

Amateur Radio Relay League
Amateur Radio Emergency Service
Ohio Section Emergency Response Plan
(OSERP)
January, 2015



Ohio Section Emergency Response Plan (OSERP)

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Released by the Ohio Section Emergency Coordinator

Stan Broadway, N8BHL

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The Ohio Section ARES website as <http://www.arrl-ohio.org/SEC/default.htm>

The Ohio Section website <http://www.arrl-ohio.org>

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OHIO SECTION EMERGENCY RESPONSE PLAN

PURPOSE

The Ohio Section Emergency Response Plan (OSERP) is a simple written guide to provide a uniform operating system for the Ohio Section Amateur Radio Service (ARES). It is intended to be flexible yet able to provide for local needs and support. If followed, it will do the following:

1. Assure an orderly and effective communications system for each county and for communications among counties, with the State EOC, and with other states if the need arises.
2. Provide Section-wide activation of resources should the need arise. This includes other ARES groups in your district, in other districts, and the ARES Mutual Assistance Team (ARESMTA).
3. Serve as an operating outline when used for interagency communications.
4. Provide for a system capable of handling both large and small operations. It is an operating system on which to base local emergency plans.

SCOPE

OSERP is designed as an operating system for all levels of the Ohio Section ARES. It gives specifics for notification of County Emergency Coordinators and their assistant(s) as well as District and Section-level personnel. In the case of larger events that span county borders or affect larger regions, the District or Districts involved may coordinate activities. OSERP can be applied to a statewide event involving multiple Districts and the Ohio EMA/EOC's station W8SGT. In the event specific support is needed, a number of networks and services within the Ohio Section may be employed. These include ARESMTA teams, the OARS resource database, and radio networks ranging from simplex and local repeater, to District level nets and the ARES state nets. Modes may include FM, SSB, Digital and other technologies as needed.

DISTRIBUTION

OSERP may be copied and distributed by DEC's and EC's as required. Every Assistant Emergency Coordinator and key personnel plus the EMA director of each county should have a copy. The SEC will make copies available to the State EOC and to major served agencies.

APPLICATION

This plan is recommended for every county EC. The EC has the freedom to institute an individual county plan if desired for local application. However, should a major region-wide event take place each county will be expected to interact according to the plan.

ACTIVATION

A county level ARES group would typically be requested by a served agency when they perceive the need for communications assistance. The agency would contact the County EC and request activation. ARES does not “self-deploy” without being requested. There may be programs such as Skywarn where activities begin independently and immediately. A Standard Operating Guideline (SOG) should be in place for this type of activity. It should be the goal of each EC to have a solid working relationship with EMA Directors and other agency heads within the jurisdiction. This relationship should foster ‘early warnings’ or regular status updates between those involved prior to full activation.

The District Emergency Coordinator might request activation if a situation in a neighboring county has developed that requires additional resources.

In rare instances, an entire region or the entire section might be required. This activation would come from the SEC, who would contact the DEC’s involved. The DEC’s in turn would activate counties within their jurisdiction.

Each EC should have a workable plan to notify each ARES member. The details of the plan (numbers, etc.) must be kept up to date, and the plan should be tested. Each assistant EC (AEC) should have access to this plan in the EC’s absence. Typically that might be by telephone although other more sophisticated means may be used. The notification should contain the day and time, a brief description of the situation, and the frequency or repeater used for contacting the EC to become available, receive further information and direction. Any further pertinent information (kept brief) may be included. The EC should at earliest convenience notify the District EC (DEC) of the activation, frequencies and details. The EC or DEC shall then notify the SEC.

INITIALIZING AND DEPLOYING THE PLAN

The EOC Station:

With only a few exceptions it may be easily assumed that the first word of activation would come from the county Emergency Management Agency. Any event involving multi-agency response will typically result in the opening of the county's Emergency Operations Center (EOC) where representatives from government and served agencies such as Red Cross gather. It is desirable that the EC or a designate would be present as an integral part of any EOC activation. It is imperative that an ARES amateur station be established for local communication at or adjacent to the EOC. Given this scenario, it is likely that the county EOC station would be the first such station on the air. This station would function as a Control Station (CS). As the incident progresses, it is likely that formal messages would move in and out of the EOC station, so digital capability is valued. Additional technologies such as MESH, ATV and others that would enhance the agency's ability to handle a situation are valuable here as well.

