

Calvert County Auxiliary Communications Service Emergency Response Plan

Version 2015-02

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Chapter 1: Who we are

Calvert County Auxiliary Communication Services (AUXCOMM) consists of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in public service. Every licensed amateur, regardless of membership in the American Radio Relay League (ARRL) or any other local or national organization, is eligible to apply for membership in the AUXCOMM. Training may be required or desired to participate fully in AUXCOMM.

Calvert County AUXCOMM is responsible for meeting the requirements of Calvert County Radio Amateur Civil Emergency Services (RACES) as administered through Calvert County Emergency Management (CCEM) as well as the Amateur Radio Emergency Services (ARES) mission.

Calvert County ARES is sponsored by Calvert Amateur Radio Association (CARA).

Chapter 2: Mission

The mission of Calvert County AUXCOMM is to provide communications support for governmental and services organizations in routine and emergency situations utilizing amateur radio resources IAW Title 47, Volume 5, Part 97 of the Federal Communications Commission's rules and regulations.

Chapter 3: Membership

Any person holding an amateur radio license, living or working within the political geographical limits of Calvert County, Maryland, may apply for membership to Calvert County ARES.

The membership will consist of:

- AUXCOMM Members
- Official Emergency Stations (OES)
- Assistant Emergency Coordinators (AEC)
- Emergency Coordinator (EC)

AUXCOMM Member

The AUXCOMM member is a member of the team who has submitted a request to join and such request has been approved by the AUXCOMM Emergency Coordinator (EC). The AUXCOMM member must possess an amateur radio license and be capable of maintaining a minimum operating capability (2 meter FM simplex and repeater communications for a period of at least 8 hours.

ARES members should be deployable to sites of need within Calvert County and maintain a minimum operating capability.

Official Emergency Stations (OES)

Official Emergency Stations (OES) must be a full member of the ARRL, be experienced in AUXCOMM operations, participate regularly in drills, tests, and activations, and meet the minimum training requirements as set forth in the training section. An OES should be considered a good mentor and be able to provide leadership when needed.

Assistant Emergency Coordinators (AECs)

Assistant Emergency Coordinators (AECs) will be appointed by the Emergency Coordinator (EC) to function as leaders of specific tasks or be liaisons to certain served-agencies. The general duties, outside of specific duties of each AEC, is to provide leadership within the AUXCOMM organization. AECs should be trusted and trained individuals that can operate an event without direct oversight of the EC.

Specific roles that need to be filled by AECs are:

- Operations
- Planning
- Public Information Officer
- Training

And liaison positions are:

- Drum Point Property Owners' Association
- Public Service Events
- RACES (Calvert County)

Emergency Coordinator (EC)

The Emergency Coordinator (EC) is in charge of the AUXCOMM program within a specified geographic area (in this case the county of Calvert in Maryland). Charged with organizing the local ARES program and meeting the needs of our served agencies, the EC is responsible to the Maryland-DC Section AUXCOMM leadership and to the amateur community within Calvert County. The EC

works to create a team ready to respond to emergencies and routine requests for communications assistance.

To aid in the mission of providing a ready team of volunteer communicators, the EC may appoint a number of Assistant Emergency Coordinators (AECs) to assist with specific or general duties within the AUXCOMM organization.

Chapter 4: Operations Plan

In general, it is assumed that communications support requests will come from organizations within Calvert County. It is also assumed that because our primary and secondary voice repeaters are located in a semi-hardened facility that these resources will be available for any emergency response. In the event any of our infrastructure is not available, AUXCOMM will revert to the output frequency of the repeater as our primary operating frequency.

Chain of Command

Calvert County AUXCOMM will operate under the incident command structure. A member of the AUXCOMM team will be placed in charge and will be responsible for the overall operation of an event. For a variety of reasons, the leader may not be EC so AECs and OESs should be prepared to step up when needed. Sub-teams may be created with team leads to fulfill certain missions.

The EC shall be the primary point of contact for requests for service. In the event the EC will be unavailable they shall assign the duties to another team member to serve as the primary point of contact. In the event the EC or duty-EC cannot be contacted contact should be attempted to another AEC or OES.

