

# CUMBERLAND COUNTY AMATEUR RADIO EMERGENCY SERVICE



## EMERGENCY COMMUNICATIONS PLAN 03-31-10

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## **1. PLAN AVAILABILITY**

**1.1** This plan will be kept current, reviewed and updated annually (or as necessary) and maintained by a committee composed of:

Cumberland County Emergency Coordinator  
All Cumberland County Assistant Emergency Coordinators

**1.2** Copies of this plan will be provided to each Cumberland County ARES member and all agencies served by Cumberland County ARES/RACES.

## **2. INTRODUCTION**

**2.1** The Cumberland County Amateur Radio Emergency Service (ARES) was formed to provide Amateur Radio emergency and public service communications in support of local public service organizations in the event a disaster, emergency or any public service related event.

**2.2** Membership in Cumberland County ARES/RACES is open to any licensed Amateur Radio operator with a sincere desire to serve his/her community during a time of need.

## **3. PURPOSE**

**3.1** The purpose of this plan is to provide a written guide containing the minimum information that would be needed in an emergency. Each emergency is different and flexibility to provide an adequate response to each is a necessity.

**3.2** Cumberland County ARES/RACES has made commitments to provide Amateur Radio disaster/emergency communications for the following agency:

The County of Cumberland Emergency Management Agency (CCEMA).

Cumberland County ARES will also provide Amateur Radio communications to any public service agency within Cumberland County in times of emergency, disaster or for public service events.

## 4. ORGANIZATION AND RESPONSIBILITIES

4.1 Cumberland County ARES is organized under the auspices of the American Radio Relay League (ARRL) and the Federal Communications Commission (FCC) rules (47CFR97). Cumberland County ARES consists of the following structure:

Emergency Coordinator (EC)  
Assistant Emergency Coordinators (AEC)  
    Administration  
    Liaison  
    Logistics  
    Operations  
    Public Information  
    Red Cross  
    Training  
Official Emergency Stations  
General Membership

4.2 The duties and responsibilities of the Emergency Coordinator (EC) are outlined in the ARRL *EMERGENCY COORDINATOR'S MANUAL*.

4.3 The duties and responsibilities of the Assistant Emergency Coordinator(s) (AEC(s)) are outlined in the ARRL *EMERGENCY COORDINATOR'S MANUAL*.

4.4 The duties and responsibilities of the General Membership are outlined in the ARRL *PUBLIC SERVICE COMMUNICATIONS MANUAL*.

## 5. MEMBERSHIP REQUIREMENTS

5.1 In accordance with ARRL guidelines, the only two membership requirements for Cumberland County ARES are:

- a. Possession of a valid FCC Amateur Radio license **and**
- b. A sincere desire to serve the community in times of emergency.

5.2 Individuals volunteering their services and/or their equipment should also meet the following:

- a. Complete and submit an ARES registration form **and**
- b. Participate in as many meetings, training sessions, nets, simulated emergency tests, public service events, and emergencies/disasters as time and availability permit.

5.3 In addition to the above, within one year of joining Cumberland County ARES, new members will complete the following courses:

- a. IS-100 (Introduction to the Incident Command System)
- b. IS-700 (Introduction to the National Incident Management System (NIMS))
- c. Introduction to Emergency Communications
- c. ARRL ARECC EC-001 **or** The Maine Emergency Communications Course Level 1

5.3 All members of the Cumberland County ARES leadership (EC and AECs) will, within one year of their appointment will complete the following courses:

- a. IS-200 (Basic Incident Command System)
- b. ARRL ARECC EC-002 **or** The Maine Emergency Communications Course Level 2

In addition, the EC will complete the following:

- a. ARRL ARECC EC-003 **or** The Maine ARES Leadership Course
- b. IS-800 (Introduction to the National Response Framework)
- c. ICS-300 (Intermediate Incident Command System)

## 6. CERTIFICATION AND CREDENTIALING

6.1 Certification of Cumberland County ARES personnel will be made through the County of Cumberland Emergency Management Agency (CCEMA). Certification will be via the following:

- a. Records of external training
  1. External training will include those courses taken by the ARES member from outside sources to include, but not limited to the American Radio Relay League (ARRL), Maine ARRL Section ARES, the National Weather Service and FEMA Independent Study Courses.
  2. Cumberland County ARES members will provide copies of all certificates of training to the Cumberland County ARES Emergency Coordinator (EC) or the Assistant Emergency Coordinator for Training (AEC) who will provide them to CCEMA upon request.
- b. Records of internal training
  1. Internal training will include those courses that are provided by the County of Cumberland Emergency Management Agency at regular and special ARES meetings and training sessions.
  2. CCEMA will retain a copy of training completed by Cumberland County ARES members at regular and special meetings. Cumberland County ARES members will provide copies of all certificates of training to the Cumberland County ARES Emergency Coordinator (EC) or the Assistant Emergency Coordinator for Training (AEC).

6.2 Credentialing of Cumberland County ARES personnel will be made through Cumberland County EMA. Credentialing will be via the following:

- a. Credentialing levels
  - Trainee – A new ARES member with no prior training in emergency communications (Amateur Radio License only)
  - Responder – Has met all training requirements for the Responder level in Cumberland County ARES
  - Leadership – Has met all training requirements for the Leadership level in Cumberland County ARES
  - Management – Has met all training requirements for the Management level in Cumberland County ARES
  - Senior Management – Has met all training requirements for the Senior Management level in Cumberland County ARES
- b. Certifications and qualification standards
  - Trainee
    - Possesses a valid Amateur Radio License and has registered with Cumberland County ARES
  - Responder (normal ARES Responder)
    - Has completed the following training:
      - Requirements for Trainee level **and**
      - IS-100 (Introduction to the Incident Command System)
      - IS-700 (Introduction to the National Incident Management System (NIMS))
      - Introduction to Emergency Communications
      - ARRL ARECC EC-001 **or** Maine Emergency Communications Course Level I
  - Leadership (AEC, OES, Group Supervisor or Team Leader)
    - Has completed the following training:
      - Requirements for Trainee and Responder levels **and**
      - IS-200 (Basic Incident Command System)
      - ARRL ARECC EC-002 **or** The Maine Emergency Communications Course Level II
  - Management (EC and DEC)
    - Requirements for Trainee, Responder and Leadership levels **and**
    - ARRL ARECC EC-003 **or** Maine Emergency Communications Course, Level III
    - ARRL ARECC EC-003 **or** The Maine ARES Leadership Course
    - ICS-300 (Intermediate Incident Command System)
    - IS-800 (Introduction to the National Response Framework)
  - Senior Management (ASEC or SEC)
    - Requirements for Trainee, Responder, Leadership and Management levels **and**
    - ICS-400 (Advanced Incident Command System)
    - All Hazards, Type III Communications Unit Leader (COML) course

6.3 Credentialing of Cumberland County ARES members will be via an identification badge issued by CCEMA.

6.4 Verification of credentialing, certifications, training and licenses will be accomplished through CCEMA.

6.5 Credentialing and certification records will be maintained by CCEMA, the Cumberland County ARES EC and the AEC for Training.

## **7. NIMS COMPIANCY**

**7.1** Cumberland County ARES formally adopts the National Incident Management System (NIMS).

**7.2** The point of contact (POC) for Cumberland County ARES shall be the Cumberland County ARES Emergency Coordinator:

Ron Brown, WA1RB  
(207) 450-2249 (H)  
(207) 662-6630 (W)  
(207) 450-2249 (C)  
[wa1rb@rftburn.org](mailto:wa1rb@rftburn.org)

**7.3** Cumberland County ARES formally adopts the Incident Command System (ICS) as its primary operating guideline for operations during disasters and other public service activities.

**7.4** Cumberland County ARES maintains communications links for use between local Incident Command Posts, the CCEMA EOC, the MEMA EOC and regional/federal EOCs via planned amateur radio frequencies.

**7.5** Cumberland County ARES maintains a means to gather, verify, coordinate and disseminate information through the AEC for Public Information.

**7.6** Cumberland County ARES promotes the use of mutual aid agreements with ARES groups in surrounding counties through Memorandums of Understanding. Currently, CCARES has a MOU with Sagadahoc County ARES.

**7.7** Cumberland County ARES maintains NIMS training for all ARES members through the requirement of all ARES members to complete IS-100 and IS-700 and for Cumberland County ARES leadership officials to complete IS-200 and IS-800.

