

THE WILLIAMSON COUNTY AMATEUR RADIO EMERGENCY SERVICE®



EMERGENCY COMMUNICATIONS PLAN

February 14, 2015

Rev. 15-1

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AUTHORITY

The Amateur Radio Emergency Service® (ARES®) is sponsored by the ARRL, the national association for amateur radio, to fulfill the general responsibility of the Amateur Radio service to be prepared to provide communications in an emergency as defined in Federal Communications Commission (FCC) rules, 47 CFR 97.1. ARES® exists for the purpose of providing supplemental communications for the public, government and non-profit organizations involved in emergency and disaster preparedness, response and recovery. ARES® is part of the ARRL field organization that reaches all 50 states, as well as Puerto Rico and other island protectorates, and territories. In the ARRL South Texas Section, ARES® groups serve all 97 counties as well as other agencies that serve those counties.

INTRODUCTION

The Williamson County Amateur Radio Emergency Service® (ARES®) functions under the direction of the Williamson County Emergency Coordinator (EC), and the District Emergency Coordinator who is appointed by the South Texas Section Emergency Coordinator of the American Radio Relay League (ARRL) with the support of the Williamson County Amateur Radio Club.

The Williamson County Amateur Radio Emergency Service (ARES®) is composed of FCC licensed amateur radio operators who have voluntarily registered their capabilities and equipment for emergency communications service.

Under Federal regulations, the contents of messages handled by amateur radio are not divulged to unauthorized persons and such public service communications are furnished without compensation of any kind.

The EC may appoint Assistant Emergency Coordinators (AEC) sufficient to function efficiently.

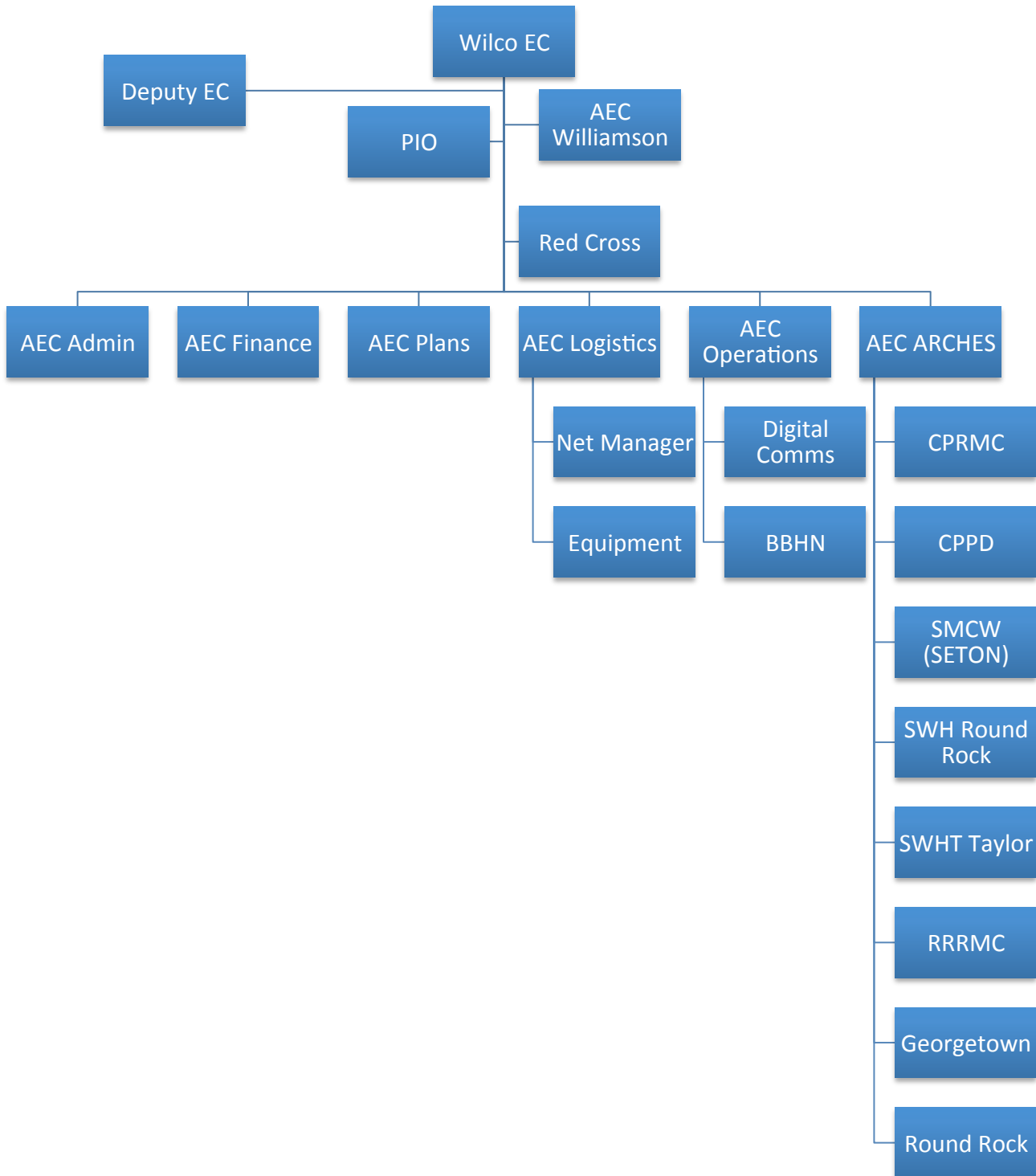
THREAT ANALYSIS

Below is a table that lists threats that could potentially impact the Austin area communications infrastructure.

Threat	Likelihood	Area Impact	Likelihood of Communications Failure
Hostile Individuals	High	Localized	Low
Fire	High	Local to Widespread	High
Flooding	High	Local to Widespread	Medium
Large Hail	High	Local to Widespread	Low
Technology	Medium	Widespread	High
Tornado	Medium	Local to Widespread	High
Terrorist	Low	Localized	Low
Nuclear	Low	Widespread	High
Earthquake	Low	Widespread	Medium
Hurricane, or Severe Hurricane Remnants	Low	Widespread	Medium

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WC-ARES Organization Chart



PURPOSE

This plan exists to provide general and specific guidance to the appointed leaders of the Amateur Radio Emergency Service (ARES®) in meeting their responsibilities to develop, train, and direct ARES® members in mitigating communications emergencies among public safety and disaster relief organizations within Williamson County Texas.

Each emergency is different and flexibility is a necessity to provide an adequate response.