Alert Status

Three alert statuses are used to provide readiness notification to AUXCOMM members.

Non-Alert Readiness

This is the default level of readiness. No emergency is expected. Monitoring one of the main operational channels is encouraged.

Standby Alert

A call-up is potential. Members should make ready their stations for an emergency. All AUXCOMM members should monitor the primary channel to the maximum extent.

Emergency Alert

When an activation is requested the following guide should be used:

1. A net should be established on the primary channel and all AUXCOMM members should check in. Net control should maintain a log of all stations checked in and activities.

2. Net control should designate a station to monitor the Central Region repeater and/or Section Net (MEPN).
3. The duty-EC should determine the activities needed to support the event and start making assignments.

Notification of request for AUXCOMM

Routine Requests

If a served agency knows of an upcoming event in which they are requesting assistance with they should contact the EC, or in his absence, the duty-EC. They will then relay the information to the team using the CALV-ARES listserv and any other means necessary to meet the request.

Emergent Requests

Emergent requests for service will likely require a full call up of all members. The following procedure should be used for notifying all members:

1. Announce on the primary channel the request for service. If possible, establish a net with a team member already on the frequency and have them do a roll call.
2. Transmit a message to the alert list which will deliver the request to team member's phones and email (and Winlink addresses if available).
3. Start a call-up of the phone tree skipping stations that have already joined the net.

Intra-county Communications

As amateur radio operators, Calvert County AUXCOMM has access hundreds of frequency options. Depending on the size of the operation a VHF or UHF simplex channel may be all that is necessary to maintain communication for the objective. County-wide communications can easily be maintained using the primary, secondary, or tertiary channels. Suggested operational frequencies can be found in the Operational Voice Frequencies table (below).

Digital communications allows stations to transmit potentially large amounts of information quickly.

APRS

Automated Packet Reporting System (APRS) is a specialized digital network that allows stations to provide their availability, frequency of operation, and other information in a split second. Sending short messages also possible as well.

APRS can be used as to an alternate means of communicating in situations that benefit from this mode of operation.

Winlink

Winlink is an Internet-connected radio email system that provides potentially long-haul communications between Winlink users or to anyone with an e-mail address. Winlink is better suited to longer messages.

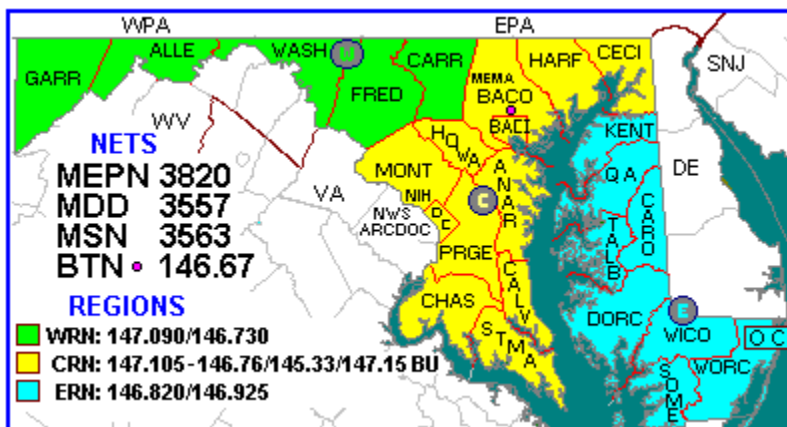
Winlink can be used as an alternate means of communicating in situations that benefit from this mode of operation.

