

Amateur Radio Emergency Service Operation / Emergency Plan for The State of Louisiana



Amateur Radio Relay League Louisiana Section

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I. INTRODUCTION

The Amateur Radio Emergency Service (ARES) is a service provided by the American Radio Relay League (ARRL), its members, affiliated organizations, and non-affiliated individuals. They are licensed by the Federal Communications Commission in the Amateur Radio Service pursuant to 47CFR97. ARES members represent a large portion of the more than six hundred thousand amateur radio operators in the United States.

ARES personnel provide communications support to local government, emergency management and public safety organizations during times of disaster. ARES personnel generally provide their own equipment, although many Emergency Operations Centers (EOCs) have Amateur Radio equipment available for use in their facility. ARES may also provide Radio Amateur Civil Emergency Service (RACES) communications support pursuant to 47CFR97.407.

This Operating Plan is meant to provide guidance for the overall command, control, and coordination of emergency communications and ARES personnel in the Louisiana Section, aligned with the ARRL's ARES Handbook and the Federal Emergency Management Agency's National Incident Management System (NIMS) guidelines.

ARES can provide communication services where no established links exist, or supplement the existing infrastructure if overloaded or disabled.

Amateur radio networks may be organized to accommodate needs such as:

1. Backup or supplemental communications where a public safety radio system, cellular or telephone service may be lost, out of range, or overloaded.
2. Direct link with the National Weather Service, i.e., SKYWARN
3. Observations of local conditions (weather, traffic, etc) relayed back to emergency managers.
4. Communications network from an evacuated area to incident command.

II. PURPOSE

Our primary responsibility of ARES is to provide emergency communications when regular communication methods fail or are inadequate due to natural disasters or other emergencies.

To have all amateur radio operators (ARO) in our area monitor the repeater whenever severe weather conditions appear to be developing or when an emergency communications situation may exist.

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

Agencies Served:

A. Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)

The Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP) with all local government sites throughout the state requires all personnel to have proper identification to enter the building during an emergency. NIMS ICS courses are required to work in a government building.

B. American Red Cross

The American Red Cross (ARC) is the primary operator for relief shelters. The details of the ARRL and ARC terms can change, with those changes reflected in the most current MOU between ARRL and ARC. The ARRL recommends that ARES members have proper identification and training when assisting with shelters.

C. Local Emergency Management Agency

Local Emergency Operation Centers, Hospitals, Fire Departments, and Police as needed. See details in Regional Plan.

III. OPERATIONAL OVERVIEW

In Louisiana, ARES Operations will be conducted on a regional/district level. ARES will not follow parish jurisdictions due to the wide variations in population and number of active Amateur Radio Operators from parish to parish. Regional-based operations allows for all operators within a district to work together to fill the needs of the district as a whole.

In nearly every scenario, emergencies in Louisiana that would require assistance from ARES would cross parish boundaries and encompass a wide area. On the other hand, if a single parish needs assistance, operating as a region provides more individual resources to be available to cover any needs that may arise

A. Regions of Operation

The Louisiana Section of the American Radio Relay League encompasses 64 parishes in the State of Louisiana, and is divided into the following 9 Districts/Regions, which align with the Louisiana Governor’s Office of Homeland Security and Emergency Preparedness’ 9 operating regions.

