



Delta Amateur Radio Club, Inc. – Alaska Amateur Radio Emergency Service (ARES)



Emergency Operations Plan (EOP)

SECTION ONE

1. Introduction

1.A The Delta Amateur Radio Club, Inc. (DARC) ARES is made up of FCC licensed amateur radio operators who have voluntarily registered their capabilities and/or equipment for emergency communications duty.

1.B In accordance with FCC regulations, the contents of messages handled by amateur radio are not divulged to any unauthorized persons. These communications are furnished without any form of compensation. Federal regulations also provide that licensed amateurs shall exert direct control over all transmissions on amateur frequencies.

1.C DARC ARES functions under the direction of the Delta - Greely Area Emergency Coordinator (EC), who is appointed by the Fairbanks Section Communications Manager (SCM), of the American Radio Relay League (ARRL).

1.D The Delta - Greely EC may appoint Assistant Emergency Coordinator(s) (AEC) and Operations Coordinator(s) (OC) as deemed necessary.

2. Purpose

2.A The purpose of this plan is to provide broad written guidelines with a minimum of information needed in an emergency.

2.B The mission of the DARC ARES is to provide radio communications during emergency or disaster situations when regular/normal communications are disrupted, fail or inadequate.

2.C Drills, training and instructions will be carried out on a regular basis to ensure readiness to respond quickly in providing effective amateur radio emergency communications whenever an emergency may arise.

2.D The following agencies may be served during an emergency: Deltana Community Corporation (DCC), Rural Deltana Volunteer Fire Department (RDVFD), City of Delta Junction, American Red Cross, Local Emergency Planning Committee (LEPC), Forestry Service, local clinics, or any other government agency or organization that requests assistance, with direct approval of the EC or his designee. Such communications will be provided within the limitations of equipment and personnel and the EC reserves

the right to establish priorities as may be necessary. All services provided will be at no cost to the served agency.

3. Activation of the Plan

3.A Any member of the DARC ARES, who, for any reason, suspects that a communications emergency may exist, should monitor the 444.600+ PL 103.5 MHz repeater for instructions and assignments. If this repeater is not in service, 146.520 MHz simplex frequency will be utilized, in that order. Members will notify the EC immediately by whatever mode necessary if a suspected communications emergency exists.

3.B During an emergency, the EC will activate the Alert Plan to alert ARES members. Members should notify the EC or AEC, as soon as possible, to establish their availability.

3.C In the event of an emergency, during which the ARES may be of service to the community, any responsible official of RDVFD or any other agency listed in para 2.D above, may alert the Alaska State ARES by notifying the EC or AEC and in their absence, their designated replacement. The EC or AEC, in turn, will notify Alaska State Regional EC and State Emergency Operations Center (SEOC) as necessary.

4. Emergency Communications Operations

4.A DARC ARES members, upon becoming aware that an emergency exists involving ARES, shall monitor the following frequencies:

a. **Primary. 444.600+ (PL 103.5) MHz** repeater to receive instructions or assignments. This is the primary net frequency for DARC ARES communications during an emergency. **146.760- (PL 103.5) MHz** will serve as a secondary input for DARC ARES emergency communications for those amateurs without UHF capabilities.

b. **Secondary. 146.520 MHz simplex** is the secondary net frequency during an emergency and as a supplemental frequency when all DARC repeaters are out of service or assigned for additional traffic by the EC or AEC.

c. **HF SSB. 3.920 MHz** will be the primary Alaska HF SSB frequency in accordance with the current Alaska Emergency Net listing (ICS 205). Other secondary HF SSB frequencies to be used during an emergency are **5.187 MHz (Alaska only) or 7.093 MHz (Alternate)**. Additional SSB voice frequencies are **5.330.5, 5.346.5, 5.357.0, 5371.5, 5403.5 and 5167.5 MHz (Alaska only)** respectively.

e. DMR, Packet, APRS, IRLP. (Use is TBD).

