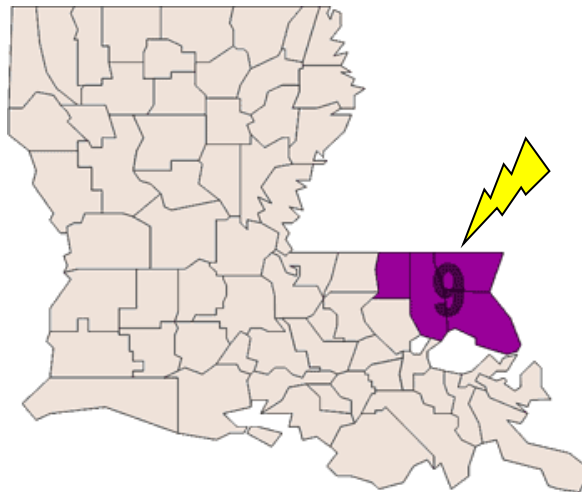## Amateur Radio Emergency Service

Operation / Emergency Plan

SUPPLEMENT

for

REGION 9

The State of Louisiana

Amateur Radio Relay League

Louisiana Section

February 2018

Table of Contents

I. INTRODUCTION

ARES Region 9 provides communications assistance during natural disasters or other emergencies when requested by Parish Offices of Homeland Security & Emergency Preparedness, Southeastern Louisiana University, Red Cross and other public safety or emergency management agencies in times of need.

II. AGENCIES SERVED

Louisiana ARES Region 9 serves Parish Departments of Homeland Security and associated emergency management and public safety agencies.

Parish Departments of Homeland Security & Emergency Operations Centers may require that all personnel have EOC Identification to enter the building during an emergency. This ID can be obtained through the EOC office after required training.

ARES members are expected to abide by the rules of the served agency.

III. STRUCTURE

A. Region Location
- ❖ Louisiana ARES REGION 9 serves the north shore area of southeast Louisiana.
- ❖ Region 9 is composed of the following parishes:

St. Helena, Tangipahoa, Washington and St. Tammany

B. Leadership

1. ARES Leadership for REGION 9

Name	Call Sign	ARRL Position
Bob Priez	WB5FBS	District Emergency Coordinator for Region 9
Ed Mason	KE5GMN	Assistant District Emergency Coordinator
Joe Swan	KG5HZU	Emergency Coordinator – Washington Parish
John Guthans	AA5UY	Emergency Coordinator – Ozone Club
Manny Miyares	WD5BJR	Emergency Coordinator – St. Tammany EOC
Carmen Bray	KF5VXO	Emergency Coordinator – SLU Campus
Pat Mason	KE5KMM	Emergency Coordinator – Tangipahoa EOC

***Assistant Emergency Coordinators** are assigned as needed to assist EC's with duties (e.g. EOC and location staffing, event and shelter staffing, HF,NCS).

2. Homeland Security and Emergency Preparedness (OHSEP) – Region 9

Name	Position	Phone
Dawson Primes	Regional Director and Tangipahoa Parish	985-748-3211
Collins Simoneaux	Regional Coordinator for GOHSEP	225-329-4261
Rita Allen	St. Helena Parish Director	225-222-3544
Dexter Accardo	St. Tammany Parish Director	985-898-2350
Tommy Thiebaud	Washington Parish Director	985-839-0434

C. Agency Locations in Region 9

1. Parish Emergency Operation Centers – Physical Addresses

Parish	Address	City	Zip
Tangipahoa	114 North Laurel Street	Amite	70422
SLU	1301 SGA Drive	Hammond	70402
Washington	54100 Dollar Rd	Franklinton	70438
St. Tammany	510 Boston Street	Covington	70433
Ozone	2190 4th Street	Slidell	70458
St. Helena	17911 Hwy 43 North	Greensburg	70441

2. Shelters

Shelter locations will be announced by the Net Control Station when received from parish emergency operations.