Louisiana ARES Districts

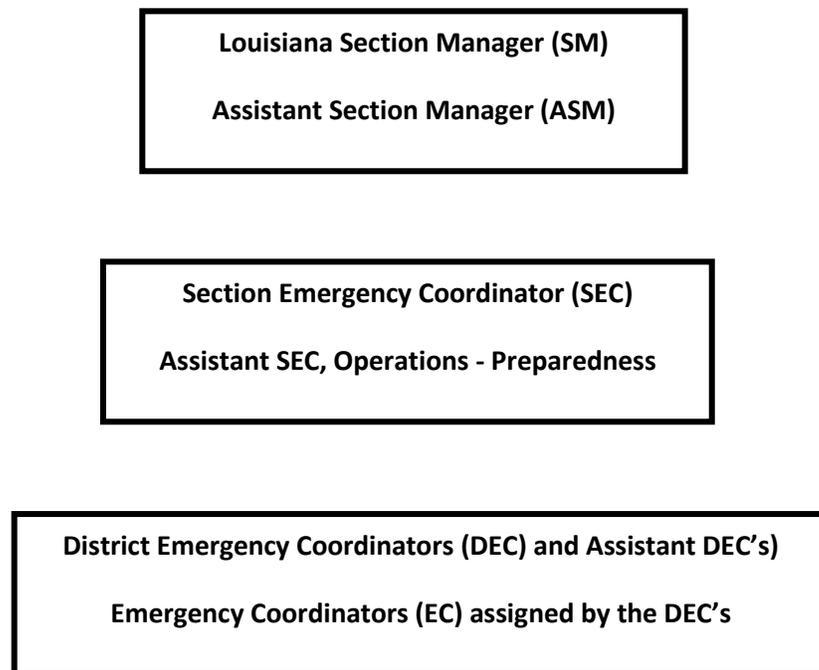


- Region 1 - Southeast:** Orleans, St. Bernard, Plaquemines, Jefferson
- Region 2 - Capitol:** East Baton Rouge, West Baton Rouge, East Feliciana, West Feliciana, Pointe Coupee, Iberville, Ascension, Livingston
- Region 3 - Bayou:** St. James, St. John, St. Charles, Lafourche, Terrebonne, Assumption
- Region 4 - Acadia:** Evangeline, St. Landry, Acadia, Lafayette, St. Martin, Vermilion, Iberia, St. Mary
- Region 5 - Southwest:** Beauregard, Allen, Calcasieu, Jefferson Davis, Cameron
- Region 6 - Central:** Sabine, Natchitoches, Winn, Grant, LaSalle, Catahoula, Concordia, Vernon, Rapides, Avoyelles
- Region 7 - Northwest:** Caddo, Bossier, Webster, Claiborne, Desoto, Red River, Bienville
- Region 8 - Northeast:** Union, Morehouse, West Carroll, East Carroll, Lincoln, Ouachita, Richland, Madison, Jackson, Caldwell, Franklin, Tensas
- Region 9 - North Lake:** St. Helena, Tangipahoa, Washington, St. Tammany

B. Chain of Command

Although ARES is a service and not itself an organization, there is still an organizational command staff. ARES in Louisiana is sanctioned by the Section Manager and delegated to the Section Emergency Coordinator. ARRL membership is required for command staff members.

The Louisiana ARES Command Structure is as follows:



C. Roles and Responsibility

The following is a summary of the expectations of personnel in Louisiana ARES. For a more complete description of roles and responsibilities, and of the ARRL's expectations of personnel, please refer to the ARRL ARES Handbook. The Section Manager will make appointments based on the recommendations of the Section Emergency Coordinator.

1. Section Emergency Coordinator (SEC)

The SEC maintains overall command and control of emergency planning and operations, and personnel training and certification in the Louisiana Section. The SEC may, with the approval of the SM, appoint a number of assistants to delegate these responsibilities to. The SEC will maintain the Section Operating Plan. The SEC will submit a monthly activity report to the ARRL Field Services Division Supervisor.

The SEC, with the assistance of the LA ARRL State Government Liaison, interfaces and coordinates with state-level government and emergency management officials. The SEC, along with the SM, approves any and all MOUs within the Louisiana Section. The SEC authorizes ARES activations and coordinates resource requests. The SEC will coordinate with neighboring SECs during large-scale events.

2. District Emergency Coordinator (DEC)

The DEC maintains overall command, control, and oversight of ARES activities in their region. The DEC may appoint, with the approval of the SEC and SM, 1 or 2 assistants. The DEC maintains a working relationship with the Emergency Management officials in the region. The DEC may attend their region's Mutual Aid and Assistance Taskforce monthly meetings, if authorized by Emergency Management Officials, to enable a working relationship with that region's Emergency Management officials.

The DEC approves MOUs and agreements in their region, with approval of the SEC, the SM, and the ARRL's Field Services Supervisor. The DEC appoints ECs to an area of responsibility such as: EOCs, Clubs, Shelters, Fire/EMS agencies, Law Enforcement, etc. The DEC will compile and maintain a roster of active personnel within their region with the assistance of the ECs. The DEC will coordinate nets within their region with their ECs. The DEC will compile a monthly report and submit it to the SEC using the ARRL FSD form 212. The DEC coordinates training activities, with the ECs. During activations, the DEC interfaces and coordinates between State and Local officials, the SEC and SM, and the ECs, and coordinates personnel movements between regions if necessary. The DEC will compile and maintain a Regional Operating Plan, to be included as an addendum to the Section Operating Plan.

3. Emergency Coordinator (EC)

The EC is appointed by the DEC according to the needs of the region. ECs are appointed to an area of responsibility, such as for an organization (radio club), Parish RACES (EOC), area hospitals, Fire Services/EMS, or NIMS Compliant Section Chiefs (Operations, Planning, Training, and Logistics). ECs should maintain a roster of personnel who report to them. ECs should coordinate training with the DEC, and keep a record of training sessions conducted, and attendance of those sessions. ECs should periodically call an ARES net in their area.

4. Official Emergency Station (OES)

The OES is appointed to an individual who goes above and beyond the duties of an ARES participant. OE Stations are expected to be more active in both the planning stages and during emergencies. OE Stations are recognized for having a robust base station, and/or comprehensive mobile/portable capabilities. OE Stations may be given a set of responsibilities, such as SKYWARN Coordinator, or Red Cross Liaison, Net Control Operators, etc. An OES may be directed to report to a particular EC, a DEC, or to the SEC directly, depending on the level of responsibility.

5. Individuals

ARES Personnel are highly encouraged to complete the registration form located on the LA ARES website. ARES personnel may participate in any capacity they are able or wish to at any time they are willing. ARES personnel are subject to the credentialing processes and certification requirements of the served agencies, and should make every effort to complete any training that may be required to access and/or operate within the facilities they may be requested to activate to. ARES personnel are encouraged to maintain their personal equipment in working order, and to have portable equipment that can be field-deployed in an emergency. ARES personnel should track any and all training certifications they complete and submit those records to their EC and DEC for compiling. ARES personnel are encouraged to participate in ARES Nets, Drills, and SETs. Upon activation, ARES members will report to their EC and DEC, and await further instructions.