Note: DARC ARES Net Control (and EC) will direct all HF SSB communications of an emergency nature. The above frequencies should be kept clear of routine traffic or voice communications of a routine

nature during an emergency. The Delta Area EC will designate a specific operator and/or location for HF SSB communications during the emergency.

4.B DARC ARES Net Control will normally operate from one of the following locations:

a. During minor, localized emergencies, EC, AEC or other designated ARES member, acting as net control, will operate either from their home station or their mobile communications unit, when activated and assigned. The LEPC or other local agency, including City of Delta Junction, RDVFD or Division of Forestry may designate an Incident Command Post (ICP) at a specific location. DARC ARES Net Control may be asked to respond to this location to set up emergency or alternate communications.

b. During area-wide or State / regional disasters when the Alaska Office of Emergency Management is in command, is the primary agency being assisted, or the State Emergency Operations Center (SEOC) in Anchorage is activated for a specific emergency, the SEOC or Fairbanks-Northstar EOC will be the base of operations in support of Delta area emergencies (Southeast Fairbanks Census Area). DARC ARES will coordinate all area communications with ARCS or KL7KC in Fairbanks, operating from locations in para. a. above. Mutual repeater frequencies are TBD and will be published as an Annex to this ECP.

4.C The EC will normally be the Net Control Station (NCS) unless another station is designated. During 24/7 operations the EC will designate at least two other NCS operators to provide continuous communications capability.

4.D Information concerning the nature of an emergency and the extent of ARES involvement, will be transmitted to all active members as it becomes available and updated, when possible via SITREPs.

4.E Mobile and portable ARES units will be dispatched, within the limits of personnel and equipment, as needed, to locations throughout the Deltana area. These locations may be designated shelters, clinics, schools, rural fire stations, or other locations necessary to support emergency communications for the duration of the event.

4.G ARES members will report enroute to, and upon arrival at, their assigned locations. Members will continue to monitor, but notify the NCS, if it is necessary to leave or if relief is needed. Otherwise, transmissions will be made only at the request of the NCS, or for emergency or priority traffic, initiated by the official in charge at that location.

4.H All formal traffic shall be in the standard ARRL message format, unless the NCS directs otherwise. All formal traffic shall be signed by the official who originated the traffic, including the official's title, and by the person who takes responsibility for the traffic. Third parties must give their name and official title. Message procedures of EMERGENCY, PRIORITY, WELFARE, or ROUTINE, as defined by ARRL directives, shall be used for all formal traffic. In addition, the NCS may authorize informal handling of tactical traffic.

4.I Liaison contact may be maintained on the HF SSB frequencies listed above at the direction of the EC.

5. Drills, Alerts and Tests

5.A An annual test shall be conducted in conjunction with the nationwide Simulated Emergency Test (SET) program. In addition to, or in lieu of the SET, the ARES will, upon request, participate in emergency or disaster drills conducted or sponsored by the Fairbanks ARCS, American Red Cross, Emergency Management, or other local government or non-government agencies, as approved by the EC or his designee.

5.B At the discretion of the EC, the ARES may be activated unannounced once per year, for an emergency preparedness test or emergency simulation test.

5.C The DARC ARES/NTS net is every Wednesday at 1800 hours local Alaska time, on the 444.6 repeater, for instruction and training in emergency preparedness and handling of traffic.

6. DARC ARES Alert System

6.A DARC ARES members will be notified of an emergency and advised of the status with the following condition alerts:

6.B **Alert Level One - STANDBY** - a potential emergency exists: A major storm is approaching, there is the possibility of a high winds, flooding, wildfire, or other natural or man-made emergency.

1. Receive notification by telephone alert plan.
2. Monitor designated frequencies for information and assignments.
3. Monitor local radio and television stations for advisories. Monitor above designated frequencies for information and assignments. Local TV channels (KTVF 11, KXDF 13, KUAC PBS, etc.) will broadcast information issued them by the Borough or State EOC.
4. Secure your home.
5. Charge batteries, assemble radio and personal equipment that is to be taken with you. Have a full tank of gas in your vehicle.
6. Be ready to respond.