The primary responsibility of Williamson County ARES® is to furnish emergency communications in the event of a natural or a man-made disaster when regular communications fail or become inadequate.

The following jurisdictions/agencies shall be served, as requested, in an emergency:

- Incorporated Jurisdictions in Williamson County.
- The Unincorporated Area or Populations under the authority of the Williamson County Judge and the Williamson County Office of Emergency Management.
- The American Red Cross
- Austin Disaster Relief Network
- Police and Fire Departments
- Hospitals and Nursing Homes
- The District Emergency Coordinator, South Texas Section of the ARRL, when surrounding counties request assistance.
- The State of Texas Division of Emergency Management
- The Federal Emergency Management Agency

COMMUNICATIONS EMERGENCIES

Communications emergencies take two general forms: systems either fail, or are otherwise inadequate for the immediate needs. System failure can be caused by hardware (physical equipment, electrical or interconnecting lines) or software. Inadequacy can mean the existing infrastructure is inadequate to handle the information volume, or the organizations responding to an incident have unanticipated communications needs, such as communicating with non-traditional services.

AMATEUR RADIO AS A FORCE MULTIPLIER

During critical events, amateur radio is being increasingly used as a “force multiplier” to extend limited public service resources even when existing communication systems are fully operational. An example is stationing amateur radio operators along a rising river to report gauge readings instead of stationing police resources there. Using SKYWARN trained amateurs to qualify weather reports is a second example.

PLAN ACTIVATION

Any member of the Williamson County ARES® who becomes aware that a communications emergency may exist, should contact the EC. If the EC is unavailable, contact any AEC and monitor the Williamson County Emergency Net repeater for activity. (Emergency repeater frequencies and tones are documented in Appendix 1).

If local telephone service is available, the EC and/or Assistant ECs shall be notified by telephone or by any other means available. Paging can also be used as described in Appendix 3.

In any emergency in which amateur radio is requested to serve, any City/County Emergency Management Coordinator, Red Cross, or State official notifying the EC may alert amateur radio operators. In the event the EC is unavailable, an Assistant EC shall be notified. The Assistant will periodically attempt to notify the EC.

MOBILIZATION

The EC will notify ARES® members by using the paging systems described in Appendix 3. If the Emergency Management Coordinator of the affected jurisdiction considers the emergency of sufficient magnitude, the ARES® EC may contact local Television Media to assist in the activation of the members for immediate service.

ARES® members are prohibited from traveling to the site of any emergency incident beyond their immediate area unless authorized to do so by an EC, DEC, SEC, or their designated representative, such as the net control station of a resource net. ARES members will only be authorized to go to the site of an emergency incident after the appropriate served agency requests ARES® help at that site

The EC, or operator designated by him, will transmit on each of the three main VHF 2-Meter repeaters, in turn,

advising all stations of the ARES® activation and request that all operators switch to the ARES® frequency for further instruction.

When a communications emergency exists, members of the Williamson County ARES® will check-in on the Williamson County Emergency Net and then maintain radio silence pending further direction from the Net Control Station. (Emergency frequencies are documented in Appendix 1)

Mobile and Portable units will be activated at the direction of the EC/AEC.

The EC will assume NET CONTROL or delegate another operator to act as Net Control Station (NCS) (See Appendix: 1).

Net Control Stations will be activated for every served agency requesting one if resources allow.

VHF frequencies will be used unless otherwise directed by the EC.

HF stations will be established as needed at a location away from the disaster site at the residence(s) of an ARES® operator (or operators) unless portable HF stations are required. HF stations will maintain a link with the NCS (see Appendix 1) and use appropriate HF frequencies (see Appendix 5).

Operators with pre-assigned operating positions/locations shall contact the EC/AEC to determine if they should proceed to their operating locations immediately or standby on the primary net frequency for further instructions.

ARES® MEMBER SAFETY

If any requested action involves unacceptable risk, the person should NOT take the action. Upon refusal, the person should notify the net control station that they will not be performing the requested action, along with a brief statement of their risk assessment. There is not any ARES® assignment that is so important that it cannot be done safely.

DUTIES OF NET CONTROL STATION, (NCS)

The Net Control Station will activate the Williamson County Emergency Net. Stations will be fully advised as to the nature of the activation.

Check Stations In

Check stations in from their home stations, mobiles, portable stations and handheld radios. Have all stations standby for further instructions.

Deploy pre-assigned station operators to their Served Agency as safety conditions and need is determined (see 4-i).

Remind mobile operators to re-fuel if possible and run engines only when necessary.

Advise hand-held and portable operators to save batteries by switching them off while in hearing distance of a non-battery operated unit.

Remind stations operating from generators to arrange for fuel.

An inventory list will be made of operators and equipment for possible assignment as relief operators.

HF liaison stations may be assigned to the Texas Traffic Net.

See Appendix 5 for frequency information. If possible an EOC liaison on 2 meters will be assigned to HF liaison stations for maintaining contact with EOC NCS on the assigned VHF frequency.

Establish other nets as conditions dictate, on various frequencies, for handling Welfare type traffic.

An incoming and outgoing traffic system will be established with mobile runners.

Develop relief shift schedules when 8 hour or longer operation is needed for NCS operator, deployed NCS and liaison station(s).

Operators on each net should wear HEADPHONES at agencies to reduce background noise and to reduce audible interference.

Dispatch mobiles and portables as needed.

NCS must record the location of each station deployed. Deployed stations should use a tactical call sign (and remember to sign with your callsign after each contact). Tactical callsigns are function specific and can be used by several individuals performing the same function. FCC callsigns are individual specific.

OPERATIONS

Tools in the toolbox

- Phone (voice communication over radio, cell, landline)
- CW
- Winlink based e-mail (FM Packet)
- Pactor III
- DSTAR

- Broadband Hamnet
- Slow Scan TV (images)
- FAX
- ICS-213 General Message and courier

It's imperative that operators use the best tool for the job!

