Amateur Radio
Emergency Service®
Eastern New York Section Emergency Plan

Version 1.2
11/07/22

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Revision Log

Please indicate here all revisions to the plan.

Draft Document 0.1	November 1, 2011	KM2O
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Release Document 1.0	February 17, 2012	KM2O
Draft Document 1.1	June 24, 2022	WA2IWW
Release Document 1.2	November 7, 2022	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 online at:
http://enyares.org or http://eny.arrl.org/ARES

Table of Contents

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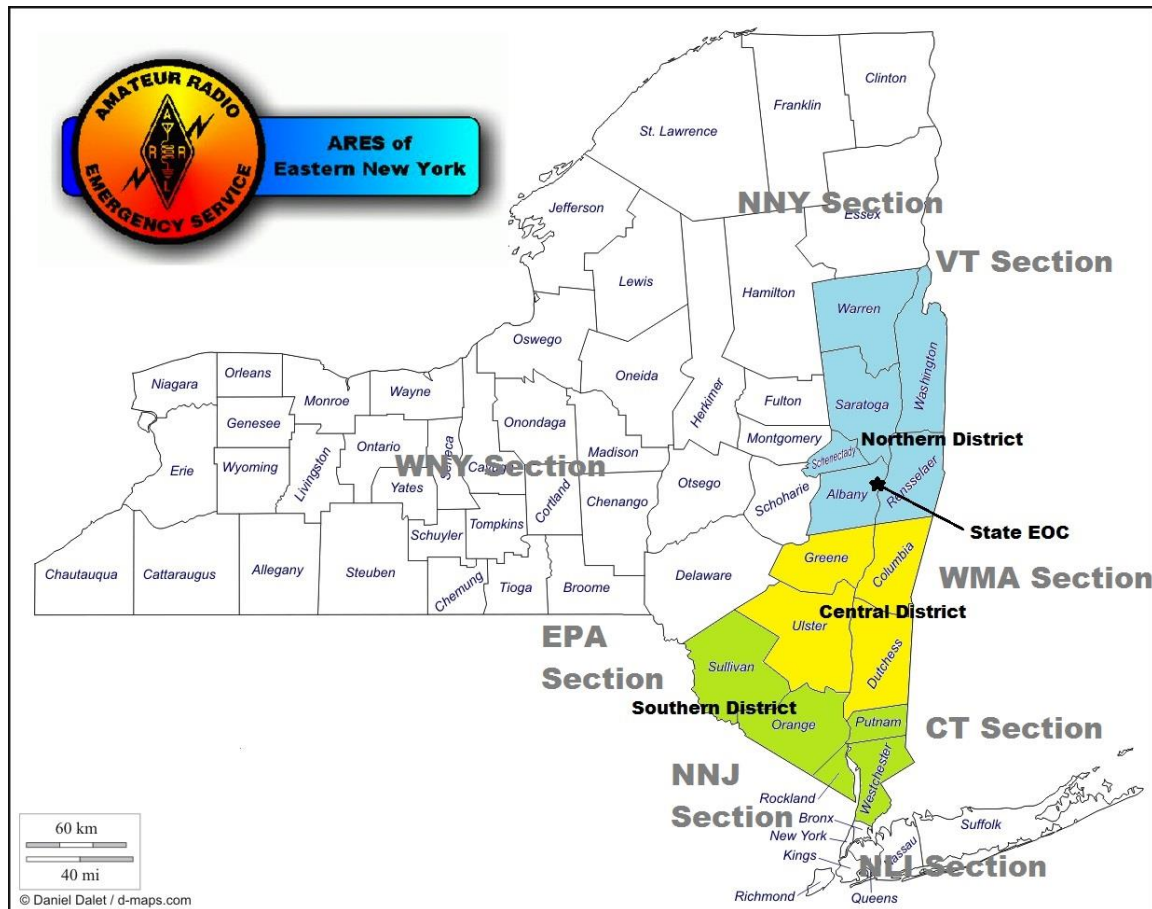
Northern District	**Central District**	**Southern District**
Albany	Columbia	Orange
Rensselaer	Dutchess	Putnam
Saratoga	Greene	Rockland
Schenectady	Ulster	Sullivan
Warren		Westchester
Washington		

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

ARES® Vision Statement

The Amateur Radio Emergency Service®, a program of the ARRL, offers to the public and to its partners at all levels trained Amateur Radio Service licensees who are skilled in the use of a wide range of emergency and disaster communications techniques and who are committed to supporting our partners' missions in service to the public. (ARRL ARES® Plan)

ARES® Mission Statement

The Amateur Radio Emergency Service® (ARES®), a program of ARRL, the national association for Amateur Radio®, is comprised of organized, trained, and identified Amateur Radio operators who augment and support vital communications on behalf of the public through partner agencies and organizations during emergencies and disasters. The Amateur Radio Emergency Service®, through its volunteer radio communicators, strives to be an effective partner in emergency and disaster response, providing the citizenry and public service partners at all levels with radio communications expertise, and capabilities of professional communicators. (ARRL ARES® Plan)

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	• inability to get emergency service personnel into the affected area • inability to transport victims away for the area
electrical	• increased risk of fire and electrical shock • possible disruption to transportation system if downed lines are on roads
telephone	• lost contact between victims, service providers and family members • system overload due to calls from or to friends or relatives
water	• 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	• 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 <u>WILL </u>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.   Since 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 join. In emergency situations ENY ARES® serves that purpose by having various section officers and appointees assume emergency response duties. Each local ARES® should adopt 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. A draft MOU must be reviewed by Section and ARRL HQ prior to signing.

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.   The EC of each county ARES® group shall be responsible for maintaining an Emergency Plan for that group. Such plan shall, at a minimum, include contact information for EC and AEC's, a notification and alerting plan for members, frequencies to be used and types of anticipated emergencies. The plan shall reference and become an annex to this document as well as any District Emergency Plan (if one exists).

4.6.   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.

4.7.   ENY ARES® may 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.

4.8.   Each local ARES® group may be activated only by the local EC or AEC or their designee.

4.9.   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.

4.10.   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.

4.11.   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®.

4.12.   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.

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

4.13.1. Eastern New York Section Manager (SM)
4.13.2. Eastern New York Section Emergency Coordinator (SEC)
4.13.3. 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)
        4.13.5.   New York State Division of Homeland Security and Emergency Services (DHSES) Office of Interoperable & Emergency Communications. (State RACES program)
        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, NWS Weather Radio or Wireless Emergency Alert (WEA).

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 designee 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 designee 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 designee will request assistance from non-member, licensed amateur radio operators within their jurisdiction if the appropriate officials approve.