3. Hospitals

Physical locations and available ham radio equipment are provided below.

Hospital	Radio Equipment	Parish
St. Helena Parish Hospital 16784 LA-43 Greensburg, LA 70441 Phone: 225-222-6111	2M/70cm HF	St. Helena
Hood Memorial Hospital 301 Walnut Street Amite, LA 70422 Phone 985-748-9482	Not available	Tangipahoa
Lallie Kemp Regional Medical Center 52579 Highway 51 Independence, LA 70443 Phone: 985-878-9421	2M/70cm HF Packet	
North Oaks Health System 15790 Medical Center Drive Hammond, LA 70403 Phone: 985-345-2700	2M/70cm HF	
Riverside Medical Center 1900 Main Street Franklinton, LA 70438 Phone: 985-839-4431	2M/70cm HF	Washington
Our Lady of the Angels Hospital 433 Plaza Street Bogalusa, LA 70427 Phone: 985-730-6700	2M/70cm HF	
St. Tammany Parish Hospital 1202 S. Tyler Street Covington, LA 70433 Phone: 985-898-4000		St. Tammany
Lakeview Regional Medical Center 95 Judge Tanner Blvd Covington, LA 70433 Phone: 985-867-3800		
Slidell Memorial Hospital 1001 Gause Blvd Slidell, LA 70458 Phone: 985-280-2200	HF	

IV. OPERATIONS

A. Alert Procedure

1. All amateur radio operators in Region 9, especially ARES members should monitor their primary repeaters during times of potential emergency conditions such as severe weather or dangerous situations in case a directed net is called.

2. When primary repeaters are inoperative, secondary frequencies should be monitored as listed in the Regional Operating Frequencies chart.
3. The NCS may change or provide additional frequencies during an event.

B. Operational Frequencies

1. Usage of repeater systems in Region 9 has been generously granted (either verbally or in writing) by the controlling groups.
2. In an event, the frequency shall be relinquished to the controlling party.

TANGIPAHOA PARISH:			
Frequency	**Offset**	**Tone**	**Remarks**
147.000	-600 kHz	107.2	WB5NET - Primary parish voice
145.130	-600 kHz	107.2	WB5NET - Secondary parish voice
147.000			Simplex voice
146.520			Simplex voice
444.250	+ 5 MHz	107.2	WB5NET
145.010			HMU digipeater/node - Simplex, packet radio
144.390			W5LAK - APRS at Lallie Kemp Hospita
Washington PARISH:			
Frequency	**Offset**	**Tone**	
145.430	-600 kHz	107.2	WA5ARC - Primary
146.520			Simplex voice
147.4400	-2.5 MHz		KF5BSZ – DSTAR
444.5875	+ 5 MHz		KF5BSZ – DSTAR
1293.000	-12.0 MHz		KF5BSZ – DSTAR
442.4250	+ 5 MHz	156.7	WB5LHS – Secondary
145.010			KE5RXY-1 WASH1 digi/node
St. Tammany:			
Frequency	**Offset**	**Tone**	**Remarks**
147.270	+600 kHz	114.8	W5SLA - OZONE Club/W5NWS – NWS Slidell
145.290	-600 kHz	114.8	W5SLA – Slidell
444.100	+5 MHz	114.8	W5SLA – Slidell
146.715	-600 kHz	114.8	W5NJJ - Secondary/West St. Tammany
145.010			SIL digipeater/NWS W5SLA-3/PRLA node
St. Helena:			
Frequency	**Offset**	**Tone**	**Remarks**
146.835	-600 kHz	114.8	KD5UZA - St. Francisville
146.730	-600 kHz	107.2	W5LRS - Livingston/East BR
147.000	-600 kHz	107.2	WB5NET - Tangipahoa
442.050	+5 MHz	107.2	WB5ERM
State HF Frequencies:			
	- See State Plan -		
Region 1 - New Orleans Metro Area including Jefferson Parish			
146.820	-600 kHz	114.8	N5OZG - Primary
146.860	-600 kHz	114.8	W5MCC - Secondary

V. APPENDIX

A.   Packet Radio

PACKET RADIO IS AN INTEGRAL PART OF THE EMERGECY PLAN FOR REGION 9. A NETWORK OF NODES AND TERMINALS WILL BE INCORPORATED AND UTILIZED WHERE NEEDED. THIS IS A BASIC GUIDE FOR THE INITIAL SETUP OF THAT NETWORK.

