

WEST ROCKINGHAM AMATEUR RADIO EMERGENCY SERVICE COMMUNICATION PLAN



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1. INTRODUCTION

- 1.1.** Amateur Radio Emergency Service (ARES): Is a volunteer organization sponsored by the American Radio Relay League, the national association for Amateur Radio, providing various communications capabilities in times of emergency. All ARES volunteers are FCC licensed Amateur Radio operators who have registered their abilities and equipment, and have been trained to serve as emergency communicators. Also see NH ARES Emergency Plan.
- 1.2.** New Hampshire ARES is subdivided into regional groups managed by an Emergency Coordinator (EC).
- 1.3.** The Western Rockingham (West Rock) ARES group includes the towns of Atkinson, Chester, Danville, Derry, Epping, Fremont, Hampstead, Londonderry, Northwood, Nottingham, Plaistow, Raymond, Salem, Sandown and Windham. See also Attachment B.
- 1.4.** The West Rock ARES EC has responsibility for the regional emergency organization. The EC may appoint assistant ECs (AECs) as needed for the ARES to function efficiently. Also see Attachment A for West Rock Organization.

2. PURPOSE

- 2.1.** The purpose of this plan is to provide a written guide containing the minimum information that would be needed in an incident. Each Incident is different and flexibility to provide an adequate response to each is a necessity.
- 2.2.** The primary responsibility of West Rock ARES is to furnish communications in the event of a disaster when regular communications fail or are inadequate and to supplement existing systems.
- 2.3.** West Rock ARES provides a weather spotter network to the National Weather Service (NWS) Skywarn program.
 - 2.3.1.** West Rock ARES will provide drills, training and instruction to ensure readiness to provide effective amateur emergency communications resources whenever an occasion may arise.



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3. ACTIVATING THE PLAN

- 3.1.** In an incident in which Amateur Radio resources are requested, West Rock ARES leadership may call up member volunteers by activating a telephone tree and/or initiating an emergency radio net.
- 3.2.** Any member of West Rock ARES who for any reason suspects a communications emergency exists should monitor the assigned net frequency for activity.
- 3.3.** Whenever severe weather conditions exist, all members of West Rock ARES should monitor the assigned net frequency for activity. West Rock ARES leadership will activate a Skywarn Net at the top of the even hours preceding forecasted severe weather. Its purpose will be to collect weather data and determine the schedule and format for the next net. Skywarn nets may be scheduled at more frequent intervals as conditions indicate.
- 3.4.** Upon activation for a communications emergency or weather event, members of West Rock ARES will call into the Net Control Station (NCS) on the primary frequency unless directed otherwise during call up. Members check into the net from their mobiles and home stations to await further instructions. See Attachment C for frequency listing
- 3.5.** The NCS may continue to operate the net on the current frequency or if the repeater fails, members should stand-by on the repeater output frequency awaiting re-assignment to a new frequency from Net Control, or as relayed by Net Control from another station. Members are not to switch frequencies unless instructed to do so.

4. FREQUENCY ASSIGNMENT

- 4.1.** West Rock ARES utilize both repeater and simplex frequencies for local coordination, net and tactical activities.
- 4.2.** Various statewide and regional frequencies may be used for many specific operations. See NH Emergency Liaison stations to the following nets will be assigned, as necessary but not limited. See the NHARES Operational Plan Attachment B for Net Listing.



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5. *SERVED AGENCIES*

- 5.1. NH and West Rock ARES maintains relationships with the following agencies:, Londonderry Alert, Derry CERT, Red Cross, National Weather Service, NH Department of Safety, Division of Homeland Security and Emergency Management, NH Hospital Association.

6. *EMERGENCY NET OPERATIONS*

- 6.1. The West Rockingham Emergency Net will be activated by the EC or an AEC., An EC or AEC will assume net control or delegate another station as primary NCS, An EC or AEC may delegate another station as secondary NCS.
- 6.2. The Emergency Net shall be operated as directed net and called up using standard net procedures and New Hampshire Section guidelines. See the emergency net procedure in Attachment E. Station-to-station transmissions are conducted only upon the direction of the NCS or if a station has EMERGENCY traffic.
- 6.3. The NCS is designated as a "Key Station" and will be extensively used during a communications emergency. Key Stations should have emergency power capability, if possible. Relief operators should be assigned to ensure continuous operation during all phases of an incident.
- 6.4. ARES nets are directed nets and will be treated accordingly. The authority of the NCS extends only to the operation of the net on the air. However, within this scope, and while the net is in session, the authority is absolute. It is the duty of the NCS to maintain strict discipline and adherence to standard operation procedures. The decision of the NCS is final and its instructions must be strictly complied with. The content of messages, message formatting, handling of the net, are not subjects to be discussed during net operations. Messages are passed and acknowledged during a net. Discussion of net procedures must be held after the business of the net is complete. It is not the job of the participants to second-guess the NCS actions. It is the job of the participants to follow NCS instructions.
- 6.5. See Attachment F for Repeater Outage Procedure.
- 6.6. The EC or AEC will contact an Interstate Repeater Society (IRS) repeater control operator to change the repeater to "Net Mode" or "weather Mode" as appropriate.
- 6.7. Net Control will perform a roll call on the top of each hour to check on stations that have checked into the net. Additionally Net Control will call for new check-ins.