**7.8** Cumberland County ARES actively solicits participation in State, County and Local NIMS based exercises.

**7.9** Cumberland County ARES will utilize ICS concepts in all exercises that it initiates and for all public service events it participates in.

**7.10** After participation in all exercises and public service events, Cumberland County ARES will identify shortfalls within its response application of the NIMS concepts and principles. Corrective actions will then be taken to response actions and plans to be applied to future exercises and public service activities.

**7.11** Cumberland County ARES has developed an inventory of response assets and typing of resources which is included in paragraph 8 (below)

## **8. RESOURCES AND TYPING**

**8.1** The resources and typing of resources for Cumberland County ARES is contained in the pages that follow.

**8.2** The typing of these resources makes request for these resources by served agencies easier as they can order resources by type, as needed.

**Resource: Amateur Radio Communications Support Team**

**Category: EMA Communications Support  
Kind: Team**

Minimum Capabilities (Component)	Minimum Capabilities (Metric)	Type I	Type II	Type III	Type IV	Type V	Type VI
Personnel	Manning	4 radio operators 1 unit leader	3 radio operators 1 unit leader	2 radio operators 1 unit leader	1 radio operator 1 unit leader	1 radio operator (fixed/mobile)	1 radio operator (portable)
Equipment	Communications	Mobile VHF/UHF amateur radio FM transceiver  AC power supply  Battery backup  Dual band Vertical antenna  Portable mast  50 feet of RG-8X or RG-58 with connectors  Portable VHF amateur radio repeater  AC power supply  VHF vertical antenna  Portable mast	Mobile VHF/ UHF amateur radio FM transceiver  AC power supply  Battery backup  Dual band vertical antenna  Portable mast  50 feet of RG-8X or RG-58 with connectors  Portable VHF/UHF amateur radio FM transceivers (4)  One spare rechargeable battery pack for each portable  Battery charger for each portable	Mobile VHF/UHF amateur radio FM transceiver  AC power supply  Battery backup  Dual band vertical antenna  Portable mast  50 feet of RG-8X or RG-58 with connectors  Portable VHF/UHF amateur radio FM transceivers (3)  One spare rechargeable battery pack for each portable  Battery charger for each portable	Mobile VHF/UHF or VHF amateur radio FM transceiver  AC power supply  Battery backup  Dual band vertical antenna  Portable mast  50 feet of RG-8X or RG-58 with connectors  Portable VHF/UHF or VHF amateur radio FM transceivers (2)  One spare rechargeable battery pack for each portable  Battery charger for each portable	Mobile VHF/UHF or VHF amateur radio FM transceiver  AC power supply  Battery backup  Dual band vertical antenna  Portable mast  50 feet of RG-8X or RG-58 with connectors  Portable VHF/UHF or VHF amateur radio transceiver  One spare rechargeable battery pack  One alkaline battery shell	Portable VHF/ UHF or VHF amateur radio FM transceiver  One spare rechargeable battery pack  One alkaline battery shell  Two charges of alkaline batteries  ¼ wave antenna for portable

**Resource: Amateur Radio Communications Support Team**

**Category: EMA Communications Support  
Kind: Team**

Minimum Capabilities (Component)	Minimum Capabilities (Metric)	Type I	Type II	Type III	Type IV	Type V	Type VI
Equipment	Communications	50 feet of RG-8X or RG-58 with connectors  Portable VHF/UHF amateur radio FM transceivers (5)  One spare rechargeable battery pack for each portable  Battery charger for each portable	One alkaline battery shell for each portable  Two changes of alkaline batteries for each portable  1/4 wave antenna for each portable  County VHF mobile transceiver  AC power supply	One alkaline battery shell for each portable  Two changes of alkaline batteries for each portable  1/4 wave antenna for each portable  County VHF mobile transceiver  AC power supply	One alkaline battery shell for each portable  Two changes of alkaline batteries for each portable  1/4 wave antenna for each portable	Two changes of alkaline batteries for each portable	

**Resource: Amateur Radio Communications Support Team**

**Category: EMA Communications Support  
Kind: Team**

Minimum Capabilities (Component)	Minimum Capabilities (Metric)	Type I	Type II	Type III	Type IV	Type V	Type VI
Equipment	Communications	VHF vertical antenna  Portable mast  50 feet of RG-8X or RG-58 with connectors  County VHF portable transceivers (2)  One spare rechargeable battery pack for each portable  Battery charger for each portable  Marine VHF transceiver  AC power supply  Marine VHF vertical antenna  Portable mast  50 feet of RG-8X or RG-58 with connectors	Battery charger for each portable  HF amateur radio  AC power supply  Antenna tuner  HF multiband dipole antenna  Portable mast  50 feet of RG-8X or RG-58 with connectors  3 KW (or better) generator				

**Resource: Amateur Radio Communications Support Team**

**Category: EMA Communications Support  
Kind: Team**

Minimum Capabilities (Component)	Minimum Capabilities (Metric)	Type I	Type II	Type III	Type IV	Type V	Type VI
Equipment	Communications	HF amateur radio transceiver AC power supply Antenna tuner Multiband HF dipole antenna Portable mast 50 feet of RG-8X or RG-58 with connectors 3 KW (or better) generator					
Availability	Duration	Available for Extended operations (greater than 1 week)	Available for extended operations (greater than 1 week)	Available for short duration operations (1 week or less)	Available for short duration operations (1 week or less)	Available for short duration operations (12 hours or less)	Available for short duration operations (12 hours or less)
Management Support	Coordination Capabilities	Incident staff capable of supporting the communications unit	Incident staff capable of supporting the communications unit	Incident staff capable of supporting the communications unit	Team management only	Single resource	Single resource

**Comments:**

Availability does not require continuous availability of specific personnel, only that the teams are available to those specifications. Personnel may be rotated in and out of specified team positions. Type IV, V and VI are to serve as independent relay points. Type III teams are expected to support local level incident operations. Type II teams are expected to support local and regional incident operations with multiple agencies. Type I teams are expected to support regional incident operations with multiple agencies.

## **9. ACTIVATION PROCEDURES**

**9.1** Any member of Cumberland County ARES who, for any reason, suspects a communications emergency exists should monitor the 147.09 (+) (100.0 Hz) (W1QUI/R) repeater for net activity and/or announcements (in case of repeater failure, monitor 146.415 simplex).

**9.2** If local telephone service is available, the EC and/or AEC(s) should be notified by telephone.

**9.3** In an emergency in which Amateur Radio might serve the community, Amateur Radio operators may be alerted by Cumberland County EMA.

**9.4** Cumberland County EMA will activate Cumberland County ARES for duty in an emergency. Self activation of ARES members is discouraged.

**9.5** Cumberland County ARES has adopted four levels of activation to better inform ARES members and teams of impending actions within Cumberland County, Maine and out of state. This will allow members and teams to judge, in an approximate time frame, the extent of the involvement they will be requested to respond to.

**LEVEL 1 – Notification of possible activation.** This will be a situation advisory and does not mean Cumberland County ARES/RACES will be activated. There will be no time frame attached to this level. ARES/RACES members and teams will be requested to monitor certain nets and frequencies and to update call trees, as required. Members and teams are requested to check all equipment, ready kits and operations plans for possible activation.

**LEVEL 2 – Notification of probable activation.** An approximate time frame will be given with this level. It allows ARES/RACES members and teams an opportunity to take time off from work, rearrange schedules, etc.. Definite net times and frequencies will be set, staging areas will be announced, as well as mission details.

**LEVEL 3 – Notification of activation.** This will put into motion call trees and nets to coordinate the activation of ARES/RACES members and teams in accordance with prescribed Cumberland County ARES/RACES procedures.

**LEVEL 4- -Demobilization** This will put into action the demobilization of ARES responders after operations have ceased.

## **10. MOBILIZATION PROCEDURES**

**10.1** If telephone service is available, a telephone recall/alert will be initiated by the EC and/or AEC(s).

**10.2** Upon awareness or notification that a communications emergency exists, available members of Cumberland County ARES/RACES will call into the Cumberland County Emergency Net on the 147.09 (+) (100.0 Hz) (W1QUI/R) repeater. If, for any reason, the repeater is not in operation, the net will be called on simplex on 146.415 MHz.

**10.3** If telephone service is available, members not having 2 meter capability will call the EC and/or AEC(s) notifying him/her of their availability.

**10.4** ARES members will be advised where to report for duty.

**10.5** The ARC for Operations will prepare the appropriate ICS forms for ARES operations during the incident. Copies will be forwarded to the Incident Communications Unit Leader for inclusion into the Incident Communications Plan.

