

Minnesota Amateur Radio Emergency Plan (MNPLAN)

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With information from the following sources:

Minnesota Amateur Radio Emergency Plan

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MNPLAN - Minnesota Amateur Radio Emergency Plan

General Distribution: Federal Communications Commission (FCC), Amateur Radio Emergency Services (ARES), RACES, Red Cross, Salvation Army, State Director of Emergency Management, and Skywarn..

PURPOSE

The purpose of the plan is to provide information and guidelines to facilitate the sharing of amateur radio communications, human and technical resources within the state of Minnesota as they relate to public service, emergency and support requests.

AN INTRODUCTION OF AMATEUR RADIO AND EMERGENCY SERVICES

Amateur Radio has a long-standing tradition of providing public service communications during emergencies and other events. Generally, this service is most important when public safety communications or telephone service is overloaded or disrupted. The classic examples include floods, tornadoes, fires, earthquakes, and other natural disasters. Another common use of Amateur Radio is providing communications during public events such as a Walk-a-Thons or Parades.

Generally, Amateur Radio provides a public service by sending messages from place to place, usually using voice communications. Most people think of Amateur Radio only in terms of local VHF communications through repeaters, or long-distance communications via shortwave radio. However, many amateur radio groups have provided other kinds of services. Packet radio allows computer-to-computer communications using an electronic mail system using a radio Local Area Network. This allows hard copy messages to be rapidly and accurately transmitted over various distances. Television is also being used to provide instant visual information, such as to assist police in crowd control, or monitor forest fires. Amateur Radio has a long tradition of providing communications to the Red Cross. The Skywarn program provides trained storm spotters for the National Weather Service. A common service in emergencies is providing contact between far-flung family members; often referred to as Health and Welfare or Disaster Welfare Inquiry messages, and generally involves the amateur radio National Traffic System (NTS).

The above examples are not exhaustive; some amateur radio groups provide other services. Different amateur radio groups may have different names, and provide different types of services to a wide range of served agencies.

The list of emergency coordinators provides contact names and phone numbers in many areas of the state. If your area does not have an organized group, contact the Amateur Radio Relay League (ARRL) and request the name of the ARES Section Emergency Coordinator (SEC) or one of the District Emergency Coordinators (DEC), or Section Manager (SM) for your area.

PLAN DISTRIBUTION AND MAINTENANCE

This document will serve as the base point for coordination and communications between ARES (Amateur Radio Emergency Service) and the various amateur radio groups serving agencies within the state of Minnesota. Each group signing this document will maintain copies of this document. Each of these groups will review the document on an annual basis and forward updates, changes, and corrections to the MNPLAN publisher.

The ARRL Section Emergency Coordinator (SEC), and Section Manager (SM), shall keep the official version of the plan and will also keep a current list of the serving groups that are signatories of the plan. Copies shall be available to any interested individual or group at the cost of printing and distribution. If funding is available, copies may be mailed to serving groups. MNPLAN meetings shall be publicized well in advance on the statewide nets. Any interested group can submit a proposed revision. Revisions shall be determined by the SM and SEC. Updates in the form of additional appendices and enclosures may be sent out on an as-needed basis.

APPROVAL OF THE PLAN

A representative of each serving group approving the plan shall sign the following statement:

“The serving group _____, agrees to use the MNPLAN as a guide for operations in major or large scale events, whether simulated or actual events. We recognize that MNPLAN is not a static document. We agree to review proposed changes and provide comments where appropriate. If we desire modification to any part of the plan, we will provide a written explanation to the publishers. If we are not satisfied with how our objection is handled, we reserve the right to withdraw our support of the MNPLAN by writing a letter to the publishers, explaining our objection.” “ I, _____, sign this plan on behalf of the serving group listed above, today, _____date.”

1.0 COORDINATION AND COMMUNICATIONS AMONG AMATEUR RADIO GROUPS.

1.1 PRE-EVENT COORDINATION

1.1.1 Few groups have the resources to support a widespread or long duration emergency. One objective of this plan is to minimize this shortage by facilitating the sharing of these scarce resources. Additionally, each group has its own area of expertise that may be needed from time to time by other groups.

1.1.2 The primary method of providing regular on going non-emergency communications between the groups will be the statewide ARES Net on HF. RACES and other non-ARES groups are encouraged to participate.

1.1.3 Because these nets are the main source of preparatory communications, all emergency groups that are signatory to this plan agree to appoint a responsible person to participate in the net on a regular basis.

1.1.4 Appendix C contains a list of mutual aid amateur frequencies that ARES intends to use in an emergency.

1.1.5 When mutual aid frequencies are not utilized during a local event, the ARRL appointed ARES EC shall have pre-determined frequencies documented according to their respective local ARES plan. These frequencies are also noted in the monthly ARES EC report to the SEC.

1.2 EMERGENCY COORDINATION

1.2.1 During a local event, one person will be the coordinator for emergency communications. If ARES serves the affected area, the appointed ARES EC will be the event coordinator. If the affected area is not served by an ARES group, the nearest geographically located ARES EC or the District EC (DEC) may be required to coordinate communications. If the situation presents no available ARES EC for coordination, a RACES organization or other local amateur radio group may be required to perform needed coordination. Some ARES EC's are also RACES EC's. Also see Section 1.3 Jurisdiction and Activation.

1.2.2 In large scale or major events involving multiple nets and/or groups, the Resource Management and Event Coordination Teams will assist the EC/DEC in managing the operational control of the event. Each team will consist of members of each group responding to the event. Along with a member of the local ARES, RACES or radio group that is located in the affected areas. For more information, please refer to Section 3.2 and 8.1.

1.3 JURISDICTION AND ACTIVATION

1.3.1 If a served agency that is normally supported by one serving group requests assistance from another serving group, the following procedure should be used:

1. Ask if the served agency has contacted their serving group. If not, ask why.

2. Attempt diligently to contact a representative of the agency's serving group to understand the situation and coordinate a response accordingly.

1.3.2 If a serving group is asked to respond outside of its own area by its own served agency, it should attempt to contact the EC, DEC, or serving group in that area to coordinate a response.

1.3.3 THE HOMELAND SECURITY ADVISORY SYSTEM

1.3.4 The Homeland Security Advisory system was designed to provide a simple, straightforward means to communicate the Federal government's assessment of the level of risk of terrorist acts. The system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each threat condition, federal departments and agencies implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert. There are also "Protective Measures" that every American can take to be better prepared.

1.3.5. UNDERSTANDING THE HOMELAND SECURITY ADVISORY SYSTEM

1.3.6 The world has changed since September 11, 2001. We remain a nation at risk to Terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

1.3.7. Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

- Refining and exercising as appropriate preplanned Protective Measures;
 - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
 - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
-
- **Minnesota ARES Level** : None at this level. Normal day to day operations.

1.3.8. Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Checking communications with designated emergency response or command locations;
 - Reviewing and updating emergency response procedures; and
 - Providing the public with any information that would strengthen its ability to act appropriately.
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- **Minnesota ARES Level:** None at this level. Normal day to day operations

1.3.9. Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- Increasing surveillance of critical locations;
 - Coordinating emergency plans as appropriate with nearby jurisdictions;
 - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
 - Implementing, as appropriate, contingency and emergency response plans.
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- **Minnesota ARES Level 1 STANDBY:** This first level of operation is in effect during non-emergency times. No nets are in progress and everyday life takes precedence. Minor problems or localized emergencies, if any have occurred, may be handled at this level without activation of the ARES.

1.3.10. High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and

- Restricting threatened facility access to essential personnel only.
- **Minnesota ARES Level 2 ALERT**: Operators are requested to monitor their local frequencies for possible activation, or to participate in operations for practice. Nets may be established at this level for administration purposes, but should not remain established for greater than one (1) hour. If necessary, a check-in/recheck schedule should be implemented instead of continuous operation.