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- 6.8. During a Net Control shift change the departing Net Control will provide the incoming Net Control with any outstanding business and the roll call list. The incoming Net Control will then call all stations on the roll call list to confirm the check-in.

7. *OPERATIONS*

- 7.1. All message traffic will be handled as per the NH ARES Operational Plan. All written third party messages must be in standard ARRL or ICS format, and signed by the official who originated them, taking responsibility for their contents
- 7.2. Tactical information (such as damage reports) originated by Amateur Radio operators shall be recorded by the receiving station in a tactical message format.
- 7.3. When activated, members should expect to operate for extended periods (i.e. greater than one hour) and should be prepared to operate in shifts, if necessary. When activated, members should deploy as directed with the assumption that they must be completely self-sufficient. This means all necessary identification, equipment, tools, food, clothing, etc., should either be brought with the operator or by another member of a team.
- 7.4. At the conclusion of a communications emergency, every NCS involved will prepare a report detailing the events that occurred, operators that participated, and logs that were kept. It is recommended that each report consist of the Net Control Station log, chronology, agencies supported, and general comments. The report shall be turned into the EC within 5 days.
- 7.5. See Attachment G for Operator Station Log.
- 7.6. See Attachment I for Net Control Log.
- 7.7. The EC will maintain a list of active West Rock ARES members.
- 7.8. ARES Volunteer Reception Centers: In a large-scale disaster where ARESMAT and other volunteers may be coming from outside the state in significant numbers, the SEC or a designee may assign one or more Groups to establish and staff reception centers at suitable locations on functioning major roads near the state line. The site will need HF communications with the Section Coordination and Traffic Net (SCTN) or a Section Resource Net if in operation and local talk-in on 146.52 MHz. Salem I-93 Welcome Center has been designated as a Volunteer Reception Center with a need to be able to communicate to this



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location. No arrangements have been made with this site. Responding ARES volunteer will need to make contact with on-site managers on arrival.

- 7.9.** High-point relay stations: When repeater or simplex signals can't reach a particular station, a fixed, mobile or portable high-point relay station should be established. For a 2m simplex SCTN this is especially important. ECs should maintain a list of usable high-elevation sites with good paths to both local sites and the SEOC. Fixed home stations are best, but year-round drive-up sites can also be used. If parking on private property, prior arrangements are a good idea. When parking long-term on a public road, notify the local police department. Recommend all ARES volunteers identify and test High Point locations in their neighborhood (as well as their QTH). Submit locations them to West Rock EC for inclusion into the West Rock High Point Relay Sites Attachment "G"

8. EMERGENCY CLASSIFICATIONS

- 8.1.** West Rock and NH ARES classification levels are designed to closely resemble those used by the State of New Hampshire, Department Of Safety. Also see NH ARES Emergency Operational Plan

8.1.1. Status 1: Normal everyday operations. No emergency or known potential exists.

8.1.2. Status 2: The potential for a communication emergency exists. ECs should monitor the situation. Members should monitor primary net frequencies and email for information on preparation and possible activation.

8.1.3. Status 3: An unusual condition exists that has caused government officials to declare a warning. A communications emergency does not yet exist but is possible. Members should prepare for activation. Affected ECs will initiate their Group net, and members should continuously monitor their local net frequency. Members should check in to their Group nets and let leadership know their availability and resources. The SCTN may also be activated by the SEC if needed.

8.1.4. Status 4: A communication emergency exists and ARES operators and radio resources have been requested by one or more agencies. Group nets in affected areas should be activated, and if needed, the SCTN, as determined by the SEC. ECs in un-affected areas should monitor the appropriate nets in the event additional assistance is required.



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9. DRILLS, TESTS, AND ALERTS

- 9.1. West Rock ARES will participate in the Simulated Emergency Test held annually and sanctioned by NH ARES and the NH ARRL Section.
- 9.2. West Rock ARES will regularly provide public safety communications in conjunction with local public service events, to test the effectiveness of the operation.
- 9.3. At the discretion of the EC, the West Rock ARES may be activated unannounced via the telephone tree one or more times per year.
- 9.4. Periodic ARES meetings will be held for the purposes of training members on policy, communications techniques, or served agency needs.
- 9.5. A weekly net will be called each Sunday on 146.850 pl 85.4 at 2000 hours local time to provide information and training on emergency communication.

