emergency and Public Service communications. These individuals are registered with the American Radio Relay League's (ARRL) ARES; they may also be registered with other agencies as well.
- 1.2. The ENY ARES functions under this Emergency Plan at the direction of the Section Emergency Coordinator (SEC), who is appointed by the Eastern New York Section Manager (SM).
- 1.3. The Eastern New York Section of the ARES consists of 15 counties of the state. The Section is further divided into 4 Districts as indicated in the table below. See Section Map section 1.5. Below.

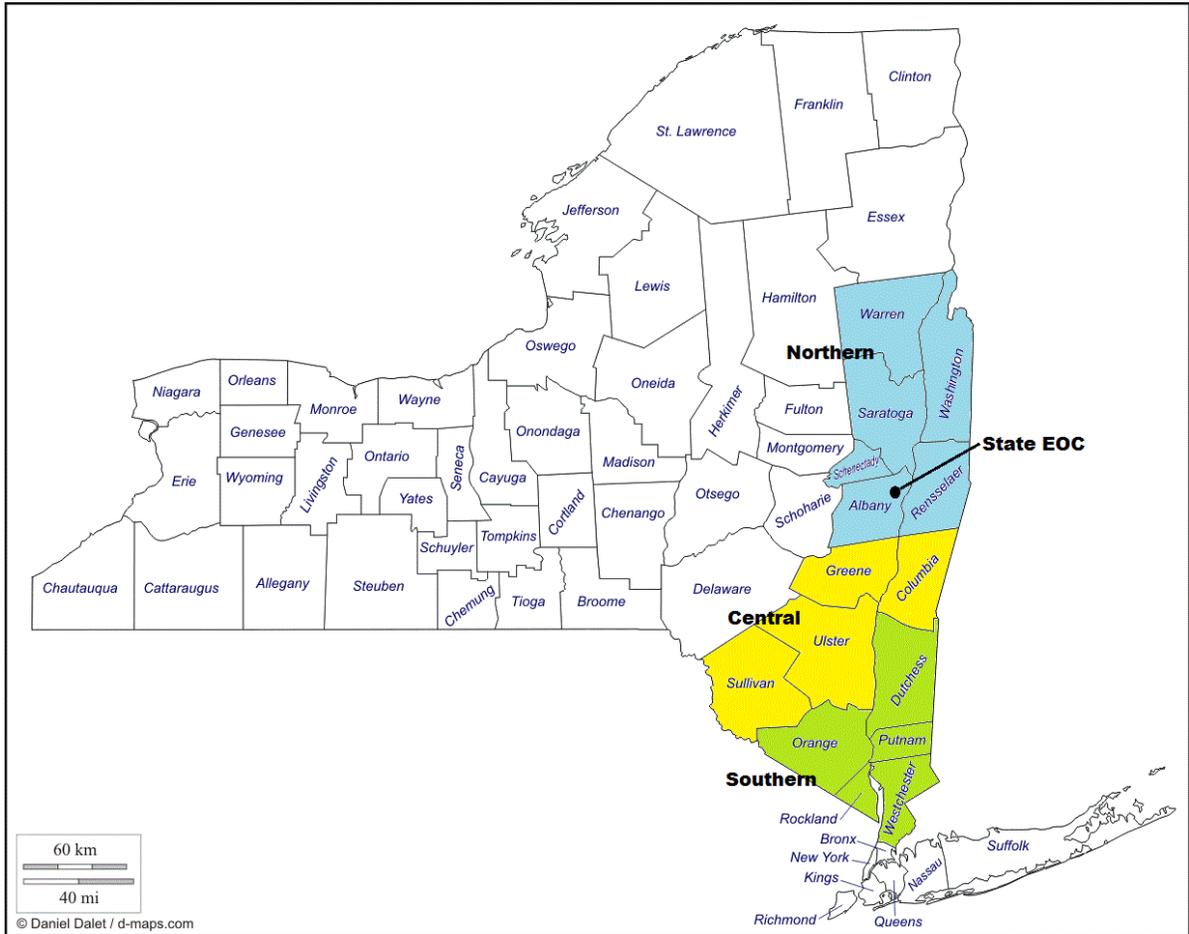
Northern District	Central District	Southern District
Albany	Columbia	Dutchess
Rensselaer	Greene	Orange
Saratoga	Sullivan	Putnam
Schenectady	Ulster	Rockland
Warren		Westchester
Washington		

**State EOC
(See 1.6. Below)**

State Campus, Albany

- 1.4 Local ARES groups are usually formed at the county level and each should have their own Emergency Communications plan. Districts should also have a plan for events that effect more than one county, and should support inter-county operations. The Section plan supports the local and District levels. This plan is written with the Section in mind; however, most of the principles can be applied at the District and local levels for those county ARES groups that do not have a local or District plan.