1.3.11. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources
- Monitoring, redirecting, or constraining transportation systems; and closing public and government facilities.
- **Minnesota ARES Level 3 ACTIVATION**: This is the highest level of operation. At least one (1) full time ARES net is in operation. Members may be operating with, or in support of, other volunteer organizations (such as the Red Cross or Salvation Army), local municipalities, or state and federal emergency management groups (such as the Federal Emergency Management Agency- FEMA). Members may be operating as liaison stations to other ARES or RACES groups or designated communications functions (such as MARS, the Military Affiliated Radio System).

2.0 TRAINING

2.1 Training is critical to the ability of any group to act effectively and professionally once an emergency communication request occurs. EC's or group leaders are encouraged to define the minimum training requirements for individuals in their group. Unfortunately, few groups have the resources available to provide training on an adequate schedule or with sufficient depth to maintain a high level of readiness. An additional problem revolves around differences in training between the

various groups. To address these issues, groups that are signatories to this document agree to make efforts to share training with other groups.

2.2 Groups agree to notify other groups of their training sessions, through the ARES HF nets, or by other means. Additionally, they are to be posted on the ARRL Section Website by the Section Manager.

2.3 The leadership of the various groups are actively encouraged to attend these training sessions to maintain awareness of the material being covered. When discrepancies are encountered between the training provided and the policies and procedures of other groups attending, the opportunity at that time should be taken to present and resolve such discrepancies. Follow up may be required at a later date to further address any issues.

2.4 Trainers who have developed curriculum are encouraged to offer the training session to other groups. Groups using 'guest' trainers should provide training facilities (e.g., classrooms) for these sessions. Written material and lesson plans developed for group training should be made available to other groups as deemed necessary.

2.5 The ARRL section leadership will work to establish known resources for training materials. Resources listings will be made a part of this document at a later date.

2.6 Whenever possible, groups are encouraged to invite leadership and/or instructors from other groups to observe or participate in training exercises. This is particularly valuable when the groups are training with its served agency and the guests are from adjoining groups. Care must be taken in these efforts to ensure distractions do not displace participants. For regularly scheduled EmComm training (e.g., Skywarn Spotter Training,) the ARRL section leadership will maintain a list of training, times and contact information. Efforts should be made to ensure that this information is distributed as needed.

3.0 RESOURCE MANAGEMENT

3.0.1 The goal of resource management is to have adequate personnel and equipment, when and where needed, to support the served agencies and the serving groups. Resource management includes personnel and equipment. This section can be used for both large and small events.

3.2 RESOURCE MANAGEMENT TEAM

3.2.1 Resource Management of an activity with more than two sites is too large a job for one person. Therefore a resource management team of at least two people should be formed in a group. The team should include at least one experienced and knowledgeable operator local to the served or affected area. If more than one group is involved, it is best for the team to include a member of each group.

3.2.2 The Resource Management Team (RMT) will most likely use a net on a VHF frequency separate from operational net frequencies. Volunteers will be referred to this frequency, as will requests for equipment and personnel. In a large scale event, the frequency(s) selected should be a wide area or linked repeater system, or HF. If an amateur radio event coordination team has been set up, the coordination team may perform the resource management function.

3.3 STAGING AREA

3.3.1 A staging area may be best located outside of an affected area. In a large scale emergency, the Resource Management Team may have a member at the staging area signing responding operators in/out, and assuring that they have sufficient supplies, batteries, gasoline, food, water, clothing, and sleeping bags, etc. The location of staging areas should be selected after consultation with other groups if needed. Operators should be discouraged from going directly into an affected area unless authorized by the EC, Net Control, RMT, or other authority.

3.4 PERSONNEL AND EQUIPMENT

3.4.1 Preference will be given to trained or certified operators over operators who simply show up or indicate their desire to participate and have no formal or recognized training.

3.4.2 Lists of personnel and equipment will not be centralized; each group will maintain their own list. A prepared list of resources should be given to the EC or RMT to assist in directing where group resources may be needed most. The EC or Resource Management Team will indicate specific items needed pertinent to the response if needed.

3.5 MUTUAL AID FROM OTHER SERVING GROUPS

3.5.1 If local resources are not sufficient, the Resource Management Team may contact the EC or officials of serving groups in nearby locations to inquire of them to provide the additional resources. It is the responsibility of the Resource Management Team to specify what is needed. It is the responsibility of the EC or officer of the requested group to estimate what their group can realistically provide. The inquiring EC or group representative shall also provide pertinent information about the local conditions and advise the officer of special requirements or conditions. If this information is not provided, the officer of the serving group should ask! The representative of the responding mutual aid serving group should not overestimate the available resources, and it is vital to inform the Resource Management Team if a group is unable to provide what they may have initially committed to provide.

3.5.2 Generally, mutual aid from one serving group to another will take the form of a field team of two to four operators. The group sending the field team is responsible for ensuring that their team has adequate equipment, leadership, and personnel for the task. Any limitations on the field team (e.g., health restrictions) must be conveyed to the Resource Management Team.

3.5.3 An equipment checklist is vital to successful operations away from home. The team should have maps, frequency list, and redundant equipment to ensure reliable operation. Radio equipment needed may include VHF, HF, and packet. Personal supplies include appropriate clothing, sleeping

bags, personal Medical supplies, gloves, and generators, as well as food, water, and fuel for 48 hours. Self-sufficient operation may be necessary depending on the situation.

3.6 SCHEDULING AND ASSIGNMENTS

3.6.1 For multi-day events, there will be a special net each evening to confirm assignments for the following day, and discuss the resources needed. This net will take place at 8 PM; the time may change to match the planning cycle at the Incident Command post. Each group involved should have a designated person check in and report for their group. This net will include reading the resource report.

3.6.2 Shift duration will most likely be 6.5 or 12.5 hours. The Net Control operators should be relieved every 4-6 hours, if possible. Overlapping shifts facilitate a smooth transition. A team of two is recommended for a shift at any site.

3.7 RESOURCE REPORTS

3.7.1 The Resource Management Team is responsible for generating resource reports. Resource reports are intended to inform operators of resources at hand or those needed for the event. Generally, these reports will also include a list of resources needed, if any. This may include a frequency that will be used to accept offers of resources. A resource report form is included in Appendix F. A resource report should be less than one typewritten page long.

3.7.2 Resource reports shall be published, if possible, and distributed to responding groups. A final report should be published and reviewed after the event is over.

4.0 GROUP EMERGENCY PLANS

4.0.1 Each group involved in emergency communications should prepare an emergency plan addressing all aspects of its preparedness. As a minimum, each plan should address the following issues.

4.1 GROUP STRUCTURE

4.1.1 The structure of the group should be discussed, including how this group fits into the overall amateur radio emergency communication structure as an individual group. And the formation of any special teams should be detailed enough to assist in their correct allocation.

4.2 EMERGENCY COMMUNICATION PLAN

4.2.1 In this section, the group should define how it plans to organize its members to support of various types of situations. A set of roles should be defined such that these roles can be assigned to members during an event. Each role should be defined in a general manner so that the role has a purpose in more than one kind of emergency. These roles should be prioritized in cases where a lack of operators may exist responding to a call up.

4.3 ACTIVATION PROCEDURES

4.3.1 Procedures should be defined for activating an emergency net. As a rule, specific operators should be authorized to activate a net when an activation event has occurred.

4.3.2 An accurate list of members and member capabilities and times available should be maintained and distributed to the membership. The list should contain any special information about an operator noting special skills or special equipment (e.g. portable repeater).

4.3.3 Specific means of efficiently notifying all members should be implemented. This can include a telephone tree call up roster, radio call up roster, or other means of an effective notification system.

4.4 FREQUENCY AND MODE PLAN

4.4.1 This plan should contain a plan designating check-in, primary, secondary, medical, logistics, RMT, and other frequencies to be used in emergency situations. The plan should address how to use each frequency and mode to the best advantage in an emergency.

4.5 SIMULATED EMERGENCY TESTS

4.5.1 This plan should address the group's role in an annual or semi-annual Simulated Emergency Test (SET) and/or joint exercises.