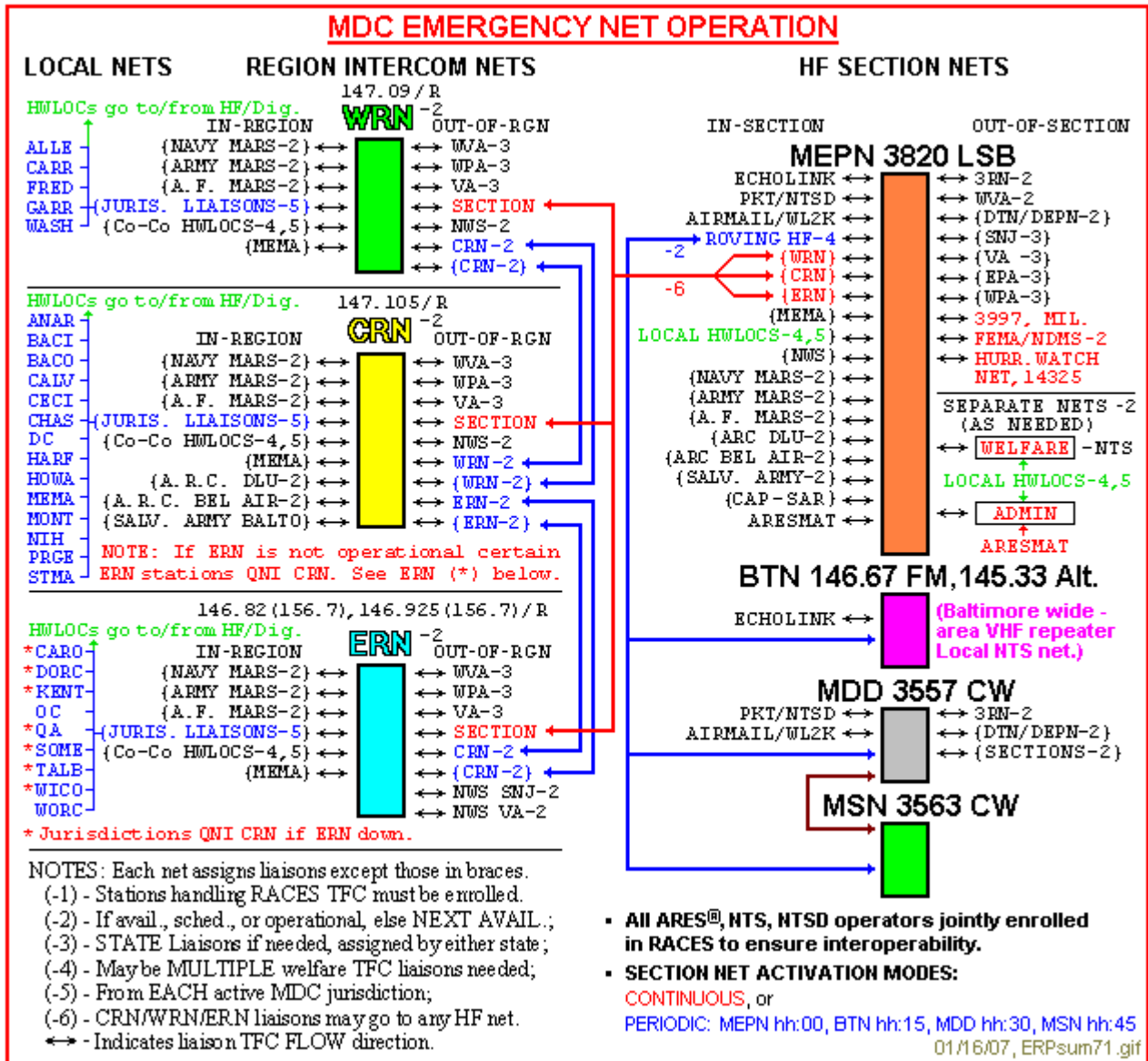
Peer-to-Peer

Using similar tools as Winlink requires (or just a TNC and keyboard), communications between stations can be created ad-hoc to transmit short or long messages. This mode is preferable to Internet-connected modes as the availability of the distant end, and all nodes in between, are immediately known and workarounds can be made. This mode is often faster than using Winlink.

Intrastate Communications

Communications with other parts of the state will generally be conducted using one of the Central Region ARES / RACES repeaters or one of the Maryland-DC Section HF nets. This does not preclude communicating directly with other counties directly if ARES or RACES isn't activated at the section level.