1.5 Section Map



1.6. Consistent with the principle of ARES and RACES as a unified amateur radio response, State EOC is a district geographically located in the Eastern New York Section for administrative and support purposes. However State EOC will be considered an independent statewide resource. Due to security and insurance limitations, operational access to the State EOC amateur station is limited to current State employees holding valid amateur radio licenses. The roster of current state employees with amateur radio licenses will be considered dual ARES and RACES members of State EOC and are able to operate the EOC facilities seamlessly. The District Emergency Coordinator (DEC) of State EOC is the State RACES Radio Officer.

2. Purpose

- 2.1. The purpose of this plan is to implement Part 97.1 of the Rules of the Federal Communications Commission (FCC) and to provide a written guide containing the minimum information that would be needed in an emergency. Each emergency is different and the flexibility to provide an adequate response to each is a necessity.

Note: References to ARES working with EMA offices and officials is not meant to override the RACES organization which exists by legislation. Instead it is implied that ARES and RACES should be working together and as one, even if separate EC's and RO's are present. County EMA Directors and local municipal EMA Directors are welcome to adopt this plan for their own use.

- 2.2. The plan is designed to provide a basic outline of the resources and operations of the ENY ARES.
- 2.3. The ENY ARES provides emergency communications, and can provide adjunct communications should conditions require. Our operational area is the Eastern New York Section, however we are available where needed as so activated and authorized.
- 2.4. Each County Emergency Coordinator (EC) and District Emergency Coordinator (DEC) are required to develop their own local emergency plans for their respective jurisdiction. Such local emergency plans shall incorporate this document by reference and shall also be incorporated as annexes to this plan.
- 2.5. All Memorandums of Understanding, Emergency Plans and other related documents for local jurisdictions must be on file with the respective DEC, the SEC, the SM and the ARRL so that resource allocations and planning can be established. Additionally all documents are subject to review and approval processes.
- 2.6. This plan, when activated, will work in close cooperation with all ARRL section level Field Services appointees as appropriate.

3. Situation and Assumptions

3.1. Hazards and disasters fall into three categories; natural, technological and terroristic.

Natural and technological disasters can include:

Tornado	Power Outage	Flood and Flash Flood
Severe Winter Storm	Hurricane	Mudflow/Landslides
Earthquake	Dam Failure	Hazardous Material Accident
Major Fire	Aircraft Crash	Nuclear Plant Accident
Chemical Release		

Although many of the disasters listed above may not affect the entire community there is a cascade effect which occurs because of the strain on the infrastructure. Consider the following:

SERVICE	EFFECT
transportation	<ul style="list-style-type: none"> • inability to get emergency service personnel into the affected area • inability to transport victims away for the area
electrical	<ul style="list-style-type: none"> • increased risk of fire and electrical shock • possible disruption to transportation system if downed lines are on roads
telephone	<ul style="list-style-type: none"> • lost contact between victims, service providers and family members • system overload due to calls from or to friends or relatives
water	<ul style="list-style-type: none"> • disruption of service to homes, businesses and medical providers • inadequate water supply for fire fighting • increased risk to public health is there is extensive damage to the water supply or if it becomes contaminated
fuel supplies	<ul style="list-style-type: none"> • increased risk of fire or explosion from ruptured lines • risk of asphyxiation from gas leaks in confined spaces or using heating or cooking stoves with inadequate ventilation

- 3.2. In order to better prepare, it is necessary to make some assumptions. These assumptions then allow us to plan and prepare for these situations.