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 are approved.

7.1.3.3.   Citizens may inquire of the SEC or designee 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. It is recommended that a member review personal insurance coverage prior to accepting an assignment.

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. 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 ICS and/or defined by the NCS.

8.2.   All messages and notifications will be recorded in a permanent fashion. All messages recorded electronically will be printed on a real time basis, or as soon as practical.

8.3.   Messages shall be copied, stored and forwarded in the format of the type of message received using a blank form or electronic template.

8.4.   To bridge the gap between the NTS standard ARRL message format and the NIMS ICS-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 ICS-213 format. It is critical that they understand not to modify the message, but to relay or deliver it was received.

     8.4.2.   Messages received from other sources may 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 ICS-213 before delivering it. Thus, the ARRL message remains intact, and the Emergency Management official has a document he understands. Digital modes such as Winlink and NBEMS have templates for many ICS and served agency forms. When feasible these modes should be employed. Using the above 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 conjuncture.

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.

9. Drills, Qualifications & 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. ENY ARES® will support regularly scheduled section wide nets to test the interoperability of groups across the section.

9.1.2. At the discretion of the SEC, a net operation may 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 communications systems. This exercise may be conducted in conjunction with the nationwide Simulated Emergency Test. (SET)

9.2. Qualifications and Training

9.2.1. ENY ARES® will operate under the latest ARRL ARES® Plan found at: http://www.arrl.org/ares-plan and in Appendix F of this document. This plan has laid out membership qualifications and training requirements for three levels to allow participants to enter the program and advance to higher levels of qualification and service as desired. All participants shall have a valid Amateur Radio license issued by the Federal Communications Commission. All participants must have a serious interest in providing volunteer radio communications support in an emergency. All participants shall have an interest in self-improvement and maintaining standards for excellent community service. All participants need to have full membership in ARRL for leadership positions and/or certifications levels 3 and above.

9.2.3.1. Level 1 — This is an entry level for those who choose a non-leadership role as well as those new to Amateur Radio or emergency communications. This introductory training is conducted by the local ARES group to meet their needs and those of their served agency or partners. This training may include FEMA ICS training as well as other basic EmComm training. Members should also complete the ARES Position Task Book (PTB) for level 1. This introduces ARES participants to the fundamentals of emergency communications and provides instruction on how participants are to conduct themselves while serving in the field or otherwise activated. Available at: http://eny.arrl.org/ARES/training.html

9.2.3.2. Level 2 — To qualify for this level, participants shall have completed the following courses and tasks: ARRL's EC-001 Introduction to Amateur Radio Emergency Communications (a no-cost program); FEMA ICS-100, ICS-200, IS-700, IS-800; ARRL's ARES Position Task Book (PTB) for level 2 Participants are also encouraged to take advantage of training opportunities available through partners to enhance their knowledge and skill set. Note: Members who have taken the ICS courses more than 5 years ago should take refresher courses as these have been updated over the years.

9.2.3.3.   Level 3 — This level of training prepares ARES participants to take on leadership positions such as EC, AEC, ADEC, DEC, ASEC, and SEC, and other designated positions in the ARES program. Participants are required to complete: ARRL's EC-016, Emergency Communications for Management; FEMA Professional Development Series and/or IS-300 and IS-400; ARES Position Task Book (PTB) for level 3. Full ARRL membership is required for completion of this level.

9.2.3.4.   Specialized training — Members that wish to participate in ARES Mutual Aid Team (ARESMAT) operations or provide onsite support during large scale disasters may be asked to train to a higher level as they may need to be self-supporting "on location" during initial stages of a disaster response.

9.2.3.5.   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.

9.2.3.6.   Completion of all training programs must be verified by the participant's Emergency Coordinator (EC) before the participant advances to the higher level. Those individuals holding leadership positions as the new program is introduced will be allowed one (1) year or such further time as authorized by the SM to complete the necessary training to meet qualifications for Level 2 and above. Training requirements for ECs, DECs, and their assistants will be verified by their SM or their designee. Leadership appointee job descriptions are included in the ARRL ARES® Plan, attached as Appendix F of this document.

9.2.3.7.   All ARES Personnel are strongly encouraged to participate in continuing their education through various local, state, tribal and federal programs such as CISA's Auxiliary Communications (AUXCOMM) offerings. As needed, local ARES organizations may choose to add special training courses to fulfill local requirements and obligations.

9.2.3.8.   Personnel Presentation to the public and served agencies needs to follow these guidelines. ARES members should wear appropriate attire for an activation.

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 originally based on a survey of section emergency plans existing prior to this date. We wish to acknowledge the plans of the Indiana, North Florida and Eastern Pennsylvania sections which have served as a template for parts of the original document. This current revision includes guidance from the ARRL ARES® Plan. Thanks to Jerry Murray WA2IWW for suggestions and updates used in this document.

10.2   Approvals

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

John Fritze, Jr. K2QY

John Fritze, Jr. K2QY
Section Manager
Eastern New York Section
Date: 11/16/2022

David Galletly KM2O

David Galletly KM2O
Section Emergency Coordinator
Eastern New York Section
Date: 11/09/2022

Appendix A – Glossary of Terms

AC – Alternating Current
ADEC– Assistant District Emergency Coordinator
AEC – Assistant Emergency Coordinator
AGL – Above Ground Level
AHJ – Authority Having Jurisdiction
ALE – Automatic Link Establishment
AMSL – Above Mean Sea Level
ANSI – American National Standards Institute
APCO – Association of Public-Safety Communications Officials-International
APRS® – Automatic Packet Reporting System
ARC – American Red Cross
ARECC – Amateur Radio Emergency Communications Course
ARES® – Amateur Radio Emergency Service
ARESMAT – Amateur Radio Emergency Service Mutual Assistance Teams
ARRL – American Radio Relay League
ASCII – American Standard Code for Information Interchange
ASEC – Assistant Section Emergency Coordinator
ATIS – Automatic Terminal Information Service
AUXCOMM – Auxiliary Communications.
AUXFOG – Auxiliary Communications Field Operations Guide
AWG – American Wire Gauge
CASM – Communication Assets Survey and Mapping Tool
CB – Citizens Band
CERT – Community Emergency Response Team
CFR – Code of Federal Regulations
CISA – Cybersecurity and Infrastructure Security Agency
CO – Central Office
COG – Continuity of Government
COLT – Cells on Light Truck
COML – Communications Unit Leader under NIMS
COMT – Communications Unit Technician under NIMS
COMU – Communications Unit under NIMS
COS – Carrier-Operated Squelch
COW – Cells on Wheels
CROAD – Capital Region Organizations Active in Disaster (NYS Capital Region)
CSQ – Carrier Squelch
CTCSS – Continuous Tone–Coded Squelch System
DC – Direct Current
DCS – Digital–Coded Squelch
DCS – Disaster Cycle Services (American Red Cross)
DEC – District Emergency Coordinator
DHSES – NY State Division of Homeland Security and Emergency Services