1. All packet MSGS should be routed through the parish EOC unless otherwise deemed a burden on the NCS. Whereas some terminals may be able to utilize direct communications to RMS Gateway for email or point to point without the need for EOC input.
2. CONFIGURATION
    A.   All packet communications will be 1200 baud on the 2 meter band.
    B.   145.01 MHZ will be the primary packet frequency used by ARES but other frequencies may be assigned by NCS for remote point to point packet communications.
    C.   Each remote terminal should consist of a 2 meter transceiver, TNC, and computer terminal.
    D.   The computer will have a terminal emulation program such as hyperlink or other packet terminal programs for direct keyboard operations.
    E.   All TNC's should be configured for 9600 baud communications between the TNC and PC (ABAUD).
    F.   Additionally each remote terminal should also have the following programs configured and ready for use:
        1. OUTPOST - Free download and instructions - http://www.outpostpm.org /   Outpost provides a user friendly interface and templates for easy creation of ARRL and NTS formatted msgs. MSGS created using outpost are fully compatible with standard packet terminals.
        2. AIRMAIL - Free download and instructions http://www.airmail2000.com/   Airmail is an email program that allows the transfer of email type messages including small attachments to the internet via an RMS Gateway.
3. SSID's may be assigned to remote terminals operating with the same calllsign if activated by NCS.
4. PACKET OPERATIONS
    A.   A basic packet radio communications will be established at the discretion of the NCS during a drill or activation. Primary operations will consist of remote terminals at strategic locations such as shelters, medical centers, etc.
    B.   Direct (Point to Point) packet communications with the EOC in Amite will be used when possible bypassing the use of digipeaters.
    C.   Digipeaters may be used if available for longer distance communications.
    D.   The primary frequency will be 145.01 to utilize the best coverage by local digipeaters.
    E.   If an RMS Gateway is available and email is utilized, a schedule will be devised at the time of activation for regular incoming email checks.

B. Suggested Go Box Supplies

When responding to an emergency event, or even a training exercise, there are suggested equipment and personal gear you should bring with you which is listed below. The majority of these items should be kept in a "Go-Kit" so that all you need to do is pick up the kit and you will be ready to go.

Make a list of last minute items (medication, food, etc) and attach this list to your "Go" supplies for a last minute reminder before you go.

Last Minute Items:

- o   Prescribed medications and pain relievers
- o   Food and water. (*Non-perishable selected food items.)*
- o   Money (paper and coin) in small bills.

Suggested:

- o   Mobile radio, HT, Dual Band is recommended with manuals or cheat sheet
- o   Power sources - Charged dry cell batteries, car and wall charger for HT, power cord adapters to connect to various power sources (solar cells, powerpoles, cigarette lighter socket, vehicle battery terminal, AC), spare fuses, extension cord with 3 wire multi-outlet short and long.
- o   Headphones or ear bud - (headset, ear bud/mic or speaker/mic/ear bud)
- o   Magnetic- mount antenna for your radio and BNC, SMA, PL-259, SO-239 adapters for your radio to connect to antenna
- o   Coaxial cable (50 ohm) minimum of 25 feet
- o   Magnetic mount, suction mount, tripod or self-supporting base for mast
- o   Cell phone and charger, extra battery pack for charging
- o   Laptop, cables, power source
- o   Duct tape, electrical tape, tie-wraps
- o   Small tool kit or multi-tool
- o   Message Forms, logbook, notebook, or clipboard, area reference maps
- o   Contact information and frequency listing for your region
- o   Pens and pencils.
- o   A copy of your Amateur Radio License as well as your Drivers license
- o   Other ID's (ARES, picture ID)
- o   Signs for operating position, lighting, folding chair/table
- o   Flashlight or headlamp with spare batteries
- o   Insect repellent, sun screen, gloves, hat, rain gear
- o   Toiletries: hand soap/sanitizer, toilet paper, toothbrush/paste, washcloth/towel, razor, deodorant, comb
- o   Miscellaneous: portable AM/FM radio with spare batteries, plastic bags
- o   Extended periods: Sleeping bag, pillow, blanket, change of clothes
- o   A basic first aid kit

C. Location Assignment Reminders

RED CROSS or any LOCAL SHELTERS:

In providing communications for a shelter you are likely to operate at a shelter established at a local school or other parish facility.

When reporting for duty at a shelter:
1. Inform the shelter manager and present your ARES Identification
2. Ask for any specific instructions or safety issues related to assignment.
3. Set up station and check-in with net control if you are the first ARO there. If you are a relief ARO, inform shelter manager and present your ARES Identification and go to the ARO at the radio station. Check-in with NCS and confirm communication link before the ARO leaves.
4. Obtain tactical call sign if needed for your location/assignment.
5. Observe FCC's ten-minute ID rule.
6. Keep a written log. Record date/time /traffic/info for documentation.
7. Use a formal message form (ICS 213) or ARRL Radiogram as required.
8. Monitor your frequency AT ALL TIMES.
9. Notify NCS if you have to leave for any reason.
10. Unusual situations are to be reported to the shelter manager. DO NOT deal with it yourself. Your responsibility is communications only.
11. Your responsibility is communications only. Pass traffic from shelter staff to EOC or other officials. It is not an information station for shelter residents since this may become a liability. Information passed must be from an official confirmed source.
12. Traffic of a sensitive nature should be handled by a more secure communications medium such as the telephone or cell phone.
13. Meals usually provided at Red Cross shelter sites, but be prepared to be self-sufficient.

Duty at an Emergency Operations Center (EOC)

The government operates from an Emergency Operations Center (EOC) during an emergency, staffing with government and local officials to help administrate the event from one location. The EOC operates according to the Incident Command System Guidelines and Procedures (in simplest form, send messages to titles at identified positions, with date, time and degree of urgency).

Amateur radio resources are operated from the EOC. A Net Control Station will be handling a net from the EOC. Traffic is passed between Red Cross or other officials and the EOC staff.   Numerous frequencies are monitored to keep officials informed on the status of the incident.

The Net Control Station should utilize a fairly experienced operator. Special training is required before attempting this position during a major activation. You can expect to take messages that are destined to go out via radio, and to deliver messages that have arrived from the radio net. It is also your responsibility to put any originating messages into proper format before they are sent. Generally anything that will help officials keep abreast of the event as it develops is of interest.

D. Travel Assignment Reminders

If you have accepted an assignment:

The net control station will provide additional instructions.

1. Start your individual event log.
2. When beginning travel, advise NCS that you are under way.
   a. If your travel time is more than 15 minutes, check in to NCS by giving your current location, and call sign.
   b. Do this only in 15-minute intervals, or as directed by NCS.
   c. NOTE: If at any time you attempt to reach the Resource Net control without success, you should quickly attempt to contact your assignment frequency. If you are not able to reach either of these frequencies, you MUST TURN BACK, and check until you can again talk to the Resource Net. Discuss conditions with NCS.