Therefore you must assume;

- **A DISASTER WILL HAPPEN IN YOUR COMMUNITY**
- A disaster can, and in many cases does, occur without warning
- Disasters can occur at any time and families may be separated when the disaster strikes
- When a disaster occurs local emergency services will not be able to respond to every call for assistance
- Some situations may cause parts of the community to become isolated from others
- Outside assistance will not be available for at least 72 hours
- The telephone system may become disrupted
- Electricity may become unreliable
- The water system may be disrupted and/or the water undrinkable
- The local emergency services and hospital will not be capable of handling a sudden number of injured people

- 3.3. In some instances, such as weather related problems, there may be advanced warning. Understanding the warnings and taking appropriate action at that time can save lives.

- 3.4. Due to the fact that the assets of ARES consist of individuals and their equipment it is extremely unlikely that any event would completely prevent ARES from operating. However, ARES members should be aware of events that can occur in the event of a disaster and the importance of always being prepared. ARES members should make sure that their family is also prepared and have the necessary supplies on hand.

4. Operations

- 4.1. ENY ARES operates under the “lead agency” principal. This means the local ARES group responds to requests from the agency that has the authority under local, county or state legislation to provide the lead in response to an emergency or disaster. In most instances this will be the local county emergency management agency (EMA). By following this guideline, amateur radio resources are coordinated through the local EMA and any conflicts for the resources are decided by EMA officials who are in a better position to prioritize communications needs.
- 4.2. The National Incident Management System (NIMS) provided by the U.S. Department of Homeland Security (DHS) sets the expectation that emergency responders organize according to a national standard making it possible for all participants to work together in all aspects of an incident. Personnel and organizations that have not been trained in the common NIMS framework are, from a practical standpoint, not considered capable of being of assistance.
 - 4.2.1. ENY ARES is expected to have an Incident and Command Management Organization that governmental emergency managers and first responders in the field can easily recognize and enjoy. In emergency situations ENY ARES serves that purpose by having various section officers and appointees assume emergency response duties. Each local ARES should strongly consider an emergency structure that conforms to the NIMS standard also.
- 4.3. Local EC's should have a memorandum of understanding (MOU) with their local EMA or at least provide them with contact information. Any MOU should include conditions under which the local group would operate as ARES or as RACES.
- 4.4. The Section should have a memorandum of understanding (MOU) with the state EMA and major served agencies within the section or at least provide them with a copy of this plan and contact information.
- 4.5. In any emergency it is essential that there be an orderly and controlled response. ARES must be part of that response and function within, and abide by, the lead agency's emergency plan. It is essential that we remember that we are there to provide communications for those agencies responding to the disaster.

- 4.6. ENY ARES will establish and maintain an online database of amateur radio operators who have voluntarily requested to serve in times of communication emergencies. The database will constitute a formal record of each volunteer's demonstrated radio communication performance capabilities, education courses successfully completed, and stated personal deployment requirements so that assignment of individual operators to emergency deployment missions can be made. When higher level requests for emergency communication augmentation are received by the Section, this roster will be the **only** document from which deployment selections will be made. The database is a validation process for the requesting agencies to know the qualifications of each deployed volunteer amateur radio operator.
- 4.7. Each local ARES group may be activated only by the local EC or AEC or their designee.
- 4.8. Each local ARES group may answer local requests for emergency communication augmentation received from local government emergency managers or non-government organizations utilizing unit resources according to their own response plan. All responses must be reported through the section chain of command and will become under the management and control of district or section staff if and when the emergency escalates geographically to a scale that breeches local unit service boundaries. Local EC's are strongly encouraged to have their members register into the ENY ARES online database. These confidential rosters of unit members that indicate which members have voluntarily requested to serve in emergency situations, document those member's demonstrated performance capabilities and provide an educational record so that effective response planning can be made. It is understood by everyone, that when the emergency condition arises and help is requested, we will use ENY ARES registered members first, from local, district and section availability. Within the local venue, non-registered members can be utilized only after completing intake processing.
- 4.9. Should ARES members become aware of a communications emergency, they should make every attempt to contact the EC or AEC to ensure she or he is aware of the situation.
- 4.10. ARES members should not respond to any emergency or request from any agency unless the EC or AEC (or in their absence the SEC or SM) has authorized deployment of ARES.**
- 4.11. Once the local ARES group has received a request the EC should attempt to notify the DEC and/or SEC as soon as possible. This will facilitate any request for additional assistance from other ARES groups in the Section.