DHS – Department of Homeland Security
DMR – Digital Mobile Radio
DOD – Department of Defense
DSC – Digital Selective Calling
DTMF – Dual-tone multi-frequency signaling
EAS – Emergency Alert System
EC – Emergency Coordinator
EMA– Emergency Management Agency
EMS– Emergency Medical Service
ENY– Eastern New York
EOC – Emergency Operations Center
ERG – Emergency Response Guidebook (HAZMAT reference for first responders)
ERP – Effective Radiated Power
ESF – Emergency Support Function (see NRF)
FCC – Federal Communications Commission
FEC – Forward Error Correction
FEMA – Federal Emergency Management Agency
FIRESCOPE – Firefighting Resources of Southern California Organized for
    Potential Emergencies
FOG – Field Operations Guide (ICS 420-1, published by FIRESCOPE)
FRS – Family Radio Service
GETS – Government Emergency Telecommunications Service
GIS – Geographic Information System
GMRS – General Mobile Radio Service
GPS – Global Positioning System
HAAT – Height Above Average Terrain
HAZMAT – Hazardous Materials
HF – High Frequency
HH – Hamshack Hotline
HX – Handling Instructions (from ARRL Radiogram)
IAP – Incident Action Plan (see ICS)
IARU – International Amateur Radio Union
IAW – In Accordance With
IC – Incident Commander
ICS – Incident Command System
INCM – Incident Communications Center Manager
INTD – Incident Tactical Dispatcher
IPAWS – Integrated Public Alert and Warning System
ISDN – Integrated Services Digital Network
ITSL – Information Technology Service Unit Leader
ITU – International Telecommunications Union
IXC – Inter Exchange Carrier
JIC – Joint Information Center
LAN – Local Area Network
LE – Law Enforcement
LEC – Local Exchange Carrier

LEO – Law Enforcement Officer
LEPC – Local Emergency Planning Commission
LMR – Land Mobile Radio
LZ – Landing Zone
MARS – Military Auxiliary Radio System
MCI – Mass Casualty Incident
MMS – Multimedia Messaging Service
MOU – Memorandum of Understanding
MURS – Multi–Use Radio Service
NAC – Network Address Code (Project 25)
NCS – Net Control Station
NDMS – National Disaster Medical Service
NECP – National Emergency Communications Plan
NGO – Non-Governmental Organizations
NIFOG – National Interoperability Field Operations Guide
NIMS – National Incident Management System
NOAA – National Oceanic and Atmospheric Administration
NPSTC – National Public Safety Telecommunications Council
NRF – National Response Framework
NRPC – National Regional Planning Council
NTIA – National Telecommunications and Information Administration
NTIA Manual – The NTIA "Manual of Regulations and Procedures for Federal Radio Frequency Management" (aka "Red Book")
NTS – National Traffic System
NWCG – National Wildfire Coordinating Group
NWR – NOAA Weather Radio
NWS – National Weather Service
OES – Official Emergency Station
PBX – Private Branch Exchange
PC – Personal Computer
PIO – Public Information Officer
PL – Private Line
POTS – Plain Old Telephone Service
Project 25 (aka P25 or APCO-25) – a suite of standards for interoperable digital two-way radio products.
PSAP – Public Safety Answering Point (911 Center)
PSTN – Public Switched Telephone Network
PTS – Priority Telecommunications Services
RACES – Radio Amateur Civil Emergency Service
RADO – Radio Operator
REACT – Radio Emergency Associated Communication Teams
RF – Radio Frequency
SAR – Search and Rescue
SATERN – Salvation Army Team Emergency Radio Network
SEC – Section Emergency Coordinator
SET – Simulated Emergency Test

SHARES – SHAred RESources High Frequency (HF) Radio Program
SKYWARN– Weather spotter program of the NWS
SM – Section Manager
SMART – Specific, Measurable, Achievable, Relevant Time-bound (criteria for goal setting)
SMS – Short Messaging Service
STA – Special Temporary Authorization
STM – Section Traffic Manager
SWIC – Statewide Interoperability Council
SWR – Standing Wave Radio
TCP – Transmission Control Protocol
TICP – Tactical Interoperability Communications Plan
TLA – Three–Letter Acronyms
TSP – Telecommunications Service Priority
UDP – User Datagram Protocol
UPS – Uninterruptible Power Supply
USAR – Urban Search and Rescue
VHF – Very High Frequency
VOAD – Volunteer Organizations Active in Disaster (National)
VoIP – Voice over Internet Protocol
VSWR – Voltage Standing Wave Radio
WAN – Wide Area Network
WEA -- Wireless Emergency Alert
WPS – Wireless Priority Service

Appendix B – ENY Section Emergency Nets

County	Scheduled Net Day-Time (LOCAL)	Frequency	Notes
NYS RACES Net (Statewide)	Sunday – 0900	3993.5 kHz (Phone) 3583.5 kHz (Digital)	Voice followed by 3583.5 kHz digital 1500 Hz offset, USB Olivia 8-500/MFSK32/Thor22
NYS Phone Traffic and Emergency Net (NYSPTEN)	Daily - 1800	3925 kHz	
ENY ARES/RACES Resource Net	Fourth Tuesday - 2000	See www.rra.net For Local N2ACF Repeater System Frequency HF 3993 LSB +/-	Even months on N2ACF Repeater System Odd months on HF
Albany	Tuesday – 1930	146.640 (100pl) Alt: 145.19 (103.5pl)	Except 1st Mon. meeting nights
Columbia	Tuesday - 1900	147.210	
Dutchess		146.97 (100pl) 449.575 (100pl) 223.92 (100pl) 147.045 (100pl) 146.895 (100pl)	
Greene	Third Sunday - 2000	147.090	

County	Scheduled Net Day-Time (LOCAL)	Frequency	Notes
Orange	Monday -2000	Linked Repeater System Graham Mt: 448.325 (123pl) (Western Orange) Goshen: 449.675 (162.2pl) (Central Orange) Mt Beacon: 443.550 (156.7pl) (Eastern Orange) Schunny Mt: 147.105 (114.8pl) (Southern Orange) Walden: RX 146.625 / TX 147.885 (127.3pl) (Northern Orange) Sams Point: 53.550 (156.7pl) (Southern Ulster) Portable Deployable Repeater: 443.350 (100pl) Echolink: KC2OUR-R	
Putnam		Primary: 145.130- (136.5pl) Secondary: 445.875- (D-Star)	
Rensselaer	Thursday – 1930	147.18 (100pl)	Except 3rd Thurs. meeting nights