   WE MUST BE ABLE TO KEEP TRACK OF YOU – IF YOU DISAPPEAR FROM OUR NET WITHOUT ESTABLISHING CONTACT WITH YOUR ASSIGNMENT, WE WILL HAVE TO ASSUME THAT YOU ARE IN TROUBLE, AND WE WILL HAVE TO BEGIN RESCUE PROCEDURES. SO, DO NOT BECOME PART OF THE PROBLEM – MAKE SURE THAT YOU ARE ALWAYS IN CONTACT WITH THE RESOURCE OR TRAVEL NETS OR YOUR ASSIGNMENT!!
3. When you get to your assignment, call NCS and report that you have arrived to your assigned agency.

Disaster Scene Traveling Tips

While performing ARES duties, members may be required to travel by vehicle to various locations throughout a disaster-stricken area. The following travel tips are mentioned to keep personal safety as a top priority of the ARES member at all times:

1. Do not attempt to move downed power lines that block a road way. Report the problem to your ARES official or ARES Resource Net.
2. Do not attempt to cross flooded roadways. Find an alternate route instead. Water covering roadways may be deeper than it appears, as well as having dangerous under currents that can move an automobile. Report the flooding to your local ARES official or ARES Resource Net, especially if this route is critical to recovery efforts.
3. Report fallen trees blocking critical roadways to your local ARES official. Only attempt to move the obstacle if you have the equipment, man-power, knowledge and capacity to do so.

E. Emergency Response List

What to do FIRST during an emergency:
1. <u>Check</u> that you and <u>your family</u> are SAFE and SECURE BEFORE you respond.
2. <u>Check</u> that your <u>property</u> is safe and secure before responding as an ARES volunteer.
3. <u>Monitor</u> on our <u>primary frequency</u>. If the primary repeater has failed, move to the secondary repeater or initiate a simplex net.
4. <u>Follow instructions</u> you receive from your local ARES officials in charge (DEC, EC, AEC, NCS, etc.) on the frequency assigned.

Initial Action List:

The net control station on the designated emergency net will provide instructions and frequencies used for net.   Follow Net Control instructions.

• Be prepared to operate. Check all equipment and connections.
• Check-in when ready. Deploy to assignment with "GO" kit if instructed.
• Obtain tactical call sign for your location/assignment if one is needed.
• Initiate personal event log (ICS 214 unit log)
• Enter assigned frequency(s) on log sheet and on emergency/frequency plan.(ICS 205)
• Use log form to record messages handled. (ICS 309 radio log)
• Use message forms when a precise record is required. (ICS 213) or ARRL Radiogram
• Use tactical call sign for your location, and observe FCC's ten-minute ID rule.
• Monitor your assigned frequency AT ALL TIMES.
• Notify Net Control if you have to leave or change location.

F. Principals of Disaster Communication

1. **Keep the interference level down.**
   During disasters, stations may be weak and or busy with traffic. Remain silent unless needed.
2. **Monitor established disaster frequencies.**
   Many ARES localities have established disaster frequencies for monitoring for possible calls.
3. **Avoid spreading rumors**.
   During and after a disaster situation, especially on the phone bands, you may hear almost anything. Unfortunately, much misinformation is transmitted. Rumors are started by expansion, deletion, amplification or modification of words, exaggeration or interpretation. All addressed transmissions should be officially authenticated as to their source. These transmissions should be repeated word for word, if at all, and only when specifically authorized.
4. **Authenticate all messages.**
   Every message which purports to be of an official nature should be written and signed. Amateurs should avoid initiating disaster or emergency traffic themselves. We do the communicating; the agency officials we serve supply the content of the communications.
5. **Strive for efficiency.**
   Whatever happens in an emergency, you will find hysteria and some amateurs who are activated by the thought that they must be sleepless heroes. Instead of operating your own station full time at the expense of your health and efficiency, it is much better to serve a shift at one of the best-located and best equipped stations, suitable for the work at hand, manned by relief shifts of the best-qualified operators. This reduces interference and secures well-operated stations.
6. **Select the mode and band to suit the need.**
   It is a characteristic of all amateurs to believe that their favorite mode and band is superior to all others. However, the merits of a particular band or mode in a communications emergency should be evaluated impartially with a view to the appropriate use of bands and modes. There is, of course, no alternative to using what happens to be available, but there are ways to optimize available communications.
7. **Use all communications channels intelligently.**
   While the prime object of emergency communications is to save lives and property (anything else is incidental), Amateur Radio is a secondary communications means; normal channels are primary and should be used if available. Emergency channels other than amateur which are available in the absence of amateur channels should be utilized without fear of favoritism in the interest of getting the message through. Use plain English no 10 codes or Q codes etc.
8. **Don't "broadcast."** Some stations in an emergency situation have a tendency to emulate "broadcast" techniques. While it is true that the general public may be listening, our transmissions are not and should not be made for that purpose.
9. **DO NOT EVER use the names of people who are injured or deceased on the air.**
10. **DO NOT EVER use the names of patients or individuals on the air.**