6.C **Alert Level Two - PRIMARY MOBILIZATION**

1. Major event is imminent - shelters opening, evacuation or other emergency operations begin.
 - a. Designated members report to RDVFD Clearwater Fire Station.

- b. Designated members report to Delta Junction City Hall.
 - c. Designated members report to primary shelters as designated by authority.
 - d. Remainder of members standby for relief at their homes. Be ready to deploy at short notice.
2. Limited or local emergency - tornado, explosion, fire, plane crash, chemical spill, etc.
- a. Designated members report to ARC and/or EOC as directed.

6.D Alert Level Three - FULL EMERGENCY CONDITION – Event has occurred or other serious emergency is in progress.

1. All members assigned are on standby status, depending on the severity and duration of the emergency.
2. Emergency traffic only; repeaters and simplex frequency are closed to all but necessary emergency traffic on ARES nets.
3. The simplex frequency will be assigned for tactical traffic as needed. Assignment of this frequency will be by the EC, AEC, or designee.

6.E Alert Level Four – AFTERMATH

1. Assist as necessary with cleanup and recovery operations.
 - a. Assist local or State government agencies as necessary to supplement their communications and/or substitute for inoperable equipment.
 - b. Assist with damage assessment.
2. Deliver formal messages in ARRL format to and from outside areas.

SECTION TWO

7. Initial Preparation.

7.A What to do first in case of an emergency.

1. Check that you and your family are safe and secure before you respond as an ARES volunteer.
2. Check that your property is safe and secure before you respond as an ARES volunteer.
3. Monitor 444.600 MHz repeater.

4. Follow the Instructions you receive from the ARES officials in charge. If possible, also monitor 146.520 MHz for instructions and information.

5. Contact the Emergency Coordinator, or his/her designee, for further instructions.

7.B Initial action checklist.

The net control station and/or EC on the designated emergency net will provide additional instructions, including information on frequencies used or other resource and tactical nets. Normally, a resource net will enroll volunteers and provide information on how you can assist.

1. Be prepared to operate. Check all your equipment and connections.
2. Check-in to assigned net. Deploy to assignment with "Ready" kit.
3. Obtain tactical call sign for your location/assignment.
4. Initiate personal event log. This is a log of dates and times of various events you performed while activated. Log any traffic sent or received, and other significant events.
5. Enter assigned frequency(s) on log sheet and on emergency/frequency plan.
6. Use a formal message form when a precise record is required.
7. Use tactical call sign for your location, while observing FCC's ten-minute ID rule.
8. Monitor your assigned frequency AT ALL TIMES. Notify NCS if you have to leave.

8. Equipment and Personal Checklists

8.A Basic deployment equipment checklist. When responding to an emergency event, or even a training excursive, there is a minimum set of equipment and personal gear you should bring with you to get the job done. Basic items include:

1. Dual-band HT
2. Magmount, or other portable emergency antenna and coax
3. Earphone
4. Paper and pencil
5. ARES ID card
6. Extra batteries

7. Appropriate clothing for weather and temperature

8. Food and water

The majority of these items should be kept in a "Ready Kit". Just pick it up on your way out the door for deployment. You might also consider the items on the following list for inclusion in this ready kit, designed to allow you to stay in the field for up to 72 hours.

8.B Extended (72-hour) "READY" deployment equipment checklist:

- Snacks
- Throat lozenges
- Prescriptions
- First aid kit
- Log books
- 3 day change of clothes
- 3 day supply of water and food
- Flashlight
- Candles
- Alarm clock
- Electrical and Duct tape
- Safety glasses
- Additional radios, packet gear
- Headphones
- RF Connectors
- Patch cords
- Liquid refreshments
- Aspirin
- Toilet articles
- Message forms
- Shelter (tent and sleeping bag)
- Foul weather gear
- Portable stove, Mess and cleaning kit
- Batteries
- Water proof matches
- Toolbox
- Soldering iron and solder
- Multimeter
- Extra microphone(s)
- Power supplies, chargers
- Antennas with mounts
- SWR or antenna analyzer (VHF and HF)
- Extra coax
- Anderson "PowerPole" Connectors

8.C About your "READY" kit.