EOC Station configuration:

- 2 VHF/UHF radios (one to communicate with CCS net, the other for activities in the county)
- Digital capability (including fldigi software)
- Headphones for room noise reduction
- Access to county IT networks for email/internet and interaction with EOC staff
- HF station with digital interface
- Enough personnel for operators as needed plus one 'runner'
- Additional amateur radio technologies: MESH, ATV, digital radio, etc. as available
- Additional resources (monitors, public safety radios, etc.) are an advantage

The County Control Station:

It is important to activate a County Control Station (CCS) as soon as practical. This station will serve as the Net Control for the county. It will have the duties of coordinating stations and traffic within the county. In addition, the CCS will be the representative to a District Net should one be formed. The CCS will also act as the county's representative to the Ohio ARES nets (including W8SGT at the Ohio EOC, and the Ohio Digital Emergency Net.) The CCS should include HF operation for 40 and 80 meters. In the case that the CCS is not equipped/licensed for HF, a secondary station with those capabilities should be quickly established to operate in tandem with the CCS. Use of any OES in your jurisdiction might be appropriate for this. Each of these will function on the CCS net, and interact with the District / State nets as required.

CCS Configuration

- Complete EOC CS configuration
- Generator or backup power
- County maps and other data
- Telephone list of agencies/contacts
- Located on high ground, outside any disaster area
- Easily accessible
- Space for at least 3 operators with provisions

Additional Control Stations

The EC has the responsibility of configuring the ARES radio network to provide smooth, reliable communications throughout any incident. In addition to primary communication across the county, the EC may find it necessary to provide additional Control Stations (CS) to serve a requesting agency. For example, a Red Cross station might be necessary at the local Red Cross headquarters should it be determined that shelter activity is required. That CS would be responsible for controlling a net of ARES stations at various shelters and related locations. If needed, each of these “sub-nets” would be on separate frequencies, with coordination back to the CCS on the county frequency. Station configuration would at minimum meet CS standards with HF being optional. It would be desirable to have communication with the emergency dispatch center for that county. This could be a single VH/UHF station with more as needed. Care should be taken not to interfere with a very busy environment, so personnel and operating noise should be kept at a minimum.

The Official Traffic Station

An existing station not in the immediate event area may be designated as the Official Traffic Station (OTS). Here too, an OES would fit very well. The OTS should be adequately staffed and able to operate on 80 and 40 meters as well as VHF/UHF frequencies. This station should have digital capabilities in order to pass formal messages (such as IS-213) to other agencies across the state. They may use the Ohio Digital Emergency Network for digital messages, or the Ohio EOC’s W8SGT station. They will maintain communications with the CCS as well as other amateur stations that function on the various “Health and Welfare” traffic nets. While there are restrictions on initial H&W traffic, these stations would be in place to handle all traffic directed at the county nets.

OTS Configuration

- Complete CS configuration
- Generator or backup power
- Telephone list of agencies/contacts
- Located on high ground, outside any disaster area
- Easily accessible
- Adequate forms and digital resources to handle traffic

It is critical that EC’s and DEC’s notify the SEC as soon as possible of any activation! The SEC will in turn notify the Section Manager, and will be available to help coordinate any resources that might be required.

All CS and CCS stations should maintain complete logs! See the appendix for sample log sheets. This log will contain the TIME (in UTC) of each message, the CALL of the contacted station and MESSAGE CONTENT of the message. A copy of all FORMAL TRAFFIC will be kept and become part of the log. Each log sheet will contain the OPERATING CALLSIGN, the location of the station, the call of the operator and be signed by the control operator.