Messages

- **Winlink based e-mail**
 - In no event should time critical information be sent via Winlink without voice tracking to insure delivery has occurred. Make a voice contact with the recipient PRIOR to sending a Winlink message to alert them it's coming, then again after it is sent to ensure receipt.
 - Local messages should be sent with Winlink when messages are not time critical, or if the information sent is data intensive. This system allows greater accuracy and message throughput when this system is available.
 - See Appendix 2 for a list of local Winlink server station including HF nodes.
 - These resources must be monitored to insure that local Internet service is functioning at a particular node.
- **Formal Messages**
 - Formal messages should follow proper National Traffic System procedures as outlined in Appendix 4.
- **Tactical Messages**
 - Tactical Emergency messages, such as FIRE, POLICE or Life-or-Death situations do NOT require NUMBERS. They also do NOT need to be in formal message format when timeliness is more important than form.
 - These are first priority messages and we use "Break, Break!" to get attention of the NCS, between transmissions. When accepting such messages for transmission, require only the following information:

To	(Example:	Georgetown Fire)
What	(Example:	Pumper)
Why	(Example:	Structure fire)
Where	(Example:	Georgetown High School)
Who	(Example:	Lt. Scott Gibson, GTN Fire)
 - TRANSMITTING Stations do not transmit unless invited to do so by the Net Control (NCS).
 - Exceptions:
 - Stations having Emergency traffic
 - To recheck into the net after having been directed by NCS to pass traffic on a different frequency.
 - Keep transmissions short and to the point.
 - New stations on the net should wait for an invitation to check in from NCS unless they have traffic for the net. If they hold emergency or priority traffic, they should check in when the current exchange is completed.
 - A station that has previously checked in, that wants to call NCS, should do so by transmitting the proword "recheck". NCS will recognize the station in a first come basis.
 - Use of "break, break" should only be use when emergency traffic is pending.

Drills, Tests And Alerts

An annual test will be conducted during October of each year in conjunction with the nationwide Simulated Emergency Test (SET) sponsored by ARRL, or at such other time as determined by the EC. Periodic exercises will be conducted in cooperation with the Williamson County Emergency Management Coordinator or other served agencies.

The Williamson County Amateur Radio Emergency Service Training Net will be held at 8:00 P.M., local time, every Sunday night, on the Williamson County Emergency Net repeater (See Appendix 1).

At the discretion of the EC, ARES® will be activated unannounced at least once a year.

A Standard Operating Procedure detailing emergency response procedures and actions shall be written and attached to this plan.

The Williamson County Amateur Radio Emergency Service Plan and the Standard Operating Procedure shall be reviewed annually with updates as necessary to keep this plan current and viable.

MEMBERSHIP REQUIREMENTS

- All licensed amateur radio operators are eligible for ARES® membership.
- All members must be willing to provide emergency communications services when requested and when personal circumstances permit.
- All members must be willing to participate in local training activities on a regular basis.
- All members must be familiar with field programming of their own radio.
- All members are required to take FEMA On-Line training courses ICS-100, ICS-200, ICS-700, & ICS-800. Additional ICS courses are available on-line and members are encouraged to increase their knowledge by taking additional optional courses.
- Make application for membership by entering the requested personal information on the South Texas Section web site. http://arrlstx.org/vault_area/vault_gateway/site_gateway/vault_gateway.php - Name
- Membership is at the approval of the EC.

Ken Malgren, K7MAL
Williamson County ARES® Emergency Coordinator

Signed: /s/

A handwritten signature in black ink that reads "Ken Malgren". The signature is written in a cursive style with a large, looped initial "K".

APPENDIX 1: REPEATER AND SIMPLEX RESOURCES

WC-ARES Repeaters

Primary emergency net repeater:	N5TT	146.64 (-) MHz (PL 162.2)
Secondary emergency repeater	N5MNW	146.700 (-) MHz (PL 110.9)
Tertiary emergency net repeater:	NA6M	147.08 (+) MHz (PL 100.0)
Fourth emergency net repeater	WC5EOC	145.450 (-) MHz (PL 162.2)

Note: The plan refers to the “Primary emergency repeater”. That would be the repeater listed as primary above unless otherwise indicated by the EC or if that repeater is not functional. Normally the EC would next choose the secondary repeater, or the tertiary repeater if the secondary were not functional. Users should program their radios for all of the repeater and simplex frequencies in advance of an emergency.

Local Repeaters

These repeaters may be used at the discretion of the EC.

Callsign	Frequency	Notes
WC5EOC	145.450 (-) MHz	Taylor (PL162.2) Murphy Park water tower
W3MRC	146.900 (-) MHz	3M Austin (No tone) 3M facility west Austin
W2MN	147.120 (+) MHz	Cedar Park (PL 103.5) Cedar Park PD
K5AB	147.380 (+) MHz	Florence (PL 100.0) Planned
KB2PMD	145.470 (-) MHz	Taylor (PL 114.8) Low Level ERCOT repeater at airport

UHF Repeaters (not preferred – 2M is primary band)

Callsign	Frequency	Notes (tone)
KE5ZW	443.775 (+) MHz	(PL 131.8) Georgetown
KE5ZW	442.650 (-) MHz	(PL 114.8) Cedar Park
NA6M	444.525 (+) MHz	(PL 100.0) Georgetown
W5TEY	442.825 (+) MHz	(PL 114.8) Round Rock
K7MAL	444.650 (+) MHz	(PL 100.0) WC-ARES portable repeater
K5AB	442.200 (+) MHz	Downtown Austin (PL 88.5) Wide area coverage in Austin

D-STAR Repeaters:

Callsign	Frequency	Notes (tone)
KE5RCS	145.130 (-) MHz	Walburg (“C” node)
KE5RCS	440.575 (+) MHz	Walburg (“B” node)

Repeater Notes:

N5TT REPEATER NOTES:

Trustee: N5TW Tom Whiteside 512-863-6865 146.64 (-) MHz
(PL 162.2)

DTMF Codes:

168	Carrier Access Enabled
169	Tone Access Enabled
170	Morse system and battery voltage report
171	Morse cabinet temperature report
173	Restore normal courtesy beep
174	Set courtesy beep to Morse “W” to indicate a weather warning
175	Reduced power (5W) for battery operation – this command is initiated upon losing power
176	Forces high power (20W) in battery mode. A Morse “B” indicates battery operation

NA6M REPEATER NOTES:

Trustee: NA6M Mark Stennett

VHF Repeater (147.080 MHz)

Repeater is primary emergency repeater for the Lone Star Storm spotters.

This repeater is an Echolink resource (node 147080) that can be used to link in other emergency communications in other areas.

- To connect to another node on the Echolink network, key your radio and touch tone in the node number you want to connect to.
- To disconnect, press #.
- To disconnect all connections, key up and press ##.
- To list connections, key up and press 08. Two digit shortcuts are assigned to frequently used nodes or conferences. To add a shortcut, contact Mark Stennett, NA6M.