4.12. The following individuals and agencies have authority to activate ENY ARES and mobilize personnel and resources on a Section basis:

- 4.12.1. Eastern New York Section Manager (SM)
- 4.12.2. Eastern New York Section Emergency Coordinator (SEC)
- 4.12.3. In the absence of above officials, their successors or designates.

4.13. The following individuals and agencies may request activation of ENY ARES through the above officials;

- 4.13.1. Eastern New York District Emergency Coordinator (DEC)
- 4.13.2. Eastern New York Emergency Coordinator (EC)
- 4.13.3. Eastern New York Official Emergency Stations (OES)
- 4.13.4. New York State RACES
- 4.13.5. New York State Office of Emergency Management (NYSOEM)
- 4.13.6. National Weather Service (SKYWARN Program)
- 4.13.7. The Department of Homeland Security (DHS), FEMA or other designated agency under the Federal Response Plan
- 4.13.8. Any agency that has an existing MOU with ARRL (i.e. American Red Cross, National Weather Service, Salvation Army, etc.)
- 4.13.9 Any other agency requiring communications assistance when deemed appropriate by the above officials

5. *Activation Procedures*

- 5.1. An EC, DEC, OES or their designee (hereinafter referred to as Appointee) who for any reason suspects that a communications emergency exists, or suspects that an adjunct communications need exists should monitor the assigned net frequency for activity. Net frequencies are listed in Appendix B.
- 5.2. Appointees may be alerted by a regularly scheduled emergency or traffic net.
- 5.2. Appointees monitoring the frequencies may be alerted by activation of an Emergency Group Call.
- 5.3. Appointees may be alerted by telephone call-up. (telephone tree)
- 5.4 Appointees may be alerted by SMS text message or other electronic means.
- 5.4. Appointees may be alerted by listening to announcements from an Emergency Alert System (EAS) station.

6. Mobilization

- 6.1. Upon awareness that an emergency exists, members of ARES shall check-in to the local ARES Emergency Net and await instructions.
- 6.2. The EC or his designate will become the Net Control Station (NCS).
- 6.3. The net shall be operated from the most appropriate location.
- 6.4. The NCS will be the focal point of operations, unless sub-nets are authorized by the EC, or NCS.
- 6.5. The EC or designate will assign specific duties to members as required by prevailing circumstances.
- 6.6. The EC or designate will request assistance from the DEC, SEC or outside agencies as required by prevailing circumstances, and as authorized.
- 6.7. The EC or designate will request assistance from non-member, licensed amateur radio operators within his jurisdiction if the appropriate officials so approves.
- 6.8. Liaison Stations that have been previously assigned permanent duties as “Official Emergency Stations” will be dispatched to their tasks as required. Any additional required liaisons to nets or agencies will be assigned as required.
- 6.9. Additional radio operators that are assigned to handle radio communications will be designated as a “Liaison Station” for the duration of their participation.

7. Resources

7.1. Volunteers

7.1.1. ENY ARES

- 7.1.1.1. These volunteers are licensed amateur radio operators.
- 7.1.1.2. They are expected to participate in preparedness drills.
- 7.1.1.3. They carry ARES identification issued by an Eastern New York Appointee (SEC, DEC or EC) through the ARRL.
- 7.1.1.4. **Under no circumstances shall they self-deploy to an incident. Their use will be subject to registration and assignment by the EC or other ARES officer and/or the EMA under ICS.**

7.1.2. Other Licensed Amateur Operators

- 7.1.2.1. These volunteers are licensed amateur radio operators.
- 7.1.2.2. They are not members of ENY ARES.
- 7.1.2.3. They may be members of other public service organizations, such as RACES, SKYWARN or REACT.
- 7.1.2.4. They do not ordinarily participate in preparedness drills, but may have had other training.
- 7.1.2.4. Their activity will be closely monitored by an ENY ARES member. Their use will be subject to registration and assignment by the EC or other ARES officer and/or the EMA under ICS. **Under no circumstances should they report directly to an incident without prior assignment.**

7.1.3. Acquaintances

- 7.1.3.1. Able bodied citizens who show proper identification. (Driver's License, etc.)
- 7.1.3.2. These volunteers will be called into service with ARES volunteers only when circumstances require such action, and approved.
- 7.1.3.3. Citizens may inquire of the SEC or designate for assignment.