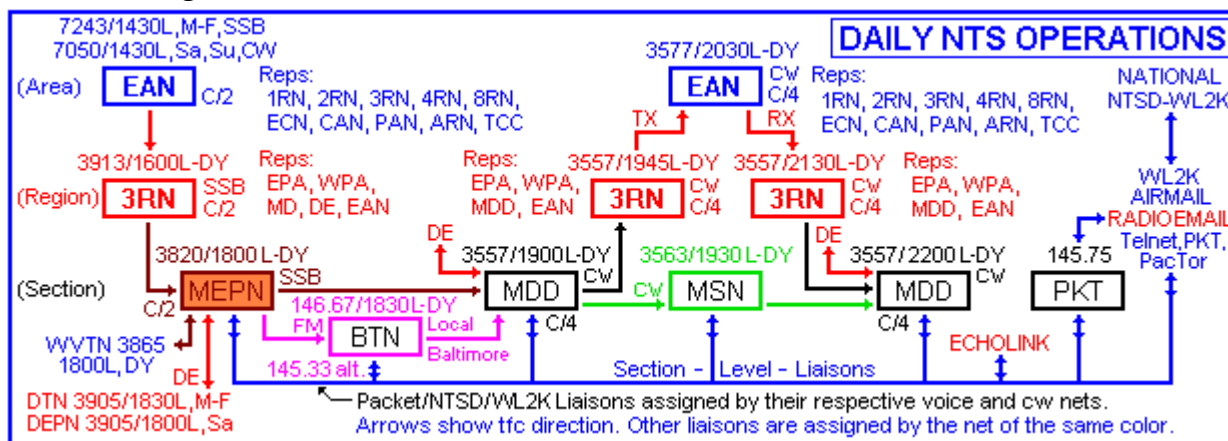
Utilizing the same digital modes as described in the intra-county section should be considered if movement of large amounts of information is required.

Interstate Communications

Interstate communications may be particularly useful after an event to shuttle health-and-welfare traffic in to and out of a disaster area. There are three main ways of moving messages out of state:

- **NTSD** – The NTSD is an all-radio network of BBSs servicing all fifty states, Canada, and some countries in Europe. This system will route a message to as close to the delivery point as possible (usually section level) to be delivered by an NTS station.

- **NTS Section Nets** – Similar to the NTSD, the NTS Section Net meets several times a day to collect traffic going out of state and bringing traffic destined for the Maryland-DC area in for delivery. While a bit slower than using the NTSD, the traffic nets are usually the easiest method of moving traffic out of the area.



- **Winlink** – When ultimate delivery of a message is to an email address, it might be best to go ahead and send it that way yourself. Winlink provides Internet connectivity for email messages over a radio circuit (last mile). Messages destined for email addresses can also be sent via NTSD or NTS.

ARESMT

The ARES Mutual Assistance Team (ARESMT) is made up of volunteers that can deploy to neighboring counties to support emergencies

Operational Voice Frequencies

The following channels can be used for voice communications:

Frequency (MHz)	Offset	CTCSS (Hz)	Description
146.985	-	156.7	Calvert Primary (Sunderland)
444.950	+	156.7	Calvert Secondary (Sunderland)
146.580	S		Calvert Tac Three
146.595	S		Calvert Tac Four
146.565	S		Calvert Tac Five
146.550	S		Calvert Tac Six
446.100	S		Calvert Tac Seven
446.125	S		Calvert Tac Eight
146.520	S		2m National Simplex
446.000	S		70cm National Simplex
28.350	S		Calvert Tertiary (+/- 10 kHz)
147.105	+	107.2	Central Region Primary (Davidsonville)
146.760	-		Central Region Secondary
145.330	-		Central Region Tertiary
3.820	S		Maryland Emergency Phone Net - LSB

Table 1: Operational Voice Frequencies

Operational Data Frequencies

The following channels can be used for data communications:

Frequency (MHz)	Description
3.557	Maryland-DC-Deleware (MDD) Net – CW (7 &10P daily)
3.563	Maryland Slow Net – CW (7:30 PM daily)
144.390	Nationwide APRS
145.750	Local Winlink Gateways† (WB3KAS-10, W3RL-10, KB3FWW-10)
3.5919 3.5939 7.0914 7.1004	NTSD (W3JY~ , WB2FTX~, KW1U, W4DNA)
3.592*	Winlink† - KR4MA
3.589* 7.0679 7.1012 10.1465	Winlink† – KQ4ET
7.1035*	Winlink† – WB2LMV
3.595 10.1425	Winlink† - KC4TVO

* Winmor capable

†There are more Winlink stations and more frequencies available.