ECHOLINK COMMANDS

Operation	CMD
Disconnect	#
Disconnect All	##
Status	08

DTMF Codes:

*168	Carrier Access Enabled
*169	Tone Access Enabled
*180	Repeaters Stand Alone, No Internet Links
*181	VHF & UHF Repeaters Bridged, No Internet Links
*182	Echolink on VHF Enabled
*183	Echolink on VHF Disabled
*189	Repeaters Unlinked, Internet Linked

UHF Repeater (444.525 MHz; offset +5 MHz, PL 100.0)

IRLP Node 3402

Normally connected to Reflector 9873 and N6ICW in Sacramento, K5RNB in Dallas. NA6M Repeater notes continued: DTMF Codes:

*168	Carrier Access Enabled
*169	Tone Access Enabled
*180	Repeaters Stand Alone, No Internet Links
*181	VHF & UHF Repeaters Bridged, No Internet
*182	Echolink on VHF Enabled
*183	Echolink on VHF Disabled
*189	Repeaters Unlinked, Internet Linked

UHF Repeater (444.525 MHz; offset +5 MHz, PL 100.0)

IRLP Node 3402

Normally connected to Reflector 9873 and N6ICW in Sacramento, K5RNB in Dallas.

Simplex Frequencies

The following simplex frequencies are recommended. These are based on the 15 kHz spacing recommended in the ARRL Repeater Directory and are consistent with the Texas VHF Society published 2M band plan recommendations (as of June 3, 2007 per the Society's web page)

Simplex Frequency	Simplex Frequency	Simplex Frequency	Simplex Frequency	Simplex Frequency
146.415	146.535	147.400	147.515	147.585
146.430	146.550	147.415	147.530	147.590
146.505	146.565	147.430 Simplex Pri.	147.545	RED CROSS
146.520 Nat. Call	146.580	147.500	147.560	147.42 PL 146.2

As with repeaters, these simplex frequencies should be programmed into radios prior to an emergency.

ADRN Simplex Frequencies

The Austin Disaster Relief Network is a served agency of ARES® so we should plan on using their simplex frequencies if we are serving them. Their operators have these in their radios.

The Master ADRN simplex frequency is 147.430.

There may be instances when ADRN operators within a sector need to communicate among themselves without impacting traffic in other sectors or on a local repeater. These operators would use the following simplex frequencies that are currently assigned for each of the 12 ADRN sectors.

The following table provides the sector number and simplex frequency that should be used to communicate between ADRN operators within a sector.

Sector	Simplex Frequency (MHz)	Sector	Simplex Frequency (MHz)
01	146.415	07	147.400
02	146.430	08	147.415
03	146.505	09	147.515
04	146.535	10	147.530
05	146.550	11	147.545
06	146.565	12	147.585

ADRN Band Plan

Primary emergency net repeater: W3MRC 146.900 (-) MHz (No Tone) AustinW3MRC 444.600 (+) MHz (No Tone) Austin NOTE: The W3MRC repeaters are cross band linked.

Secondary emergency repeater North: NA6M 147.080 (+) MHz (Tone 100.0) GeorgetownN5TT 146.64 (-) MHz (Tone 162.2) Georgetown

Secondary emergency repeater South is the Motorola Repeater: W5MOT 147.3200 MHz (Tone 114.8(CA) Oak Hill

Tertiary emergency net repeater South: TBD

Other local repeaters that may be used include: KE5ZW 146.680 (-) MHz (Tone 123.0) Cedar ParkW2MN 146.980 (-) MHz (Tone 103.5) Cedar ParkWC5EOC 145.450 (-) MHz (Tone 162.2) Taylor

UHF Repeaters (not preferred – 2M is primary band) KE5ZW 443.775 (+) MHz (Tone 131.8) GeorgetownKE5ZW 42.650 (-) MHz (Tone 114.8) Cedar ParkNA6M 444.525 (+) MHz (Tone 100.0) GeorgetownW5TEY 442.825 (+) MHz (Tone 114.8) AustinK5KTF 444.625 (+) MHz (Tone 100.0) Cedar Park

D-STAR Repeaters: KE5RCS 145.130 (-) MHz (“C” node) Walburg 440.575 (+) MHz (“B” node) Walburg

Additional frequencies: Red Cross 147.420 () MHz (Tone 146.2)National Call 146.520

Note: The Tonean refers to the “Primary emergency repeater”. That is the repeater listed as primary above unless otherwise indicated by the NCS or if that repeater is not functional. Normally the NCS would next choose the secondary repeater, or the tertiary repeater if the secondary were not functional.

Users should program their radios for all of the repeater and simplex frequencies.

ICS-217 Williamson County ARES®

WILLIAMSON COUNTY ARES® COMMUNICATIONS RESOURCE SCHEDULE							Frequency Band	Description
							VOICE VHF/UHF	Williamson County ARES
ALL WINLINK TRAFFIC TO WILLIAMSON COUNTY ARES SHOULD BE SENT TO: wc5eoc@winlink.org								
Channel Configuration	Channel Name	Eligible Users	RX Freq.	RX Tone	TX Freq.	Tx Tone	A/D	Remarks
VHF Repeater Primary	V64R	ARES/CCG/RRTF/RACES	146.64	162.2	146.04	162.2	A	Wilco Primary
VHF Repeater Secondary	V70R	ARES/CCG/RRTF/RACES	146.70	110.9	146.10	110.9	A	Wilco Secondary
VHF Repeater Tertiary	V708R	ARES/CCG/RRTF/RACES	147.08	100	147.68	100	A	Wilco Tertiary
VHF Repeater Taylor	V45R	ARES/CCG/RRTF/RACES	145.45	162.2	144.85	162.2	A	Wilco East (Taylor) Repeater
UHF Repeater Portable	U465R	ARES/CCG/RRTF/RACES	444.65	100	449.65	100	A	Wilco On-Scene
VHF Simplex	W43S	ARES/CCG/RRTF/RACES	147.43	CSQ	147.43	CSQ	A	Tactical 1
VHF Simplex	W50S	ARES/CCG/RRTF/RACES	147.50	CSQ	147.50	CSQ	A	Tactical 2
UHF Cross-band	X-BAND	ARES/CCG/RRTF/RACES	445.7800	162.20	445.78	162.2	A	UHF Cross-Band Frequency