**10.6** The EC or AEC(s) will assume net control or designate another station as net control station (NCS).

**10.7** This station (NCS) is designated as a "Key Station" and will be extensively utilized during a communications emergency. Key Stations should have full emergency power capability with relief operators assigned to ensure continuous operation.

## **11. DUTIES OF THE NCS**

**11.1** The Cumberland County Emergency Net will be called to order by the NCS.

**11.2** Available members of Cumberland County ARES are checked into the net from their mobile or home stations to await further instructions.

**11.3** A liaison station will be to the assigned to the National Traffic System and/or Statewide Emergency net (as required):  
Maine Emergency Communications Net (3940 kHz)  
Maine Emergency Communications Net (VHF) (146.88 (-) (100.0 Hz))  
Other liaison stations will be assigned to other nets, repeaters, and/or frequencies and modes as required.

**11.4** Mobile stations will be dispatched to the requesting agency(s) as required.

**11.5** Operators of home stations not on emergency power are coordinated to effectively operate the "Key Stations" as required.

## **12. OPERATIONS**

**12.1** All written messages will be in either the standard ARRL format or other form as required by our served agencies.

**12.2** All written messages must be signed by the official who originates them, with his/her title, taking responsibility for their contents.

**12.3** Message precedences of Emergency, Priority, Welfare, and Routine, as defined on ARRL Form FSD-3 shall be used on all messages using the ARRL Radiogram.

**12.4** Cumberland County ARES members are not authorized to give official statements to the media or make official statements regarding the extent of the disaster/emergency over the air. Such official statements are to be made and/or released by the agency controlling the emergency activity. Questions regarding the emergency/disaster should be directed to the public information officer of the agency controlling the emergency activity.

**12.5** Stations do not transmit unless invited to do so by the net control station. The only exception is for a station having emergency traffic.

**12.6** After Action Reports and Traffic reports will be submitted to the EC and Net Manager as soon as possible after the termination of the emergency, exercise or drill.

## **13. DRILLS, TESTS AND ALERTS**

**13.1** An annual test will be conducted (usually in October or November) in conjunction with the nationwide or statewide ARRL Simulated Emergency Test.

**13.2** Cumberland County ARES/RACES will regularly supply public service communications in conjunction with local events, to test the effectiveness of the operation.

**13.3** At the discretion of the EC, Cumberland County ARES will be activated unannounced via a telephone recall at least once per year.

## **Operations Annexes**

The Operations annexes will define generally how ARES will operate under certain conditions. They will specify what type of ARCSTs will be utilized in certain disaster operations and how communications will be carried on by different teams.

These annexes will be flexible in nature so as to be able to respond to various hazards and communications as determined by the Cumberland County Emergency Management Agency and the Cumberland County ARES Emergency Coordinator.

During any sufficiently large incident, normal communications are reasonably expected to be overloaded or non-existent. ARES can assist in filling gaps in communications when normal means of communications are insufficient.

All ARES operations are under the direction of the Cumberland County Emergency Management Agency.

Hazards in Cumberland County include, but are not restricted to:

### **Weather**

- Hurricanes
  - High Winds
  - Heavy Rain
  - Hail
  - Flooding
- Tropical Storms
  - High Winds
  - Heavy Rain
  - Hail
  - Flooding
- Severe Weather
  - Thunderstorms
  - Tornadoes
  - High Winds
  - Heavy Rain
  - Hail
  - Flooding
- Winter Weather
  - Excessive Snowfall
  - Excessive Icing
  - Excessive Cold

Weather related incidents might result in

- Power Outages
- Building Damage
- Displaced Populations
- Infrastructure Damage

### **Transportation**

- Commercial Aircraft Accidents
- Rail Accidents
- Mass Auto Accidents

Transportation related incidents might result in

- Power Outages
- Building Damage
- Displaced Populations
- Infrastructure Damage

### **Hazmat Incidents**

Transportation  
Plants and Facilities  
Hazmat related incidents might result in  
Power Outages  
Building Damage  
Displaced Populations  
Infrastructure Damage

### **Wildfires**

Wildfire related incidents might result in  
Power Outages  
Building Damage  
Displaced Populations  
Infrastructure Damage

### **Missing Persons**

Search and Rescue  
Search and Rescue related incidents might result in  
Lack of Communications Resources

### **Terrorism and Acts of War**

Terrorism and Acts of War might result in  
Power Outages  
Building Damage  
Displaced Populations  
Infrastructure Damage

An ARES response would fall in the following areas:

Damage Assessment  
Buildings  
Roads  
Critical Dams  
Sheltering and Mass Care  
Search and Rescue  
EOC Communications Support  
Hospital Communications Support  
Wildfire Communications Support

## **Annex 1 Damage Assessment**

**Ready Kit required:**  Yes

**Safety Equipment Required:**  Yes

**Identification Required:**  Yes  
CCEMA Badge  
State of Maine First Responder Badge (if issued)  
Driver's License  
Copy of Amateur Radio License

### **ARCSTs Needed:**

- EOC Command Team (ARCST Type IV)  
EC and AEC for Operations
- EOC Communications Team (ARCST Type IV)
- Damage Assessment (ARCST Type V or ARCST Type IV)  
Number, as required, by served agency

### **Operations:**

1. Upon alert and activation by the Cumberland County Emergency Management Agency, the Command Team will alert and activate the EOC Communications Team and as many Damage Assessment teams as required to complete the assigned mission.
2. All team members will report to the Cumberland County EMA EOC or designated staging area for check in, assignment briefing and deployment assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command Team will use the Tactical Call Sign "Command" the EOC Communications Team will use the Tactical Call Sign "EOC" and the Command Team will assign Tactical Call Signs for all damage assessment teams.
5. All teams are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
6. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the damage assessment teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
7. Operations will be conducted on the Falmouth repeater (147.09 (+) (100 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.
8. The EOC Communications Team will serve as the Net Control Station for the net.
9. The net will be directed in nature.
10. Plain language will be used for all communications.
11. Standard ITU phonetics will be used in spelling out words.
12. The damage assessment teams will inform the EOC Communications Team when they have arrived at their assignment and are beginning their mission.
13. If a damage assessment team is unable to complete their assignment, they will inform the EOC Communications Team as to where they are located and the reason they are unable to complete their assignment.
14. If the damage assessment team needs to take a break or will be away from their radio for any period of time they will inform the EOC Communications team of the time they are leaving the net and will inform the EOC Communications when they return.
15. All written traffic will be made on the ICS-213 (General Message Form).
16. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).
17. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
18. Either damage assessment forms provided by the Cumberland County Emergency Management Agency or the Red Cross will be used by all damage assessment teams.
19. All damage assessment teams will keep the EOC Communications Team informed as to their location and the progress of their assignment about every 15 to 30 minutes.

20. After a damage assessment team has completed their assignment, they will return to the EOC or other designated location to turn in their completed damage assessment forms and await further assignment.
21. Damage assessment operations will be terminated at the direction of the Cumberland County Emergency Management Agency.
22. At the termination of damage assessment operations, all damage assessment teams will return to the EOC or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

## **Annex 2 Sheltering and Mass Care**

**Ready Kit required:**  Yes

**Safety Equipment Required:**  Yes

**Identification Required:**  Yes  
CCEMA Badge  
State of Maine First Responder Badge (if issued)  
Driver's License  
Copy of Amateur Radio License

### **ARCSTs Needed:**

- EOC Command Team (ARCST Type IV)  
EC and AEC for Operations
- EOC Communications Team (ARCST Type IV)
- Sheltering and Mass Care Communications Team (ARCST Type IV)  
Number, as required, by served agency

### **Operations:**

1. Upon alert and activation by the Cumberland County Emergency Management Agency, the Command Team will alert and activate the EOC Communications Team and as many Sheltering and Mass Care teams as required to complete the assigned mission.
2. All team members will report to the Cumberland County EMA EOC or designated staging area for check in, assignment briefing and deployment assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command Team will use the Tactical Call Sign "Command" the EOC Communications Team will use the Tactical Call Sign "EOC" and the Command Team will assign Tactical Call Signs for all sheltering and mass care communications teams.
5. All teams are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
6. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the sheltering and mass care teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
7. Operations will be conducted on the Falmouth repeater (147.09 (+) (100 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.
8. The EOC Communications Team will serve as the Net Control Station for the net.
9. The net will be directed in nature.
10. Plain language will be used for all communications.
11. Standard ITU phonetics will be used in spelling out words.
12. Upon arriving at their assigned locations, the ARCST Leader will check in with the shelter manager and the ARCST team will set up their equipment.
13. The sheltering and mass care communications teams will inform the EOC Communications Team when they have arrived at their assignment and are beginning operations.
14. If a sheltering and mass care communications team is unable to complete their assignment, they will inform the EOC Communications Team as to where they are located and the reason they are unable to complete their assignment.
15. If the sheltering and mass care communications team member operating at the time needs to take a break or will be away from their radio for any period of time they will inform the EOC Communications team of the time they are leaving the net and will inform the EOC Communications when they return.
16. All sheltering and mass care communications teams will perform a radio check or communication with the EOC Communication team at least every 60 minutes.
17. All written traffic will be made on the ICS-213 (General Message Form) or a designated served agency form.
18. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).