Use of Tactical Callsigns

During many events, it is more efficient to use tactical callsigns to identify stations participating in the event. Tactical callsigns are intended to make it easier, not to confuse things! Tactical callsigns can be used to readily identify a location, "YMCA SHELTER" for example. A benefit is when operators change shifts there is no need to re-draw your network with new callsigns- the locations stay the same. Another benefit is that served agency personnel (as well as amateur operators) can easily recognize the location to understand the message. For visiting operators who don't know your local staff callsigns, it makes participating much easier.

The number one rule: tactical callsigns should *help* not confuse the situation.

Remember that IN ALL CASES operators MUST identify per FCC regulations!! Net control might call YMCA Shelter, they would answer as YMCA Shelter and conduct their traffic. (Callsign identification is required every 10 minutes during a longer conversation!). At the very end of the message, net control should allow time for the shelter station to properly terminate, "YMCA Shelter, out. N8DCA."

AS THE SITUATION ESCALATES

Requesting Additional help

It sometimes doesn't take much to exceed the capacity of existing personnel. ARES is based on mutual respect and cooperation- we're all in this together! At the beginning of any incident, the EC in addition to constructing the communications networks and deploying manpower, must also immediately begin to consider a need for additional personnel. The need might come quickly- without enough volunteers responding to the initial call, additional resources might be required immediately. Should an incident develop that will stretch past reasonable time commitments, replacement volunteers will be required. Any of these situations might require the call for help.

EC's should have a good working relationship with their neighboring EC's and organizations but any EC needing help from outside his county will contact his DEC/SEC giving a complete list of the number of operators required, how they should be equipped, where to send them, and how long they will be needed. The DEC/SEC will then decide where to get the help from and will contact EC's in these areas to get the required personnel and route them as appropriate.

Any ARES member assisting another county should arrive with necessary personal and radio supplies, a driver's license, and amateur license.

When You Need More Equipment – OARS

There could easily be the need for more than just additional operators. Destruction of resources such as radio towers, power or any public utility might create the need for specific equipment. The Ohio Section has established the Ohio ARES Response System (OARS) has been put in place to catalog important equipment resources. Things like portable repeaters, towers, communication trailers, large generators are kept with location and contact information so that we can send you the equipment you need. A request through a DEC to the SEC will get things started. A request might include the type of equipment needed, the timeframe for its use, and any other pertinent information. Equipment will likely come with the owner or operator trained in its function.

It is a responsibility of each EC to make a list of suitable equipment within the jurisdiction and forward it to be entered. Without your cooperation, we will overlook available equipment.

When You Need More Skilled Experts – ARESMAT

The Ohio Section has created the Ohio ARESMAT team. Envisioned to field three teams (North, Central, and South) Ohio ARESMAT members will be the "best of the best" in a variety of fields...from radio operating and dispatching to constructing repeaters to complex IT installations. The ARESMAT teams will be available as a resource to **assist** the local EC when requested.

Team members will train together and function interchangeably. For example, if a large event was occupying the southern ARES members, ARESMAT teams from Central and even North would be dispatched so as not to use up personnel available locally. A portion of a team might be dispatched to fill a specific technology need, for example, a repeater installation. Or the entire team might be dispatched for multiple disciplines and more personnel.

A local EC should request ARESMAT resources through the DEC. That request will be forwarded to the SEC and ARESMAT Manager.

Some equipment from OARS, and ARESMAT teams will be available to respond outside Ohio when requested through the Ohio Section Manager.

WIDE AREA COMMUNICATION

District Nets

If an event spreads across multiple counties, it is suggested that a District Net be established. These nets are typically on pre-defined, wide-area repeaters accessible by all the counties in a district. Lacking VHF/UHF availability, simplex or an HF net might be started on either 80 or 40 meters as appropriate. The DEC or a designate would control the net which is made up of the various CCS and possibly OTS. These are good ways to formally communicate across an incident.

It may be possible, depending on geography, for the Ohio EOC station, W8SGT, to reach directly into a district or even a local net.

Wide Area Nets

Multiple district nets and other regional communicating can be accomplished using wide-area nets. These are just as they sound. Once emergency operations have begun and it is apparent that the State EOC will be involved, or that there will be more than one (1) county involved, an HF station should be included in the operation of the County Control Station (CCS). The CCS can provide a link to the State EOC and allow inter-county communications and the coordination of manpower and assistance from other areas. This also allows the DEC and SEC to communicate directly with the area(s) involved.