7.1.3.4. Their activity will be closely monitored by an ENY ARES member. Their use will be subject to registration and assignment by the EC or other ARES officer and/or the EMA under ICS. **Under no circumstances should they report directly to an incident without prior assignment.**

7.2. Equipment

7.2.1. All ARES members have pledged their services and use of their own equipment, in event of an Emergency.

7.2.2. The ENY ARES will work closely with the served agency(s) so that resources will be best utilized.

7.3. ARES as a Resource

7.3.1. ENY ARES is a communications resource considered available to government and public service agencies as required and authorized.

7.3.2. The abilities of ENY ARES may be diversified or as specialized as needed. However the primary role of ENY ARES is Communications.

7.3.3. Under FCC rules Part 97 Amateur Radio operators may not receive compensation for their services. When working with a “served agency” in certain instances reimbursement for Mileage, Meals and other incidental expenses may be acceptable when prearranged.

7.3.4. Workers Compensation and / or Liability Insurance may be provided by a “served agency.” This is at the option of the “served agency” and ARES stations must follow the “served agency” guidelines for such. However, ENY ARES will not be held liable for any injury or death of an amateur participating in an ENY ARES exercise or emergency.

7.3.5. Individuals within ENY ARES may have additional training or expertise (EMT, HAZMAT, Fire Fighter, Law Enforcement, etc.) However, when on post as an ARES volunteer they serve primarily as a communications resource.

- 7.3.6. Volunteers in many areas are being more highly scrutinized these days. This ranges from general or criminal background checks through financial (credit scores, etc.) and personal character references. Many people (not just hams) who have nothing to hide look upon this as a form of invasion of privacy. In most cases however, the maximum degree of vetting for ARES participation with a served agency is a criminal background check. Those who are concerned should realize however, that background checks can be made by the State without permission and that there may be a background check made without an individual's knowledge prior to an actual deployment they agree to perform. Present ARRL advice is that volunteers may arrange, at their own initiative and expense, to have a criminal background check performed by a state or local law enforcement agency. This should be done well before an emergency.

- 7.4. Frequencies
 - 7.4.1. A listing of regularly used emergency net frequencies is listed in Appendix B.
 - 7.4.2. A listing of regularly used NTS net frequencies is listed in Appendix D.
 - 7.4.3. A frequency database may be recorded online or stored by other means electronically.
 - 7.4.4. Frequencies used by ENY ARES will be coordinated with the STM and served agency(s) as needed.

- 7.5. Volunteers outside ENY ARES Jurisdiction
 - 7.5.1. Mutual Aid must be requested by officials listed under "Activation".
 - 7.5.2. Mutual Aid must always be coordinated by appropriate officials.
 - 7.5.3. Amateur Radio operators outside the ENY jurisdiction will check in with their respective Emergency net for assignment.

- 7.6. ENY ARES member outside the jurisdiction
 - 7.6.1. Should the services of ENY ARES members be required outside of the region or state, the agency requesting Mutual Aid must coordinate such a request with the officials listed above under "Activation"

8. Operational Protocols

- 8.1. All operations will follow established protocols as used in an ICS and/or defined by the NCS.
- 8.2. All messages and notifications will be recorded in a permanent fashion. Facilities for such recording will be provided. All messages recorded electronically will be printed on a real time basis, or as soon as practical.
- 8.3. All messages and notifications coming in will be recorded on ARRL form FSD-3, or its electronic equivalent, and will follow Radiogram format.
- 8.4. In an effort to bridge the gap between the NTS standard ARRL message format and the NIMS FS-213, amateur operators should be very familiar with both forms. While they are similar in purpose, they remain different in structure.
 - 8.4.1. ARES operators should realize that messages they receive from Emergency Management and other EOC personnel are going to be in the NIMS FS-213 format. It is critical that they understand not to modify the message, but to relay or deliver it as received.
 - 8.4.2. Messages received from other sources will probably be in the standard ARRL format. While this format is usually very familiar to ARES personnel, it will most likely be unfamiliar to Emergency Management officials. The ARES operator should place the ARRL-formatted message into the body section of the NIMS FS-213 before delivering it. Thus the ARRL message remains intact, and the Emergency Management official has a document he understands. Using these procedures will enable the uninterrupted flow of message traffic, and the messages will be in a format familiar to the users and recipients.
- 8.5. All official messages received by radio from agencies must include a message number, and follow NTS format.
- 8.6. Maintain a visitor log, where all operators and visitors must sign in.
- 8.7. NCS will maintain a regular roll call, as conditions allow.
- 8.8. Regular Net protocol will be followed, stations may not transmit unless requested to do so.
- 8.9. Stations transmitting advisories to NCS will refrain from including opinion or conjecture.