4.6 AGREEMENTS

4.6.1 This plan should include copies of any written agreements between the serving group and the served agency. The plan should also have copies of any written agreements between serving groups, should as mutual aid agreements.

5.0 SERVED AGENCIES

5.1 DEFINITIONS

5.1.1 Served Agency – The agency whose communication is supported by the amateur radio group addressed in this document.

5.1.2 Serving Group – The amateur radio group whose purpose is to provide communications to a Served Agency. This includes ARES, RACES, and local area Radio Clubs or Organizations.

5.2 SERVED AGENCIES AND AMATEUR RADIO GROUPS

5.2.1 An understanding of this MNPLAN by amateur radio groups and it's served agencies will benefit both organizations. The amateur radio groups will benefit from a better understanding of the lines of communications during emergency situations. The served agencies will benefit from the

definition of their access to the volunteer base. Both organizations will benefit from the reaffirmation of existing emergency plans and agreements.

5.2.2 Amateur radio serving groups will be requested to sign and support the MNPLAN. The groups affiliated through this agreement shall adopt the standards and goals described in this document. The groups will cooperate during emergencies and provide input in revising and improving the MNPLAN. Aside from the channels of communication adopted herein, the MNPLAN establishes no formal, permanent organization.

5.2.3 The MNPLAN assumes each signatory group serves at least one public service organization. The terms of cooperation between each serving group and its served agencies are to be established between the parties. Many of the groups already have a memorandum of agreement with their served agencies: the MNPLAN encourages the signatories to make written agreements with all of their served agencies.

5.2.4 This MNPLAN gives guidance to amateur radio groups involved in emergency planning. The signatory groups believe the MNPLAN offers a scheme that would be useful to any unaffiliated groups that choose to adopt it. They should encourage unaffiliated amateurs, who are interested in emergency communications, to join the existing groups. Other amateur radio groups including clubs and repeater groups should be made aware of this MNPLAN so that they can most effectively help in emergencies.

5.2.5 Nothing in this MNPLAN is intended to supersede an existing agreement with a served agency. Instead, this plan is intended to foster improved, pre-emergency communication between served agencies and the amateur radio community.

5.2.6 Served agencies have different degrees of experience in working with amateur radio operators. Those that already have regular contact with an amateur radio group should continue working with the same individuals as in the past. They should use this MNPLAN as a guide to improved coordination, with special concern for the sections on Resource Management and Escalation Procedures.

6.0 ESCALATION PROCEDURES

6.1 For purposes of this plan, events involving amateur radio are divided into three categories: Minor, Major, and Large Scale Emergency. See the sections on Resource Management and Event Coordination for more info.

6.2 A Minor amateur radio event is any activity that involves twenty or fewer hams from the local area. In some cases, two or more groups in a local area may be cooperating, but the event is still a local event. Minor events do not require notification outside of the local area.

6.3 A Major amateur radio event is an event that involves more than 20 hams, or lasts more than 24 hours. If hams from outside the local area are needed, the event is Major. For Major events, the following guidelines apply:

The Section and District Emergency Coordinator shall be notified.

ARES EC's and/or group leaders in adjacent areas should be notified.

A Resource Management Team and Event Coordination Team should be set up.

A resource report should be generated and distributed.

6.4 A Large scale amateur radio event is an event in which more than 10 hams from outside the local area are involved. Or covers an area of two or more adjoining Counties. An event coordination team shall be set up. The Section and District ECs shall be notified; group leaders in nearby areas shall be notified. Resource reports shall be generated and distributed at least once a day. (See the Resource Management and Amateur Radio Event Coordination sections of the plan for more info.)

6.5 For a Major or Large Scale event, the EC or leader of each local group in affected areas are responsible for designating a responsible experienced person to contact other groups, make resource reports, and represent their respective groups in the resource management or event coordination process. The Section and District EC's shall also be notified at least once daily with a resource and coordination report.

7.0 LOCAL RESPONSIBILITIES

7.0.1 Because most emergencies occur at a local level and, only if necessary escalate to the next larger response level, the responsibilities at the local level must be clearly defined before an emergency occurs. Since it is impossible to predict when or where a disaster may strike, each amateur radio serving group which responds to emergencies must be prepared to handle a variety of critical communication requirements.

7.0.2 The local amateur radio serving group should work toward fulfilling the local responsibilities listed below.

7.1 CALL UP LIST AND PROCEDURES

7.1.1 Each serving group is responsible to ensure that there is a mechanism in place to notify amateur radio operators in the event of an emergency. At minimum, a telephone-calling tree should be instituted as this mechanism. This call up list should include all members and/or volunteer operators and at least one phone number where the individual can be reached.

7.1.2. The call up list should be updated and published regularly.

7.1.3 The call up procedures should be tested at least once per year (more often is preferred) by calling all operators on the list as if an emergency has occurred. This will ensure the process works and the list is accurate.

7.2 LIST OF RESOURCES

7.2.1 Each serving group is responsible for maintaining a complete and accurate list of resources within its area of responsibility. As a minimum, this list should contain names, call signs, addresses,

and phone numbers. The list may also contain information about what kind of equipment the amateur has, including radio equipment, alternate power sources, type of vehicle, and any other equipment the coordinator feels is necessary. The list should also contain information about the operator, including license class, any certifications (e.g., Red Cross training, EMT training), physical limitations and any other information the coordinator feels is necessary.

7.2.2 Each serving group is responsible to ensure that information gathered for the preparation of an emergency is shared with other amateur groups. Each group should designate an individual to act as a liaison between all groups. This person should be responsible for making all of his or her information available to all other organizations. If possible, one or more members in the serving group should be listed as an Official Emergency Station (OES). The description for this position can be found in Annex H of the MNPLAN.

7.3 EMERGENCY PLAN

7.3.1 Each serving group is responsible for preparing and maintaining a plan should the group be called to provide assistance in an emergency. The plan should be reviewed at least once annually.

7.4 LIAISON WITH SERVED AGENCY

7.4.1 Serving groups should identify the served agencies in its area of responsibility.

7.4.2 A serving group is useless if served agencies do not know how to effectively utilize them. Amateur radio, as an organized group of volunteers, can have a great beneficial effect on communications to and from a disaster area. Therefore, the interface between amateur radio and public service agencies (such as Red Cross, police and fire departments, offices of emergency management) must be a coordinated effort among each serving group. Each group should designate a public service liaison. The liaison should act to educate the public service organizations about the capabilities of amateur radio and how to use amateurs effectively. If there is more than one serving group in a local area, the liaisons should coordinate their activities accordingly.

7.4.3 An agreement between a serving group and its served agency should be documented in a written memorandum of understanding (MOU). Any memorandums of understanding between amateur radio groups and government agencies or other amateur radio groups should be documented and included as part of the local plan. With a copy sent to the SM and SEC for including in the Section's master MNPLAN.

7.5 LIAISON WITH OTHER SERVING GROUPS

7.5.1 In cases when more than one serving group exists in a local area, a written mutual aid agreement between the groups is appropriate and necessary. Any written agreement should be included as part of the local plan. The MNPLAN provides guidelines for cooperation, but is not a substitute for a mutual aid agreement.

7.5.2 When requested to provide assistance to other groups, it is the sending group's responsibility to ensure that the team being sent has adequate training, equipment, and leadership for the required task. (See Section 3.5 for more information.)

7.5.3 Serving groups should have a representative check into the ARES HF statewide nets to share information about activities and issues. (See Section 1.1.)

7.6 SIMULATED EMERGENCY EXERCISES

7.6.1 As part of its formal training, each serving group should participate annually in a simulated emergency exercise with the served agency. This is to ensure that all procedures in place work as designed, to identify any deficiencies in the plans and procedures and facilitate a good working relationship with the served agency

7.6.2 In addition to joint exercises, a Simulated Emergency Tests (SET) which involves only amateur radio operators can also be valuable in providing additional training and testing new systems and procedures.