- 19 All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
- 20 All requests for shelter support will be written and be made to the EOC.
- 21 If a shelter is closing, the sheltering and mass care communications team leader will inform the EOC Communications Team and ask permission to secure operations. Once permission to secure is given, the team leader and members will return to the EOC or other designated location to turn in all forms, for a debrief meeting and to demobilize. Remember to leave your communications area exactly as you found it.
- 22 Sheltering and mass care communications operations will be terminated at the direction of the Cumberland County Emergency Management Agency.
- 23 At the termination of sheltering and mass care communications operations, all shelter and mass care communications teams will return to the EOC or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

### Annex 3 Search and Rescue Operations

**Ready Kit required:**  Yes

**Safety Equipment Required:**  Yes

**Identification Required:**  Yes  
CCEMA Badge  
State of Maine First Responder Badge (if issued)  
Driver's License  
Copy of Amateur Radio License

**ARCSTs Needed:**

- SAR Command Team (ARCST Type IV)  
EC and AEC for Operations
- SAR Command Post Communications Team (ARCST Type IV)
- SAR Communicators (ARCST Type VI)  
Number, as required, by served agency

1. Upon alert and activation by the Cumberland County Emergency Management Agency, the Command Team will alert and activate the SAR Communications Team and as many SAR Communicators as required to complete the assigned mission.
2. All team members and communicators will report to the Cumberland County EMA EOC or designated staging area for check in, assignment briefing and assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command Team will use the Tactical Call Sign "Command" the SAR Command Post Communications Team will use the Tactical Call Sign "NET" and the Command Team will assign Tactical Call Signs for all SAR Communicators.
5. All teams and communicators are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
6. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the sheltering and mass care teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
8. Operations will be conducted on the Falmouth repeater (147.09 (+) (100 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.
9. The SAR Command Post Communications Team will serve as the Net Control Station for the net.
10. The net will be directed in nature.
11. Plain language will be used for all communications.
12. Standard ITU phonetics will be used in spelling out words.
13. Upon being assigned to a SAR team, the SAR Communicator will check in with the SAR Team Leader.
14. The SAR Communicators will inform the SAR Command Post Communications Team when they have linked up with their SAR Team Leader and are beginning operations.
15. If a SAR Communicator is unable to complete their assignment, they will inform the SAR Command Post Communications Team as to where they are located and the reason they are unable to complete their assignment.
16. If the SAR Communicator needs to take a break or will be away from their radio for any period of time they will inform the SAR Command Post Communications team of the time they are leaving the net and will inform the EOC Communications when they return.
17. All SAR Communicators will perform a radio check or communication with the SAR Command Post Communications Team at least every 30 minutes.
18. All written traffic will be made on the ICS-213 (General Message Form).
19. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).
20. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
- 24 SAR communications operations will be terminated at the direction of the Incident Commander for the SAR Mission.

21. At the termination of the SAR mission, all SAR Teams and SAR Communicators will return to the SAR Command Post or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

## Annex 4 EOC Operations

**Ready Kit Required:**  Yes

**Safety Equipment Required:**  Yes

**Identification Required:**  Yes  
CCEMA Badge  
State of Maine First Responder Badge (if issued)  
Driver's License  
Copy of Amateur Radio License

### **ARCSTs Needed:**

- EOC Command Team (ARCST Type IV)  
EC and AEC for Operations
- EOC Communications Team (ARCST Type IV)

- a. Upon alert and activation by the Cumberland County Emergency Management Agency, the Command Team will alert and activate the EOC Communications Team.
- b. Communications Team members will report to the Cumberland County EMA EOC for check in, assignment briefing
- c. The Command Team will assign a team leader for the Communications Team.
- d. The Command Team will use the Tactical Call Sign "Command" the EOC Communications Team will use the Tactical Call Sign "EOC".
- e. The Communications Team members are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All team members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
- f. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the ARES operations. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
- g. In cooperation with the Cumberland County Emergency Management Agency, the Command Team will be responsible for planning the ARES response to the incident.
- h. The Command Team is responsible for planning the nets for the ARES response and directing the Communications Team to establish the nets.
- i. The Communications Team will be responsible for the operating ARES nets as the net control station(s) in support of EOC operations as well as operating County radios, as required, in support of EOC operations.
- j. ARES operations will be conducted on the Falmouth repeater (147.09 (+) (100 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.
- k. Nets will be directed in nature.
- l. Plain language will be used for all communications.
- m. Standard ITU phonetics will be used in spelling out words.
- n. The Communications Team will be responsible for performing radio checks with net stations at times specified by the Command Team.
- o. All written traffic will be made on the ICS-213 (General Message Form).
- p. Due to all amateur radio traffic being sent in the clear, no messages of a sensitive nature will be sent via amateur radio.
- q. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).
- r. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
- s. ARES members will not discuss the incident with members of the media. Members of the media seeking information about the incident should be directed to the on site public information officer.
- t. The Command Team will act as liaison between the Cumberland County Emergency Management EOC staff and the ARES responders through the Communications Team.
- u. The Command Team is responsible for conducting check in of ARES responders, conducting assignment briefings naming team leaders and assigning ARES responders.

- v. The Command Team will assist the Cumberland County Emergency Management EOC staff in functions assigned to them by the EOC staff.
- w. The Command Team is responsible for demobilizing, performing the debriefing, check out and releasing of all ARES members after the termination of the incident.

## **Annex 5 Hospital Communications Support**

**Ready Kit Required:**  Yes

**Safety Equipment Required:**  Yes

**Identification Required:**  Yes  
CCEMA Badge  
State of Maine First Responder Badge (if issued)  
Driver's License  
Copy of Amateur Radio License

### **ARCSTs Needed:**

- EOC Command Team (ARCST Type IV)  
EC and AEC for Operations
- Hospital Communications Team (ARCST Type IV)
- Hospital Communicators (ARCST Type VI)  
Number, as required, by served agency

1. Upon alert and activation by the Cumberland County Emergency Management Agency, the Command Team will alert and activate the Hospital Communications Team and as many Hospital Communicators as required to complete the assigned mission.
2. All ARES team members and communicators will report to the Cumberland County EMA EOC or designated staging area for check in, assignment briefing and assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command team will interface with hospital officials to determine where a communications command post should be set up.
5. The Command Team will interface with hospital officials to determine where critical communications is needed.
6. The Command Team will assign Hospital Communicators at the locations where critical communications is needed.
7. The Hospital Communications Team will set up the communications command post at location designated by the Command Team.
8. The Command Team will use the Tactical Call Sign "Command" the Hospital Command Post Communications Team will use the Tactical Call Sign "Comm Center" and the Command Team will assign Tactical Call Signs for all Hospital Communicators.
9. All teams and communicators are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
10. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the sheltering and mass care teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
11. Operations will be conducted on the Falmouth repeater (147.09 (+) (100 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.
12. The Hospital Command Post Communications Team will serve as the Net Control Station for the net.
13. The net will be directed in nature.
14. Plain language will be used for all communications.
15. Standard ITU phonetics will be used in spelling out words.
16. If a Hospital Communicator is unable to complete their assignment, they will inform the Hospital Command Post Communications Team as to where they are located and the reason they are unable to complete their assignment.
17. If the Hospital Communicator needs to take a break or will be away from their radio for any period of time they will inform the Hospital Command Post Communications Team of the time they are leaving the net and will inform the Hospital Command Post Communications Team when they return.
18. All Hospital Communicators will perform a radio check or communication with the Hospital Command Post Communications Team at least every 30 minutes.
19. All written traffic will be made on the ICS-213 (General Message Form).

