



OXFORD COUNTY

AMATEUR RADIO EMERGENCY SERVICE

EMERGENCY COMMUNICATIONS PLAN

06/29/2000

Thanks to Bryce Rumery K1GAX

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1. PLAN AVAILABILITY

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

Oxford County Emergency Coordinator
All Oxford County Assistant Emergency Coordinators

Copies of this plan will be provided to each Oxford County ARES member and all agencies served by Oxford County ARES.

2. INTRODUCTION

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

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

3. PURPOSE

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

3.2 Oxford County ARES has made commitments to provide Amateur Radio disaster/emergency communications for the following agencies:

The American Red Cross
The Federal Emergency Management Agency (FEMA)
The Maine Emergency Management Agency (MEMA)
The Oxford County Emergency Management Agency (OCEMA)

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

4. ORGANIZATION AND RESPONSIBILITIES

4.1 Oxford County ARES is organized under the auspices of the American Radio Relay League (ARRL). Oxford County ARES follows the following structure:

Emergency Coordinator (EC)
Assistant Emergency Coordinators
General Membership

4.2 The duties and responsibilities of the [Emergency Coordinator \(EC\)](#) are outlined in the ARRL: *Emergency Coordinator's Manual* (#FSD9)

4.3 The duties and responsibilities of the Assistant Emergency Coordinator(s) (AEC(s)) are outlined in the [ARRL PUBLIC SERVICE COMMUNICATIONS MANUAL](#) (#PSCM) **Section 1.5**.

4.4 The duties and responsibilities of the General Membership are outlined in the ARRL [PUBLIC SERVICE COMMUNICATIONS MANUAL](#) (#PSCM) **Section 1.8**.

5. MEMBERSHIP REQUIREMENTS

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

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

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

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

6. ACTIVATION PROCEDURES

6.1 Any member of Oxford County ARES who, for any reason, suspects a communications emergency exists should monitor the 146.88 (-) (100.0 Hz) (KQ1L) repeater or 146.560 simplex for net activity and/or announcements.

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

6.3 In an emergency in which Amateur Radio might serve the community, Amateur Radio operators may be alerted by any County, Municipality, Red Cross, Salvation Army, County Emergency Management or similar official notifying the Emergency Coordinator or Assistant Emergency Coordinator(s).

7. MOBILIZATION PROCEDURES

7.1 If telephone service is available, the EC, and/or AEC(s) will initiate a telephone call up/alert.

7.2 Upon awareness or notification that a communications emergency exists, available members of Oxford County ARES will call into the Oxford County or Southern Maine Emergency Net on the 146.88 (-) (100.0 Hz) (KQ1L) repeater. If for any reason, the repeater is not in operation, the net will be called on simplex 146.55 (**147.435 Oxford Secondary**).

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

7.4 Mobile units will be activated and dispatched as necessary.

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

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

8. DUTIES OF THE NCS

8.1 The Oxford County Emergency Net will be called to order by the NCS.

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

8.3 A liaison station will be to the assigned to the National Traffic System net (as required):
Maine Public Service Net (3940 kHz)
Other liaison stations will be assigned to other nets, repeaters, and/or frequencies and modes as required.

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

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

9. OPERATIONS

9.1 All written messages will be in either the standard ARRL format or a predetermined short form designed for ARES communication. (i.e. the hospital Y2K forms)

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

9.3 Message precedents of Emergency, Priority, Welfare, and Routine, as defined on ARRL Form **FSD-3** (Appendices F and G) shall be used on all messages.

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

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

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

10. DRILLS, TESTS AND ALERTS

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

10.2 Oxford County ARES will regularly supply public service communications in conjunction with local events, to test the effectiveness of the operation.

10.3 At the discretion of the EC, Oxford County ARES will be activated unannounced via a telephone call-up at least once per year.

11. Frequencies of Oxford ARES

Maine Emergency Simplex Frequency Assignments (Revised 05-12-04)

Purpose: In order to provide frequencies which volunteers from outside of the respective counties can contact local hams during periods of emergency the following frequency assignments have been made. The frequencies are those designated for simplex use by the New England Spectrum Management Council. These frequencies are to be used for all emergencies and emergency exercises.

146.400 Piscataquis Primary
146.415 Cumberland Primary/Aroostook Secondary
146.430 Waldo Primary/Somerset Secondary
146.445 Knox Secondary/York Secondary
146.460 Androscoggin Primary/Washington Secondary
146.475 Aroostook Primary/Kennebec Secondary
146.490 Sagadahoc Primary
146.505 Lincoln Secondary
146.520 Statewide Coordination
146.535 Franklin Primary/Cumberland Admin
146.550 Oxford Primary
146.565 Hancock Primary
146.580 Penobscot Primary/Androscoggin Secondary
147.420 Somerset Primary
147.435 Oxford Secondary
147.450 Piscataquis Secondary
147.465 Waldo Secondary
147.480 Kennebec Primary
147.495 Hancock Secondary
147.510 Lincoln Primary
147.525 Washington Primary/Cumberland Secondary
147.540 Knox Primary
147.555 Penobscot Secondary/Sagadahoc Secondary
147.570 York Primary/Franklin Secondary
3940 kHz Statewide (night)
7262 kHz Statewide (day)
52.525 MHz Statewide 6 meter coordination
223.500 MHz Statewide 1 ¼ meter coordination
446.000 MHz Statewide 70 centimeter coordination