WILLIAMSON COUNTY ARES COMMUNICATIONS RESOURCE SCHEDULE					Frequency Band			Description
					DATA/VOIP/HF/WINLINK/PS INTEROP			
PACKET 1	RMS491	ARES/CCG/RRTF/RACES	144.910	CSQ	144.910	CSQ	D	ARCHES
PACKET 2	RMS503	ARES/CCG/RRTF/RACES	145.030	CSQ	145.030	CSQ	D	ARCHES
PACKET 3	RMS507	ARES/CCG/RRTF/RACES	145.070	CSQ	145.070	CSQ	D	ARCHES
PACKET 4	RMS561	ARES/CCG/RRTF/RACES	145.610	CSQ	145.610	CSQ	D	ARCHES
PACKET 5	RMS573	ARES/CCG/RRTF/RACES	145.730	CSQ	145.730	CSQ	D	ARCHES
ARES/Texas	HF DAY Primary	ARES/RRTF	7.290 LSB		7.290 LSB		A	STX ARES
ARES/Texas	HF DAY Secondary	ARES/RRTF	7.285 LSB		7.285 LSB		A	STX ARES
ARES/Texas	HF NIGHT Primary	ARES/RRTF	3.873 LSB		3.873 LSB		A	STX ARES
ARES/Texas	HF NIGHT Secondary	ARES/RRTF	3.845 LSB		3.845 LSB		A	STX ARES
ARES/Texas	HF Tertiary	ARES/RRTF	5.373 USB		5.373 USB		A	STX ARES

APPENDIX 2: WINLINK FACILITIES

Winlink VHF server nodes:

KD4HNX-11	144.91MHz	1200 baud	Round Rock Medical Center KD4HNX-5 digipeater
N5EXY-10	144.91MHz	1200 baud	Scott and White Hospital Taylor N5EXY-5 digipeater
NA5BD-10	144.91MHz	1200 baud	Seton Medical Center Williamson NA5BD-5 digipeater
N5TW-13	144.91MHz	1200 baud	RMS Relay node N5TW-5 digipeater
KB5TWO-10	145.91MHz	1200 baud	Round Rock Fire Station #6 (Backup EOC)
W2MN-11	145.91MHz	1200 baud	Cedar Park Regional Medical Center W2MN-5 digipeater
N5TW-12	145.03MHz	1200 baud	RMS Relay node N5TW-5 digipeater
KE5AMB-10	145.03MHz	1200baud	Bastrop DEM use BASRLY-2
W5RLY-8	145.03MHz	1200 baud	Burnet County Sheriff's Office
W5RLY-10	145.03MHz	1200 baud	Burnet County use K5HLA-1 or N5TW-5 digipeater
W9BF-10	145.03MHz	1200 baud	Liberty Hill W9BF-5 digipeater
W5TQ-12	145.07MHz	1200 baud	CTECC RMS Relay node (Austin)
KD4HNX-10	145.61MHz	1200 baud	St. David's Georgetown Hospital
N5TW-10	145.61MHz	1200 baud	RMS Relay node N5TW-5 digipeater
NA5BD-11	145.61MHz	1200 baud	Scott & White University Med Center NA5BD-5 digipeater
W2MN-12	145.61MHz	1200 baud	Cedar Park Police Department (EOC) W2MN-6 digipeater
W3MRC-10	145.73MHz	1200 baud	3M ARC (North West Austin)
K5KTF-10	145.73MHz	1200 baud	Cedar Park K5KTF-5 digipeater
KE5RS-10	145.73MHz	1200 baud	Leander (KA Node "LEAKA") use AUSRLY-1 digipeater
W5TQ-10	145.73MHz	1200 baud	CTECC RMS Relay node Austin use AUSRLY-1
NQ5L-11	various	1200 baud	Portable node. Frequency assigned if deployed
N5TW-11	various	1200 baud	Portable node. Frequency assigned if deployed

HF RMS (Remote Message Server) nodes for EMCOMM use are not publicly listed. There are a number of such sites with N5TW hosting one for Williamson County and the surrounding area. Frequency information is available from the EC or the Digital AEC or the document vault for the www.arrlstx.org website.

In the event of an Internet failure, not all VHF server nodes will necessarily be using the same Internet providers and so not all nodes may be affected. In the event of a widespread Internet outage taking out service over the area, the RMS Relay capability at N5TW may be used to provide local "hubbing" of email distribution and route outside the local area to a distant Internet connection using HF forwarding if a control operator is present CTECC also runs RMS Relay but without HF forwarding.

Default RMS EOC usage: Stations are deployed on multiple frequencies to maximize bandwidth. Stations continuing to have an Internet connection should use Telnet to preserve bandwidth for stations having to rely on much slower packet connections. Since the St. David's Georgetown Hospital (SDGH), the Round Rock Medical Center (RRMC), Scott and White Hospital Taylor (SWHT), Scott and White University Medical Campus (SWUMC), the Seton Medical Center Williamson (SMCW), the Cedar Park EOC and Round Rock Fire station #6 (RR FS#6) are RMS Packet nodes as well as Paclink stations, their frequencies would normally not be changed. These stations should use an RMS Packet station on their frequency for sending/receiving mail. All other things being equal use the strongest station continuing to have an Internet connection. So here are the defaults for an area wide emergency:

RMS Packet nodes	Users
RRMC, SWHT, SMCW, RR FS#6, N5TW-13	RRMC, SWHT, SMCW, Williamson County EOC, Georgetown EOC, portable users
SDGH, CP EOC, SWUMC, N5TW-10	SDGH, RR FS#6, CP EOC, SWUMC
N5TW-12, W9BF-10	Reserve for Bastrop/ Burnet Counties and other distant users
KE5RS-10	Reserve – save for wide area users

See <http://n5tw.ecpi.com/RMSStatus> for current RMS Packet status and other area stations.

APPENDIX 3: WC-ARES® PAGING FACILITIES

Purpose:

This section gives a general outline of how to use the Page Alert System in the event a WC-ARES® Net or activation is needed. Our primary alert system is the Page Alert System Contacting members via the roster is a backup system.

How The Page Alert System Works:

The Page Alert System uses pagers and cell phones that can receive SMS (Short Message Service) text messages to alert WC-ARES® members when a Net is activated. Even when cell phone circuits are overloaded with calls, SMS messages generally get through. By using SMS messages we have the redundancy of the Internet and various pager/cell phone providers to get the activation notice.

Who Should Activate A Net And When?

Before the lights go out and the telephone lines go dead the person receiving the request should activate the Net. If they have any reservations they should at least alert the EC/AECs and or NCSs. There is a sub-set of the Page Alert System to activate the EC, AECs and NCSs.

What Should The Page Alert Message Say?

Say the most with the least words **without** wasting time figuring out what to say. Keep the messages shorter than 120 characters including spaces. If the message is too long it will get broken into smaller messages which cause delays. Examples:

WC-ARES® Net 146.640 Now! Your Call Sign.