County	Scheduled Net Day-Time (LOCAL)	Frequency	Notes
Rockland	Tuesday – 2000	147.165 (114.8pl)	
Saratoga	Sunday -1900	147.00 147.24	
Schenectady	Sunday – 1300 Sunday – 1330	444.200 147.060	440 Section 2 meter Section
Sullivan		147.165 (114.8pl) 146.625 (82.5pl) 447.525 (82.5 pl) 449.175 (82.5 pl) 449.225 (82.5pl) 29.62 (82.5pl)	
Ulster	Tuesday -1900	147.255	
Warren	Tuesday -1900	146.73 (100pl) 147.135 (123pl)	RACES Net
	Wednesday - 1900	146.73 (100pl) 147.135 (123pl)	Technician Net
Washington	Same as Warren		
Westchester	First Thursday - 2030	Primary: 147.06 (114.8pl) Secondary: 147.015 (114.8pl)	

Appendix C – Emergency Coordinator Contact Information

Position	Name	Phone	E-Mail
ENY SM	John Fritze K2QY	C: 401-261-4966 H: 518-429-4240 HH: 4146	k2qy@arrl.org
ENY SEC	David Galletly KM2O	C: 518-421-8324 H: 518-650-2600 HH: 4076	km2o@arrl.net
ENY STM	Michael Shanahan WO2H	H: 518-833-0584 C: 518-860-4971 HH: 4233	mshanaha@nycap.rr.com
ASEC - ARC Metro NY North	Tom Raffaelli WB2NHC	H: 914-962-1846 C: 914-490-1459 HH: 4255	wb2nhc@weca.org
ASEC – NWS SKYWARN (ALY)	Bruce Goldstein WA3AFS	H: 518-765-2893 C: 518-894-2168 HH: 4111	wa3afs@nycap.rr.com
ASEC - NWS SKYWARN (BGM)	Steve Fleckenstein N2UBP	H: 845-344-1809 W: 845-759-4004 C: 845-344-1809	n2upb@arrl.net
ASEC - NWS SKYWARN (OKX)	Steve Fleckenstein N2UBP	H: 845-344-1809 W: 845-759-4004 C: 845-344-1809	n2upb@arrl.net
ASEC - Operations	Ken Goetz N2SQW	H: 518-622-8987 C: 518-925-6051 HH: 4296	n2sqw@arrl.net
DEC Central	Len Signoretti N2LEN	C: 518-653-1287 H: 518-943-7192 HH: 4431	n2len@aol.com
DEC Northern	Fred Halley W2EMS	H: 518-373-3446 C: 518-505-3733 W: 518-431-7689 HH: 11637	FHalley@hanys.org
DEC Southern	Mark Copeletti WM2C	H: 845-564-6018 C: 845-219-9636 HH: 4248	mcopeletti@hvc.rr.com
State RACES Radio Officer			
RACES Region II Coordinator	Len Signoretti N2LEN	H: 518-653-1287 C: 518-653-1287 HH: 4431	n2len@aol.com
RACES Region III Coordinator			

Position	Name	Phone	E-Mail
Albany EC	Kate Jones KD2ROS	C: 518-496-5063	kd2ros@arrl.net
Columbia EC	Barry Thompson WA2KLP	H: 518-938-1148 W: 518-938-1144 C: 518-755-5606 HH: 4275	ares.ccny@gmail.com
Dutchess EC/RO	Adam Nowik AE2AN	H: 845-849-3666 C: 845-453-4769	ae2an@aol.com
Greene EC/RO	Len Signoretti N2LEN	C: 518-653-1287 HH: 4431	n2len@aol.com
Orange EC/RO	Kevin Delmonico KD2HWO	H: 845-778-7136 W: 845-590-3340 C: 845-220-7913	KD2HWO@gmail.com
Putnam EC/RO	William Ahrens AC2GC	C: 917-593-4368 H: 845-208-3188	deac2gc@gmail.com
Rensselaer EC/RO	Michael Shanahan WO2H	H: 518-833-0584 C: 518-860-4971 HH: 4233	mshanaha@nycap.rr.com
Rockland EC/RO	Glenn Carella N2GOP	H: 845-268-9236 C: 845-216-1986 HH: 4258	gcarella@verizon.net
Saratoga EC	Fred Halley W2EMS	H: 518-373-3446 C: 518-505-3733 W: 518-431-7689 HH: 11637	FHalley@hanys.org
Schenectady EC	James MacMurray N2UZQ	W: 518 408 4431 H: 518 772 9851 C: 518 369 2298 HH: 4247	n2uzq@hotmail.com
Sullivan EC	John Lavelle KN2X	H: 845 888 0655 W: 845 524 2033 C: 845 665 9930 HH: 4412	kn2x.ham@gmail.com
Ulster EC/RO	Robert Bloom WA2ZNU	H: 845 679 2871 W: 845 229 4030 C: 845 399 1286	rmbloom@earthlink.net
Warren EC/RO	David Gealt KD2BVA	C: 518 701 0696 HH: 4270	kd2bva@gmail.com
Washington EC	Bernard Capron N1NDN	C: 518 222 3429 HH: 4276 HH: 14261 HH: 14675	bcapron@gmail.com
Westchester EC/RO	Kevin Duffelmeyer KD2PDL	C: 914-893-8819 HH: 11401	KD2PDL@weca.org

Position	Name	Phone	E-Mail
Supervisor, Field Organization Team ARRL	Steve Ewald WV1X	W: 860-594-0265	sewald@arrl.org
Director of Emergency Management ARRL	Josh Johnston, KE5MHV	W: 860-594-0333	jjohnston@arrl.org
NLI SEC	Russ M. Logar KC2LSB		kc2lsb@arrl.net
NNY SEC	Pete Newell KC2WI	H: 315 376 8879 C: 315 405 7760	prn628@yahoo.com
WNY SEC	Joseph Tedesco KC2DKP	HH: 11432	kc2dkp@arrl.net
NNJ SEC	John S. Wyatt W2VTV		w2vtv@arrl.net
EPA SEC	Bob Wilson, W3BIG		W3BIG@comcast.net
CT SEC	George Lillenstein, AB1GL	HH: 6100000043	ab1gl@arrl.net
VT SEC	Cathy A. James NQ1B		nq1b@arrl.net
WMA SEC	Robert J. Meneguzzo K1YO		k1yo@arrl.net
Army MARS Region 2 Director	Carver Washburn W2TFM/AAA2RD	H: 973 694 3336 C: 973 981 4039	clwashburn@verizon.net
2nd AFMARS Communications Wing Commander	Robert B. Jordan KD2BQM/AFW2C/ AFA2VO	C: 917 484 1154	afa2vo@gmail.com

Appendix D – ENY Section Traffic Nets

This table is intended to be a complete and accurate list of amateur radio traffic nets for which any part of the coverage area overlaps the Eastern New York (ENY) section of the ARRL. All times listed are local (Eastern). Please send any corrections or additions to the ENY Webmaster.