6. Public Information Officer

When necessary, the Section Manager or Section Emergency Coordinator or designee may assign a Public Information Officer (PIO) to assist with an emergency activation. This person is responsible for all contact with the media. In an emergency, situations can change quickly. A misquote or incorrect statement could undermine the whole program. Let the appointed PIO do his job. The PIO will be in contact with the SEC or DEC in order to obtain information about the event. The PIO will work with the served agency before releasing any information to the press.

IV. PROCEDURES

A. Membership

It is recognized that the Amateur Radio Emergency Service (ARES) is sponsored by, and is an integral part of, the American Radio Relay League (ARRL). All ARES members are expected to abide by the rules and procedures set forth by the ARRL. While some of the ARRL's rules are specific in nature, and should always be followed, it is the intent of this document to take the diversity of the State into account and therefore provide the maximum flexibility possible to district and parish leadership officials. Under Federal regulations, amateur radio public service communications are furnished without compensation.

ARES is composed of FCC-licensed amateur radio operators who have voluntarily registered their capabilities and equipment for public service communications duty.

For "rank and file" ARES members, ARRL membership is not required (but is recommended). Other than your amateur radio license, the only requirement for ARES membership is the desire to use your abilities to serve the public interest during emergency situations.

ARES field service appointed staff are required to maintain membership in the ARRL.

ARRL Emergency Communications training and FEMA sponsored training is encouraged, especially for ARES leadership field appointees and may be required by some of our served agencies.

1. ARES staff consists of the following positions for member leadership:
 - a. District Emergency Coordinator (DEC) of a Region in Louisiana
 - b. Emergency Coordinator (EC)
 - c. Assistant Emergency Coordinator(s) (AEC) and any specifically designated operator(s) which will provide special liaison services.
2. ARES does not collect dues
3. Members are encouraged to provide agreeable solutions to problems. Problems which cannot be resolved will be brought to the attention of the next higher level of staffing.
4. Applications for membership must be completed online to the state ARES office at <http://www.laarrrl.org/ss/la-ares/la-ares-registration/>.
5. All applicants are reviewed by the DEC and/or EC in their region and will be contacted prior to acceptance.

B. Training and Certification

ARES personnel are requested and encouraged to complete, at a minimum, the NIMS ICS courses IS-100b, IS-200b, IS-700a, and IS-800b. Refer to Attachment A, **Recommended Training Courses**, for additional training that may be completed as convenient. ARES personnel should contact their EC or DEC to inquire whether Emergency Management organizations or other served agencies require any specific training for access to their facilities.

ARES personnel are encouraged to attend SKYWARN training for severe weather storm spotting and reporting. The ARRL provides additional training which may be of interest to ARES members and participants. Refer to the ARRL website for more information. Any and all training and certifications achieved should be submitted to the applicable DEC and EC.

C. Training Opportunities

1. ARES Nets

- a. Louisiana ARES HF net is conducted every Sunday at 1930 hrs CDT on or about 3878 kHz, LSB, to be preceded by a digital net at 1900 hrs CDT on 3596 kHz, USB 1500 on the waterfall, mode to be determined by NCS. ARES nets should be conducted periodically, to be determined by the DEC.
- b. ARES and non-ARES amateur radio operators are invited

2. Field Day

- a. Annual participation in Field Day is recommended.
- b. Used to exercise Regional Emergency Operating Plans such as HF, 2 meter and other modes of communication in the field.

3. Section Simulated Emergency Test (SET) and Drills

- a. The SEC will, at least once per year, conduct a Section Simulated Emergency Test (SET).
- b. Advanced notice will usually be given for a SET.
- c. Regional Drills may be conducted periodically with the approval of the DEC.
- d. Drills may be announced or unannounced.
- e. All ARES man-hours associated with Net, or Drill will be tracked and logged by the ECs and DEC. Emergency Management officials may also request ARES participation in drills and evaluations.

4. Meetings

- a. Meetings scheduled for various training topics
- b. Post event debriefing

V. OPERATION

A. Structure

It is recognized that the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is the lead state agency dealing with natural and technological disasters and emergencies. The SEC or his appointee shall maintain open dialog with this agency. In accord with other provisions within this plan, we shall strive to provide communications between OHSEP and other agencies, both at the state and local level, as requested.

Amateur radio operators, by virtue of their special abilities and equipment, are often well suited to set up and maintain networks of communicators to support various emergency management and public service agencies. EC's should establish nets, or liaisons with existing nets, to enable emergency messages and traffic to be moved in an expedient manner.

Any member of the local ARES group who suspects a communication emergency exists should monitor the assigned net frequency for activity. The Region DEC should be notified by radio, telephone or any other means necessary. In the event that the DEC and ADECs are unavailable, any trained ARES member may call the local emergency net into session and serve as the Net Control Station (NCS) until properly relieved.

During emergency operations, announcements will be made on amateur frequencies by the appointed NCS. In the event that all repeaters are down, simplex communications should be established. Relays may be necessary; however, the designated NCS shall remain in control of the frequency. When the emergency net has been called into formal session, stations should not transmit until invited to do so by the NCS. The only exception is stations with emergency or priority traffic.

In coordination with local Emergency Management officials, a location should be designated as the focal point for all emergency communications. When feasible, this should be the Parish OHSEP or any other designated facility. It is recommended that this location have full emergency power capability. Provisions for relief operators should be made to allow for continuous operation.