WC-ARES® Net 146.640 5 alarm fire GTWN. Your Call Sign.

WC-ARES® Net 146.640 Tornado reported West of Hutto. Your Call Sign.

WC-ARES® Net 146.640 HAZMAT spill I-35 N of Round Rock. Your Call Sign.

Why Waste Time Stating The Net Is For WC-ARES?

Our Page Alert System also activates the Duty Officers for Travis County ARES.

Do I Have To Use A PC To Activate The Net?

No, you can use a cell phone or two-way pager that has SMS capabilities to send a short message to the paging address.

Options for paging exist using the ARRLSTX.org site. See the documentation for the "Information Depot" available from the ARRLSTX document vault for more information on paging.

Add Your SMS Device to the Page Alert System:

All members are encouraged to add your device (cell phone or pager) to the Pager Alert System. To do so, make sure your cell and cell carrier information in the ARRLSTX database is accurate.

APPENDIX 4: FORMAL TRAFFIC GUIDELINES

Definition:

Formal messages are those that request material or services that may require payment or replacement.

Message Forms:

Some formal messages must be written in standard ARRL format. The served agency representative can create his printed message on the Message Forms provided by the radio operator for that purpose. Some formal messages must be written in ICS format. Again, the radio operator can provide the appropriate forms.

Message Precedence:

The Operator must assign the message an ARRL PRECEDENCE, defined on ARRL CD Form 3. This PRECEDENCE will be used on all messages.

Signature:

All FORMAL MESSAGES require the SIGNATURE and TITLE of the Originator. MESSAGES RECEIVED REQUESTING MATERIALS OR SERVICES WHICH MAY LATER REQUIRE PAYMENT WILL NOT BE TRANSMITTED UNTIL SIGNED AND TITLE SHOWN.

Save Messages:

All Operators must save his copy of all such messages.

Winlink systems can be used to send and receive NTS formatted messages when it makes sense to do so by using appropriate templates.

APPENDIX 5: HF NET FREQUENCIES

HF frequencies used by the Texas Traffic Net:

Daytime: 7290 KHz

Nighttime: 3873 KHz

(NOTE: If neither band works and close-in operation is desired, it is possible that 60M will be usable. An NVIS antenna may be necessary.)

Packet operation should be used whenever possible to expedite message handling.

HF frequencies used by the Texas Emergency Net:

Daytime: 7285 KHz

Nighttime: 3873 KHz

APPENDIX 6: Working with the American National Red Cross

Methods of Cooperation

The Red Cross and ARRL desire to expand their mutually-beneficial relationship to enhance community disaster preparedness and coordinate disaster planning and response activities as follows:

RELATIONSHIP BUILDING

- **Open Communications:** Each organization will share current appropriate data regarding disasters, disaster declarations, and changes in regulations, technology and legislation related to communications. The same interaction and liaison will be encouraged at all levels of both organizations, to include all Red Cross chapters, ARRL sections and subordinate levels.
- **Local partnerships:** Each organization will encourage its local units to communicate with the other organization's corresponding local unit to explore opportunities for collaboration. These units may perform cooperative efforts such as disaster planning and preparedness, first aid, cardiopulmonary resuscitation (CPR), health courses, communications training and licensing, and community disaster education. Cooperative efforts could include participation in predisaster planning or any other of the methods of cooperation listed here or as listed in the sample local agreement found in *Attachment C, Sample Statement of Cooperation for local organizational units*. *Attachment C* may be modified or updated by joint agreement of each organization's points of contact (listed in *Attachment A, Organization Contact Information*) without requiring a resigning of this MOU.
- **Shared members:** Each organization will encourage interested volunteers to become members and participate in the activities of the other organization. Such volunteers shall meet the standards, have the responsibilities and be entitled to the privileges of each organization.
- **ARRL volunteers supporting the Red Cross:** The ARRL may provide volunteers to assist the American Red Cross with communications in support of disaster relief roles as may be mutually agreed upon at the local and national levels.

The Red Cross requires the completion of a criminal background check to participate in Red Cross activities. A criminal background check may be performed through the Red Cross process at no cost to the volunteer, or by State or local law enforcement agency at the volunteer's own initiative and expense. The Red Cross is only responsible for the costs of background checks conducted through their processes.

The ARRL accepts the requirement of a criminal background check for volunteers but prefers that such checks be performed by law-enforcement entities. The Red Cross agrees that ARRL volunteers shall not be asked or required to consent to credit checks, mode of living investigations, or investigative consumer reports in order to provide a communications function.

- **Red Cross members supporting the ARRL:** Red Cross volunteers affiliated with a local Chapter that hold a valid Federal Communications Commission (FCC) Amateur Radio License are encouraged to participate in the Amateur Radio Emergency Service (ARES®) program to develop emergency communications skills, cross-train in local disaster drills and exercises, and integrate Chapter communications resources into the local emergency management structure.

ASSUMPTIONS

- **Radio station operations:** It is understood and agreed that amateur radio operators, being licensed and regulated by the Federal Communications Commission (FCC), shall at all times exercise sole and exclusive control over the operation of their radio stations. Such control cannot be surrendered or delegated, in accordance with Federal law.
- **Radio operators:** It is understood and agreed that radio operators have skills that extend beyond amateur radio frequencies and equipment. These skills may be applied to operate on Red Cross frequencies and equipment.
- **FCC Licenses:** The Red Cross is responsible for any licensing arrangements necessary for Red Cross operations that occur outside amateur radio licenses, or any amateur radio licenses established by American Red Cross Amateur Radio Club Stations. Individual amateur radio operators are responsible for the maintenance and renewal of their personal licenses.

ACTIVITIES

- **Training:** The Red Cross recognizes the leadership and expertise of the ARRL in the area of amateur radio communications. Where appropriate, the Red Cross will rely on materials created by the ARRL to train radio communicators. Additionally, the ARRL offers training in Amateur Radio emergency communications that is mutually beneficial to the ARRL and to the American Red Cross. Volunteers holding valid ARRL Emergency Communications certificates of completion will be recognized for this knowledge.
- **Joint exercises:** Chapters, Sections and subordinate units of each organization will be encouraged to engage in joint training exercises.
- **ARRL Field Day:** The Red Cross will encourage all chapters to participate in ARRL Field Day, the Simulated Emergency Test (SET) and other emergency exercises. Participation may take many forms, including Red Cross officials visiting and touring sites to better understand the capabilities of local ARRL volunteers and ARES® units, or the joint use of Red Cross equipment such as vehicles or trailers.
- **Planning:** Planning needs will be identified, tasked and completed to address issues beneficial to both organizations in responding to events. Such issues can be, but are not limited to pre-staging communications equipment, coordination of Mass Care and Damage Assessment support activities, and catastrophic disaster plans for high risk areas of the United States.