VI.   Incident Radio Communication Plans (ICS 205)

The following pages list the ICS 205 forms that would normally be used in each of the parishes for an event.

Parishes Listed:

Tangipahoa

Washington

St. Tammany

St. Helena

However, changes to the forms in this supplement may be needed immediately prior to, during or after an event.

The NCS will have the latest information.

A. Tangipahoa Parish Incident Radio Communication Plan (ICS - 205)

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Tangipahoa Parish Area Events

2. Date/Time Prepared:
Date: 3/12/2017
Time: 1000

3. Operational Period:
Date From: Date   Date To: Date
Time From: HHMM   Time To: HHMM

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
	1	Primary NCS	SELARC 1	EOC NCS	147.00		146.40	107.2		WB5NET - SELARC Repeater Voice - Located in Tickfaw, La
	2	Secondary NCS	SELARC 2	EOC NCS	145.13		144.53	107.2		WB5NET - SELARC Repeater Voice - Located in Hammond, La
	3	Simplex	SELARC 1 Simplex Local	Local	147.00		147.00			Primary Repeater Output Local Voice Simplex
	4	Simplex	Simplex	Local	146.52		146.52			National Simplex If Both Repeaters Fail
	5	UHF	SELARC 3 WB5NET	Local	444.25		449.25	107.2		WB5NET - UHF SELARC Repeater - Voice Repeater at North Oaks Hospital
	6	Packet	2 Meter	Local	145.01		145.01			HMU digipeater/node
	7	APRS	2 Meter	Local	144.39		144.39			W5LAK digipeater

5. Special Instructions:
Other Regional Frequencies will be monitored and utilized based on need. They are listed below.
147.225 (+600) (102.7) located in Gonzales and used by GOHSEP in Baton Rouge.
146.835 (-600)   (114.8) located in St. Francisville and used in the Baton Rouge area.
147.270 (+600)   (114.8) located in Slidell and used by W5NWS (NWS in Slidell).
145.430 (-600)   (107.2) located in Sheridan and used by Washington parish EOC