~W3JY is the primary station for MDC traffic with WB2FTX being the backup.

Table 2: Operational Data Frequencies

Neighboring County Frequencies

County	Frequency (MHz)	Description	Winlink
Anne Arundel	P – 146.805 (-) PL 107.2 S – 442.300 (+) PL 107.2 T – 449.125 (-) PL 107.2 O – 147.495 (S)	Millersville Annapolis Millersville	
Charles	P – 443.700 (+) PL 179.9 S – 145.390 (+) PL 186.2 T – 146.850 (-) PL 156.7 O – 146.535 (S)	La Plata Hughsville La Plata	
Prince Georges	P - 145.230 (-) PL 110.9 S - 146.610 (-) PL 77.0 T - 146.880 (-)	Lanham Bladensburg Greenbelt	
St. Mary's	P – 146.640 (-) PL 146.2 S – 146.775 (-) PL 156.7 O – 146.490 (S)	Lexington Park Lexington Park	

Table 3: Neighboring County Frequencies

Chapter 5: Training Plan

All ARES members should be properly trained to respond to emergencies. Training will come from both formal training classes from FEMA, ARRL, and other organizations as well as in-house training.

Minimum Training Requirement

Due to our close relationship with local and state governmental entities it is important to understand how to integrate with their existing command structure. In order to foster that relationship, the NIMS training (as described below) should be completed.

Additional in-house training will likely become part of the minimum training.

FEMA - National Incident Management System

The National Incident Management System (NIMS) is a series of federal Incident Command System (ICS) training courses that help individuals operating with federal, state, and local governments, as well as private companies, understand how to operate within the ICS system. Because it is mandated that all federal incidents will be handled under the ICS many states and local authorities have also adopted this structure to be continuously ready to respond to any incident no matter where.

Within the ARES structure, members should, and RACES members, OESs, AECs, and the EC must, complete the following NIMS courses:

1. IS-100.b – Introduction to Incident Command System
2. IS-200.b – ICS for Single Resources and Initial Action Incidents
3. IS-700.a – National Incident Management System (NIMS), An Introduction
4. IS-800.b – National Response Framework, An Introduction

NIMS courses are available on the FEMA Training website (<http://training.fema.gov/IS/NIMS.aspx>).

ARRL

The American Radio Relay League makes available training courses that help prepare the ARES member to responding to emergencies.

Intro to EmComm (EC-001)

This course is designed to provide basic knowledge and tools for any emergency communications

volunteer. The course has 6 sections with 29 lesson topics. It includes required student activities, a 35-question final assessment and is expected to take approximately 45 hours to complete over a 9-week period. You will have access to the course platform at any time of day during this 9-week period so you may work according to your own schedule. You must pace yourself to be sure you complete all the required material in the allotted time.

Public Service and Emergency Communications Management for Radio Amateurs (EC-016)

This course is designed to train licensed Amateur Radio operators who will be in leadership and managerial roles organizing other volunteers to support public service activities and communications emergencies. In this course you will learn how radio amateurs prepare and organize to support local community events, and, working in coordination with governmental and other emergency response organizations, deploy their services to provide communications when needed in an emergency.

ARRL Public Relations (EC-015)

This course is designed to give hams a quick overview in public relations activities. It uses the skills of experts in various aspects of public relations to provide volunteer Public Information Officers with the basic skills and expectations that a PIO needs to know to be effective in their home region. PR-101 covers everything from the basic news release to Web sites and video work.