Field units are cautioned to keep safety in mind. Under no circumstances are you to put yourself in jeopardy. Remain alert and aware of the situation.

B. Groups of Operation

1. Amateur Radio Emergency Service (ARES)

Previously known as the Amateur Radio Emergency Corps--the name says it all. All coordinated efforts of amateur radio operation in the name of public safety or in support of emergency or public service agencies falls under the jurisdiction of ARES.

2. Radio Amateur Civil Emergency Service (RACES)

Louisiana ARES members may be called upon to provide RACES support per 47 cfr 97.407. RACES is a service administered by the local emergency management office, with guidance by FEMA. Originally designed to operate during civil emergencies or war, all amateur radio functions were required to cease with the exception of RACES. Although technically a separate entity, which is joined by registering your services with the parish Office of Homeland Security/Emergency Preparedness (OHSEP), we recommend the ECs work closely enough with the local Emergency Managers to allow ARES and RACES to function as one unit. Formation of a RACES group must be initiated by the local Emergency Manager.

3. SKYWARN

A program organized and sponsored by the National Weather Service, primarily made up of amateur radio operators. Various NWS offices will provide regular training classes. Participants become registered as "Storm Spotters", who serve as the eyes and ears of the NWS. By forwarding eyewitness observations and exact locations of specific atmospheric events to the NWS, these spotters enable the NWS to issue watches and warnings sooner, which, in turn, saves lives.

Although not required, it is highly recommended that all ARES members attend these free training sessions and participate in this program. Each DEC should strive to work with the Warning Coordination Meteorologist (WCM) at the NWS office covering their region, and the ARES SKYWARN Coordinator in their WFO area, to coordinate training and participation.

C. Coordination

ARES Leadership officials should know each other and meet regularly, sharing information from their plans, since they may be tasked with assisting each other during emergency situations. Each DEC should maintain relations with contiguous regions.

The SEC and the Section Traffic Manager (STM) shall maintain relations and coordinate liaison between ARES and NTS activities. As described in the ARRL's Public Service Communications Manual, the National Traffic System is dedicated to communications during emergencies on behalf of ARES.

In the event of wide area emergencies, the Louisiana SM and SEC should consult with their counterparts in neighboring Sections. Coordination details for wide area disasters are described in a Memorandum of Understanding (MOU) jointly agreed upon in September 2009 by the AR, LA, MS, and TN Sections. All Louisiana ARES members should be familiar with this MOU.

ECs are encouraged to pursue MOUs with their local served agencies. However, before any MOU is officially agreed upon by an EC and a local agency, the MOU must first be approved by ARRL Field Service Coordinator.

D. Activation Protocol

ARES/RACES will be activated by formal request ONLY, from State/Local Emergency Management Officials and pre-approved Served Agencies. The DEC is authorized to activate personnel within their own region. Louisiana ARES may self-activate for severe weather SKYWARN operations.

The DEC will communicate activation to all ARES members listed on their Regional roster. Activation may be by phone, text, radio or other method. The DEC will use the ICS-211 to keep track of ARES personnel activated for the emergency. The SEC shall be notified of activation as soon as practical.

The SEC may elect to place regions or the entire Section in ALERT status ahead of approaching severe weather, or on the suspicion of a communications emergency. The DEC may elect, with approval from the SEC, to place their region in ALERT status for any situation that may include the possibility of activation.

1. Public Safety Communications Emergency

Public Safety Communications systems, including local 700/800MHz trunking systems, VHF repeaters, the Louisiana Wireless Information Network (LWIN), cellular telephone networks, landline telephone networks, and the internet, can fail at any time for many reasons.

If the system failure is due to Acts of Aggression, such as vandalism or terrorism, personnel safety and security MUST be accounted for. Activation may be delayed until aggressors have been secured. Remember that this is criminal activity, and communications may be sensitive, or confidential. State and local officials may request ARES personnel to respond to fire stations, law enforcement jurisdictions, hospitals, or other key facilities that are vital to Public Safety and Emergency Operations.

If a Communications Emergency is suspected (ex: cellular/land line telephone and internet system failures) ARES members should monitor their local repeaters and the statewide HF frequencies per their Regional Operation Plan for activation.

2. Severe Weather (SKYWARN)

ARES personnel can relay valuable information relating to severe weather to the National Weather Service (NWS) through a SKYWARN net. Upon the activation of a SKYWARN net, the NCS (if authorized on the system) will access the NWS chat to relay storm reports to the NWS. ARES members should check the NWS Hazardous Weather Outlook Spotter Information Statement (at the bottom of the message) each day to see if spotter activation may be requested.

The SKYWARN Coordinators will interface with the DEC's within their NWS Forecast Office's jurisdiction to develop area-specific activation protocols. The SKYWARN Coordinators will monitor weather forecasts and information from the NWS, and make a decision on when and how to activate SKYWARN, and communicate the activation to the DEC's and NCO's in

their area. The NWS forecasters may request activation, even though a Severe Weather Watch has not, or may not be issued, but the possibility exists that Severe Weather Warnings may be issued.

ARES personnel are not storm chasers, and storm chasing is HIGHLY discouraged. Personal safety must always take priority.