1. Power - Your radio 72-hour READY kit should have several sources of power in it, with extra battery packs and an alkaline battery pack for your HT. For mobile VHF and UHF radios, larger batteries

are needed. Gel-cell or deep-cycle marine batteries would be good sources of battery power, and you must keep them charged and ready to go. It is also wise to have alternate means available to charge your batteries during the emergency. You can charge smaller batteries from other larger batteries. You can also build a solar charging device. If you're lucky, you may have access to a power generator that can be used in place of the normal electrical lines. Have more battery capacity than you think you might need. Have several methods available to connect your radios to different power sources.

2. Gain antennas - You can expect to need some kind of gain antenna for your HT, as well as additional gain antenna that can be used on either your HT or your mobile rig. The extra antenna might be needed by someone else, or your first antenna might break. For VHF and UHF, you can build a J-pole from a TV twinlead, for an inexpensive and very compact antenna. Have several lengths of coax in your kit, totaling at least 50 feet and with barrel connectors to connect them together.

3. Personal - Include basic staples: Water, or a reliable water filtration and purification system, enough food for three days, eating utensils, a drinking cup and, if needed, a means of cooking your food. Shelter is also important. Here, you are only limited by the size of your kit and the thickness of your wallet. Some hams plan to use their RVs as shelter, conditions permitting. Other disaster conditions may make the use of an RV impossible, so you should have several different plans for shelter. Light is important psychologically during an emergency. Make sure that you have several light sources available. Various battery-powered lights are available, and propane or gasoline-fueled lanterns are also good possibilities.

9. Basic Emergency Program Information

9.A Amateur Radio Emergency Service (ARES). The Amateur Radio Emergency Service (ARES) consists of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public interest when disaster strikes. Every licensed amateur, regardless of membership in ARRL or any other local or national organization, is eligible for membership in the ARES. The only qualification, other than possession of an Amateur Radio license, is a sincere desire to serve. Because ARES is an amateur service, only amateurs are eligible for membership. The possession of emergency-powered equipment is desirable, but is not a requirement for membership.

ARES Organization

1. There are three levels of ARES organization - section, district, and local. At the section level, the Section Emergency Coordinator is appointed by the Section Manager (who is elected by the ARRL members in his section) and works under his supervision. In most sections, the SM delegates to the SEC the administration of the section emergency plan and the authority to appoint district and local ECs. It is at the local level where most of the organization and operation is effected, because this is the level at which most emergencies occur and the level at which ARES leadership makes direct contact with the ARES member-volunteers and with officials of the agencies to be served. The local EC is therefore the key contact in the ARES. The EC is appointed by the SEC, usually on the recommendation of the district EC (DEC). Depending on how the SEC has set up the section for administrative purposes, the EC may have jurisdiction over a small community or a large city, an entire county or even a group of counties.

Whatever jurisdiction is assigned, the EC is in charge of all ARES activities in his area, not just one interest group, one agency, one club or one band.

2. In large sections, the SECs have the option of grouping their EC jurisdictions into "districts" and appointing a district EC to coordinate the activities of the local ECs. In some cases, the districts may conform to the boundaries of governmental planning or emergency-operations districts, while in others they are simply based on repeater coverage or geographical boundaries.

3. Special-interest groups are headed up by "assistant emergency coordinators" designated by the EC to supervise activities of groups operating in certain bands, especially those groups which play an important role at the local level, but they may be designated in any manner the EC deems appropriate. These assistants, with the EC as chairman, constitute the local ARES "planning committee" and they meet together to discuss problems and plan projects to keep the ARES group active and well-trained. There are any number of different situations and circumstances that might confront an EC, and his ARES unit should be organized in anticipation of them. There is no specific point at which organization ceases and operation commences. Both phases must be concurrent because a living organization is a changing one, and the operations of a changing organization must change with the organization.