Reaching the Ohio EOC – The Ohio ARES Net

Ohio is a “Home Rule” state, so each county EMA has authority to handle a situation in its own county. The Ohio EMA is ready to assist and the state’s extensive EOC resources are often put to use. ARES has access to a dedicated RACES amateur radio station, W8SGT, within the EOC. Volunteer operators are quick to respond and handle communications in and out of the EOC when needed. The station is capable of operation on VHF/UHF and HF frequencies including digital modes.

The SEC or EOC staff can request W8SGT to begin operating when conditions warrant. The SEC and DEC’s involved should monitor this net at all times. It can be used to relay voice messages to the Ohio EOC, and instructions from served agencies and the SM/SEC back to the involved counties.

The Ohio Digital Emergency Net

The most efficient means of communicating information is via the FEMA/NIMS form IS-213, which is handled easily through fldigi. County CCS/OTS stations may need to communicate these forms with each other, or directly to W8SGT.

One resource that is critical to our served agencies is the Ohio Digital Emergency Net (OHDEN). This net, using fldigi on HF, is capable of passing IS-213, ARRL message forms, and other messages for served agencies. During emergency operation, OHDEN can be activated to handle digital message traffic. This is in addition to the statewide ARES net (anchored by W8SGT).

HEALTH AND WELFARE TRAFFIC POLICY

A Critical Function of Amateur Radio

Health and Welfare traffic is a critical service provided by amateur radio. When no other communication forms are operating, amateur radio can provide a sense of relief to concerned families. EC's must have a designated "Traffic Person" who can be directed to act as an interface to the various traffic nets. H&W traffic should be the province of the various Ohio / National traffic nets and the traffic liaison should keep a constant interface. Likewise, the Section Traffic Manager (STM) should consider special or extended net sessions in order to properly serve the event.

The First 72 Hours -Inbound

During the first 72 hours of ARES involvement providing emergency communication, ARES will observe a total moratorium on incoming Health & Welfare traffic. Net control stations should refuse to list traffic bound for the affected area if it bears a "W" or welfare precedence. Any message should be returned with the explanation, "No outlet in Ohio until [date]". The SEC or SM will alert the Section Traffic Manager (STM) to this condition so that he may apply restrictions he deems necessary.

The STM, SM and SEC may determine that the Section Nets are capable of moving H&W traffic without interfering with emergency communication. In this event, the moratorium may be lifted early.

The First 72 Hours-Outbound

Outgoing Health & Welfare traffic is a vital function and should be established as soon as possible. The EC should confer with DEC and traffic handlers to establish stations for outgoing messages from the affected area. This service may be taken on by stations located at shelters or near to larger segments of affected people. Stations should plan to use the most efficient means of transmission- so digitally capable stations are desired when available. It is desirable to use ARRL pre-configured messages (ARL) that are short and easily handled. No reply requests will be sent.

If there are not resources to allow that service, the DEC or SEC may be requested to provide resources from other counties.

Outgoing H&W traffic should be expected to continue until normal communications have been restored.

After 72 Hours

Once 72 hours have passed the STM, SM and SEC should decide whether H&W traffic may begin into the affected area. This situation should be regularly reviewed, at six hour intervals if necessary, to achieve a balance between providing for emergency traffic and providing necessary assistance to H&W interests. The STM or SM will notify the various traffic nets of a change in status.

The “Hot Wash”

Whether an event is measured in hours, days, or months it will at some point come time to conclude the net, dismiss your volunteers, and pack up the gear. Demobilizing the operation does not mean you're finished! All events large or small should have an immediate “What did we do” session- called in most fields a “Hot Wash”. In larger events, this may take place at several different levels- each grouping of volunteers should be gathered for a brief review of what happened, who did what, and first reactions of how it all went. Information should be written down by a moderator, and passed to the highest level person in charge of the activity (EC, DEC, or SEC). These notes and observations should be reviewed and organized soon after the operation is “put to bed”.