3. Hurricanes

Hurricanes are typically very large events and are almost always covering a very large area and requiring vast numbers of resources. ARES personnel may be called upon to assist with any number of emergency operations. If ARES personnel choose to evacuate, it is encouraged that they bring portable HF equipment with them, in case of a communications emergency, or Health and Welfare needs.

ARES personnel should communicate their evacuation plans to their EC and DEC no later than 48 hours before expected landfall. The SEC may elect to place the Section in ALERT and ARES personnel should be coordinated with Emergency Management Officials to determine report time and location.

a) EOC Operations

Designated EOC operators will report to their EOCs per existing MOUs or other agreements. Designated EOC Operators will be coordinating ARES/RACES traffic, field operations and communications, and SKYWARN nets as the storm comes ashore.

b) Field Operations

ARES personnel may be requested to respond to Fire Stations, Hospitals, Police Stations, Points of Distribution, or other facilities vital to Public Safety. Deployment is voluntary. Personnel may choose to remain at their home or evacuate at any time. Personal safety is top priority. Be prepared for multiple days in less-than-ideal housing conditions. Members in the field may also be requested to assist with damage assessments, search and rescue, and/or recovery operations.

c) Shelter Operations

ARES personnel may be requested to respond to a Hurricane Shelter to provide a direct communications link. Activation preference will be given to those members already planning to evacuate. If no personnel have plans to evacuate, the DEC may ask for volunteers to respond to a shelter. The DEC in the affected area should coordinate with the DEC where the shelter is located.

4. Search and Rescue

ARES personnel may be called upon to support and /or supplement Search and Rescue (SAR) and CERT operations. Activation will be requested by Emergency Management officials, and approved by the DEC. APRS should be used, if possible, to enhance the reporting capabilities of the SAR/CERT teams.

5. Event Support/Public Service

ARES personnel may be requested to assist in support operations for events such as festivals, parades, foot/bike races, or conventions. The EC or DEC will respond to the event command post, and coordinate communication with ARES members and participants in the field.

If you see something, say something. ARES personnel will report suspicious activity to the NCS, who will relay the information to command personnel. It is imperative that there is an understanding that ARES personnel duties in these cases are SOLELY to be extra eyes and ears to law enforcement and/or security personnel.

VI. ACTIVATION PROCESS

A. Alert Procedure

LEVELS of ARES ACTIVATION:

LEVEL	Net Activity	Frequency	What to do:
Normal	None	Local	Normal day
Alert	None	Locally Assigned	Monitor in severe weather or during other community emergencies for possible net activation. Notify DEC/EC for availability. Prepare Equipment & Supplies.
Standby	Possible directed net by EC to coordinate available stations and needs if activated.	Locally Assigned	Monitor in severe weather or during other community emergencies for possible net activation. Equipment / Supplies are Ready.
Activation	Full-time NET	Locally Assigned	All members should check-in to NCS and expect to handle assignments or deployment.
EVENT	Full-time NET	Locally Assigned	All members should check-in to NCS and expect to handle assignments or deployment.

1. ARES members should plan to be completely self sufficient including all radio equipment, tools, food, water, and clothing.
2. ARES members should expect to be deployed for extended duration and possibly in shifts.
3. All deployed members should remain flexible. Drills and training do not cover all obstacles and problems encountered. Radios capable of more than one band and other modes as well as portable power are encouraged.

B. Activation

1. The DEC will determine if individuals will be activated and will notify the SEC as soon as possible. The SEC may activate multiple regions in the event of a wide area event. The DEC or their designee will begin a coordinated effort to contact ARES members.
 - a. Local repeater announcements
 - b. Text or Telephone calls
 - c. Email
2. An emergency net will be started and maintained until designated emergency facility is operational.
 - a. Net Control will direct ARES resources and personnel based upon served agency request.
 - b. Emergency Net will be maintained until DEC and/or EC determines there is no longer a need for a net and may go to an "alert" status with approval of SEC or designee.
 - c. If necessary, NCS will direct certain messaging such as health and welfare traffic or point to point communications to a different frequency to allow for priority and emergency traffic.
 - d. NCS will determine if other modes such as packet radio, or HF should be utilized and will delegate the use according to assets available.
3. All communications must go through NCS. Messages intended for State EOC should be delivered through Parish EOC. The State EOC will primarily accept traffic from other EOC's.
 - a. State EOC will only accept emergency and priority traffic
 - b. NCS shall delegate when point to point communications not via NCS is suitable and will assign frequencies such as one shelter to another.
4. If DEC and/or EC is not available, any ARES member is expected to take control and begin preparations using these procedures and supporting info. The EC or AEC will relieve when available.

C. Operational Modes

1. Basic communications should be ready to implement at all time, but each emergency is different and changes to modes and methods will be made at the discretion of the ARES leadership.
2. Any transmission mode available to licensed Amateur Radio operators pursuant to 47CFR97 may be used for ARES/RACES operations.
3. Proficiency is expected of ARES members in providing the supported modes. Actual operations may require other modes or frequencies not listed here. These frequencies and modes represent the capabilities already in place.
 - a. Standard VHF voice communications
 - Primary Net Control Station (NCS) on local and/or linked regional repeaters
 - In the event of repeater failure, members should utilize local and/or regional frequency plans.
 - b. VHF Packet communications
 - An emergency packet network may be established at the direction of ARES leadership using existing digipeaters and nodes if available.
 - The emergency packet network should be capable of point to point communications from remote location such as an evacuation shelter and the Parish EOC.
 - ARES members should strive for proficiency with packet operation.
 - c. HF SSB phone operations. HF communications should be limited to regional or state net.
 - d. Any FCC authorized digital mode may be used to exchange messages. Each mode may have unique properties that give it an advantage in a particular situation. RMS Express/WINLINK is the preferred HF Digital Mode for Formal Message Handling. MT63 1KL may be used also.
 - e. Sufficient operating knowledge of personal radio equipment is necessary to fully utilize the frequency and mode changes that are possible during an emergency. For example, you should be able to quickly change from repeater mode to simplex, tune to different frequencies, set PL tone encoder/decoder, etc.