DURING DISASTERS

- **On-scene cooperation:** Both ARRL volunteers and American Red Cross workers will work cooperatively at the scene of a disaster and in the disaster recovery, within the scope of their respective roles and duties as recommended in *Attachment D, ARRL Roles on Red Cross Disaster Relief Operations*.
- **National HQ coordination:** Operational coordination between Red Cross HQ and

ARRL HQ will occur through the primary points of contact as shown in *Attachment A, Organization Contact Information* or other officially designated staff. Reports and data that are mutually beneficial to each organization's operations and mission assignments will be exchanged.

- **Communications:** Whenever there is a disaster requiring the use of amateur radio communications resources and/or facilities, the local Red Cross Chapter may request the assistance of the local ARES organization responsible for the jurisdiction of the scene of the disaster. This assistance may include: alert and mobilization of ARRL ARES® personnel in accordance with a prearranged plan; establishment and maintenance of fixed to support the disaster response, mobile, and portable station emergency communication facilities for local radio coverage; point-to-point contact between Red Cross personnel and locations; and the maintenance of the continuity of communications for the duration of the emergency period until normal communications channels are substantially restored, or until radio communications are no longer necessary in support of the response to the disaster.
- **Equipment sharing:** Each organization may request equipment for temporary use to support operations. The specifics of responsibility and liability of the loaned equipment will be developed as part of plans and procedures, in writing, and are separate from this agreement.
- **Health and Welfare Messages:** The Red Cross processes general welfare messages through the Red Cross Safe & Well web site. ARRL volunteers are encouraged to assist in registering people on the Safe & Well website by passing the required information from a point in the disaster area to someone outside the disaster area who can enter the information on the Safe & Well website. No special training or pre-defined agreements are necessary for ARRL volunteers to do this. [The Safe and Well](http://www.redcross.org) website is located on www.redcross.org.

General

- a. The Red Cross and ARRL will use or display the name, emblem, or trademarks of the other organization only in the case of defined projects and only with the prior, express, written consent of the other organization.
- b. The Red Cross and ARRL will keep the public informed of their cooperative efforts through their public information offices during the time of disaster.
- c. The Red Cross and ARRL will widely distribute this MOU within the respective departments, administrative offices and subordinate levels of each organization and urge full cooperation.
- d. The Red Cross and ARRL will allocate responsibility for any shared expenses in writing in advance of any commitment.
- e. Local units of the Red Cross and subordinate levels in the ARRL Field Organization that desire a localized MOU to meet specific needs and conditions will utilize a format as shown in *Attachment C, Sample Statement of Cooperation for local organizational units*.
- f. ARRL agrees to adhere to *Attachment B - the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief* as it applies to disaster-caused situations in the USA. Attachment B will not be changed without a resigning of the MOU by both parties.

APPENDIX 7: WILLIAMSON COUNTY ARES SUNDAY NIGHT NET SCRIPT

***** BOLD FACE TYPE IS SPOKEN SCRIPT *****

FOLLOWING THIS SCRIPT WILL MAKE THE NET RUN SMOOTHER AND FASTER

REMEMBER TO GIVE YOUR CALL SIGN AT LEAST EVERY 10 MINUTES

YOU ARE REQUIRED TO LOG ALL AND REPORT ALL STATIONS CHECKING INTO THE NET

A SPREADSHEET IS AVAILABLE ON THE DOWNLOADS PAGE OF THE WC-ARES.ORG WEBSITE TO FACILITATE LOG KEEPING

- **CQ, CQ, CQ - FOR THE WILLIAMSON COUNTY AMATEUR RADIO EMERGENCY SERVICE NET.**
- **THIS IS _____ (Name & Call Sign), NET CONTROL STATION FOR THIS EVENING. IS THERE ANY EMERGENCY OR PRIORITY TRAFFIC ON THIS FREQUENCY? (PAUSE)**
- **AT THIS TIME, I'M LOOKING FOR A BACKUP NET CONTROL STATION. _____ (Call sign of your backup) ARE YOU ON FREQUENCY? (PAUSE) (If no answer, ask:) IS THERE ANOTHER NET CONTROL ON FREQUENCY TO BE MY BACKUP? (Pause, then say) I RECOGNIZE _____ (Call Sign) AS MY BACKUP.**
- **THE WILLIAMSON COUNTY AMATEUR RADIO EMERGENCY SERVICE, OR A.R.E.S., IS SPONSORED BY THE AMERICAN RADIO RELAY LEAGUE, (A.R.R.L.), IN AFFILIATION WITH LOCAL HAM CLUBS.**
- **THE PURPOSE OF A.R.E.S. IS TO FURNISH EMERGENCY COMMUNICATIONS WHEN REGULAR COMMUNICATIONS FAIL OR BECOME INADEQUATE DURING NATURAL OR MAN-MADE DISASTERS FOR JURISDICTIONS AND AGENCIES WITHIN WILLIAMSON COUNTY.**
- **WHEN A.R.E.S. IS ACTIVATED, IT OPERATES UNDER THE WILLIAMSON COUNTY A.R.E.S. EMERGENCY COMMUNICATION PLAN, COORDINATED BY THE A.R.R.L. APPOINTED EMERGENCY COORDINATOR.**
- **THIS NET IS SCHEDULED EACH SUNDAY NIGHT AT 8:00 P. M., LOCAL TIME, ON THE 146.64 MHz GEORGETOWN REPEATER WHICH USES A TONE OF 162.2 Hz. OUR BACKUP REPEATERS ARE THE N5MNW 146.70 MHz ROUND ROCK REPEATER USING A TONE OF 110.9 Hz., AND THE NA6M 147.08 MHz REPEATER USING A TONE OF 100.0 Hz.**
- **THE PURPOSE OF THIS NET IS TO PROVIDE THE OPPORTUNITY FOR MEMBERS TO RECEIVE INFORMATION AND TRAINING THAT WILL HELP THEM BETTER RESPOND WHEN NEEDED.**
- **IN ORDER TO CONSERVE TIME, WE WILL HAVE TRAINING FIRST, THEN GO ON TO CHECKINS.**
 - **(IF THERE IS TRAINING), AT THIS TIME I'M TURNING THE NET OVER TO _____ (CALL) TO CONDUCT THIS EVENING'S TRAINING SESSION.** At the conclusion of the training session the Training AEC will return control of the Net to the Net Control station by saying: The TRAINING AEC NOW RETURNS CONTROL OF THE NET TO THE NET CONTROL STATION. (or something close to this).
- **THIS IS _____ (Name & Call Sign), NET CONTROL STATION FOR THIS EVENING.**