ENY Traffic Nets					
Net Name	**Abbr.**	**Eastern**	**Frequencies**	**Type**	**Manager**
Intercontinental Traffic Net	Intercon	7:00AM-12:00N	14.300 LSB	I	K4ZQ
Waterway CW Net	WWCW	7:00AM	7.050 CW	M	AG4ND
Amateur Radio Telegraph Society	ARTS	7:30AM	7.052 CW	I	WB5NKD
Hit and Bounce Slow Net	HBSN	7:30AM	3.576 CW 7.114 CW Alt.	I	WD8DHC
Waterway Net	WW	7:45AM	7.268 LSB	M	
Hit and Bounce Net	HBN	8:30AM	7.042 CW 7.114 CW Alt.	I	WD8DIN
Carrier Net	Carrier	9:00AM M-S	3.935 LSB	I	AK2E
New York State County Net	NYSCN	9:30 AM Su	3.577 CW	W	W2MTA
New York State CW Net Morning Cycle 1	NYS/M	10:00AM	3.577 CW 7.042 CW Alt	N	KA2GJV
Clearing House Net	CHN	11:00AM	3.925 LSB M-S 3.928 LSB Sn	I	AA2Y
Maritime Mobile Service Net	MMSN	12:00N-10:00PM	14.300 LSB	M	K4EDX
NY Phone	NYP		Inactive		
Second Region Net Cycle 2	2RN/2 2RN/145	1:45 PM	3.925 LSB 7.237 LSB Alt.	N	W2MTA
Eastern Area Net Cycle 2	EAN/2	2:30PM M-F	7.243 LSB	N	KW1U
Eastern Area Net Cycle 2	EAN/2	2:30PM SA,SU	7.050 CW	N	KW1U
NY Public Operations Net	NYPON	5:00PM	3.925 LSB 3.913 LSB Alt.	N	AA2Y

ENY Traffic Nets					
Net Name	**Abbr.**	**Eastern**	**Frequencies**	**Type**	**Manager**
Empire Slow Speed Net	ESS	6:00PM	3.569 CW 7.044 CW Alt. 1.807 CW Alt.	I	WI2G
New York State Phone Traffic and Emergency Net	NYSPTEN	6:00PM	3.925 LSB	I	WA3AFS
Capital District Traffic Net	CDTN	6:30PM	147.330 FM+600 PL 146.2	N	KT2D
Second Region Net Cycle 3	2RN/3 2RN/630	6:30PM	3.925 LSB 1.925 LSB Alt.	N	W2MTA
New York State CW Net Early Cycle 4	NYS/E	7:00PM	3.576 CW 1.807 CW Alt.	N	KT2D
Columbia ARES Emergency Services Net	CC ARES ESN	7:00PM Tues	147.210 FM+0600	I	WA2KLP
Hudson Valley Net	HVN	7:30PM	146.970 FM-0.600 PL 100 147.045 FM+0.600 PL 100 Alt. 146.895 FM-0.600 PL 100 Alt. (link)	N	N2JBA
Albany Emergency Services Net	AESN	7:30PM Tues	146.640 FM+0600	W	W2QCY
Second Region Net Cycle 4	2RN/4 2RN/745	7:45PM	3.576 CW 1.812 CW Alt.	N	
Eastern Area Net Cycle 4	EAN/4	8:30PM	3.577 CW 1.807 CW Alt.	N	W2RU
FISTS Slow Traffic Net		9:00PM TU,TH	3.682 CW	I	

ENY Traffic Nets					
Net Name	**Abbr.**	**Eastern**	**Frequencies**	**Type**	**Manager**
Southern District Net	SDN	9:30PM	147.060 FM+0.600 PL 114.8 145.130 FM-0.600 PL 136.5 Alt. 147.015 FM+0.600 PL 114.8 Alt.	N	WM2C
Second Region Net Cycle 4	2RN/4 2RN/930	9:30PM	3.576 CW 1.812 CW Alt.	N	
New York State CW Net Late Cycle 4	NYS/L	10:00 PM	3.575 CW 1.825 CW Alt.	N	

Traffic Net Type Key	
Type	**Abbr.**
National Traffic System (NTS)	N
Weather	W
Independent	I
Maritime Independent	M

Appendix E – Resources and References

ARRL ARES® Plan – http://www.arrl.org/ares-plan (also see Appendix F)

ARRL Web Site – http://www.arrl.org/

ARRL Field Services – http://www.arrl.org/field-organization

ARRL Field Services Web Forms – http://www.arrl.org/public-service-field-services-forms

Eastern New York Hudson Division Web Site – https://hudson.arrl.org/

Eastern New York Section Web Site – http://eny.arrl.org/

Eastern New York Section ARES Web Site – enyares.org

FEMA Independent Study Program – http://training.fema.gov/IS/

New York State Division of Homeland Security and Emergency Services (DHSES) – http://www.dhses.ny.gov/oem/

NYS RACES – https://www.dhses.ny.gov/radio-amateur-civil-emergency-service

NYS RACES Standard Operating Procedure – https://www.dhses.ny.gov/system/files/documents/2021/07/races-operating-procedure.pdf

New York State RACES Net Form – https://www.dhses.ny.gov/system/files/documents/2021/11/racesform.pdf

SKYWARN

    NWS Albany -https://www.weather.gov/aly/skywarn

    NWS Binghamton - https://www.weather.gov/bgm/outreachSKYWARNtraining

    NWS Upton (New York) – https://www.weather.gov/okx/skywarn

ARRL ARES Plan 7/1/22

The Amateur Radio Emergency Service® (ARES®) has held to the same precepts virtually since its inception in 1935, encouraging participation by licensed Amateur Radio operators with a sincere interest in Emergency and Public Service Communications. With the advent of additional training requirements imposed upon agencies and organizations assisting them, and the development of the National Incident Management System (NIMS) Incident Command System (ICS) , ARRL was challenged to align the standards of ARES with current needs of our served partner agencies.

ARRL consulted with experienced resources from a broad cross-section of radio amateurs in the U.S. to examine the needs of our served agencies. A vision and mission statement were developed for ARES — one that is versatile, tells why ARES exists, and provides an overview of what ARES does and how it does it.