D. Duties of Net Control Station

1. Louisiana ARES emergency nets will be called to order by the NCS.
2. Members are checked into the net from their mobiles or home stations to await further instructions.
3. Stations should re-check with the NCS at least twice per hour as traffic permits.
4. Stations must let the NCS know when they change location and their new location.
5. Stations that are checked into the net must check-out with the NCS before leaving the frequency.
6. Mobiles are/may be dispatched to assigned spotting positions if under a weather alert. At other times they are dispatched to where needed.
7. Operators of home stations not on emergency power may be coordinated to operate key VHF/UHF and HF stations during an emergency.
8. If under a weather alert, the NCS should repeat the weather bulletins.
 - The NCS shall log the time the net was activated and keep track of reporting stations and what they are reporting.
 - Log times of reports, particularly suspicious looking clouds, wall clouds, funnel clouds, and tornado touchdowns.
 - Report necessary information to the NWS in Slidell. NWS may be notified through repeater link or by telephone.
 - Keep all reporting to short, abbreviated communications. As NCS keep your transmissions extremely brief and allow ample time for breaking stations.
9. If an emergency event has caused significant damage in an area, mobile operators may be needed to survey and report damage and assist local agencies with communications if they are known to be disrupted. If so, follow procedures:
 - A team may be assembled to set up local communications for a Parish Emergency Management and/or other served agencies as needed, either from a parish EOC or other designated point.
 - Under direction of the DEC, EC or NCS, key 2-meter and/or 70 cm stations will link with area repeaters. HF station(s) operator(s) may assist as needed.
 - There will be a location and ARES member designated to that location to receive out-of-parish amateur radio operators who are willing to assist with emergency operations.
 - The DEC and EC for the parish EOC will maintain liaison with Local Emergency Management and government officials, served agencies, local amateurs, ARRL Section Emergency Coordinator or designee.
10. If the danger is over, check all participating stations out by going down the check-in log and calling each station's call sign, being sure all stations are accounted for, then secure the net, and return repeaters to normal amateur use.

E. Operational Frequencies

Operational frequencies specific to each region will be listed on that region's ICS form 205. Statewide HF Frequencies are as follows, +/- 3 kHz:

NET	TIME	FREQ (+/- 3 kHz)	MODE
ARES EMERGENCY	DAY	7.255 MHz	LSB VOICE
	NIGHT	3.878 MHz	LSB VOICE
DIGITAL	DAY	7.065 MHz	USB MT63*
	NIGHT	3.596 MHz	USB MT63*
HEALTH AND WELFARE	DAY	7.290 MHz	LSB VOICE
	NIGHT	3.935 MHz	LSB VOICE

*MT63 1K Long

60 Meters: During activations, the SEC will designate one of the following 5 channels as the Louisiana Emergency Channel, for use as a tactical channel with the capability of transmitting both voice and digital on the same frequency.

Channels are USB only, and signal shall be less than 2.8 kHz, with 100 watts PEP relative to a dipole. Suppressed carrier frequency (dial) is 1.5 kHz below center of channel. SSB Voice and Digital transmissions must be centered 1.5 kHz above suppressed carrier, i.e. 1500 on the waterfall SSB Voice transmissions using a 2.5 kHz filter will meet the legal requirements. More information can be found at <http://hflink.com/60meters>.

- Channel 1: Dial - 5330.5 kHz; Center - 5332.0 kHz
- Channel 2: Dial - 5346.5 kHz; Center - 5348.0 kHz
- Channel 3: Dial - 5357.0 kHz; Center - 5358.5 kHz
- Channel 4: Dial - 5371.5 kHz; Center - 5373.0 kHz
- Channel 5: Dial - 5403.5 kHz; Center - 5405.0 kHz

F. Message Handling

1. ARES/RACES Communications will use ICS-213, and must be authorized by the Emergency Management official requesting the transmission. Message numbering will be determined by the served agency. Messages should be logged on the ICS-309 Communications Log.
2. Messages will be characterized as either formal or informal, with a priority assigned. Message precedence of EMERGENCY, PRIORITY, WELFARE, and ROUTINE as defined by ARRL shall be used.
3. All messages should be signed by the originator with his/her official title, if appropriate.
4. Health and Welfare traffic will be handled by the ARRL National Traffic System (NTS) and will use the format of the ARRL Radiogram.
5. ARES personnel should keep detailed logs of their activities and communications when activated. Detailed logs are essential to the Emergency Management community for the re-creation of an event. Copies of all messages must be kept for station records.
6. Confidentiality must be considered for all ARES/RACES communications.
7. Stations should not transmit unless directed to do so by the NCS.
8. To be recognized by NCS, announce your call sign only. Use of BREAK-BREAK before your call sign indicates an EMERGENCY situation.