Chapter 6: Membership

Emergency Coordinator

Table 4: Emergency Coordinator contact information

Name	Callsign	Primary Telephone	Secondary Telephone	E-Mail
Eric Christensen	W4OTN	443-454-5302*		w4otn@arrl.net w4otn@winlink.org

* SMS capable

Assistant Emergency Coordinators

Table 5: Assistant Emergency Coordinator contact information

Name	Callsign	Primary Telephone	Secondary Telephone	Tertiary Telephone	E-Mail
Operations - Shawn Donley	N3AE	410-535-5236	240-298-3115		n3ae@comcast.net
Planning -					
Public Information Officer -					
Training - Monica Noell	KC3DAS				
RACES - Bill Hackett	N3XMZ				
Public Service - Les Silva	KH6CUJ				
Drum Point - <i>Peter Holt</i>	<i>KB3SXB</i>				

Official Emergency Stations

Table 6: Official Emergency Station (OES) contact information

Name	Callsign	Primary Telephone	Secondary Telephone	Tertiary Telephone	E-Mail

AUXCOMM Membership

Table 7: AUXCOMM Membership contact information

Name	Callsign	Primary Telephone	Secondary Telephone	E-Mail
Bob Balint	KF3AA			
Eric Christensen	W4OTN			w4otn@arrl.net w4otn@winlink.org
Chip Dahle	K3AWD			
Shawn Donley	N3AE			
Dave Hardy	KB3RAN			
Steve Hempling	N3IPN			
April Holko	K3ALM			
Peter Holt	KB3SXB			
Karl Long	KG1L			
Ed Noell	KC3AEN			
Monica Noell	KC3DAS			
Dick Ratcliffe	W3RBR			
Bob Sheskin	N3PPH			
Dave Weaver	W3PQS			

Section Leadership

Table 8: ARES Membership contact information

Name	Position	E-Mail
Jim Cross, WI3N	Section Manager	wi3n@arrl.net
Al Nollmeyer, W3YVQ	Section Traffic Manager	w3yvq@arrl.net
Jim Montgomery, WB3KAS	Section Emergency Coordinator	wb3kas@aol.com
Vacant	Central District Emergency Coordinator	

Chapter 7: Served Agencies

Calvert County RACES

Calvert County ARES is responsible for meeting the requirements of Calvert County Radio Amateur Civil Emergency Services (RACES) as administered through Calvert County Emergency Management (CCEM). The RACES Officer (RO) provides the interface between CCEM and ARES and is responsible for the RACES operation.

97.407 of the FCC rules provides for RACES. RACES is a special phase of amateur operation sponsored by FEMA, that provides radio communications for civil preparedness purposes only, during periods of local, regional or national civil emergencies.

Calvert County RACES is responsible to the Logistics Section Chief within the unified command structure of the CCEM team. CCEM has expectations of support from RACES in the areas of preparedness, response, recovery, and mitigation. Overall, CCEM expect RACES to:

- Provide support for emergency support function (ESFs) 2- Communications, 5- Emergency Management, 6- Mass care, Emergency Assistance, Housing and Human Services.
- Coordinate and provide emergency communications for outlying areas, local shelters, Maryland Emergency Management Agency in the emergency operations center (EOC).
- Provide backup communications between adjacent county EOCs.
- Provide other communications services requested if within the scope or capability of RACES personnel to do so.
- Participate in training and exercises as determined by the Director of Emergency Management.

Preparedness

- Participate in planning, training and exercises
- Maintain member notification roster
- Maintain group resources.
- Assist in resolving ESF 2 after-action issues.
- In conjunction with EMD develop supporting plans and procedures.
- Provide assistance in resolving ESF 5 related after-action issues.

- Maintain inter-agency notification roster.
- Maintain inventory of agency resources.
- Assist in resolving ESF 6 after-action issues.
- Train agency staff for emergency operations.
- Develop supporting plans and procedures.

Response

- Provide communications support using the ARES network.
- Provide technical assistance.
- Provide representation to EOC when activated.
- Provide support in maintaining communications with shelters, other emergency facilities, and neighboring county EOCs.
- Provide assistance in conducting emergency notifications.
- Provide supplemental weather information by monitoring Skywarn activities when active.