The Post- Mortem

At some later date (perhaps a few weeks past the event) a more formal review of the operation should take place. This is called in many safety fields a “Post Mortem”. As many of the volunteers who participated should be urged to attend (this is an excellent time for certificates of appreciation, or other accolades!) The SEC should moderate the session, which more formally takes the operation from start to finish, with those in charge of operating groups taking turns describing their activities. It's a great way to put the “big picture” together, and should produce both activities that worked well, and activities that need improvement.

The After Action Report

A more formal written review should be prepared, one which can be submitted back to the managers (EC's and DEC's) as well as served agencies. This would typically be included in each agency's After Action Report. The After Action Report would be similar to that used after an SET or other large exercise.

- What were the goals
 - What went right
 - What went wrong
 - How can we fix what was broken
- Number/names of amateurs participating
- Number/names of ARES organizations participating
- Description of radio networks applied to the situation
- Highlights of the operation
- Hours of duration
- Approximate total manhours

The report doesn't need to be limited to this framework, but should include this information.

ARES volunteers, like all volunteers, appreciate recognition. It would be a great touch to supply a certificate or other type of recognition to those who gave their time and equipment.

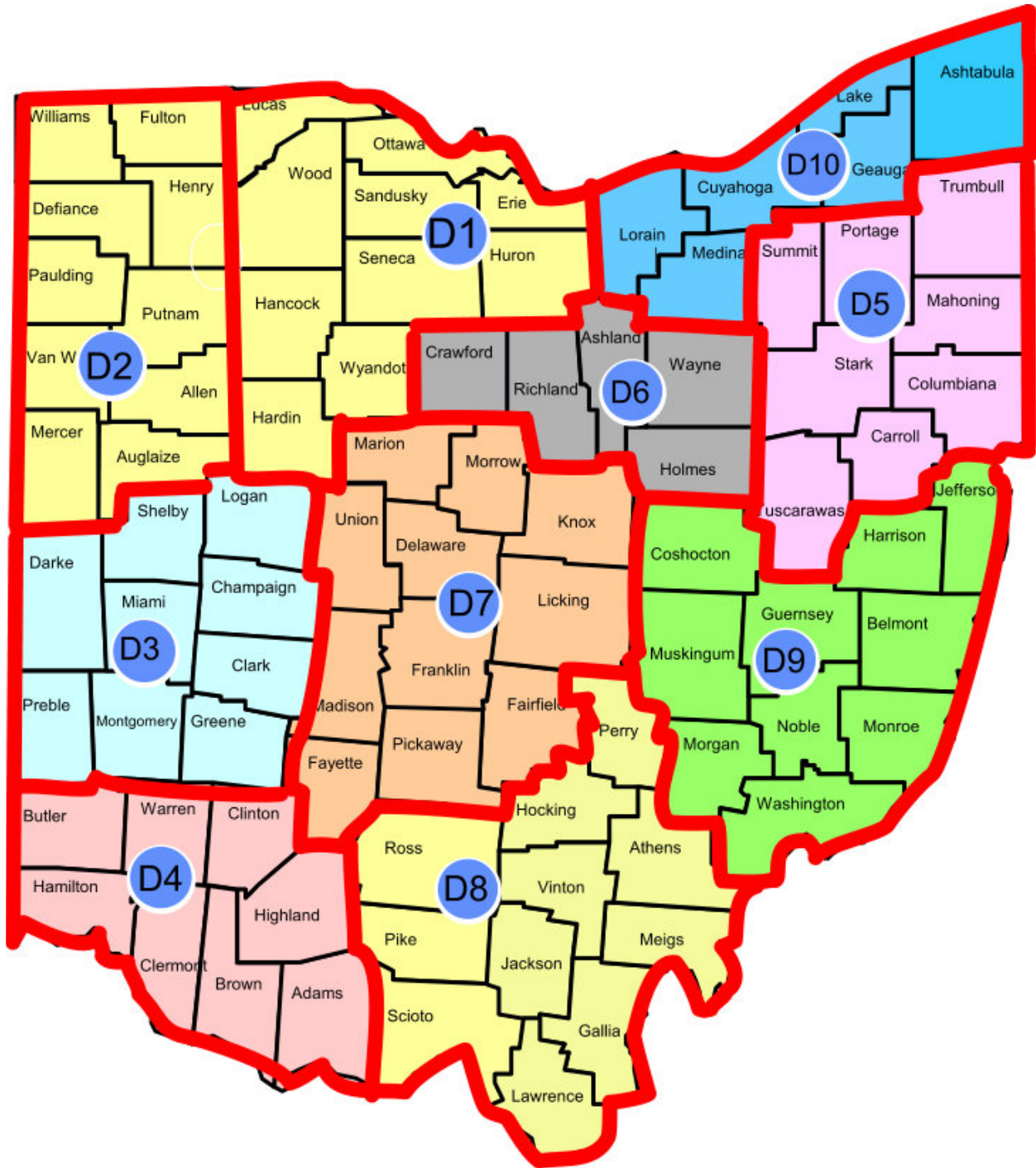
APPENDICES

- A. Acronym Quick List
- B. ARES District Map
- C. ARES Frequency List
- D. Alerting Contacts
- E. ICS-205 Form
- F. ICS-213 Form
- G. ICS-309 Communications Log
- H. ARES Communications Log

APPENDIX A: ACRONYM QUICK LIST

AEC	Assistant Emergency Coordinator
