

Sample Emergency Plan for Wisconsin ARES/RACES Units

1 Introduction

This section should introduce whom the plan is for and under what authority it is being written, as well as the date of implementation.

This plan is provided as guidance for the members of Ozaukee County ARES/RACES by the Emergency Plan Committee, appointed 1 December 2001 by the Ozaukee County ARES Emergency Coordinator. The plan will be in effect from the date of publication, 2 January 2002.

2 Purpose

This section discusses why the plan exists and who is to be served as well as who has responsibility for carrying out the plan, including necessary training and exercises to test the plan.

The purpose of this plan is to effectively and efficiently mobilize the members of Marinette County ARES/RACES in times of communications emergency, when their services may be needed by Marinette County Emergency Management. This plan will be tested at least four times per year in an exercise specifically designed for this test. The test will consist of unannounced activation of the telephone tree, appointment of a Net Control Operator, and an actual check-in procedure of all available hams. During tests only, all communications shall be preceded and ended with the statement "This is a drill" to prevent non-members who are monitoring from undue alarm.

3 Activating the Plan

This section answers the questions WHO can activate the plan, WHY they should activate it, and WHO should be notified when the plan is activated.

This plan may be activated for actual emergencies by the Emergency Coordinator of Oneida County, or in their absence or inability, by a duly appointed Assistant Emergency Coordinator. In the absence or inability of the EC and all AECs, any member may activate this plan upon request of any of the following officials or acting officials of Oneida County:

- *The Emergency Management Director.*
- *The Sheriff.*
- *The County Administrator.*
- *The Chairman of the County Board.*

4 ARES Mobilization Procedure

This is the actual procedure for mobilization. Is it to be by telephone tree, repeater, or some other method? When activated, this section tells members what to do as their first steps in their activation process, what to monitor, where to report, and so forth.

Upon activation, all ARES/RACES members will be notified by the current Telephone Tree, published in this document in Appendix 2. Members so designated in the Tree will report to the hamshack area in the Waukesha County Emergency Operations Center. Other members so designated on the Tree will report to Waukesha Memorial Hospital and await further instructions via the net. The first duly designated member to arrive at the EOC will start a net and log as NCS on the 146.xx MHz repeater, taking check-ins from those members available. The second member to arrive will take over logging duties. All members will check in and stand by for further instructions. The NCS will provide them with brief, guarded information concerning the emergency, as it becomes available.

In the event that phone lines are down, the duly designated members noted on the Telephone Tree will automatically report to the EOC and hospital. Members should be aware that phone lines may be down in some emergencies, and should always begin to monitor the 146.xx MHz repeater during unusual conditions such as severe weather events and other events that they might monitor on local or national news broadcasts.

5 Duties of the NCS

This spells out the duties of the net control operator on activation.

The NCS shall be responsible for activating a directed net on the repeater. In the event the repeater is down, the NCS shall activate on 146.55 MHz simplex, taking check-ins by relay if necessary. The NCS will start a log of all check-ins and messages passed during the event, and will maintain the log until logging duties can be taken over by a second responding member. The NCS will maintain absolute control of the net during emergencies or drills, and all members are reminded of this control. After the check-in procedure is complete, the NCS will pass such messages as are provided by the EC, an AEC or the Dunn County Emergency Manager. If hams are deployed in the field, as during severe weather events, the NCS shall do safety status checks during lulls in communications, to insure the safety of all deployed members. Members are reminded that they must request permission to leave a net, even for a short time, so that safety status checks will not show them as missing.

6 Operations

This section should spell out Standard Operational Procedures (SOPs) that are to be observed by the team. This may be as simple in some cases as "All written messages must be on the XXX form" to a complete procedure to be used when needed.

All third party messages (for example, a message from the La Crosse Fire Chief to the Emergency Manager) will be written, using two-part carbonless phone memo pads. These pads have proven to work well during real events. The top sheet is white and the second sheet is yellow. The white form is removed for physical delivery and the yellow copy remains in the spiral bound book as a record copy. A sample copy is attached and explained in detail in Appendix 3.

7 Drills, Tests, Training, and Alerts

This should spell out the requirements for drills, tests, training, and alert drills to be conducted by the unit.

As outlined in Section 2, above, tests of this activation plan will occur four times per year. General training of the Forest County ARES/RACES membership will occur at each monthly meeting, according to a schedule prepared by the AEC for Training. Members who miss more than half the training sessions during a given calendar year will be dropped from the Forest County ARES/RACES rolls until the circumstances that caused their excessive absence have been resolved. Weekly nets, for the purpose of net operations training, will be held on the repeater, with the NCS duties rotating among the membership. Field Day in June is an official ARES/RACES training event and should be attended by all members whose schedules permit. Other tests and drills may be scheduled by the AEC for Training, in consultation with the EC and Emergency Manager. All members are encouraged and urged to take additional training on the Internet, in the ARRL Amateur Radio Emergency Communications Course or courses offered by FEMA. Additional course offerings may be available from Wisconsin Emergency Management; consult our Emergency Manager for details and permission to attend.

8 Appendices

Useful appendices might include the following:

- List of frequencies so that when frequencies are changed, only the appendix needs to be changed, not the plan itself
- Lists of phone numbers for members
- Checklists for activation or other procedures
- The Telephone Tree, if used
- A message form with explanation
- Any other useful information used to support the plan.