9.B National Traffic System (NTS)

1. The National Traffic System is designed to meet two principal objectives: rapid movement of traffic from origin to destination, and training amateur operators to handle written traffic and participate in directed nets. NTS operates daily, and consists of four different net levels - Area, Region, Section, and Local - which operate in an orderly time sequence to effect a definite flow pattern for traffic from origin to destination.

Local Nets

2. Local nets are those which cover small areas such as a community, city, county or metropolitan area, not a complete ARRL section. They usually operate at VHF (typically 2-meter FM) at times and on days most convenient to their members. Some are designated as emergency nets (ARES) nets that do not specialize in traffic handling. Local nets are intended mainly for delivery of traffic. Some NTS local nets operate on a daily basis, just as do other nets of the system, to provide outlets for locally-originated traffic and to route the incoming traffic as closely as possible to its actual destination before delivery - a matter of practice in a procedure that might be required in an emergency. Most local nets and even some section nets in smaller sections are using repeaters to excellent effect. Average coverage on VHF can be extended tenfold or more using a strategically located repeater, and this can achieve a local coverage area wide enough to encompass many of the smaller sections. Traffic will normally be passed on the Primary repeater (444.600+ (PL 102.5)) for DARC ARES communications.

Section Nets

3. Coverage of the section may be accomplished either by individual stations reporting in, by representatives of NTS local nets or both. The section may have more than one net (a CW net, a VHF net and an SSB net, for examples). Section nets are administered by an appointed Section Traffic Manager or Designated Net Managers. The purpose of the section net is to handle intra-section traffic, distribute traffic coming down from higher NTS echelons, and put inter-section traffic in the hands of

the amateur designated to report into the next-higher NTS (region) echelon. Therefore, the maximum obtainable participation from section amateurs is desirable.

Operating During Disasters

4. When a disaster situation arises, NTS is capable of expanding its cyclic operation into complete or partial operation as needed. ECs in disaster areas determine the communications needs and make decisions regarding the disposition of local communications facilities, in coordination with agencies to be served. The SEC, after conferring with the affected DECs and ECs, makes his recommendations to the Section Traffic Manager and/or NTS net managers at section and/or region levels. The decision and resulting action to alert the NTS region management may be performed by any combination of these officials, depending on the urgency of the situation. While the EC is, in effect, the manager of ARES nets operating at local levels, and therefore makes decisions regarding their activation, managers of NTS nets at local, section, region and area levels are directly responsible for activation of their nets in a disaster situation, at the behest of and on the recommendation of ARES or NTS officials at lower levels.

9.C Types of Emergency Nets

1. Tactical Net - The Tactical Net is the front line net employed during an incident, usually used by a single government agency to coordinate with Amateur Radio operations within their jurisdiction. There may be several tactical nets in a single incident depending on the volume of traffic and number of agencies involved. Communications include traffic handling, and resource recruiting.

2. Resource Net - For larger-scale incidents, a Resource Net is used to recruit operators and equipment in support of operations on the Tactical Nets. As an incident requires more operators or equipment, the Resource Net evolves as a check-in place for volunteers to register and receive assignments.

3. Command Net - As the size of an incident increases and more jurisdictions become involved in the incident, a Command Net may become necessary. This net allows the incident managers to communicate with each other to resolve inter- or intra-agency problems, particularly between cities, or within larger jurisdictional areas. It is conceivable that this net could become cluttered with a high volume of traffic. It may also be necessary to create multiple command nets to promote efficiency.

4. Open and Closed Nets - A net may operate as an Open or "free form" net, or as a closed net where a net control station is used to control the flow of transmissions on the channel. Typically, when the amount of traffic is low or sporadic a net control isn't required, and an Open net is used. Stations merely listen before they transmit. When a net is declared a "closed" net, then all transmissions must be directed by the NCS.