- **NET CHECK-INS WILL BE TAKEN IN TWO GROUPS. FIRST WILL BE A.R.E.S. MEMBERS. AFTER THESE HAVE BEEN LOGGED, AN INVITATION WILL BE EXTENDED TO ALL OTHERS. FOLLOWING THE ANNOUNCEMENTS, TIME PERMITTING, THE NET WILL BE DECLARED INFORMAL FOR COMMENTS FROM ALL STATIONS.**
- **THIS IS A DIRECTED NET.**
- **WHEN CHECKING INTO THE NET, PLEASE GIVE YOUR CALL SIGN, S-L-O-W-L-Y, GIVE YOUR CALL SIGN USING ITU PHONETICS. IF YOU CANNOT REMAIN ON THE NET DURING THE INFORMAL SESSION PLEASE ADD 'SHORT TIME' AFTER YOUR CALL. HOWEVER, YOU WILL BE EXPECTED TO REMAIN THRU THE ANNOUNCEMENTS SESSION.**
- **THIS IS _____(Name & Call Sign), NET CONTROL STATION FOR THIS EVENING.**
- **I WILL NOW CHECK IN:**

1. MEMBER STATIONS WITH A.R.E.S. ANNOUNCEMENTS THAT WILL OCCUR DURING THE NEXT SIX WEEKS. A.R.E.S. ANNOUNCEMENTS ONLY AT THIS TIME, OVER.
(ACKNOWLEDGE STATIONS:)

2. ARE THERE ANY LIAISON STATIONS, WILLING TO TAKE TRAFFIC TO OTHER NETS? OVER. (ACKNOWLEDGE STATIONS:)

3. THIS IS _____(Name & Call Sign), NET CONTROL STATION. I WILL NOW CHECK IN ARES MEMBER STATIONS, OVER.
(ACKNOWLEDGE STATIONS AT CONVENIENT BREAKS, AND CHECK FOR ANY CORRECTIONS, AND THEN CONTINUE WITH CHECK-INS.)

**STATIONS WITH SUFFIXES BEGINNING WITH A, B, C,
STATIONS WITH SUFFIXES BEGINNING WITH D, E, F,
THIS IS _____(Call Sign) YOUR NET CONTROL STATION TONIGHT.**

**STATIONS WITH SUFFIXES BEGINNING WITH G, H, I,
STATIONS WITH SUFFIXES BEGINNING WITH J, K, L,
THIS IS _____(Call Sign) YOUR NET CONTROL STATION TONIGHT.**

**STATIONS WITH SUFFIXES BEGINNING WITH M, N, O,
STATIONS WITH SUFFIXES BEGINNING WITH P, Q, R, S,
THIS IS _____(Call Sign) YOUR NET CONTROL STATION TONIGHT.**

**STATIONS WITH SUFFIXES BEGINNING WITH T, U, V,
STATIONS WITH SUFFIXES BEGINNING WITH W, X, Y, Z.**

DO WE HAVE ANY LATE OR MISSED CHECKINS, ANYWHERE IN THE ALPHABET?

4. DO WE HAVE ANY VISITORS THAT WOULD LIKE TO CHECK IN? OVER. (ACKNOWLEDGE STATIONS:)

5. I WOULD LIKE TO EXTEND A WELCOME TO OUR VISITORS. THIS IS _____(Name & Call Sign), NET CONTROL STATION FOR THIS EVENING.

6. I WILL NOW GO BACK TO THOSE WITH A.R.E.S ANNOUNCEMENTS. ALL OTHER COMMENTS AND NON-A.R.E.S. ANNOUNCEMENTS CAN BE GIVEN DURING THE INFORMAL SESSION. (NOW CALL THOSE STATIONS WITH ANNOUNCEMENTS.)

7. If the net has run 45 minutes or less, announce: **ALL SHORT TIME STATIONS MAY NOW LEAVE THE NET, THANKS FOR CHECKING IN. I AM NOW DECLARING THE NET INFORMAL AND I'LL BE ASKING EACH STATION FOR INFORMAL COMMENTS.** (At the conclusion of informal comments, go to step 13 to close the net.)
8. If the net has run over 45 minutes, announce: **WE WILL NOT HAVE THE INFORMAL COMMENTS PORTION OF THE NET THIS EVENING BUT EVERYONE IS ENCOURAGED TO MAKE THEIR CONTACTS AFTER THE NET IS CLOSED. IF ANY STATION HAS ADDITIONAL ANNOUNCEMENTS, PLEASE RECHECK WITH YOUR CALL.** (Call stations with announcements, and then go to step 13.)
- 9. DO WE HAVE ANY LAST MINUTE CHECK-INS? (ACKNOWLEDGE STATIONS:)**
(NET CLOSING:)
- 10. THIS IS (Call Sign) _____ CLOSING THE WILLIAMSON COUNTY A.R.E.S. NET AT _____ LOCAL TIME AND RETURNING THIS REPEATER TO REGULAR AMATEUR USE.**
(CHECK WITH THE BACKUP UP NET CONTROL AND COMPARE COUNTS.)
(PLEASE SEND NET LOG, INCLUDING PACKET COUNT TO kmalgren@gmail.com).

APPENDIX 8: ICS SAMPLE FORMS

ICS 213 General Message

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

ICS-214 Unit Log

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators	5. Unit Leader (Name and Position)		6. Operational Period
7. Personnel Roster Assigned			
Name	ICS Position	Home Base	
8. Activity Log			
Time	Major Events		
9. Prepared by (Name and Position)			

ICS-309 Communications Log

COMMUNICATIONS LOG		TASK #	DATE PREPARED: TIME PREPARED:
FOR OPERATIONAL PERIOD #		TASK NAME:	
RADIO OPERATOR NAME (LOGISTICS):			STATION I.D.
LOG			
TIME	STATION I.D.		SUBJECT
	TO	FROM	
PAGE ___ OF ___			ICS 309

Resource Net Check-in Log

RESOURCE CHECK-IN LOG		TASK #		DATE PREPARED:	
				TIME PREPARED:	
FOR OPERATIONAL PERIOD #		TASK NAME:			
RADIO OPERATOR NAME (LOGISTICS):		STATION I.D.			
LOG	Callsign	Name	Assignment	Comment	
PAGE __ OF ____					