These updates to the ARES program are being developed to allow the implementation of a policy of Good Practices or Generally Accepted Practices and Continuous Improvement. With these concepts in place, we envision a more flexible ARES program that can adapt to meet new and emerging communication needs as identified by partners and program participants.

ARES® Vision Statement

The Amateur Radio Emergency Service, a program of the ARRL, offers to the public and to its partners at all levels trained Amateur Radio Service licensees who are skilled in the use of a wide range of emergency and disaster communications techniques and who are committed to supporting our partners' missions in service to the public.

ARES® Mission Statement

The Amateur Radio Emergency Service® (ARES®), a program of ARRL, the national association for Amateur Radio®, is comprised of organized, trained, and identified Amateur Radio operators who augment and support vital communications on behalf of the public through partner agencies and organizations during emergencies and disasters. The Amateur Radio Emergency Service, through its volunteer radio communicators, strives to be an effective partner in emergency and disaster response, providing the citizenry and public service partners at all levels with radio communications expertise, and capabilities of professional communicators.

Our Expertise and Capability

Expertise

Amateur Radio operators ("hams") possess unique skills. While a ham's license allows the operation of radio equipment on a wide range of frequencies with varying propagation conditions, hams also are capable of setting up field stations and portable antennas and using non-conventional means of getting a message through when other systems are overloaded or have failed.

These skill sets are created and improved by the local ARES (Amateur Radio Emergency Service) group through thorough training — both formal and informal, and often in conjunction with local agencies where the team can meet agency personnel with whom they can expect to be operating during a true emergency. This advance effort is a strong contributor to developing mutual trust and understanding among the key individuals managing any emergency operation and should be exercised at every opportunity.

Skills and Capabilities

ARES groups have actively engaged in the following steps so that they have the ability to perform certain actions and meet their objectives. Further, a goal of the ARES program is to ensure that program participants continue to improve and develop additional capabilities for serving the public directly or in support of the needs of partners.

- Net operations and traffic passing provide experience in on-the-air operating, including net procedures and routines that are easily learned and adopted. Experience resulting from regular net participation ensures that established procedures and routines for net participation become rote practices for participants. The skills involved in copying transmissions subject to severe noise levels or interference come only through the actual experience of operating under severe conditions.

- Effective exercises offer scenarios to practice for hazards and threats. Having an established written policy relating to the most likely emergency scenarios allows ARES participants to understand the procedures for activating for a given situation. Severe weather events may be quite different from a wildfire, for example, requiring contact with different agencies and different skill sets from ARES participants. A well-written emergency communications plan greatly simplifies activation procedures and ensures that smaller items are not inadvertently overlooked.

- Emergency and disaster response provides experience with actual pressures and changing requirements found in such environments. Having the opportunity to participate in emergency or disaster response offers the ARES member valuable lessons and experiences. Therefore, it is important for those involved in the response to participate in the After-Action Reports (AAR) and debriefing process, so that all participants can learn from those who have operated in

3

emergency conditions. Careful attention to details and retention of notes is an important part of completing this important educational task.

- The knowledge, understand and ability to operates various available field resources for communicating, such as VHF, UHF, HF, repeaters, accepted simplex frequencies, and local/regional HF networks as well as integrating messaging networks such as high-speed multimedia (HSMM) networks, the National Traffic System (NTS), and NTS-Digital (NTSD), along with new technology and data communications, and cross-training with other communications services is all highly valued.

- The ability to work with federal, state, local and tribal officials, participate in neighborhood programs, and cooperate or even be embedded with local CERT, National Weather Service SKYWARN, and similar programs, and assisting with community events, such as rallies, races, marathons, parades, all of which create training opportunities and team building when done so as a training exercise.

ARES® and Its Relationship with Message Traffic

The Amateur Radio Emergency Service® (ARES®) is chartered with providing emergency communications support. This support can take many forms, but it does by its very concept include the transmission of third-party messages for our partner organizations and the communities we serve.

This document provides a high-level perspective on ARES, which may be incorporated into any ARES operation, whether it is providing service in a disaster or at a community public service event. Training in both net operating and message formatting can be found in several well-regarded publications, including The Amateur Radio Public Service Handbook, first edition; The ARRL Operating Manual, eleventh edition; and The ARES Field Resource Manual. Additionally, The National Traffic System's NTS Methods and Practices (http://www.arrl.org/files/file/NTS_MPG2014.pdf); and The NTS Manual (http://www.arrl.org/files/file/Public%20Service/NTS_Manual2015.pdf) are references for net and traffic handling procedures.

It is incumbent upon every Emergency Coordinator (EC) to develop a Standard Operating Guideline for his or her organization that includes clear liaison procedures for working with served partner agencies and regional traffic nets for fast and efficient handling of both tactical and strategic messages. The organization should utilize the Winlink system where appropriate. It should not limit itself to any specific messaging format or system but, instead, develop the operating skills and capacity to accommodate a wide variety of formats to meet ever-changing needs due to propagation, agency requirements, or technology.

Some things to keep in mind:

- ARES, as it is working with its partners, will need to handle messages and send those messages using partner-preferred forms (such as the ICS 213) in lieu of or in addition to NTS Radiograms.

- ARES will need to accept responsibility and be held accountable for timely delivery and tracking of messages which were sent on behalf of partners.

- ARES participants — as their skills (qualifications) improve via training and performing tasks — need to be familiar with, and use, multiple digital communication protocols for messaging.

- ARES groups should invite NTS personnel to work with them as they assist with messaging for their Partners. However, the protocols used by ARES and its partners will necessarily take priority over other alternative systems.

The leadership of the local ARES group should have a clear knowledge of local and regional traffic nets — especially Local, Section, and Region Nets of NTS . Knowing the schedules of these nets may allow rapid access to trained and ready outlets for urgent traffic. Further, knowledge of the organizational structure for these nets, especially the names, call signs, and contact information of the Net Managers, is extremely valuable in the event that a net needs to be activated outside of its normal schedule. Liaison, participation, and traffic handling with these nets are all vitally important to having an effective relationship and the ability to pass important traffic when it needs to happen.

The EC should examine the potential types of emergencies that may affect his or her communities and formulate a basic "Quick-Start" plan for each scenario. This plan should include each served partner agency, expected operating frequencies, how each will be utilized, what liaisons will be required, and how stations will be prioritized and assigned. The Quick-Start document can serve as a standard policy for consistent procedures when an activation occurs.