ARES®	Amateur Radio Emergency Service
ARRL	American Radio Relay League, the National Association for Amateur Radio
CS	Control Station
CCS	County Control Station
DEC	District Emergency Coordinator
EC	Emergency Coordinator
EMA	Emergency Management Agency
EOC	Emergency Operations Center
Fldigi	PC software to encode and transmit digital messages
H&W	Health and Welfare
HF	High Frequency
NTS	National Traffic System
NTS-D	National Traffic System – Digital
OES	Official Emergency Station
OSAN	Ohio Section ARES® Net
OSERP	Ohio Section Emergency Response Plan
OTS	Official Traffic Station
SEC	Section Emergency Coordinator
SM	Section Manager
STM	Section Traffic Manager
UHF	Ultra High Frequency
UTC	Universal Time, Coordinated
VHF	Very High Frequency

APPENDIX B: ARES DISTRICT MAP



APPENDIX C: ARES FREQUENCY LIST

Ohio Section ARES Frequency Plan January, 2015

	Primary	+/-QRM	Secondary	+/- QRM			Comments
Ohio EMA W8SGT	7.240	7.244	7.248	7.258			VHF- 147.06 + (94.8) Wide area- 146.76 - (123)
	3.850	3.870	3.910	3.930			Only if 40 is not functioning
Ohio igital Emergency Net	7.072	OLIVIA 8/500	PSK31	MT631K			
	3.585	OLIVIA 8/500	PSK31	MT631K			Only if 40 is not functioning
COUNTY	Primary	tone	Secondary	tone	Pri Simp	Sec Simp	Comments
DISTRICT NUMBER ONE							
DEC Brent Stover WD8PNZ							
Erie	146.805 -	110.9	146.655 -	110.9	146.805		
Hancock	147.150 +	88.5			147.48		
Huron	146.865-	110.9					
Lucas	147.375 +	103.5	146.610 -	103.5			
Ottawa	443.850 +	186.2	442.250 +	x			
Sandusky	145.490 -	107.2	146.910 -	x			
Seneca	144.850 +	107.2	147.855 -	107.2			
Wood	146.790 -	103.5	443.5125 +	103.5			
Hardin							
DISTRICT NUMBER TWO							
DEC Terry Habegger W8UY							
Allen	(vacant)						
Auglaize	147.33+	107.2					
Defiance	147.090+	107.2					
Fulton	147.195-	x					
Henry	147.315+	x					
Mercer	146.610-	107.2					
Paulding	x						
Putnam	146.715-	x					
Van Wert	146.700-	x					
Williams	146.820-	x					