20. Due to all amateur radio traffic being sent in the clear, no messages of a sensitive nature will be sent via amateur radio.
21. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log).
22. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
23. ARES members will not discuss the incident with members of the media. Members of the media seeking information about the incident should be directed to the on site public information officer.
24. Hospital communications operations will be terminated at the direction of the Incident Commander or hospital official.
25. At the termination of the Hospital mission, all Hospital Teams and Hospital Communicators will return to the Hospital Communications Command Post or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

## **Annex 6 Wildfire Communications Support**

**Ready Kit Required:**  Yes

**Safety Equipment Required:**  Yes

**Identification Required:**  Yes  
CCEMA Badge  
State of Maine First Responder Badge (if issued)  
Driver's License  
Copy of Amateur Radio License

### **ARCSTs Needed:**

- EOC Command Team (ARCST Type IV)  
EC and AEC for Operations
- EOC Communications Team (ARCST Type IV)
- Wildfire Base Camp Communications Support Team (ARCST Type IV)  
Number, as required, by served agency

### **Operations:**

1. Upon alert and activation by the Cumberland County Emergency Management Agency, the Command Team will alert and activate the EOC Communications Team and as many Wildfire Base Camp Communications Support Teams as required to complete the assigned mission.
2. All team members will report to the Cumberland County EMA EOC or designated staging area for check in, assignment briefing and deployment assignment.
3. The Command Team will assign team leaders and team members to all ARCST teams.
4. The Command Team will use the Tactical Call Sign "Command" the EOC Communications Team will use the Tactical Call Sign "EOC" and the Command Team will assign Tactical Call Signs for all Wildfire Base Camp Communications Support Teams.
5. All teams are reminded that a Tactical Call Sign does not replace the FCC's requirement to identify their station properly. All members are advised to use the "Tactical In, Call Sign out" method of identification, that is, call a station using their and your Tactical Call Sign and identify with your FCC call sign at the end of your communication.
6. If a COML has been assigned to the incident, the Command Team will inform the COML what frequencies are in use for the sheltering and mass care teams. The information to be provided will include the Receive Frequency, Transmit Frequency, Transmit and Receive Tones and any Frequency Tag to be included in the Incident Communications Plan.
7. Operations will be conducted on the Falmouth repeater (147.09 (+) (100 Hz)) or other designated repeater or simplex frequency as directed by the Command Team.
8. The EOC Communications Team will serve as the Net Control Station for the net.
9. The net will be directed in nature.
10. Plain language will be used for all communications.
11. Standard ITU phonetics will be used in spelling out words.
12. The Wildfire Base Camp Communications Support Teams will inform the EOC Communications Team when they have arrived at their assignment and are beginning their mission.
13. If a Wildfire Base Camp Communications Support Team is unable to complete their assignment, they will inform the EOC Communications Team as to where they are located and the reason they are unable to complete their assignment.
14. If the Wildfire Base Camp Communications Support Team needs to take a break or will be away from their radio for any period of time they will inform the EOC Communications Team of the time they are leaving the net and will inform the EOC Communications Team they return.
15. All written traffic will be made on the ICS-213 (General Message Form).
16. Due to all amateur radio traffic being sent in the clear, no messages of a sensitive nature will be sent via amateur radio.
17. All communications will be logged on the ICS-309 (Communications Log) or ICS-309a (Radio Log). All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).

18. All significant incident events will be logged on the ICS-214 (Unit Log) (for team leaders) or the ICS-214A (Individual Log) (for single resources or team members).
19. All Wildfire Base Camp Communications Support Teams perform a radio check or communication with the EOC Communications Team at a minimum of once every hour.
20. After Wildfire Base Camp Communications Support Team has completed their assignment, they will return to the EOC or other designated location to turn in their completed forms and await further assignment.
21. ARES members will not discuss the incident with members of the media. Members of the media seeking information about the incident should be directed to the on site public information officer.
22. Wildfire operations will be terminated at the direction of the Incident Commander.
23. At the termination of Wildfire operations, all Wildfire Base Camp Communications Support Teams will return to the EOC or other designated location to turn in all forms, for a debrief meeting, demobilization, check out and release.

## **APPENDIX A FORMS AND PUBLICATIONS**

The following forms and publications should be maintained by all Cumberland County ARES members.

Most forms may be obtained from the EC, AEC for Administration or from the Cumberland County ARES web site:  
<http://www.ccares-maine.org>

1. Radio Log (ICS Form 309 Recommended)
2. ICS Form 213 (General Message Form)
3. **ARRL** Numbered Radiograms list
4. **ARRL** Radiogram (pad) (purchased through the ARRL or made up from the form in this document)
5. **ARRL Public Service Communications Manual**
6. **ARRL Field Resources Manual**
7. ARES Registration Forms
8. **Cumberland County Emergency Communications Plan**
9. **Other Cumberland County ARES/RACES Manuals (as required)**





## General Message (ICS FORM 213-OS)

**Purpose.** The General Message is used by:

- Incident personnel to record incoming messages which cannot be orally transmitted to the intended recipients;
- Command Post and other incident personnel to transmit messages to the Incident Communications Center for transmission via radio or telephone to the addressee;
- Incident personnel to send any message or notification to incident personnel which requires a hard-copy delivery;
- Incident personnel to place resource orders.

**Preparation.** This form is prepared by any incident personnel needing to transmit a hard-copy message. The recipient should send a timely reply to the originator, as necessary.

**Distribution.** Upon completion, the General Message may be hand-carried to the addressee or to the Incident Communications Center for transmission. Originator retains a copy of the form. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date and Time of Message	Enter the date and time of message origination.
3.	To	Enter name and ICS position of message recipient.
4.	From	Enter name and ICS position of message sender.
5.	Subject	Indicate the message subject.
6.	Message	Enter message.
7.	Reply	This section to be used by the unit/person who receives the message to reply to your message.
8.	Signature/Position Date/Time of reply	Enter name and position of person replying to this message. Enter date (month, day, year) and time of reply (24-hour clock).

## FSD-3 Relief Emergency · Routine Messages Recommended Precedences

The letters ARL are inserted in the preamble in the check and in the text before spelled out numbers, which represent texts from this list. Note that some ARL texts include insertion of numerals and text. Example: NR 1 R W1AW ARL 5 NEWINGTON CONN. DEC 25 DONALD R. SMITH AA 164 EAST SIXTH AVE AA NORTH RIVER CITY MO AA PHONE 73-3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA AR. For additional information about traffic handling, consult *The ARRL Operating Manual*, published by ARRL, or the *NTS Methods and Practices Guidelines*, [www.arrl.org/FandES/field/nts-mpg/](http://www.arrl.org/FandES/field/nts-mpg/)

### Group One—For Possible “Relief Emergency” Use

- |          |  |
|----------|--|
| ONE      | Everyone safe here. Please don't worry.  |
| TWO      | Coming home as soon as possible.   |
| THREE    | Am in _____ hospital. Receiving excellent care and recovering fine.  |
| FOUR     | Only slight property damage here. Do not be concerned about disaster reports.                                    |
| FIVE     | Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated. |
| SIX      | Will contact you as soon as possible.  |
| SEVEN    | Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.        |
| EIGHT    | Need additional _____ mobile or portable equipment for immediate emergency use.                                  |
| NINE     | Additional _____ radio operators needed to assist with emergency at this location.                               |
| TEN      | Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.   |
| ELEVEN   | Establish Amateur Radio emergency communications with _____ on _____ MHz.  |
| TWELVE   | Anxious to hear from you. No word in some time. Please contact me as soon as possible.                           |
| THIRTEEN | Medical emergency situation exists here.   |
| FOURTEEN | Situation here becoming critical. Losses and damage from _____ increasing.                                       |
| FIFTEEN  | Please advise your condition and what help is needed.  |
| SIXTEEN  | Property damage very severe in this area.  |

- SEVENTEEN REACT communications services also available. Establish REACT communication with \_\_\_\_\_ on channel \_\_\_\_\_.
- EIGHTEEN Please contact me as soon as possible at \_\_\_\_\_.
- NINETEEN Request health and welfare report on \_\_\_\_\_. (State name, address and telephone number.)
- TWENTY Temporarily stranded. Will need some assistance. Please contact me at \_\_\_\_\_.
- TWENTY ONE Search and Rescue assistance is needed by local authorities here. Advise availability.
- TWENTY TWO Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
- TWENTY THREE Report at once the accessibility and best way to reach your location.
- TWENTY FOUR Evacuation of residents from this area urgently needed. Advise plans for help.
- TWENTY FIVE Furnish as soon as possible the weather conditions at your location.
- TWENTY SIX Help and care for evacuation of sick and injured from this location needed at once.
- Emergency/priority messages originating from official sources must carry the signature of the originating official.