- 8.10. When assigned a task by NCS the ARES member shall report;
 - 8.10.1. When arrived at that assignment (if applicable)
 - 8.10.2. If there are unusual circumstances that require notation.
 - 8.10.3. Such traffic as required and authorized.
 - 8.10.4. When the task is completed or when then leave the assignment.
- 8.11. NCS shall maintain a communications link with served agencies during activations.
- 8.12. NCS shall maintain other links as specified by the EC or SEC.
- 8.13. Any station who feels that their safety is compromised or uncomfortable with their assigned task should report it immediately to the NCS. At which time the NCS will work with the station to correct the problem.
- 8.14. If a directive cannot be complied with, the NCS must be notified As Soon As Possible so corrective action can be taken if possible.

9. Drills and Training

9.1. Drills

- 9.1.1. In addition to Public Service Communications, ENY ARES will provide support communications in conjunction with local events to test the effectiveness of operations.
- 9.1.2. At the discretion of the SEC, a net operation will be activated unannounced. Activation procedures will be as diversified as possible, so as to test effectiveness. These operations will occur at intervals designated by the SEC.
- 9.1.3. A minimum of one annual full scale test will be conducted to test the effectiveness of the communications systems. This exercise may be conducted in conjunction with the nationwide Simulated Emergency Test. (SET)

9.2. Training

- 9.2.1. ENY ARES will operate regular on the air nets to assist with training and disseminating information required to facilitate emergency communications for the Eastern New York area.
- 9.2.2. ENY ARES will conduct periodic training sessions to further member's skills and knowledge of Emergency Communications.
- 9.2.3. ENY ARES will encourage its members to participate in nationwide emergency nets, traffic handling nets (NTS), mitigation and preparedness outside the group, encourage participation in ARRL, FEMA and American Red Cross study courses and workshops.
 - 9.2.3.1. ENY ARES members should be familiar with the NIMS and be able to understand where we fit in the ICS. It is strongly recommended that members be familiar with FEMA ICS-100 (basic ICS) and ICS-700 (NIMS). Served agencies may require completion of these courses before deployment of a member.
 - 9.2.3.2. All ENY ARES members are encouraged to complete ARRL Emergency Communications Course 001. Appointees (EC, AEC, OES) should complete this course within one year of the effective date of this Plan. Appointments made after Jan 1, 2014 will be required to complete this training prior to appointment.

9.2.3.3. Section level appointees (SEC, DEC, ASEC) are encouraged to complete ARRL Emergency Communications Course 016. Appointments made after Jan 1, 2014 will be required to complete this training prior to appointment.

9.2.4. ENY ARES may periodically provide training in radio technology, free of charge, as a public service.

10. Acknowledgements and Approvals

10.1 Acknowledgements

This plan is based on a survey of section emergency plans existing prior to this date. We wish to acknowledge in particular the plans of the Indiana, North Florida and Eastern Pennsylvania sections which have served as a template for parts of this document. The comments, corrections and suggestions of several EC's, DEC's and others in the section have been invaluable in coming up with a final release.

10.2 Approvals

The Eastern New York Section Emergency Plan is effective on the date of approval signatures below:

Pete Cecere N2YJZ

Pete Cecere N2YJZ
Section Manager
Eastern New York Section
Date: February 19, 2011

David Galletly KM2O

David Galletly KM2O
Section Emergency Coordinator
Eastern New York Section
Date: February 17, 2012