DISTRICT NUMBER THREE	145.11 +	67	224.16	67			
DEC Bob Rhoades KC8WHK							
Champaign	147.375+	X	146.995-	x			
Clark	146.73-	77	145.31-	x			
Darke	146.79-	94.8	147.18-	162.2	146.58		
Greene	146.91-	x	442.725+	x			147.165+X
Miami	145.23-	100	147.210+	67	145.56		147.240+x / 146.535 / 146.565
Montgomery	146.64-	X					
Preble	145.47-	100					
Shelby	146.835-	156.7	443.200+	156.7	146.49	446.1	WX: 442.350+ (127.3)
Logan	147.00+	100					
DISTRICT NUMBER FOUR							
DEC Steve Lewis N8TFD							
Adams							
Brown							
Butler							
Clermont							
Clinton							
Hamilton							
Highland							
Warren							
DISTRICT NUMBER FIVE							
DEC							
Carroll	443.200 +	131.8	147.075 -	29.66			
Columbiana	146.805 +	162.2	145.510 -	x			
Mahoning	146.745 -	110.9	145.27 -				
Portage	146.895-	110.9			147.525		
Stark	147.120 +	110.9					
Summit	444.550+	131.8	442.550+	131.8			
Trumbull	146.97 -	100	147.045 +	141.3			

Tuscarawas	146.730 -	71.9				
DISTRICT NUMBER SIX						
DEC vacant						
Ashland	147.105+	71.9	147.345+	110.9		
Crawford	146.850-	71.9				
Holmes						
Richland	146.940-	71.9				
Wayne	147.21+	88.5				
Wyandot	147.21+	88.5				
DISTRICT NUMBER SEVEN						
DEC Kal Dworkin KA8RLC						
Delaware	145.17-	74.4	145.29-	123		Also 145.19-(x), 443.55+(x)
Fairfield	146.700-		147.03+		147.555	
Fayette						
Franklin	147.060	94.8	444.275	94.8		444.800 (94.8)
Licking	146.88-	141.3			146.49	
Madison	147.285+	82.5			146.52	
Pickaway						
Union						
Knox	146.79-	71.9				
Marion	147.30+	250.3				
Morrow						
DISTRICT NUMBER EIGHT						
DEC Jeff Slattery N8SUZ						
Athens						
Gallia						
Hocking						

Jackson							
Lawrence							
Meigs							
Pike							
Ross							
Scioto							
Vinton							
Perry							
DISTRICT NUMBER NINE					146.46		147.00(91.5), 147.045(91.5), 46.835(91.5) 46.82(100)
DEC Sonny Alfman W8FHF							
Belmont	145.210-	x			147.420		
Coshocton	145.230-	x	147.045+	x	146.490		
Guernsey	146.850	91.5	147.00+	91.5	147.540		
Harrison	146.655-	114.8					
Jefferson	146.940	146.94-	x		147.480		
Monroe					147.270		
Morgan	147.195+	x			147.45		
Muskingum	146.610-	74.4	117.075+	91.5	146.43	PL 91.5	
Noble	117.285+	91.5			147.51		
Washington	146.88-	91.5	145.330-	x			
DISTRICT NUMBER TEN							
DEC Eric Jessen N8AUC							
Ashtabula	146.715-	141.3			146.415		
Cuyahoga	145.41-	110.9	146.76-	110.9	147.48		
Geauga	147.21+	110.9	147.255+	110.9	146.4		
Lake	147.210	110.9	147.255	110.9	146.4		
Lorain	146.626-	110.9	147.15+	110.9	146.415		

APPENDIX D: ARES CONTACTS

For an up-to-date ARES roster and contact information, go to this link: http://arri-ohio.org/SEC/special/ares_roster.php Please note, you must have a registered login and password to reach this page.

GENERAL MESSAGE

TO:	POSITION:
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FROM:	POSITION:
-------	-----------

SUBJECT:	DATE:	TIME:
----------	-------	-------

MESSAGE:

SIGNATURE:	POSITION:
------------	-----------

REPLY:

DATE:	TIME:	SIGNATURE/POSITION:
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