### Group Two—Routine Messages

- FORTY SIX Greetings on your birthday and best wishes for many more to come.
- FORTY SEVEN Reference your message number \_\_\_\_\_ to \_\_\_\_\_ delivered on \_\_\_\_\_ at \_\_\_\_\_ UTC.
- FIFTY Greetings by Amateur Radio.
- FIFTY ONE Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at \_\_\_\_\_. Am having a wonderful time.
- FIFTY TWO Really enjoyed being with you. Looking forward to getting together again.
- FIFTY THREE Received your \_\_\_\_\_. It's appreciated; many thanks.
- FIFTY FOUR Many thanks for your good wishes.
- FIFTY FIVE Good news is always welcome. Very delighted to hear about yours.
- FIFTY SIX Congratulations on your \_\_\_\_\_, a most worthy and deserved achievement.
- FIFTY SEVEN Wish we could be together.

- FIFTY EIGHT Have a wonderful time. Let us know when you return.
- FIFTY NINE Congratulations on the new arrival. Hope mother and child are well.
- \*SIXTY Wishing you the best of everything on \_\_\_\_\_.
- SIXTY ONE Wishing you a very Merry Christmas and a Happy New Year.
- \*SIXTY TWO Greetings and best wishes to you for a pleasant \_\_\_\_\_ holiday season.
- SIXTY THREE Victory or defeat, our best wishes are with you. Hope you win.
- SIXTY FOUR Arrived safely at \_\_\_\_\_.
- SIXTY FIVE Arriving \_\_\_\_\_ on \_\_\_\_\_. Please arrange to meet me there.
- SIXTY SIX DX QSLs are on hand for you at the \_\_\_\_\_ QSL Bureau. Send \_\_\_\_\_ self addressed envelopes.
- SIXTY SEVEN Your message number \_\_\_\_\_ undeliverable because of \_\_\_\_\_. Please advise.
- SIXTY EIGHT Sorry to hear you are ill. Best wishes for a speedy recovery.
- SIXTY NINE Welcome to the \_\_\_\_\_. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.
- \* Can be used for all holidays.

### ARRL Recommended Precedences

Please observe the following ARRL provisions for PRECEDENCES in connection with written message traffic. These provisions are designed to increase the efficiency of our service both in normal times and in emergency.

**EMERGENCY**--Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very* rare. On CW/RTTY, this designation will *always* be spelled out. When in doubt, do not use it.

**PRIORITY**--Use abbreviation P on CW/RTTY. This classification is for a) important messages having a specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency-related traffic not of the *utmost* urgency d) notice of death or injury in a disaster area, personal or official.

**WELFARE**--This classification, abbreviated as W on CW/RTTY, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

**ROUTINE**--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW/RTTY) should be handled last, or not at all when circuits are busy with higher precedence traffic.

Note--the precedence always follows the message number. For example, a message number may be 207R on CW and "Two Zero Seven Routine" on phone.



**The American Radio Relay League  
RADIOGRAM  
Via Amateur Radio**

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

To:

<p>This message was received at:</p> <p>Amateur Station _____ Date _____</p> <p>Name _____</p> <p>Street Address _____</p> <p>City, State, Zip _____</p>
--

Telephone Number:

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

REC'D	From	Date	Time	SENT	From	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 radio amateurs and the licensed 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
--------	------------	----	-------------------	-------	-----------------	------------	------

To:

<p>This message was received at:</p> <p>Amateur Station _____ Date _____</p> <p>Name _____</p> <p>Street Address _____</p> <p>City, State, Zip _____</p>
--

Telephone Number:

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

REC'D	From	Date	Time	SENT	From	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 radio amateurs and the licensed 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.

## Radiogram Instructions

Every formal radiogram message originated and handled should contain the following components in the order given.

<p><b>I PREAMBLE</b></p> <p>a. Number (begin with 1 each month or year) b. Precedence (R, W, P or EMERGENCY) c. Handling Instructions (optional) d. Station of Origin (first amateur handler) e. Check (number of words/groups in text only) f. Place of origin (not necessarily location of station of origin) g. Time Filed (optional with originating station) h. Date (must agree with date of time filed)</p> <p><b>II ADDRESS</b> (as complete as possible, include zip and telephone)</p> <p><b>III TEXT</b> (limit to 25 words or less, if possible)</p> <p><b>IV SIGNATURE</b></p>	<p><b>MESSAGE EXAMPLE</b></p> <p><b>I 1 R HXG W1AW 8 NEWINGTON CT 1830Z JULY 1 a b c d e f g h</b></p> <p><b>II DONALD SMITH 164 EAST SIXTH AVE NORTH RIVER CITY MO 00789 733 4968</b></p> <p><b>III HAPPY BIRTHDAY X SEE YOU SOON X LOVE</b></p> <p><b>IV DIANA</b></p> <p>Note that X, when used in the text as punctuation, counts as a word.</p>
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## ARRL Message Precedences

**EMERGENCY**--Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief to stricken populace in emergency areas. On CW, RTTY, AMTOR and packet this designation will always be spelled out. When in doubt, do not use this designation.

**PRIORITY**--Use abbreviation P on CW, RTTY, AMTOR and packet. This classification is for important messages having a specific time limit, official messages not covered in the emergency category, press dispatches and emergency-related traffic not of the utmost urgency.

**WELFARE**--This classification, abbreviated as W on CW, RTTY, AMTOR and packet, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

**ROUTINE**--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW, RTTY, AMTOR and packet) should be handled last, or not at all when circuits are busy with higher-precedence traffic.

## Handling Instructions

<b>PROSIGN</b>	<b>INSTRUCTION</b>
<b>HXA</b>	(Followed by number) Collect landline delivery authorized by addressee within...miles. (If no number, authorization is unlimited.)
<b>HXB</b>	(Followed by number) Cancel message if not delivered within...hours of filing time; service originating station.
<b>HXC</b>	Report date and time of delivery (TOD) to originating station.
<b>HXD</b>	Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.
<b>HXE</b>	Delivering station get reply from addressee, originate message back.
<b>HXF</b>	(Followed by number.) Hold delivery until...(date).
<b>HXG</b>	Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

**Cumberland County ARES/RACES Registration Form**  
(Please fill out and sign in ink)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Call Sign: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Pager: \_\_\_\_\_ Cell: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ 2<sup>nd</sup> E-Mail Address: \_\_\_\_\_

**Please indicate the bands and modes that you can support with your personal equipment using the following symbols:**  
**F = Fixed/Base, M= Mobile, P=Portable, H=Handheld (use as many in each box as apply)**

Mode	160M	80M	40M	20M	15M	10M	6M	2M	1 1/4 M	70CM	23CM	Other
CW												
SSB												
FM												
RTTY												
AMTOR												
PACTOR												
PSK31												
PACKET												
APRS												
SSTV												
ATV												

**Response Related Information:**

Would you be willing to travel to another county to assist in their response?  Yes  No  
 Member of other Amateur Radio special interest groups (i.e. MARS, CAP, Red Cross, Salvation Army)?  Yes  No

If yes, please list: \_\_\_\_\_

Do you have any disabilities that might hamper your service?  Yes  No

If yes, please list: \_\_\_\_\_

Portable Power Supply  Yes  No If yes, amp rating: \_\_\_\_\_

Generator?  Yes  No If yes, wattage rating: \_\_\_\_\_

Battery Operations?  Yes  No If yes, amp hour rating: \_\_\_\_\_

Anderson Powerpoles  Yes  No If no, what type of connectors used?: \_\_\_\_\_

CERT Member?  Yes  No If yes, what team or neighborhood? \_\_\_\_\_

First Aid/CPR Certified  Yes  No Search & Rescue Certified?  Yes  No

Vehicle Make and Model: \_\_\_\_\_ License Number: \_\_\_\_\_

Four Wheel Drive?  Yes  No Towing capability?  Yes  No

**Mail to: Ron Brown, WA1RB, 405 Western Ave. #252, South Portland, ME 04106**

**Personal Information: For insurance purposes in case of disaster related injury as a volunteer**

Information will not be released excepting for official purposes relating to disaster related volunteer injury

**My signature certifies that the information set forth below is complete to the best of my knowledge**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Maine Drivers License Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX B**  
**MEMORANDUMS OF UNDERSTANDING**

Memorandums of Understanding (MOUs) exist between Cumberland County ARES and the following agencies:

Sagadahoc County ARES (Mutual Aid)