7.7 FORMAL TRAINING

7.7.1 Training is one of the most important responsibilities of each amateur group. Without adequate training, amateurs cannot be fully prepared to handle unexpected situations that may arise in an emergency. Training should also match the needs of the served agencies.

7.7.2 Each amateur radio group should ensure adequate training is provided to members of its group, either through its own training or through training provided by other groups. Training should be provided, at minimum, in the following areas:

- Controlled Net Operations
- Standardized operating procedures
- The National Traffic System (NTS)
- Recommended equipment, clothing, etc.,
- Safety

8.0 AMATEUR RADIO EVENT COORDINATION

8.1 EVENT COORDINATION TEAM

8.1.1 The purpose of an amateur radio Event Coordination Team is to manage a groups' response to an event. The primary functions are to manage frequency resources, coordinate the various nets and ensure effective net operations.

8.1.2 The amateur radio Event Coordination Team will designate frequencies, functions, and net controls for various nets or traffic. In cooperation with the NTS leadership, it may choose to take steps such as declaring a 24-hour embargo on incoming health and welfare traffic.

8.1.3 The team will be responsible for resource management as described in the Resource Management section of the plan, but may elect to delegate part or all of this function.

8.1.4 The system described here is primarily designed for major or large scale events. Smaller events can use many of the same guidelines, but may operate more informally. With events larger in scale, so to must be the event coordination effort.

8.1.5 If it appears likely that an event is or will become a major or large scale emergency, an Event Coordination Team should be set up as soon as possible.

8.1.6 Depending on the circumstances, the team may decide to assign net controls for operational nets, or delegate that function to another individual. All net control stations should have at least two operators to ensure a smooth operation. While the team may not be listening to all the frequencies in use at all times, it should do some monitoring. The team should keep an ear on the pulse of the nets, monitor the activity levels, and listen for possible problems. Of course, the team must continuously monitor at least one frequency.

8.1.7 The team must have at least one experienced representative from the local amateur radio serving group. It should also have representatives from other radio groups assisting with the emergency. The Section or District EC should also be consulted. If there are is no organized local groups, nearby groups should join together to form a team.

8.1.8 The team's site must be carefully chosen; see Section 10.3. A suggested minimum staffing for this site is one more person than the number of frequencies in use at the team's site.

8.1.9 The team shall maintain a list of the sites involved in the event, with the call, frequencies, and packet radio nodes associated with each site. Station callsigns or tactical calls may be used; however, once a site is set up, the site must continue to use the same tactical call until it is shut down, even if this is days later. The amateur radio Event Coordination Team should direct when stations can be secured and taken off-air.

8.2 INCIDENT COMMAND

8.2.1 The control of a disaster site is the responsibility of the Incident Commander. The Incident Commander is the chief responsible individual at the city, county, or state command post. This person is typically the police chief, sheriff or fire chief of the governmental agency.

8.2.2 A critical function for the Event Coordination Team is the "Amateur Radio Emergency Services Liaison Officer." The liaison officer is the amateur radio representative in the agencies' Incident Command system. His or her primary function is to interpret the agencies' needs, and offer solutions for those needs. He or she should be careful in suggesting realistic promises of what the operators can deliver. This liaison representative should also be located at the agencies' Incident Command Post, or Headquarters, and work closely with the team to ensure that the EmComm response matches the agencies' needs. The ideal person for this function would be experienced in emergency service...well known by the local agencies involved. If such operator is not available, the team should appoint a liaison officer accordingly.

8.2.3 The liaison officer may need a minimum of one radio operator to assist him; the liaison officer's job is to interact with the agencies, not operate a radio. To get through roadblocks, a simple statement such as the following may suffice, especially if accompanied by a photo ID issued by a government agency. "I am the Amateur Radio Emergency Service Liaison Officer. I need to report to the Communications Chief at the Incident Command Center." If there is no centralized Incident Command Post, it may be necessary to appoint a liaison officer for each served agency involved in the response and relief efforts.

9.0 SAFETY, LEGAL AND INSURANCE ISSUES

9.1 Safety should be everyone's concern. Emergency service inherently may involve hazardous situations. In our litigious society, almost any activity can involve legal considerations. This is especially true for any activity that could potentially involve injury or death. The ideas below are intended to provide some guides lines that should tend to improve safety and reduce the risk and impact of lawsuits.

9.2 SAFETY AND PREVENTING INJURIES

9.2.1 One step is to stress safety in all member training. A safety ethic should be included as a part of the official philosophy of the group. Amateur radio is generally not a first responder service, like a fire department. Emphasis can and should be placed on the idea that the safety of members is more important than the assigned task. Members should be encouraged to stop and think before proceeding into any potentially hazardous situation. Ultimately, the good judgment of the member is the best safety program. One approach is to encourage the idea that a member can and should decline any assignment that he or she is not comfortable performing. The best way to avoid litigation is to prevent injuries.

9.2.2 One way to prevent injuries is through wise assignment of personnel. The people assigning individuals to tasks should be aware of any physical limitations of the members. For example, a person with asthma should not be assigned to an area near a fire or chemical spill. Another consideration might be assigning only fully trained members with a reputation for good personal judgment to hazardous areas. If it is necessary to use other amateur radio volunteers, assign them to safe places such as offices or shelters.

9.2.3 Another way to prevent injuries is to make sure that persons assigned to a potentially hazardous situation fully understand the situation. It may be appropriate to insist on a face-to-face briefing to ensure that the circumstances are conveyed.

9.3 WAIVERS

9.3.1 One step in preventing lawsuits may be to have all members sign a waiver of liability, in which the member states that he or she understands that emergency service can be hazardous, that they agree to assume the risks, and that they and their heirs agree not to sue the emergency groups. While the

value in court of such a waiver may be limited, it does serve to show that the member was made aware that service in the group may be hazardous, and that the member voluntarily assumed the risks.

9.4 WORKMAN'S COMPENSATION

9.4.1 If possible, Workman's Compensation coverage should be obtained for members. In many cases, it may be possible to obtain a written agreement with the served agency in which the agency agrees to provide Workman's compensation coverage for members serving the agency. An officer of the group should acquire a basic knowledge of Workman's Compensation. Members should be informed how to file a claim, and what the requirements are with respect to prompt filing of claims.

9.4.2 Minnesota state law relates to Workman's Compensation coverage for "volunteer civil defense workers." This applies to "registered members" of "accredited local organizations for civil defense," "limited to the availability of moneys so appropriated.

9.5 INCORPORATION AND STATE LAW

9.5.1 It is advantageous for serving groups to be a legal nonprofit corporation, registered with the state and the IRS. Minnesota state law provides protection for the directors of nonprofit corporations. "No member of the board of the directors of a nonprofit corporation or nonprofit organization shall be held liable for actions taken or omissions made in the performance of his duties as a board member except for wanton and willful acts on omissions." "Nonprofit corporation means any corporation which is exempt for taxation pursuant to section 501(a) of the federal "Internal Revenue Code of 1986...."

10.0 NET CONTROL

10.1.1 This section is intended to provide guidelines for effective net control operations. The circumstances will dictate what is possible and desirable.

10.2 NET CONTROL TEAM

10.2.1 One person cannot always effectively perform an adequate job of being net control in an emergency or simulated emergency. A second person can provide needed breaks, help keep records, log messages, keep track of who is where, think, get food and water, and is necessary for an overall successful operation. The second person is especially important when the event lasts many hours.

10.2.2 If any of the following tasks must be done by net control, one additional person should be added to the net control team for each task. In many cases, it may be better to delegate these responsibilities to individuals not at the net control site:

- Runner to deliver and receive messages

- Phone calls to notify members

- Scheduling and assigning operators to specific assignments

- Liaison to served agency

- Additional frequencies (at least one additional person for each additional frequency)

10.2.3 The net control team should be trained and experienced as net control operators. Not everyone has the ability or personality to be a good net control operator. A net control operator should be calm and maintain control of the net, and aware of the overall environment within.