9.D Incident Command System (ICS)

1. The Incident Command System (ICS) is a management tool that is rapidly being adopted by professional emergency responders throughout the country. ICS provides a coordinated system of command, communications, organization, and accountability in managing emergency events. Due to the wide spread use of ICS, Amateur Radio operators should be familiar with the system, as well as how they interface with agencies employing ICS.

2. Integral to the ICS is the concept of *Unified Command*. There is only one boss, the Incident Commander, who is responsible for the overall operation. For any incident, there are a number of functions that must be performed ranging from planning and logistics to handling the press. The functional requirements of planning, logistics, operations, and finance are always present despite the size of the incident. They may be handled by a single individual for a small incident, or a "Command Staff" in a large incident. Another characteristic of ICS is "span of control." In simple terms, any manager should only directly manage a small number of people. ICS uses the number of five for organizational purposes. The number five isn't hard and fast, but provides a useful organizational guide line.

3. How does the Amateur Radio volunteer fit into the Incident Command System? We are expected to be Communicators, and within the ICS, this would place us in the Logistics Section in the Service Branch as part of the Communications Unit. The communications unit provides all communications services for the operation.

10. Basic Operating Principles

10.A Principles of Repeater Operation

1. Use minimum power. Otherwise, especially in heavily populated areas, you may run the risk of keying more than one repeater, thus causing unnecessary QRM. Low power also conserves batteries.

2. Use simplex, whenever possible. Use a gain antenna at fixed locations for simplex operation.

3. Observe the "pause" procedure between exchanges. When it is your turn to transmit, after the transmitting station stands by, count to two or three before pressing your transmit switch.

4. Listen much, transmit little. Announce your presence on a repeater when you are certain of being able to assist in an emergency, and don't tie it up with idle chatter.

5. Monitor local ARES net frequency, when otherwise not busy.

6. Think before you talk. Anyone with an inexpensive public-service-band receiver can monitor. Stick to facts, control your emotions. Remember, during an emergency is the time when you are most apt to act and speak rashly.

7. Articulate, don't slur. Speak close to your mike, but talk across it, not into it. Keep your voice down. In an emergency situation one often gets excited and tends to shout. Talk slowly, calmly - this is the mark of an experienced communicator.

10.B Principles of Disaster Communication

1. Keep the QRM level down. In a disaster, crucial stations may be weak. All other stations should remain silent unless they are called upon. If you're not sure you should transmit, don't.

2. Monitor established disaster frequencies. Many ARES localities and some geographical areas have established disaster frequencies where someone is always (or nearly always) monitoring for possible calls.

3. Avoid spreading rumors. During and after a disaster situation, especially on the phone bands, you may hear almost anything. Unfortunately, much misinformation is transmitted. Rumors are started by expansion, deletion, amplification or modification of words, exaggeration or interpretation. All addressed transmissions should be officially authenticated as to their source. These transmissions should be repeated word for word, if at all, only when specifically authorized.

4. Authenticate all messages. Every message which purports to be of an official nature should be written and signed. Whenever possible, amateurs should avoid initiating disaster or emergency traffic themselves. We do the communicating; the agency officials we serve supply the content of the communications.

5. Strive for efficiency. Whatever happens in an emergency, you will find hysteria and some amateurs who are activated by the thought that they must be sleepless heroes. Instead of operating your own station full time at the expense of your health and efficiency, it is much better to serve a shift at one of the best-located and best-equipped stations, suitable for the work at hand, manned by relief shifts of the best-qualified operators. This reduces interference and secures well-operated stations.

6. Select the mode and band to suit the need. It is characteristic of all amateurs to believe that their favorite mode and band is superior to all others. However, the merits of a particular band or mode in a communications emergency should be evaluated impartially with a view to the appropriate use of bands and modes. There is, of course, no alternative to using what happens to be available, but there are ways to optimize available communications.