G. Deactivation/Demobilization

Upon termination of an incident (excluding SKYWARN), ARES personnel should collect any paperwork, forms, and logs used for the duration of the event, and report to the EC and DEC. ARES personnel should provide a written summary of their operations to the EC and DEC. The EC or DEC will turn all paperwork, forms, and logs over to the Emergency Management officials for record-keeping. The EC will provide a written summary of operations in their area of responsibility to the DEC for approval and submission to the SEC.

During deactivation and demobilization, ECs should utilize ICS form 221. At a time to be determined post-incident, ARES personnel, ECs, and DEC should meet in a central location for debriefing and critiquing, and an ARRL Form 157 After-Action Report should be submitted by the Person in Charge.

VII. References

- A. American Radio Relay League, Amateur Radio Emergency Service Handbook - <http://www.ARRL.org>
- B. Louisiana Section Website - <http://www.LAARRL.org>
- C. Federal Emergency Management Agency, National Incident Management System, ICS 100, 200, 700, 800, 802
- D. Title 47 of the Code of Federal Regulations, Part 97
- E. Recommended NIMS Courses – <http://www.laarrrl.org/ss/la-ares/ics-nims-training/>
- F. Louisiana Homeland Security and Emergency Assistance and Disaster Act - <http://gohsep.la.gov/Portals/0/Documents/Publications/DisasterAct2012.pdf>

VIII. Attachments

A. Recommended Training

FEMA website: <https://training.fema.gov/emiweb/is/icsresource/icsforms.htm>

ARRL Louisiana Section for LA ARES website: <http://www.laarrl.org/ss/la-ares/>

B. Forms

The following forms are inserted into this document as examples only.

- ICS Form 205 (Incident Radio Communications Plan)
- ICS Form 211 (Incident Check-In List)
- ICS Form 213 (General Message)
- ICS Form 214 (Activity Log)
- ICS Form 221 (Demobilization Check-Out)
- ARRL Radiogram

It is suggested to have a few blank forms printed and ready for use or to save in a file and complete when needed.

Links to all Forms can be found on the ARRL Louisiana Section for LA ARES website:

<http://www.laarrl.org/ss/la-ares/ares-links/>

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**ICS 205
Incident Radio Communications Plan**

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

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Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

2) ICS form 211 (Incident Check-in List - SAMPLE PAGE)

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:	2. Incident Number:	3. Check-In Location (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other			4. Start Date/Time: Date: _____ Time: _____	
Check-In Information (use reverse of form for remarks or comments)						
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:	State	Agency	Category	Kind	Type	Resource Name or Identifier
						ST or TF
6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time
						13. Method of Travel
						14. Incident Assignment
						15. Other Qualifications
						16. Data Provided to Resources Unit
ICS 211	17. Prepared by: Name: _____		Position/Title: _____		Signature: _____ Date/Time: _____	

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ICS 211 Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Check-In Location <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include...
4	Start Date/Time <ul style="list-style-type: none"> • Date • Time 	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

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Block Number	Block Title	Instructions
	Check-In Information	Self explanatory.
5	List single resource personnel (overhead) by agency and name, OR list resources by the following format	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	• State	Use this section to list the home State for the resource.
	• Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	• Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.	
6	Order Request #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	Date/Time Check-In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
8	Leader's Name	<ul style="list-style-type: none"> For equipment, enter the operator's name. Enter the Strike Team or Task Force leader's name. Leave blank for single resource personnel (overhead).
9	Total Number of Personnel	Enter total number of personnel associated with the resource. Include leaders.
10	Incident Contact Information	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	Home Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	Departure Point, Date and Time	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	Incident Assignment	Enter the incident assignment at time of dispatch.
15	Other Qualifications	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.

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Block Number	Block Title	Instructions
16	Data Provided to Resources Unit	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

3) ICS form 213 (General Message - SAMPLE PAGE)

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

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**ICS 213
General Message**

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by <ul style="list-style-type: none"> • Name • Signature • Position/Title 	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

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**ICS 214
Activity Log**

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned <ul style="list-style-type: none"> • Name • ICS Position • Home Agency (and Unit) 	Enter the following information for resources assigned: Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option. Use this section to enter the resource's ICS position (e.g., Finance Section Chief). Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

5) ICS form 221 (Demobilization Check-Out - SAMPLE PAGE)