Qualifications for Membership in ARES

All participants shall have a valid Amateur Radio license issued by the Federal Communications Commission. All participants must have a serious interest in providing volunteer radio communications support in an emergency. All participants shall have an interest in self-improvement and maintaining standards for excellent community service. All participants need to have full membership in ARRL for leadership positions and/or certifications levels 3 and above.

Many of the partner agencies that ARES serves have mandated and structured training programs where all participants receive the same training so that, upon completion of the training , when activated or assigned to serve an agency in the field all such participants are presumed to be qualified to assume any position to which they were assigned.

Changes are being been made to ARES to resolve and clarify for our partners the training required of ARES participants.

Multiple levels of training will allow ARES participants to enter the program and advance to higher levels of qualification and service as desired.

5

- **Level 1** — This is an entry level for those who choose a non-leadership role as well as those new to Amateur Radio or emergency communications. This introductory training is conducted by the local ARES group to meet their needs and those of their served agency or partners. This training may include FEMA ICS training as well as other basic EmComm training. Members should also complete the ARES Position Task Book (PTB) for level 1. This introduces ARES participants to the fundamentals of emergency communications and provides instruction on how participants are to conduct themselves while serving in the field or otherwise activated.

- **Level 2** — To qualify for this level, participants shall have completed the following courses and tasks:

  o ARRL's EC-001 *Introduction to Amateur Radio Emergency Communications* (a no-cost program)

  o FEMA ICS-100, ICS-200, IS-700, IS-800

  o ARRL's ARES Position Task Book (PTB) for level 2

  Participants are also encouraged to take advantage of training opportunities available through partners to enhance their knowledge and skill set.

  Note: Members who have taken the ICS courses more than 5 years ago should take refresher courses as these have been updated over the years.

- **Level 3** — This level of training prepares ARES participants to take on leadership positions such as EC, AEC, ADEC, DEC, ASEC, and SEC, and other designated positions in the ARES program. Participants are required to complete:

  o ARRL's *EC-016, Emergency Communications for Management*. Full ARRL membership is required for completion.

  o FEMA Professional Development Series and/or IS-300 and IS-400

  o ARES Position Task Book (PTB) for level 3.

- **Specialized training** — Members that wish to participate in ARES Mutual Aid Team (ARESMAT) operations or provide onsite support during large scale disasters may be asked to train to a higher level as they may need to be self-supporting "on location" during initial stages of a disaster response.

Completion of all training programs must be verified by the participant's Emergency Coordinator (EC) before the participant advances to the higher level. Those individuals holding leadership positions as the new program is introduced will be allowed one (1) year or such further time period as authorized by the SM to complete the necessary training to meet qualifications for Level 2 and above. Training

requirements for ECs, DECs, and their assistants will be verified by their SM or his designee.

All ARES Personnel are strongly encouraged to participate in continuing their education through various local, state, tribal and federal programs such as CISA's Auxiliary Communications (AUXCOMM) offerings. As needed, local ARES organizations may choose to add special training courses to fulfill local requirements and obligations.

Personnel Presentation to the public and served agencies needs to follow these guidelines. ARES members should wear appropriate attire for an activation.

ARES Staff Positions

An ARES group, which is the local operational component of the ARES program, is guided under the direction of the Emergency Coordinator (EC). It is the EC who is most familiar with the needs of his or her community, familiar with the local hazards and threats, topography, weather expectations, natural resources, and available community resources. It is the EC who maintains contact with the public safety leaders, as well as partners and their leadership.

All ARRL Field appointments are made by the respective Section Manager, who may choose to delegate that authority to the responsible Section Emergency Coordinator. References to the SEC making a field appointment assume appropriate approvals by the Section Manager.

The following job descriptions detail how these ARES positions work together for an effective organization.

Section Emergency Coordinator

The Section Emergency Coordinator (SEC) is the assistant to the Section Manager (SM) for emergency preparedness. The SEC is appointed by the SM to administer all matters pertaining to emergency communications and the Amateur Radio Emergency Service (ARES®) on a Section-wide basis. There is only one SEC appointed in each Section of the ARRL Field Organization.

Requirements

General license or higher; full ARRL membership, and achievement of ARES Level 3 qualifications. (Must, within the period of 1 year, from the issuance of this document or appointment as SEC, whichever comes later, or such further time period as authorized by the SM, complete all of the requirements for Level 3 qualification.)

Responsibilities

- Promote and encourage the development of local ARES groups.

- In consultation with Section Manager, Set policy and protocol for all ARES groups within the Section

- Advise the SM on all Section emergency policy and planning, including the development of a Section emergency communications plan.

- Cooperate and coordinate with the Section Traffic Manager (STM) so that emergency nets and traffic nets properly route welfare traffic in disasters and emergencies. Cooperate and coordinate with other Section leadership officials.

- Recommend candidates for Emergency Coordinator and District Emergency Coordinator appointments (and cancellations) to the Section Manager and determine areas of jurisdiction of each amateur so appointed. Verify that candidates meet training requirements. At the SM's discretion, the SEC may be directly in charge of making (and cancelling) such appointments.

- Submit monthly reports to ARRL Field Organization Headquarters.

- Work with Emergency Coordinators to ensure they submit required reports.

- Promote ARES membership drives, meetings, activities, tests, procedures, etc., at the Section level.

- Provide guidance and support to ECs during a communications emergency to ensure the local ECs have the necessary resources to sustain their mission.

- Maintain contact with other communication services and serve as liaison at the Section level with all agencies served in the public interest, particularly in connection with state government, emergency management officials and similar agencies. In states with multiple ARRL Sections, the SECs shall collaborate to develop and maintain an appropriate ARES Emergency Communications Plan in conjunction with state officials.

- Maintain cooperation with the State Government Liaison.

Assistant Section Emergency Coordinator (ASEC)

The Assistant Section Emergency Coordinator (ASEC) is the assistant to the Section Emergency Coordinator (SEC). He or she is appointed by the Section Manager (SM), usually at the suggestion of the SEC. The ASEC assists the SEC in matters pertaining to emergency communications and the Amateur Radio Emergency Service (ARES®) on a Section-wide basis. There may be one or more ASECs appointed in each Section of the ARRL Field Organization.

Requirements

General license or higher; full ARRL membership, and achievement of Level 3 qualifications. (Must, within the period of 1 year, from the issuance of this document or appointment as ASEC, whichever comes later, or such further time period as authorized by the SM, complete all of the requirements for Level 3 qualification.)

Responsibilities

May serve as a general assistant to the Section Emergency Coordinator, or as a specialist. That is, the ASEC may assist the Section Emergency Coordinator with general leadership matters as the Section Emergency Coordinator's alternate, or the ASEC may be assigned to handle a specific important function that does not fall within the scope of the duties of the Section Emergency Coordinator's other assistants. An ASEC may act as the SEC in the latter's absence or in emergency response operations to maintain continuity of leadership when 24-hour activity requires multiple shifts.