10.3 NET CONTROL SITE

10.3.1 Circumstances will dictate whether the net control site should be at a separate location, such as the home of an amateur radio operator, OES, or at a served agency site. Some of the considerations in choosing a net control sites are listed below.

10.3.2 Adequate antennas, location, and radio equipment. Depending on circumstances, the net control may need to be able to operate on multiple bands and modes, including packet, HF and ATV. The antennas and location must be at least adequate to use the local repeaters, but simplex operations may also be important. In some cases, there may be only a few locations that will provide complete communications coverage. A telephone is also desirable.

10.3.3 Speed of being able to start the net. If a net cannot be started until two qualified operators reach a serviced agency location, the start of the net may be delayed. Operators working from their home may be able to start an effective net quickly. In some cases, the home station should be the net control until the amateur radio operators are in their designated places, and the situation stabilizes.

10.3.4 Adequate room. In many cases, space at the served agency is at a premium, and there may not be adequate room at the served agency for enough operators to effectively staff net control. The served agency location may be too noisy and distracting for good net control operations.

10.3.5 Staffing requirements. A separate net control site means that additional operators will be required. If for unseen reasons a net control site must be shut down or is disabled, an alternate net control site can assume operations.

ANNEX A



To Request State Assistance or Report a Petroleum or Hazardous Materials Spill
Call 24 Hours a Day:



MINNESOTA DUTY OFFICER

1-800-422-0798

(IN MINNESOTA ONLY)

(651) 649-5451

(TWIN CITIES METRO AREA AND OUTSIDE MINNESOTA)

(651) 296-2233
(Backup ONLY)

(651) 296-2300
FAX

TDD: (651) 297-5353 (Metro Area)
1-800-627-3529 (Greater MN)

Emergency Notification

**IF YOU SPILL A HAZARDOUS MATERIAL OR A PETROLEUM PRODUCT IN MINNESOTA
YOU MUST CALL:**

- Local Authorities:** 9-1-1 FIRST, when there is a threat to life or property.
- The Minnesota Duty Officer** If there is a public safety or environmental threat and/or if a State Agency Notification for Reportable Spills is required.
- The National Response Center:** 1-800-424-8802, when a federal notification is required.

Minnesota Division of Emergency Management

Minnesota ARES Calling Plan

Minnesota State
DEM Duty Officer

I
Section
Emergency Coordinator

District EC

I
County EC

District EC

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County EC

District EC

I
County EC

ANNEX B deleted from this download copy.

ANNEX C

Many frequencies are available in the amateur radio service. During mutual aid operations, the following simplex frequencies (below) are suggested when multiple serving groups and/or nets are in use

SUGGESTED SIMPLEX FREQUENCIES FOR MINNESOTA ARES

SIMPLEX=====VHF=====UHF		
ALPHA	147.585	440.975
BRAVO	147.525	440.925
CHARLIE	147.495	440.875
DELTA	146.535	440.825
ECHO	146.475	440.775
FOXTROT	146.565	440.725
GOLF	146.575	440.670
HOTEL	145.505	
MUTUAL AIR	147.540	

ANNEX D

Northern District ARES Net

County	Frequency	Day	Time
Roseau Co. ARES	147.090+	Sun	2000
Cook Co. ARES	146.895-	Sun	1900
Carlton Co. ARES	147.000-PL 103.5	Wed	2030
Itasca Co. ARES	146.880- (linked to 147.075+)	Sun	1930
Polk Co. ARES	146.940-	Mon	2100
Koochiching Co. ARES	146.970-	Sun	2000
St. Louis (South) ARES	146.940- (linked to 147.000-)	Sun	2100
St. Louis (North) ARES	WD8RFS system	Sun	2000

Duluth Super Link

Frequency	Offset	Offset Amount	Tone	Callsign	Location	Connection state	Connection Type
147.390Mhz	Positive	0.600Mhz	N/A	WD8RFS	Ely, MN	Permanent	RF Linked
147.240Mhz	Positive	0.600Mhz	N/A	WD8RFS	Aurora, MN	Permanent	RF Linked
145.370Mhz	Negative	0.600Mhz	N/A	WD8RFS	Virginia, MN	Permanent	RF Linked
147.120Mhz	Positive	0.600Mhz	N/A	WD8RFS	Hibbing, MN	Permanent	RF Linked
145.290Mhz	Negative	0.600Mhz	N/A	WD8RFS	Cusson, MN	Permanent	RF Linked
145.230Mhz	Negative	0.600Mhz	N/A	WD8RFS	Silver Bay, MN	Permanent	RF Linked
444.300Mhz	Positive	5.0Mhz	103.5hz	WD8RFS	Duluth, MN	Permanent	RF Linked
444.550Mhz	Positive	5.0Mhz	123.0hz	KB0VAE	Grand Rapids, MN	Permanent	RF Linked

Central District ARES Nets

County	Frequency	Day	Time
Carver Co. ARES	147.165 PL107.2	Sun.	20:30
Chisago Co. ARES	146.550s & 147.315 PL91.5	Mon.	20:30
Dakota Co. ARES	N/A		
Meeker Co. ARES	147.375	1st/last Tues	19:00
McLeod Co. ARES	N/A		
Mille Lacs Co. ARES	N/A		
Scott Co. ARES	146.535	Mon	19:30
Sherburne ARES	146.970 & 146.475		20:45
Stearns ARES	147105 PL 85.4		20:30
S. Washington ARES	N/A		
N. Washington ARES	N/A		
Wadena ARES	147.330	Sun	21:00
Wright Co ARES WCARS	147.345	Fri	19:00

Southern District ARES Nets

County	Frequency	Day	Time
Blue Earth Co. ARES	147.240	Sun	2130CST
Goodhue Co. ARES	147.300	Sun	2200CST
Houston/Fillmore Co. ARES	146.745 PL 136.5 (NTS Net)	Wed	2100CT
Lyon/Lincoln Co. ARES	147.195 (Marshall Area)	Wed	2100CST

Nobles/ Jackson Co. ARES	None		
Olmsted Co. ARES Tri-State ARES/EC	146.820 146.745 PL 136.5	Sun Mon	2100CST 1900CST
Redwood Co. ARES	146.865		
Rice Co. ARES	146.790 PL 100		

ANNEX E

Official ARRL Field Organization Appointment Description: Section Manager

[ARRL Field Organization](#) · [ARRL Section Managers](#)

The Section Manager is accountable for carrying out the duties of the office in accordance with ARRL policies established by the Board of Directors and shall act in the best interests of Amateur Radio. In discharging these responsibilities, the Section Manager:

- a) Recruits, appoints, and supervises section-level staff to administer the Field Organization's principal areas of responsibility in the section. These areas are emergency communications, message traffic relay, technical activity / problem solving, volunteer monitoring, government relations, public relations in the general community, information services for amateurs, and cooperation with affiliated clubs.
- b) Appoints qualified ARRL members in the section to other volunteer positions in support of Field Organization objectives, and may authorize section-level staff to make such appointments.
- c) Keeps well informed concerning matters of ARRL policy so as to administer the Field Organization in accordance with current policy and so as to provide correct information in response to members' inquiries.
- d) Supervises the activities of the section-level staff, monitors the performance of the Field Organization volunteers, and provides guidance as necessary to ensure that appointees act in the best interests of Amateur Radio and in accordance with ARRL policies.
- e) Maintains liaison with the Division Director; makes periodic reports to the Director regarding the status of Section activities; receives from the Director information and guidance pertaining to matters of mutual concern and interest; serves on the Division Cabinet and renders advice as requested by the Director.
- f) Conducts correspondence and other communications with ARRL members and affiliated clubs in the Section; makes personal visits to clubs, hamfests, and conventions; responds to members' questions and concerns or refers them to an

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appropriate person or office in the League organization; maintains liaison with representative frequency coordinator(s) having jurisdiction in the Section.

g) Writes, or supervises preparation of, a monthly "Section News;" uses electronic communications, such as the Internet, to distribute information about Section activities and to encourage member participation in the Field Organization.

h) Promotes recruitment of new amateurs and new ARRL members; encourages attitudes and actions which welcome new radio amateurs and integrate them into League and club activities.