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name: _____		2. Incident Number: _____																																																																																											
3. Planned Release Date/Time: Date: _____ Time: _____		4. Resource or Personnel Released: _____																																																																																											
5. Order Request Number: _____																																																																																													
6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). LOGISTICS SECTION <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:35%;">Unit/Manager</th> <th style="width:35%;">Remarks</th> <th style="width:15%;">Name</th> <th style="width:15%;">Signature</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Supply Unit</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Communications Unit</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Facilities Unit</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Ground Support Unit</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Security Manager</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> FINANCE/ADMINISTRATION SECTION <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:35%;">Unit/Leader</th> <th style="width:35%;">Remarks</th> <th style="width:15%;">Name</th> <th style="width:15%;">Signature</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Time Unit</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> OTHER SECTION/STAFF <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:35%;">Unit/Other</th> <th style="width:35%;">Remarks</th> <th style="width:15%;">Name</th> <th style="width:15%;">Signature</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> PLANNING SECTION <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:35%;">Unit/Leader</th> <th style="width:35%;">Remarks</th> <th style="width:15%;">Name</th> <th style="width:15%;">Signature</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Documentation Leader</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Demobilization Leader</td><td></td><td></td><td></td></tr> </tbody> </table>					Unit/Manager	Remarks	Name	Signature	<input type="checkbox"/>	Supply Unit				<input type="checkbox"/>	Communications Unit				<input type="checkbox"/>	Facilities Unit				<input type="checkbox"/>	Ground Support Unit				<input type="checkbox"/>	Security Manager				<input type="checkbox"/>						Unit/Leader	Remarks	Name	Signature	<input type="checkbox"/>	Time Unit				<input type="checkbox"/>					<input type="checkbox"/>						Unit/Other	Remarks	Name	Signature	<input type="checkbox"/>					<input type="checkbox"/>						Unit/Leader	Remarks	Name	Signature	<input type="checkbox"/>					<input type="checkbox"/>	Documentation Leader				<input type="checkbox"/>	Demobilization Leader			
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7. Remarks: _____ _____ _____																																																																																													
8. Travel Information: Estimated Time of Departure: _____ Actual Release Date/Time: _____ Destination: _____ Estimated Time of Arrival: _____ Travel Method: _____ Contact Information While Traveling: _____ Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No Area/Agency/Region Notified: _____ Number: _____																																																																																													
9. Reassignment Information: <input type="checkbox"/> Yes <input type="checkbox"/> No Incident Name: _____ Incident Number: _____ Location: _____ Order Request Number: _____																																																																																													
10. Prepared by: Name: _____ Position/Title: _____ Signature: _____																																																																																													
ICS 221		Date/Time: _____																																																																																											

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**ICS 221
Demobilization Check-Out**

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Planned Release Date/Time	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	Resource or Personnel Released	Enter name of the individual or resource being released.
5	Order Request Number	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	<p>Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).</p> <ul style="list-style-type: none"> • Unit/Leader/Manager/Other • Remarks • Name • Signature 	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	<p>Logistics Section</p> <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit <input type="checkbox"/> Security Manager	<p>The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out.</p> <p>Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.</p>

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Block Number	Block Title	Instructions
6 (continued)	Finance/Administration Section <input type="checkbox"/> Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff <input type="checkbox"/>	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Planning Section <input type="checkbox"/> Documentation Leader <input type="checkbox"/> Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	Travel Information	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.	
9	Reassignment Information <input type="checkbox"/> Yes <input type="checkbox"/> No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

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Block Number	Block Title	Instructions
10	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

6) ARRL Radiogram - SAMPLE PAGE



ARRL — the national association for Amateur Radio™

RADIOGRAM



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
<p>TO</p> <div style="border: 1px solid black; padding: 5px;"> <p>THIS RADIO MESSAGE WAS RECEIVED AT</p> <p>AMATEUR STATION _____ PHONE _____</p> <p>NAME _____ E-MAIL _____</p> <p>STREET _____</p> <p>CITY, STATE, ZIP _____</p> </div>							
<p>PHONE NUMBER _____</p> <p>E-MAIL _____</p>							
<p>FROM _____ TO _____</p> <p>DATE _____ DATE _____</p> <p>TIME _____ TIME _____</p>							
<p>REC'D _____ SENT _____</p>							

The ARRL is the national association for Amateur Radio and the publisher of QST magazine. One of its functions is promotion of public service communication among Amateur Radio operators. To that end, the ARRL has organized the National Traffic System for daily nationwide message handling.

1320 2/11

C. Delta Division MOU

Current Memorandum of Understanding (MOU) documentation will be posted on The ARRL Louisiana Section Website under ARES Links:

<http://www.laarri.org/ss/la-ares/ares-links/>

D. Regional Plans

Each of the 9 Regions will add a Supplemental Document to this State Operational Emergency Plan that emphasis unique operational differences. These Supplements are intended to capture vital information needed by operators that may be sent to a different region to assist in time of need.

It is suggested that ARES members print supplements prior to any large event such as hurricanes in our strike zone.

Current Regional Plan Supplements will be posted on The ARRL Louisiana Section Website under ARES Links:

<http://www.laarri.org/ss/la-ares/ares-links/>

Region 1 - Southeast

Region 2 - Capital

Region 3 - Bayou

Region 4 - Acadiana

Region 5 - Southwest

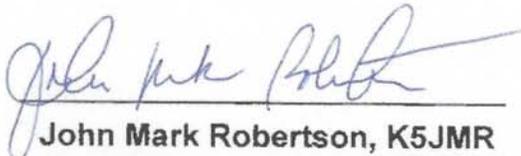
Region 6 - Central

Region 7 - Northwest

Region 8 - Northeast

Region 9 - Northlake

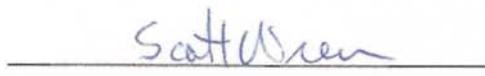
IX. Approvals:



John Mark Robertson, K5JMR
Section Emergency Coordinator



Matt Anderson, KD5KNZ
Assistant Section Manager



Scott Wren, KD5DFL
Section Manager

X. Record of Change / Revisions

Date Approved	Date Changed	Initials	Brief Description