- At the Section Manager's discretion, the ASEC may be designated as the recommended successor to the incumbent Section Emergency Coordinator in case the Section Emergency Coordinator resigns or is otherwise unable to finish the term of office.

- Should be familiar with the Official Appointment Description for the ARRL Section Emergency Coordinator, which contains the fundamental responsibilities of the SEC.

Must submit monthly reports and any other additional reports as required by the SEC.

District Emergency Coordinator (DEC)

The ARRL District Emergency Coordinator (DEC) is appointed by the Section Emergency Coordinator (SEC). DEC Districts may be defined as geographical regions, areas of specialty, or similar organizational structures.

Requirements

General-class license or higher preferred; full ARRL membership, and achievement of Level 3 qualifications. (Must, within the period of 1 year, from the issuance of this document or appointment as DEC, whichever comes later, or such further time period as authorized by the SM, complete all of the requirements for Level 3 qualification.)

Responsibilities

- Coordinate the training, organization, and emergency participation of Emergency Coordinators in the district of jurisdiction as may be defined by the Section Emergency Coordinator.
- Coordinate response efforts between local ARES groups and Amateur Radio networks within the area of jurisdiction.
- Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within the area of jurisdiction.
- Provide direction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on welfare traffic.
- Recommend candidates for EC appointments to the SEC.
- Be fully conversant in National Traffic System (NTS) routing and procedures.
- Have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.
- Ensure local ECs are appointed and trained, as needed, to fill vacancies.
- Establish local standards, in addition to implementing national standards, to meet operational requirements.
- Ensure Emergency Coordinators submit monthly reports or others as directed.
- Submit the DEC monthly report to the SEC.

Assistant District Emergency Coordinator (ADEC)

The ARRL Assistant District Emergency Coordinator (ADEC) is appointed at the option of the Section Emergency Coordinator (SEC) to assist in the support of local District Emergency Coordinators (DECs) in a defined district. The ADEC is appointed to work closely with the DEC in all matters pertaining to emergency communications and the Amateur Radio Emergency Service (ARES®) on a Section-wide basis. There may be one or more ADECs in each Section of the ARRL Field Organization.

Requirements

Technician-class license or higher; full ARRL membership, and achievement of Level 3 qualifications. (Must, within the period of 1 year, from the issuance of this document or appointment as ADEC, whichever comes later, or such further time period as authorized by the SM, complete all of the requirements for Level 3 qualification.)

Responsibilities

- May serve as a general assistant to the District Emergency Coordinator or as a specialist. That is, the ADEC may assist the District Emergency Coordinator with general leadership matters as the District Emergency Coordinator's alternate, or the ADEC may be assigned to handle a specific important function that does not fall within the scope of the duties of the District Emergency Coordinator's other assistants. The designated ADEC will act as the DEC in his or her absence or in emergency response operations to maintain continuity of leadership when 24-hour activity requires multiple shifts.

- Should be familiar with the Official Appointment Description for the ARRL District Emergency Coordinator, which contains the fundamental responsibilities of the DEC.

- Should keep the DEC informed through monthly activity reports.

Emergency Coordinator (EC)

The ARRL Emergency Coordinator is the person responsible for leading the ARES group at the local level. Working with local community officials, the Section Emergency Coordinator (SEC), and other field appointees, the EC leads his or her local ARES group through the planning, preparedness, and response phases. The EC reports to their District Emergency Cooridinar (DEC)

Requirements

Technician-class license or higher; full ARRL membership, and achievement of Level 3 qualifications. (Must, within the period of 1 year, from the issuance of this document or appointment as EC, whichever comes later, or such further time period as authorized by the SM, complete all of the requirements for Level 3 qualification.)

Responsibilities

- Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, non-commercial communications service.
- Manage and coordinate the training, organization, and emergency participation of interested amateurs working in support of the communities, agencies, or functions designated by the Section Emergency Coordinator (SEC)/Section Manager (SM).

- Establish viable working partnerships with federal, state, county, city governmental and/or private agencies in the ARES jurisdictional area that needs the services of ARES in emergencies.

- Identify and work collaboratively with local partners to assess how ARES can assist them with

their mission, ensuring partners are aware of the limitations and capabilities of ARES.

- Develop detailed local operational plans, with partner agency officials in the jurisdiction that set forth precisely what expectations are during an ARES activation. Work jointly with partners to establish relationships based on mutual trust and respect. All matters involving recruitment and utilization of ARES participants are directed by the EC, in response to the needs assessed by agency officials. Technical issues involving message format, security of message transmission, disaster welfare inquiry policies, and others should be reviewed and expounded upon in the ARES detailed local operations plans.

- Establish local communications networks that run on a regular basis, and periodically test those networks by conducting realistic drills.

- Work with the SEC and District Emergency Coordinators (DECs) to identify potential local shortcomings and define resources that may need to be drawn from adjacent ARES groups in support of a local emergency or disaster.

- Establish an emergency traffic plan, with welfare traffic inclusive, utilizing the National Traffic System (NTS) as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling welfare traffic in an emergency situation.

- Work with other Amateur Radio public service groups, organizations or programs to establish relationships of mutual trust and respect, and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio response overall.

- Work for growth in the local ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs.

- Submit monthly activity reports to DEC and SEC.

Assistant Emergency Coordinator (AEC)

The ARRL Assistant Emergency Coordinator (AEC) is appointed at the option of the Emergency Coordinator (EC), to assist the EC with his or her local ARES group through the planning, preparedness, and response phases of the ARES mission at the local level.

Requirements

Technician-class license or higher and achievement of Level 2 qualifications. (Must, within the period of 1 year, from the issuance of this document or appointment as AEC, whichever comes later, or such further time period as authorized by the SM, complete all of the requirements for Level 2 qualification.)

Responsibilities

- As defined and assigned by the EC in support of the EC's responsibilities described above.

Summary

Formerly inconsistent ARES training requirements are now organized into a consistent and achievable format. This is a first step towards our long-term goal of being recognized by our served partner agencies as the "gold standard" of volunteer communications support based upon ARES members' unique Expertise and Capabilities.

This program introduces many changes that were asked for by our partner agencies. Notably, all have been included in the Plan. From the mission statement itself, new ARES Guidelines were created and appear in this document. This Plan will continue to evolve. Changes in technology, along with evolving local, state, federal, and tribal needs will require updates and revisions to accommodate our served partner agencies.

ARRL Headquarters staff will conduct an annual review of this Plan to assure its continued relevance.