FSD-128 (1/02)

Official ARRL Field Organization Appointment Description: Section Emergency Coordinator

ARRL Field Organization

The SEC is the assistant to the [SM](#) for emergency preparedness. The SEC is appointed by the SM to take care of all matters pertaining to emergency communications and the [Amateur Radio Emergency Service](#) (ARES) on a sectionwide basis. The SEC post is one of top importance in the section and the individual appointed to it should devote all possible energy and effort to this one challenging organizational program for Amateur Radio. There is only one SEC appointed in each section of the ARRL Field Organization. SEC qualifications and functions:

1. Encourage all groups of community amateurs to establish a local emergency organization.
2. Advise the SM on all section emergency policy and planning, including the development of a section emergency communications plan.
3. Cooperate and coordinate with the [Section Traffic Manager](#) so that emergency nets and traffic nets in the section present a united public service front, particularly in the proper routing of Welfare traffic in emergency situations. Cooperation and coordination should also be maintained with other section leadership officials as appropriate, particularly with the [State Government Liaison](#) and [Public Information Coordinator](#).
4. 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. At the SM's discretion, the SEC may be

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5. directly in charge of making (and canceling) such appointments. In the same way, the SEC can handle the [Official Emergency Station](#) appointments.
6. Promote ARES membership drives, meetings, activities, tests, procedures, etc., at the section level.
7. Collect and consolidate Emergency Coordinator (or District Emergency Coordinator) monthly reports and submit monthly progress summaries to the SM and ARRL Headquarters. This includes the timely reporting of emergency and public safety communications rendered in the section for inclusion in *QST*.
8. 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 and local government, civil preparedness, Federal Emergency Management Agency, Red Cross, Salvation Army, the National Weather Service, and so on. Such contact is maintained in cooperation with the State Government Liaison.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Full ARRL membership; Technician class license or higher.

FSD-250 (2/97)

***Official ARRL Field Organization Appointment Description: District
Emergency Coordinator***

[ARRL Field Organization](#)

The ARRL District Emergency Coordinator is appointed by the [SEC](#) to supervise the efforts of local Emergency Coordinators in the defined district. The DEC's duties involve the following:

1. Coordinate the training, organization and emergency participation of Emergency Coordinators in your district of jurisdiction.
2. Make local decisions in the absence of the SEC or through coordination with the SEC, concerning the allotment of available amateurs and equipment during an emergency.
3. Coordinate the interrelationship between local emergency plans and between communications networks within your area of jurisdiction.
4. Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your area of jurisdiction.
5. 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.

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6. Recommend EC appointments to the SEC.
7. Coordinate the reporting and documenting of ARES activities in your district of jurisdiction.
8. Act as a model emergency communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications.
9. Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Technician or higher class; Full ARRL membership.

FSD-47 (2/97)

***Official ARRL Field Organization Appointment Description:
Emergency Coordinator***

[ARRL Field Organization](#)

The ARRL Emergency Coordinator is a key team player in [ARES](#) on the local emergency scene. Working with the [Section Emergency Coordinator](#), the [DEC](#) and [Official Emergency Stations](#), the EC prepares for, and engages in management of communications needs in disasters. EC duties include:

1. 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.
2. 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/Section Manager](#).
3. Establish viable working relationships with federal, state, county, city governmental and private agencies in the ARES jurisdictional area which need the services of ARES in emergencies. Determine what agencies are active in your area, evaluate each of their needs, and which ones you are capable of meeting, and then prioritize these agencies and needs. Discuss your planning with your Section Emergency Coordinator and then with your counterparts in each of the agencies. Ensure they are all aware of your ARES group's capabilities, and perhaps more importantly, your limitations.

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4. Develop detailed local operational plans with "served" agency officials in your jurisdiction that set forth precisely what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect. All matters involving recruitment and utilization of ARES volunteers are directed by you, in response to the needs assessed by the agency officials. Technical issues involving message format, security of message transmission, Disaster Welfare Inquiry policies, and others, should be reviewed and expounded upon in your detailed local operations plans.
5. Establish local communications networks run on a regular basis and periodically test those networks by conducting realistic drills.
6. Establish an emergency traffic plan, with Welfare traffic inclusive, utilizing the [National Traffic System](#) 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.
7. In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under his jurisdiction.
8. Work with other non-ARES amateur provider-groups to establish mutual respect and understanding, 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.
9. Work for growth in your ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs. There are thousands of new Technicians coming into the amateur service that would make ideal additions to your ARES roster. A stronger ARES means a better ability to serve your communities in times of need and a greater sense of pride for Amateur Radio by both amateurs and the public.

10. Report regularly to the SEC, as required.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Technician or higher class license; Full ARRL membership
FSD-46 (2/97)

Official ARRL Field Organization Appointment Description: Official Emergency Station (Section, District, and County)

[ARRL Field Organization](#) · [Online Application](#)

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Amateur operators may be appointed as an Official Emergency Station (OES) by their [Section Emergency Coordinator](#) (SEC) or [Section Manager](#) (SM) at the recommendation of the [EC](#), or [DEC](#) (if no EC) holding jurisdiction. The OES appointee must be an ARRL member and set high standards of emergency preparedness and operating. The OES appointee makes a deeper commitment to the [ARES](#) program in terms of functionality than does the rank-and-file ARES registrant.

The requirements and qualifications for the position include the following: Full ARRL membership; experience as an ARES registrant; regular participation in the local ARES organization including drills and tests; participation in emergency nets and actual emergency situations; regular reporting of activities.

The OES appointee is appointed to carry out specific functions and assignments designated by the appropriate EC, DEC, or SEC. The OES appointee and the presiding EC, DEC, or SEC at the time of the OES appointment, will mutually develop a detailed, operational function/assignment and commitment for the new appointee. Together, they will develop a responsibility plan for the individual OES appointee that makes the best use of the individual's skills and abilities. During drills and actual emergency situations, the OES appointee will be expected to implement his/her function with professionalism and minimal supervision.

Functions assigned may include, but are not limited to, the following four major areas of responsibility:

OPERATIONS--Responsible for specific, pre-determined operational assignments during drills or actual emergency situations. Examples include: Net Control Station or Net Liaison for a specific ARES net; Manage operation of a specified ARES VHF or HF digital BBS or MBO, or point-to-point link; Operate station at a specified emergency management office, Red Cross shelter or other served agency operations point. ***In addition, District and Section OES will assist local ECs and OESs during disasters. To include, proper radio procedures, station setup, and proper frequency use.***

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ADMINISTRATION--Responsible for specific, pre-determined administrative tasks as assigned in the initial appointment commitment by the presiding ARES official. Examples include: Recruitment of ARES members; liaison with Public Information Officer to coordinate public information for the media; ARES registration data base management; victim/refugee data base management; equipment inventory; training; reporting; and post-event analysis.

LIAISON--Responsible for specific, pre-determined liaison responsibilities as assigned by the presiding EC, DEC, or SEC. Examples include: Maintaining contact with assigned served agencies; Maintaining liaison with specified [NTS](#) nets; Maintaining liaison with ARES officials in adjacent jurisdictions; Liaison with mutual assistance or "jump" teams. ***To include coordination with OESs assisting mutual aid teams and NTS Nets. (not exactly what I want to say)***

LOGISTICS--Responsible for specific, pre-determined logistical functions as assigned. Examples include: Transportation; Supplies management and procurement (food, fuel, water, etc.); Equipment maintenance and procurement--radios, computers, generators, batteries, antennas.