7. Use all communications channels intelligently. While the prime object of emergency communications is to save lives and property (anything else is incidental), Amateur Radio is a secondary communications means; normal channels are primary and should be used if available. Emergency channels other than amateur which are available in the absence of amateur channels should be utilized without fear of favoritism in the interest of getting the message through.

8. Don't "broadcast." Some stations in an emergency situation have a tendency to emulate "broadcast" techniques. While it is true that the general public may be listening, our transmissions are not and should not be made for that purpose.

9. NTS and ARES leadership coordination. Within the disaster area itself, the ARES is primarily responsible for emergency communications support. The first priority of those NTS operators who live in or near the disaster area is to make their expertise available to their Emergency Coordinator (EC) where and when needed. For timely and effective response, this means that NTS operators should talk to their ECs before the time of need so that they will know how best to respond.

11. Appendix

11.A ICS-213 Message Forms, COMSPOT, SITREP

RRI Message Form (ICS-213)

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time of Origin	Date of Origin
To (Name):				Position (Title & Agency):			
City, State, Zip:							
Telephone and optional e-mail:							
From (Name):				Position (Title & Agency):			
Subject: <i>(optional)</i>				Local Time (conversion from UTC):			
<i>Please be brief – Use only the period for punctuation – Assume message may be delivered in all capitals</i>							
Message Routing (Received from call sign / DTG):				Message Routing (Transmitted to call sign / DTG):			

info@radio-relay.org – www.radio-relay.org – Follow us on Twitter@RadioRelayIntl

RRI Form 1703-ICS

11 B. Filling Out ICS-213 Message Forms

1. Number - This is the number of your message. Begin with 1 each month or year.
2. Precedence - One of these precedence codes will follow the message number:
 - a. **Emergency** - Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes

official messages of welfare agencies during emergencies requesting supplies, materials, or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be very rare. When in doubt, do not use it.

b. **Priority** - Important messages having a specific time limit. Official messages not covered in the Emergency category. Press dispatches and other emergency-related traffic not of the utmost urgency. Notification of death or injury in a disaster are, personal or official.

c. **Welfare** - A message that is either a) an inquiry as to the health of an individual in the disaster area or b) an advisory or reply from the disaster area that indicates all is well, should carry this precedence. These messages are handled after Emergency and Priority traffic, but before routine.

d. **Routine** - Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine should be handled last, or not at all when circuits are busy with Emergency, Priority, or Welfare traffic.

3. Handling Instructions (optional)

HXA - (followed by number) Collect landline delivery authorized by addressee within ... miles. (If no number, authorization is unlimited.)

HXB - (Followed by number) Cancel message if not delivered within ... hours of filing time; service originating station.

HXC - Report date and time of delivery (TOD) to originating station.

HXD - Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered, report date, time, and method of delivery.

HXE - Delivery station get reply from addressee, originating message back.

HXF - (Followed by number) Hold delivery until ... (date).

HXG - Delivery by mail or landline toll call not required. If toll call or other expense involved, cancel message and service originating station.

4. Station Of Origin - The first amateur handler.

5. Check - Number or words/groups in text only.

6. Place Of Origin - City or town from where message is sent. Not necessarily location of station of origin.

7. Time of Origin - The time message is filed. Optional with originating station.

8. Date of Origin - The date the message was filed.

9. To - Address of person who will receive this message. Be as complete as possible, include zip code in spaces provided.

10. Telephone / Optional Email - Telephone number of person who will receive this message. Provide the complete phone number, including area code. Email is optional.

11. From - ID of sender. Normally this is official or person sending the request, or may be the Amateur Radio Operator sending.

12. Position - Position in the emergency organization.

13. Subject (optional) - Subject of the message.

14. Local time (use UTC if possible. Otherwise specify AK time).

15. Text - This is the text of the message. Limit message to 25 words or less, if possible. Note that "X", when used in the text as punctuation, counts as a word.