6. Prepared by (Communications Unit Leader): Name: Ed Mason, KE5GMN   Signature: _____

ICS 205   **IAP Page**   Date/Time: Date

B. Washington Parish Incident Radio Communication Plan (ICS - 205)

C. St. Tammany Parish Incident Radio Communication Plan (ICS - 205)

D. St. Helena Parish Incident Radio Communication Plan (ICS - 205)

VII.   Map of the Region
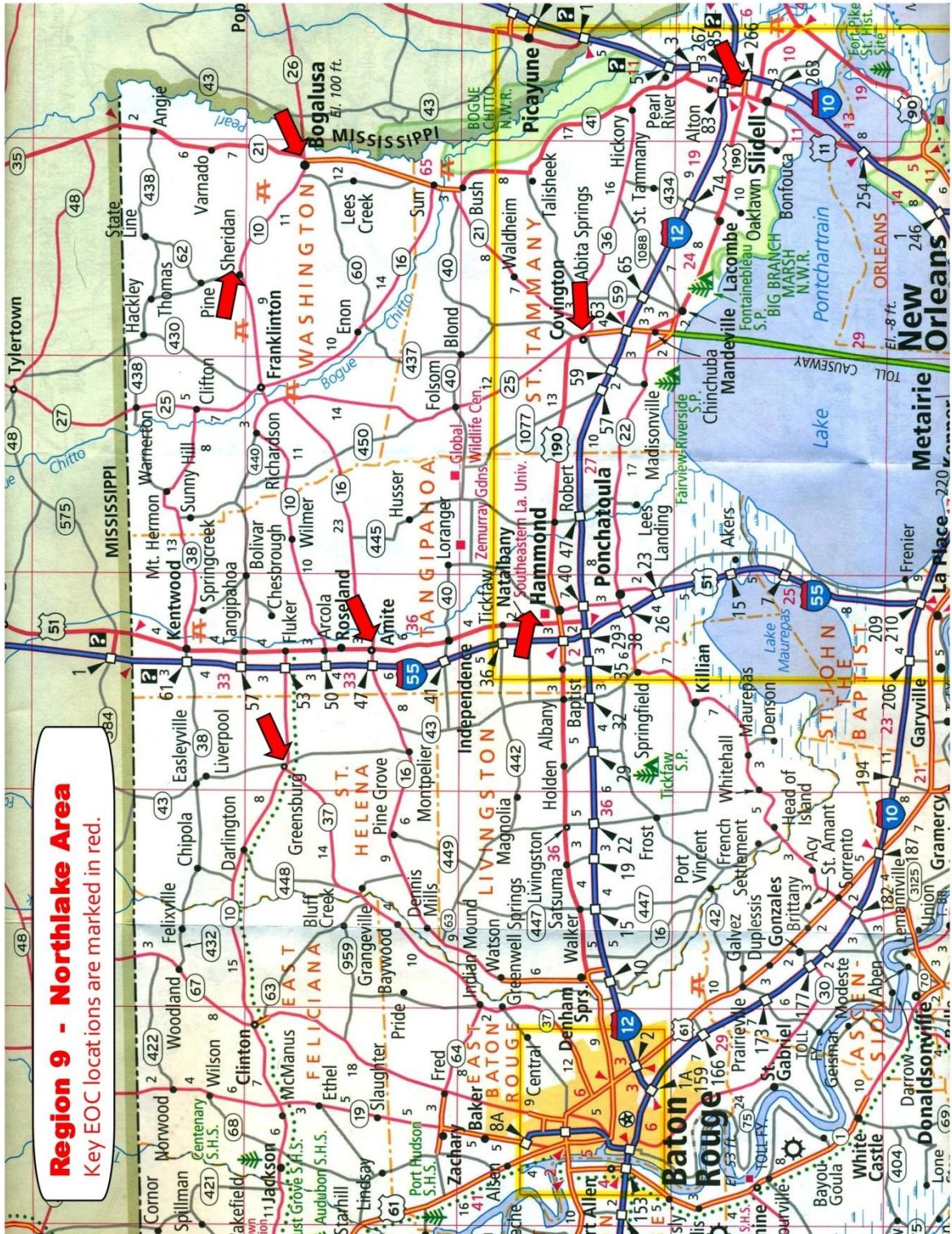
VIII.   Signature Page

This document has been reviewed and approved.

_____   _____

Bob Priez, WB5FBS   Date
District Emergency Coordinator for Region 9

_____   _____

John Mark Robertson, K5JMR   Date
Section Emergency Coordinator

_____   _____

Scott Wren, KD5DFL   Date
Section Manager

IX. Document Revision Record

Initial Regional Supplement Document established March 2017.

Date Approved	Date Changed	Initials	Brief Description