Recovery

- Provide communications support.
- Participate in after-action review.

Mitigation

- As appropriate, identify opportunities to mitigate the impact of future incidents.

Drum Point Property Owners Association

A standing request for service is established. A request by best means available to the Calvert County ARES Emergency Coordinator from the Drum Point CESC shall result in the establishment of communication channels between the Drum Point CESC, Calvert ARES and Calvert County government, dependent on the extent that Calvert County Government mobilizes, and further agreements that Calvert County ARES has with Calvert County Government.

- Communications channels between other locations or served agencies shall be on an as

requested basis (e.g. between Drum Point CSEC and the Calvert County Government Southern Evacuation District Primary and/or Secondary Shelters. Each organization will encourage ongoing liaison with the other, urging both staff and volunteers to create and maintain adequate communication and effective relationships at all levels.

- Each organization will participate in cooperative pre-disaster planning and training programs at local, regional and national levels.
- Shared members: Each organization will encourage interested volunteers to become members and participate in the activities of the other organization. Such volunteers shall meet the standards of each organization.

Maryland-DC Emergency Hospital Net

The Maryland-DC Emergency Hospital Net (HFHN) is a HF voice net that links hospitals around Washington, D.C. together. Calvert Memorial Hospital and Calvert County Health Department are targets of this network.

Chapter 8: Administrative

Monthly SAR and PSHR Report

The ARRL State Traffic Manager accepts Station Activity Reports (SAR) and Public Service Honor Roll (PSHR) reports. The SAR reports on the amount of formal traffic that a station handled while the PSHR reports the amount of time that was used in support of public service.

<p>(Combined report example.) 18 R AA3GV 15 HYATTSVILLE MD FEB 2 (STM) BT AA3GV 0601 SAR 1/53/51/9/114 X AA3GV 0601 PSHR 1/39 2/40 3/10 TOTAL 89 X 73 BT ERNIE AR</p> <p>(For the PSHR part of the report you may omit any category for which your entry is zero.)</p>	<p>(text - also see note 3) AA3GV: Reporting station. 0601: [yymm] report period SAR: [ORIG / RCVD / SENT / DLVD / TOTAL]</p> <p>PSHR: 1/# public service net QNI (1, max 40) 2/# msgs handled (1, max 40) 3/# appointments (10, max 30) 4/# scheduled P.S. (5/hr) 5/# unscheduled P.S. (5/hr) 6/# BBS/Web Page (10 each) TOTAL: [sum for 1 through 6]</p>
<p>1. For automated data processing please enter items in the order shown, particularly for the SAR data which is assumed to be ORIG, RCVD, SENT, DLVD, TOTAL. The PSHR data is reported to ARRL HQ for all stations with a PSHR total of 70 or greater, but the STM would like to see your SAR and PSHR reports even if your total is less than 70.</p> <p>2. Send monthly SAR/PSHR data to the STM by midnight on the 6th of the month following the reporting month. Thank you.</p> <p>3. See the SAR and PSHR extract below or the ARRL web page for category details and definitions.</p>	

Monthly EC Report

Each month the EC, or their designated alternate, should file a report to the Section Emergency Coordinator (SEC). The SEC uses this report to produce a report that goes to the ARRL as well as shares some of the interesting information with the rest of the section.

Jurisdiction:	Month:	Year
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AMATEUR RADIO EMERGENCY SERVICE

Total number of ARES members: _____ Change since last month: _____ (+, -, or same)

Local Net Name: _____ Total sessions _____

NTS liaison is maintained with the _____ Net

Number of drills, tests and training sessions this month: _____ Person hours _____

Number of public service events this month: _____ Person hours _____

Number of emergency operations this month: _____ Person hours _____

Total number of ARES operations this month: _____ Total Person hours _____

Comments:

Signature: _____ Title: (EC or DEC) _____ Call sign: _____

Please send to your SEC or DEC as appropriate by 2nd of the month FSD-212 (1-04)