16. Message Routing (Received from or Call Sign) - During an emergency, the Operator who receives the message should indicate who it was received from. Otherwise, the amateur who receives the message signs. Message forms may vary, so if this area is not on the form, you may sign on the back of the form.

17. Message Routing (Transmitted to Call Sign) - During an emergency, an Operator who sends the message should indicate to whom it was sent (or Call Sign). Otherwise, the amateur who sends the message signs. Message forms may vary, so if this area is not on the form, you may sign on the back of the form.

11.C Internet and E-mail

1. Information on ARES activities can be found on the DARC website, which is located at <http://www.kl7drc.org>.

2. Emergency information can be found on the Alaska Emergency Operations Center website: <http://dhss.alaska.gov/dph/Emergency/Pages/prepared/default.aspx>

3. A DARC ARES E-mail mailing list is used to keep members informed and to alert them of any potential activation. ARES members who have e-mail capabilities will be added to this mailing list when they join DARC ARES.

12 A. COMSPOT Reports.

COMSPOT	
From (Tactical Call Sign/Call Sign):	
To (Tactical Call Sign/Call Sign):	
Info (Incident Name):	
Subject: <input type="radio"/> COMMUNICATIONS DIFFICULTIES <input type="radio"/> LOST COMMUNICATIONS <input type="radio"/> EQUIPMENT FAILURE <input type="radio"/> INTERFERENCE	
Subject Station (Tactical Call Sign or Call Sign):	
1. Station Location:	
2. Problem Description, Frequency, Station Involved. Corrective Action:	
3. Recommended Solution or Advise (Day Month Year):	

12 B. COMSPOT reports detail communications outages, degradations, coverage problems, etc. The form will be completed by the ARES member noting the condition and passed to Net Control, who then will act upon the information. COMSPOT entries are self-explanatory.

13 A. SITREP Reports. SITREPs are provided for ARES use to detail incidents or vital information in a standard format. It is important to be as detailed as possible in completing the SITREP form. These forms may be completed by the radio operator, Incident Commander, or other responder to pass vital information to another interested party. Message blocks are similar to the ICS-213, but provide more detailed information specifically about the incident. SITREP entries are self-explanatory.

SITUATION REPORT (SITREP)

PRECEDENCE (Select One): <input type="radio"/> O (Priority) <input type="radio"/> P (Immediate) <input type="radio"/> R (Routine)		DATE TIME GROUP (HHMMDD MON YYYY):	
FROM:		SITREP NUMBER:	
TO:		FINAL: <input type="checkbox"/> (check if FINAL)	PHASE (Select One): <input type="radio"/> UNCERTAINTY <input type="radio"/> ALERT <input type="radio"/> DISTRESS
CASE IDENTIFICATION:			
A. REFERENCE (If Applicable):			
1. SITUATION:			
A. DISCRPTION OF INCIDENT AND LOCATION:			
B. AMPLIFIED DESCRIPTION:			
C. SURVIVAL AND COMMUNICATIONS EQUIPMENT:			
D. WEATHER ON SCENE:			
E. INFRASTRUCTURE:	<input type="checkbox"/> Public Safety Comms <input type="checkbox"/> Broadcast Comms <input type="checkbox"/> Cable Comms <input type="checkbox"/> Landline <input type="checkbox"/> Cellular <input type="checkbox"/> Road Closures / Detours <input type="checkbox"/> Hospital <input type="checkbox"/> Airports		
F. LOCATION OF REPORTING STATION:			
2. ACTION TAKEN:			
A. LOCAL TIME:	ACTION TAKEN:		
B. LOCAL TIME:	ACTION TAKEN:		
C. LOCAL TIME:	ACTION TAKEN:		
D. LOCAL TIME:	ACTION TAKEN:		
3. FUTURE PLANS & RECOMMENDATIONS:			
A. INTENTIONS:			
B. RECOMMENDED ASSISTANCE:			
4. AMPLIFYING INFORMATION:			