MANAGEMENT ASSISTANT --Responsible for serving as an assistant manager to the EC, DEC or SEC based on specific functional assignments or geographic areas of jurisdiction. ***District and Section level OESs will be expected to assist the DEC and SEC in the operation of pre-disaster, post-disaster, and training/drills. To include acting as Assistant EC, DEC, and SEC upon their request. This duty will be for the length of the disaster, or as requested by the EC, DEC, or SEC. For terms up to 2 years. Term to be renewable for more than one 2 years term upon request.***

CONSULTING--Responsible for consulting to ARES officials in specific area of expertise. ***The OES is expected to consult with the EC, DEC, or SEC in areas where***

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their own expertise may be more extensive than the leadership. Example: Consulting with EC, DEC, or SEC on NTS traffic handling and proper NTS Net Control.

OES appointees may be assigned to pre-disaster, post-disaster, and recovery functions. These functions must be specified in the OES's appointment commitment plan. The OES appointee is expected to participate in planning meetings, and post-event evaluations. Following each drill or actual event, the EC/DEC or SEC and the OES appointee should review and update the OES assignment as required. The OES

appointee must keep a detailed log of events during drills and actual events in his/her sphere of responsibility to facilitate this review.

Continuation of the appointment is at the discretion of the appointing official, based upon the OES appointee's fulfillment of the tasks he/she has agreed to perform.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

FSD-108 (2/97)

Official ARRL Field Organization Appointment Description: Section Traffic Manager

[ARRL Field Organization](#)

The STM is appointed by the [Section Manager](#) to supervise traffic handling organization at the section level--that is, to coordinate all traffic efforts within the section, regardless of mode or National Traffic System affiliation, so that routings within the section and connections with other networks and digital traffic nodes will result in orderly and efficient traffic flow. The STM should be a person at home and familiar with traffic handling on all modes, must have at least a Technician class license, and should possess the willingness and ability to devote equal consideration and time to all section traffic matters. The STM must be a Full ARRL Member.

The duties of the STM include the following:

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1. Establish, administer, and promote a traffic handling program at the section level, based on, but not restricted to, [National Traffic System](#) networks.
2. Develop and implement one or more effective training programs within the section that address the needs of both traditional and digital modes of traffic handling. Insure that [Net Managers](#) place particular emphasis on the needs of amateurs new to formal network traffic handling, as well as those who receive, send, and deliver formal traffic on a "casual" basis, via RTTY, AMTOR, and Packet based message storage and bulletin board systems.
3. Cooperate and coordinate with the [Section Emergency Coordinator](#) so that traffic nets and emergency nets in the section present a unified public service front.
4. Recommend candidates for Net Managers and [Official Relay Station](#) appointments to the SM. Issue appointments/cancellations and appropriate certificates. At the SM's discretion, the STM may directly make or cancel NM and ORS appointments.
5. Insure that all traffic nets within the section are properly and adequately staffed, with appropriate direction to Net Managers, as required, which results in coverage of all Net Control and liaison functions. Assign liaison coverage adequate to insure that all digital bulletin boards and message storage systems within the section are polled on a daily basis, to prevent misaddressed, lingering, or duplicated radiogram-formatted message traffic.
6. Maintain familiarity with proper traffic handling and directed net procedures applicable to all normally-used modes within the section.

7. Collect and prepare accurate monthly net reports and submit them to ARRL Headquarters, either directly or via the Section Manager, but in any case on or prior to the established deadlines.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

FSD-251 (2/97)

Official ARRL Field Organization Appointment Description: Net Manager

[ARRL Field Organization](#)

For coordinating and supervising traffic handling activities in the section, the [SM](#) may appoint one or more Net Managers, usually on recommendation of the [Section Traffic Manager](#). The number of NMs appointed may depend on a section's geographical size,

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the number of nets operating in the section, or other factors having to do with the way the section is organized. In some cases, there may be only one net manager in charge of the one section net, or one NM for the phone net, one for the CW net. In larger or more traffic-active sections there may be several, including NMs for the VHF net or nets, for the RTTY net, or NTS local nets or packet nodes not controlled by [ECs](#). All ARRL NMs should work under the STM in a coordinated section traffic plan.

Some nets cover more than one section but operate in NTS at the section level. In this case, the Net Manager is selected by agreement among the STMs concerned and the NM appointment conferred on him by his resident SM. Some NMs are system operators of, or sysop recommended operators active on, participating NTS packet boards.

NMs may conduct any testing of candidates for [ORS](#) appointment that they consider necessary before making appointment recommendations to the STM. Net Managers also have the function of requiring that all traffic handled through an NTS net or node be in proper ARRL form.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Novice class license or higher; Full ARRL membership.

FSD-1 (2/97)

Official ARRL Field Organization Appointment Description: Official Relay Station

[ARRL Field Organization](#) · [Online Application](#)

This is a traffic-handling appointment that is open to all classes of license. This appointment applies equally to all modes and all parts of the spectrum. It is for traffic-handlers, regardless of mode employed or part of the spectrum used.

The potential value of the skilled operator with traffic know-how to his country and community is enhanced by his ability and the readiness of his station to function in the

ANNEX E

community interest in case of emergency. Traffic awareness and experience are often the signs by which mature amateurs may be distinguished.

Traditionally, there have been considerable differences between procedures for traffic handling by cw, phone, RTTY, ASCII, packet and other modes. Appointment requirements for ORS do not deal with these, but with factors equally applicable to all modes. The appointed ORS may confine activities to one mode or one part of the spectrum if he wishes. There is no versatility requirement, although versatility does indeed make it possible for anyone to perform a more complete public service. There is, however, the expectation that the ORS will set the example in traffic handling however it is done. To the extent that he is deficient in performing traffic functions by any mode, to that extent he does not meet the qualifications for the appointment. Here are the basic requirements:

1. Full ARRL membership and Novice Class license or higher.
2. Code and/or voice transmission capability.
3. Transmissions, by whatever mode, must be of the highest quality, both technically and operationally. For example, cw signals must be pure, chirpless, clickless, code sending must be well spaced and properly formed. Voice transmission must be of proper modulation percentage or deviation, precisely enunciated with minimum distortion.
4. All ORS are expected to follow standard ARRL operating practices (message form, ending signals, abbreviations or prowords, etc.).
5. Regular participation in traffic activities, either independent or ARRL-sponsored. The latter is encouraged, but not required.
6. Handle all record communications speedily and reliably and set the example in efficient operating procedures. All traffic is relayed or delivered promptly after receipt.

Report monthly to the [STM](#), including a breakdown of traffic handled during the past calendar month.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

FSD-107 (2/97)

ANNEX F



The American Radio Relay League
RADIOGRAM
 Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
--------	------------	----	-------------------	-------	-----------------	------------	------

To:

This Radio Message was received at:

Amateur Station _____ Date _____
 Name _____
 Street Address _____
 City, State, Zip _____

Telephone Number:

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

REC'D	From	Date	Time	SENT	To	Date	Time
-------	------	------	------	------	----	------	------

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.

The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.



The American Radio Relay League
RADIOGRAM
 Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
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To:

This Radio Message was received at:

Amateur Station _____ Date _____
 Name _____
 Street Address _____
 City, State, Zip _____

Telephone Number:

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

REC'D	From	Date	Time	SENT	To	Date	Time
-------	------	------	------	------	----	------	------

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.