Memorandums of Understanding (MOUs) are pending with Cumberland County ARES and the following agencies:

County of Cumberland Emergency Management Agency

Southern Maine Chapter of the American Red Cross

## Appendix C

### Emergency Reference Information for Amateur Radio Station

#### Telephone Numbers

(List name and/or number)

State Police 1-800-482-0730 (911 cell)

Local Police \_\_\_\_\_

Sheriff 1-800-226-1444 / 774-1444

Fire Department \_\_\_\_\_

Ambulance \_\_\_\_\_

CC EMA 892-6785

SEC K1GAX 799-1116 (h) 632-1284 (c)

DEC K1IJS 865-0554 (h) 725-0614 (w) 232-4892 (c)

EC WA1RB 450-2249 (h) 662-6630 (w) 450-2249 (c)

AEC for Operations K1GAX 799-1116 (h) 632-1284 (c)

Net Manager K1GAX 799-1116 (h) 632-1284 (c)

National Weather Service 688-3216 1-877-633-6772 (reporting)

Red Cross 874-1192

Salvation Army 774-6304

Other \_\_\_\_\_

#### What to report:

Caller's name  
 Location  
 Situation  
 Injuries: number, extent  
 Fire?  
 Traffic blocked?  
 Need assistance?  
 Weather conditions



	<i>Frequency</i>	<i>Time</i>	<i>Days</i>
<b>ARES Net</b>	<b>147.09 (+) (100.0)</b>	<b>1930</b>	<b>Sunday</b>
<b>RACES Net</b>	<b>147.09 (+) (100.0)</b>	<b>1930</b>	<b>Sunday</b>
<b>SKYWARN Net</b>	<b>146.88 (-) (100.0)</b>		
<b>Section/Local Net</b>	<b>3940 kHz</b>	<b>1630</b>	<b>Sunday</b>
<b>Packet BBS</b>			

## THE AMATEUR RADIO EMERGENCY SERVICE

The radio amateur best justifies his existence by the service rendered to the community in times of disaster and distress when normal communications media are not available, have failed or are badly overburdened.

In the event of a communications emergency all amateurs are dedicated to serve in the public interest, within their ability, to provide temporary communications for a stricken area until normal facilities are restored.

The ARRL Amateur Radio Emergency Service is composed of licensed amateurs who have voluntarily registered their qualifications and equipment for communication duty in the public service when disaster strikes.

Further information on the Service may be obtained from your Section Manager, Section Emergency Coordinator or ARRL Headquarters. Visit [www.arrrl.org/sections](http://www.arrrl.org/sections).

### BEFORE EMERGENCY

**Prepare** yourself by providing radio equipment together with an emergency power source upon which you can depend.

**Test** both the dependability of your emergency equipment and your own operating ability in the annual ARRL Simulated Emergency Test and the several annual on-the-air contests, especially Field Day.

**Register** your facilities and your availability with your local ARRL Emergency Coordinator. If your community has no EC, contact your local civic and relief agencies and explain to them what the Amateur Service offers the community in time of disaster.

### IN EMERGENCY

**Listen** before you transmit. Never violate this principle.

**Report** at once to your Emergency Coordinator so that the EC will have up-to-minute data on the facilities available. Work with the local civic and relief agencies as the EC suggests. Offer these agencies your services directly in the absence of an EC.

**Operate** on the air in accordance with FCC regulations.

**SOS** and "Mayday" are the International distress calls for emergency only. They are for use only by stations seeking emergency assistance.

**Respect** the fact that the success of the amateur effort in emergency depends largely on circuit discipline. The established Net Control Station should be the supreme authority for traffic routing.

**Cooperate** with those we serve. Be ready to help, but stay off the air unless there is a specific job to be done that you can handle more efficiently than any other station.

**Copy** all bulletins from W1AW or check the ARRL Web site. During time of emergency, bulletins will keep you posted on the latest developments.

### AFTER EMERGENCY

**Report to ARRL** Headquarters and your ARRL Section leaders as soon as possible and as fully as possible so that the Amateur Service can receive full credit. Report your activity with the ARRL Public Service Activity Report form (FSD-157) at [www.arrrl.org/FandES/field/forms/](http://www.arrrl.org/FandES/field/forms/) (printable and on-line versions are available).

Appendix D

Cumberland County ARES Frequencies

CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS
AH01	STATEWIDE COORDINATION	3940 kHz	COMMUNICATIONS CENTER	STATEWIDE HF (NIGHT) PRIMARY
AH02	STATEWIDE COORDINATION	7262 kHz	COMMUNICATIONS CENTER	STATEWIDE HF (DAY) SECONDARY
AH03	LOCAL COORDINATION	28.450 MHz	TACTICAL NET	LOCAL COORD./TACTICAL NET (USB)
AH04	LOCAL COORDINATION	29.650 MHz	TACTICAL NET	LOCAL COORD./TACTICAL NET (FM SIMPLEX)
AV01	STATEWIDE COORDINATION	52.525 MHz	STATEWIDE COORDINATION	6 METER (FM SIMPLEX)
AV02	LOCAL COORDINATION	52.565 MHz	TACTICAL NET	LOCAL COORD./TACTICAL NET (FM SIMPLEX)
AV03	LOCAL COORDINATION	53.570 MHz	TACTICAL NET	(FM REPEATER) (-1 MHz), (103.5 Hz CTCSS)
AV04	PRIMARY TACTICAL SIMPLEX	146.415 MHz	TACTICAL NET	LOCAL PRIMARY SIMPLEX NET (FM SIMPLEX)
AV05	INTER-COUNTY COORDINATION	146.520 MHz	COMMUNICATIONS CENTER	(FM SIMPLEX)
AV06	ADMINISTRATIVE / COMMAND	146.535 MHz	ADMINISTRATIVE / COMMAND NET	(FM SIMPLEX)
AV07	TACTICAL REPEATER	146.730 MHz	TACTICAL NET	(FM REPEATER) (-600 kHz), (100.0 Hz CTCSS)
AV08	STATEWIDE COORDINATION	146.880 MHz	COMMUNICATIONS CENTER	(FM REPEATER) (-600 kHz), (100.0 Hz CTCSS)
AV09	PRIMARY TACTICAL REPEATER	147.090 MHz	PRIMARY TACTICAL NET	(FM REPEATER) (+600 kHz), (100.0 Hz CTCSS)
AV10	ADMINISTRATIVE / COMMAND	147.360 MHz	ADMINISTRATIVE / COMMAND	(FM REPEATER) (+600 kHz), (100.0 Hz CTCSS)
AV11	ADMINISTRATIVE / COMMAND NET	147.525 MHz	ADMINISTRATIVE / COMMAND NET	(FM SIMPLEX)
AV12	PORTABLE REPEATER	147.550 MHz	TACTICAL NET	(FM REPEATER) (-3 MHz), (100.0 Hz CTCSS)
AV13	TACTICAL NET	223.440 MHz	TACTICAL NET	(FM SIMPLEX)
AV14	INTER-COUNTY COORDINATION	223.500 MHz	COMMUNICATIONS CENTER	(FM SIMPLEX)
AV15	TACTICAL REPEATER	224.840 MHz	TACTICAL NET	(FM REPEATER) (-1.6 kHz), (103.5 Hz CTCSS)
AU01	TACTICAL REPEATER	444.100 MHz	TACTICAL NET	(FM REPEATER) (+5 MHz), (82.5 Hz CTCSS)
AU02	TACTICAL REPEATER	444.250 MHz	TACTICAL NET	(FM REPEATER) (+5 MHz), (82.5 Hz CTCSS)
AU03	INTER-COUNTY COORDINATION	446.000 MHz	COMMUNICATIONS CENTER	(FM SIMPLEX)
AU04	TACTICAL NET	446.075 MHz	TACTICAL NET	(FM SIMPLEX)
AS01	TACTICAL NET	1294.525 MHz	TACTICAL NET	(FM SIMPLEX)
AA01	LOCAL OPERATOR / CLIENT LIAISON	27.065 MHz	COMMAND POST / LOCAL OPERATOR	CB CH. 9 EMERGENCY USE ONLY (AM)

CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS
AA02	LOCAL OPERATOR / CLIENT LIAISON	27.185 MHz	COMMAND POST / LOCAL OPERATOR	CB CH, 19 TRANSPORTATION (AM)
AA03	LOCAL OPERATOR / CLIENT LIAISON	154.600 MHz	COMMAND POST / LOCAL OPERATOR	MURS CHANNEL 5 (FM SIMPLEX)
AA04	LOCAL OPERATOR / CLIENT LIAISON	462.6125 MHz	COMMAND POST / LOCAL OPERATOR	FRS CHANNEL 5 (FM SIMPLEX)
AA05	LOCAL OPERATOR / CLIENT LIAISON	462.6625 MHz	COMMAND POST / LOCAL OPERATOR	FRS CHANNEL 5 (FM SIMPLEX)
AA06	LOCAL OPERATOR / CLIENT LIAISON	462.7125 MHz	COMMAND POST / LOCAL OPERATOR	FRS CHANNEL 7 (FM SIMPLEX)

## **Appendix E**

### **Duties of Assistant Emergency Coordinators**

#### **ADMINISTRATION:**

- \*Recruiting of ARES members
- \*Maintains personnel records
- \*Maintains all ARES records
- \*Maintains equipment inventory
- \*Prepares reports

#### **LIAISON:**

- \*Maintaining contact with served agencies (unless otherwise delegated)
- \*Maintains liaison with an Incident Liaison Officer
- \*Maintaining liaison with NTS and other nets
- \*Maintaining liaison with adjacent ECs and jurisdictions

#### **LOGISTICS**

- \*Arranges transportation for ARES members
- \*Arranges for acquisition and delivery of supplies--food, fuel, water, etc.
- \*Arranges acquisition of equipment--generators, batteries, antennas
- \*Coordinates repeater restoration--if damaged by disaster

#### **OPERATIONS**

- \*Net Manager for specific ARES nets
- \*Net Control Station for specific ARES nets
- \*Staging area manager for ARES operations
- \*Operational assistant to EC during disasters
- \*Serves as EC in the ECs absence
- \*Prepares ICS documents for the ARES response
- \*Maintains liaison with the Incident Communications Unit Leader

#### **PUBLIC INFORMATION**

- \*Distributes ARES information
- \*Maintains liaison with media outlets for ARES activities
- \*Maintains liaison with PIOs of served agencies
- \*Maintains liaison with an Incident PIO during disaster operations
- \*Maintains liaison with a the JIC during disaster operations

#### **RED CROSS**

- \*Maintains liaison with the Southern Maine Chapter of the American Red Cross

#### **TRAINING**

- \*Plans training for monthly meetings
- \*Prepares training materials for training sessions
- \*Presents monthly training
- \*Briefs new ARES members on training requirements
- \*Evaluates and assigns walk-in volunteers
- \*Maintains training records for ARES members

## **Appendix F**

### **Duties of Official Emergency Stations, Group Supervisors and ARCST Leaders**

#### **Official Emergency Stations**

An Official Emergency Station may be assigned to any of the following functions as assigned by the EC or AEC for 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.

#### **Group Supervisors**

A Group Supervisor will supervise up to 7 ARCSTs under the Span of Control concept within ICS.

#### **ARCST Leaders**

Amateur Radio Communications Support Team (ARCST) Leaders will supervise an ARCST Type I through Type IV.

## APPENDIX G – READY KITS

### BASIC READY KIT

The following are the minimum items required for operating during a disaster or exercise for ARES members. Any ready kit should be packed for a 72 hour period. Ready kits are a personal thing. One should add or delete items from any ready kit as they feel appropriate as long as additions or deletions do not detract from communications.

- TWO METER HANDHELD (DUAL BAND RECOMMENDED)
- SPARE RECHARGEABLE BATTERIES
- STANDARD BATTERY CHARGER
- 2-METER MAGMOUNT
- COAXIAL DIPOLE OR RIBBON CABLE J POLE ANTENNA AND COAX
- EAR-PHONE
- DRIVERS LICENSE
- CCEMA ARES ID BADGE
- STATE RESPONDER ID BADGE
- COPY OF CURRENT AMATEUR RADIO LICENSE
- APPROPRIATE DOCUMENTS
  - CUMBERLAND COUNTY ARES EMERGENCY OPERATIONS PLAN
  - CUMBERLAND COUNTY ARES SOP
  - CUMBERLAND COUNTY ARES FIELD RESOURCE MANUAL
- APPROPRIATE CLOTHING
- APPROPRIATE FORMS
  - ICS-309A
  - ICS-214A
  - ICS-213
  - ARRL RADIOGRAMS
- PENS AND PENCILS
- CLIPBOARD
- NOTEPAD
- FOOD AND WATER
- FLASHLIGHT (AA) (WITH SPARE BATTERIES)
- POCKET KNIFE
- ROLL OF ELECTRICAL TAPE
- PERSONAL FIRST AID KIT
- TEN DOLLARS IN BILLS AND CHANGE
- PRESCRIPTION MEDICINES
- PATENT MEDICINES
- SPARE EYEGLASSES
- ALARM CLOCK
- PERSONAL TOILETRIES

## INTERMEDIATE READY KIT

The following are items for an intermediate ready kit for ARES members.

All items contained in the basic ready kit, plus:

For the handheld radio:

- SPEAKER/MIC OR HEADSET WITH BOOM MIC
- ALKALINE BATTERY SHELL
- THREE CHANGES OF ALKALINE BATTERIES

Additional Equipment:

- TWO METER (DUAL BAND PREFERRED) MOBILE SYNTHESIZED RADIO (25 WATTS MINIMUM)
- POWER CABLE WITH CIGARETTE LIGHTER TO ARES CONNECTORS
- POWER CABLE WITH ALLIGATOR CLIPS TO ARES CONNECTORS
- SPARE FUSES FOR MOBILE RADIO
- POWER SUPPLY FOR RADIO
- GELCELL OR LEAD ACID BATTERY (10 AMP/HR MINIMUM) WITH ARES (ANDERSON POWER POLE) CONNECTORS
- HEADPHONES
- "BART" OR TRIPOD FOR PORTABLE OPERATION
- 15 FEET OF MASTING
- QUARTER WAVE OR BETTER ANTENNA FOR PORTABLE OPERATION.
- 100 FEET OF RG-8X COAX (TWO 50 FOOT PIECES WITH PL-259 CONNECTORS AND BARREL ADAPTER)
- VARIOUS RF ADAPTERS FOR COAX
- EXTENSION CORD
- TWO TO THREE PRONGED AC ADAPTER
- PATENT MEDICINES (ASPIRIN, ANTACID, ETC.)
- BASIC SAFETY EQUIPMENT
  - ORANGE OR LIME GREEN SAFETY VEST WITH REFLECTIVE STRIPES (ANSI Type II or III)
  - HARD HAT
  - SAFETY GOGGLES
  - WORK GLOVES
  - SAFETY BOOTS (STEEL TOE)
  - PARTICLE MASKS
  - SUNGLASSES (PLASTIC LENSES)
  - COVERALLS
  - BROAD BRIMMED HAT (SUMMER & RAINY WEATHER)
  - BLOUSING GARTERS OR THICK RUBBER BANDS (FOR INSECT PROTECTION IN THE FIELD)
  - RAIN SUIT OR PONCHO (ORANGE OR YELLOW)
  - LEATHERMAN TYPE POCKET SURVIVAL TOOL
  - SPACE (EMERGENCY) BLANKET
  - SUN SCREEN
  - MOSQUITO REPELLENT

- SAFETY CONES (VEHICLE)
- SMALL FIRE EXTINGUISHER (VEHICLE)

## **ADVANCED READY KIT**

The following are items for an advanced ready kit for ARES members.

All items contained in the intermediate ready kit, plus:

- HF RADIO SYSTEM WITH POWER SUPPLY CAPABLE OF OPERATIONS ON 80 THROUGH 10 METERS
- BACKUP POWER SYSTEM THAT WILL OPERATE INDEPENDENT OF THE COMMERCIAL MAINS (BATTERY, GENERATOR OR OTHER POWER SOURCE)
- PORTABLE HF ANTENNA SYSTEM FOR 80 THROUGH 10 METER OPERATION
- AC POWER STRIP
- DC POWER STRIP WITH ARES CONNECTORS
- DUCT TAPE
- SHELTER (TENT & SLEEPING BAG)
- PORTABLE STOVE, MESS KIT & EATING UTENSILS
- WATERPROOF MATCHES
- TOOLS
- SOLDERING IRON AND SOLDER
- VOM
- SWR BRIDGE OR DIRECT WATTMETER
- FOLDING SHOVEL
- SLEDGE HAMMER (3 POUND)
- HAND AXE
- FLAGGING TAPE

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## Cumberland County ARES



**“When All Else Fails”**