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ANNEX G

Submit required changes or suggestion to Randy Wendel km0d@arri.net

ARES CONTACT INFORMATION

o MN SECTION MANAGER

Randy Wendel KMØD
km0d@arri.net
Home: 952-888-5953
Nextel: 612-282-5567
Pager: rwendel@airmessage.net

o MN SECTION EMERG. COORDINATOR

Don Franck ADØF
ad0f@arri.net
Home: 507-534-3461
Cell: 507-398-9058
Pager: 507-270-1108

o NORTH DISTRICT EC (218)

Jerry VanDervort WDØGUF
wd0guf@arri.net
Home: 218-741-9489
Cell: 218-742-1728

o CENTRAL DISTRICT EC (320, Metro)

Ed LaPlante KCØASX
kc0asx@arri.net
Home: 651-257-6117
Work: 651-257-1313

(rings house/shop)

Pager: 9522031260@archwireless.net

o Syste
mutu

o SOUTH DISTRICT EC (507)

Bob Hart KCØGND
kc0gnd@arri.net
Home: 507-282-1720

MINNESOTA STATE EOC / DEM

o MN STATE DUTY OFFICER, STATE EOC

(staffed 24x7x365)
800-422-0798
651-649-5451
State EOC callsign: KØDEM

o MN COMM & WARNING POINT OFFICER

Tom Cherney
tom.cherney@state.mn.us
(contact via MN State Duty Officer)

LOCAL CONTACT INFORMATION

EQUIPMENT (BASIC RESPONSE)

- o Credentials: FCC License, I.D. Cards, Driver License, vests, permit, sign, etc.
- o Notepad and pencil
- o Radio, antennas. Dual-band HT, mobile, HF, GPS, laptop, PDA, etc.
- o Sufficient power resources: battery(s), power supply, power strip, generator, power connections (Anderson Power Pole), etc.
- o Basic tools and parts.
- o Field Resource manual and related info.
- o Maps (city, county, state, etc).
- o Appropriate clothing for conditions.
- o Personal meds, aspirin, hygiene items.
- o Water, snacks/energy foods, etc.

OPERATING GUIDELINES

- o **Safety is first for you and your family.**
- o **Always follow your local written plan.**
- o Be knowledgeable in MN Incident Mgmt (MIMS) as it relates to response, especially in mutual aid events.
- o Respond to designated staging location(s). Do not respond to specific on-screen locations unless direct to do so.
- o Keep vital information confidential. Refer news media to PIO or served agency (MIMS) representative.
- o Know your equipment, bring the manual.
- o Speak clearly, plain language, no Q-codes.
- o Follow activation and calling-tree protocol. (see your local plan).
- o Assure you are signed/logged in for event.
- o Be professional. You represent the entire amateur radio community to public, served officials and agencies.
- o Follow instructions of NET control and public officials. Use proper NET procedure at all times. If conflicts arise, discuss off-air or after the event (debriefing).

STATEWIDE FREQUENCIES/AMATEUR

It is recommended to program the following frequencies into your radio for quick access.

VHF PHONE

VA	147.585	VictorAlpha(Pri)
VB	147.525	Victor Bravo
VC	147.495	Victor Charlie
VD	146.535	Victor Delta
VE	146.475	Victor Echo
VF	146.565	Victor Foxtrot
VG	146.595	Victor Golf

UHF PHONE

UA	440.975	Uniform Alpha
UB	440.925	Uniform Bravo
UC	440.875	Uniform Charlie
UD	440.825	Uniform Delta
UE	440.775	Uniform Echo
UF	440.725	Uniform Foxtrot
UG	440.675	Uniform Golf

PACKET

P1	145.67	State Network (Pri)
P2	145.01	State Network (Sec)
P3	145.07	9600-baud (Metro)
P4	145.05	TLAN (Minneapolis)
P5	145.69	MNSTP (St.Paul)
P6	145.03	TBD
P7	144.39	APRS (Nationwide)

HF PHONE

H1	3.860	Hotel One (Pri)
H2	7.260	Hotel Two (Sec)

HF CW

C1	3.710	Charlie One (Pri)
C2	7.060	Charlie Two (Sec)

HF DIGITAL

D1	3.625	Delta One (Pri)
D2	7.095	Delta Two (Sec)

FRS PHONE

FR1	462.5625	Fox Romeo One (Pri)
FR9	467.5875	Fox Romeo Niner (Sec)
FR14	467.7125	Fox Romeo Fourteen

LOCAL OPERATING FREQUENCIES

(end of page 1 of 2)

RADIOGRAM MESSAGE FORMATTING

PREAMBLE (I) :

I

Nr#: (assign a msg number for tracking)
Precedence: (R, W, P or Emergency)
HX: (handling instructions)
Station of Origin: (operator writing msg)
Check: (number of words/groups in text)
Place of Origin: (where msg is coming from)
Time Filed: (time msg written)
Date: (date msg written, should match time)

ADDRESS/ADDRESSEE (II) :

I

Name: (person or location name, title, etc)
Address: (street)
City/Zip: (location of addressee)
Phone: (include area code)

TEXT (III) :

I

Msg text here:

SIGNATURE (IV) :

I

Signature: (who is msg from? 3rd party name?)

Message Precedences:

R =Routine, **W** =Welfare, **P** =Priority
E =EMERGENCY (Emergency spelled out)

Message Handling Instructions:

HXA (followed by number) =Collect call delivery authorized by addressee within (x)-miles.
HXB (followed by number) =Cancel delivery if undeliverable within (x)-hours of filing time. Service msg back to station of origin.
HXC (report delivery time/date to sta.of origin.
HXD (report to sta.of origin the time/date and identity msg was rec'd from, and same for whom msg was sent/relayed to, and mode.
HXE (delivering sta. get reply from addressee, originate msg back).
HXF (followed by number) =hold msg until (date and/or time).
HXG (if unable to deliver msg without incurring expenses, cancel and service sta.of origin.

Message Check: (word count)

Check is count of all words and letter/number groups in msg text. "X-Ray" is a sentence separator and is counted as a word.
ARL precedes check/word count if ARL abbreviated msgs are used in text. The letter group "ARL" also precedes the ARL-number in text msg. (see written example).
ARL-NUMBERED RADIOGRAM MSGS

I

A few examples:
ARL ONE =Everyone safe here. Do not worry.
ARL SIX =Will contact you ASAP.
ARL FIFTEEN =Please advise conditions and what help is needed.
ARL NINETEEN =Request health/welfare report on ____ (name/info, etc).
ARL TWENTY TWO =Need accurate info on extent/type of conditions at your location. Please reply ASAP.

RADIOGRAM WRITTEN EXAMPLE:

I

(Note: The following msg would be announced on net as "One Priority, Buffalo Lake").

**Nr 6 ARL 12 HXE KODEM ST. PAUL,MN
0800Z JUN1**

Red Cross ERV
Buffalo Lake MN

ARL fifteen X have one ERV available X ARL
nineteen Mayor Smith

John Doe
Disaster Svcs

PACKET COMMANDS

- o TNC software often utilizes host-mode commands. Various commands will vary.
- o Commands: (Node and BBS, Maildrop, etc)
 - N** =List nodes heard/available
 - J** =List stations heard on node.
 - MH** =List stations heard on your TNC.
 - C** =Connect X (X=callsign of node/station)
 - B** =Bye (disconnect from node/station)
 - S** =Send X (X=callsign of station). Used if connected to mailbox or BBS.
- o < Ctrl-C > puts your TNC in command mode.
- o **KODEM** available via MAPLE node

SKYWARN

- o Reportable Conditions:
 - Hail** (any size)
 - Flooding** (non-ponding water)
 - Wall Cloud non-rotating** (watch 5-10 min, and report)
 - Wall Cloud rotating** (watch 1-3 min and report)
 - Funnel Cloud** (report immediately)
 - Tornado** (BREAK IN, report immediately)

INTERNET RESOURCES

- o The following links are all available on Minnesota ARRL Web Page at:
<http://www.arrl.org/sections.MN.html>
MN Homeland Security Emerg. Mgmt:
<http://www.hsem.state.mn.us>
NOAA WEATHER (all regions):
<http://www.crh.noaa.gov/>
MN Repeater frequency list:
<http://www.artscipub.com/repeaters/states/Minnesota.asp>
MN Emergency Packet Network info:
<http://www.14567.org>

HF NETS

- o MN SECTION PHONE NET
12-Noon, 5:30p Daily 7x365
3.860 Mhz LSB
- o MN SECTION CW NET
6:30p, 9:50p Daily 7x365
3.605 Mhz CW
- o 10th Region Phone Net
1:45p, 3:45p Daily 7x365
7.277.5 Mhz LSB

MARS

- o ARMY MARS
Neil Longenry 763-498-7197
- o NAVY-MARINE CORPS
Tim Isom 507-663-0416
- o AIR FORCE
Rob Larson 612-929-8454

MISC.