10. MEMBERSHIP & TRAINING

- 10.1. It is recommended that members strive to learn more about emergency communications and improve their emergency operating skills. Within one year of registering as a member of West Rock ARES, it is expected that each member will successfully complete the Basic Emcomm course. Which now includes FEMA ICS Courses IS-100, IS-700. Members should continue training on an ongoing basis in the following areas:
 - Register on the NH ARES web page, First bullet under Information, click “Join here”.
 - Be familiar with the NH ARES Operational Plan
 - Passing standard ARRL and ICS message formats
 - Know how to operate your own equipment and perform emergency repairs,
 - Basic knowledge of First Aid,
 - Members should participate in local exercises in order to practice their emergency operating skills:
 - Participate in Weekly emergency net operations
 - Participate in the annual Simulated Emergency Test
 - Participate in public service events such as walk-a-thons and parades
- 10.2. It is recommended ARES volunteers document their training progress in an ARES Training Task Book. Also See the ARRL website for more information. (www.arrl.org)

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Attachment A

West Rockingham ARES Management Team





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Attachment B

West Rockingham ARES Communities Served

- Atkinson
- Chester
- Danville
- Derry
- Epping
- Fremont
- Hampstead
- Londonderry
- Northwood
- Nottingham
- Plaistow
- Raymond
- Salem
- Sandown
- Windham





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Attachment C

**West Rockingham ARES
Frequency Plan
Voice Modes**

OPS-1	Derry Primary	146.850 -600 khz	PL 85.4
OPS-2	Derry Backup	147.210 +600 khz	PL 107.2
OPS-3	Salem Backup	147.165 +600 khz	PL 136.5
OPS-4	Derry Backup	442.550 +5 mhz	PL 88.5
OPS-5	Simplex Primary	147.435 Simplex	
OPS-6	Derry IRS Backup	449.625 -5 mhz	PL 85.4
OPS-7	Simplex Backup	445.550 Simplex	
OPS-8	Simplex Backup	445.575 Simplex	
OPS-9	Simplex Backup	147.480 Simplex	
OPS-10	Derry Backup	146.745 -600 khz	PL114.8
OPS-11	NBEMS Backup	145.690 Simplex	
OPS-12	Simplex Backup	440.550 Simplex	
OPS-13	Derry Backup	441.550 +5 mhz	PL 127.3



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Attachment D

West Rockingham ARES Repeater Outage Procedure



West Rockingham ARES Repeater Outage Procedure

When the repeater goes down:

1. The Net Control Station will transmit on the repeater output frequency and announce that all members of the net should move to another frequency.
2. All stations should tune to the new frequency.
3. Then NCS takes a roll call on the new frequency to find which stations are missing. If any stations are missing, Net Control will direct another operator to return to the old repeater output and relay the new net location to the missing stations.
4. The relay station tunes to the repeater output and tries to contact the stations that didn't hear the new frequency. He then returns to the net and reports to NCS.

To summarize, all stations should remain on the repeater frequency until someone tells you what frequency to move to. Net Control will be operating simplex so you may not be able to hear him. Just remain on the repeater frequency until someone contacts you.

On many transceivers, transmitting on a repeater output frequency is simply a matter of toggling the DUP or SHIFT key. Most participants won't have to worry about this, since only NCS and any stations asked to relay the new net frequency have to transmit on the repeater output.



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Attachment E West Rockingham ARES Net Procedure

Preamble

Good evening. This is **K1WRK**, net control for the West Rockingham ARES Net. My name is {your name and callsign}.

The purpose of this net is to provide information and training on emergency communications. The net consists of two parts, a directed net immediately followed by an informal session. During the directed net **please listen carefully** to Net Control and do not transmit unless requested. The only exception is for any station having emergency or priority traffic, which can break into the net at any time.

Check-ins

Everyone is welcome to check into this net. You do not have to be an ARES member. I will ask for check-ins in the following order: Liaison and ARES Leadership stations outside of West Rockingham County, West Rockingham ARES Member Stations, and then all other stations. Please state your callsign **slowly and phonetically**, followed by your callsign in normal form. For instance, "This is KILO ONE XRAY YANKEE ZULU, K1XYZ." Then state your first name, your location, and your type of station: Fixed Station on Commercial Power, Fixed Station on Emergency Power, Mobile, Handheld, or Echolink.

Liaison and Leadership Check in

The net will now take check-ins from Liaison and ARES Leadership stations outside of West Rockingham County. Please call now, stating your ARES position. *[Acknowledge each station's callsign, name, position and location.]*

West Rockingham Check-ins

West Rockingham ARES Member Stations **only** please call now. *[Acknowledge their name and callsign.][Repeat until there are no additional check-ins.]*

Other Station Check-ins

All other stations, please call now. *[Acknowledge their name and callsign.][Repeat until there are no additional check-ins.]*

This is **K1WRK**, net control for the West Rockingham ARES Net. *[This is about the 10 minute mark]*

Announcements

Any stations with announcements for the net, please call now. *[repeat until there are no more stations with announcements.]*

Additional Check-ins

I will make one last call for check-ins to the West Rockingham ARES net. Please state your callsign **Slowly and Phonetically**, your first name, your location, and your type of station: Fixed Station on Commercial Power, Fixed Station on Emergency Power, Mobile, Handheld, or Echolink. Please call now.

Training

Any West Rockingham Leadership stations with training for the net, please call now. *[repeat until there are no more stations with training.]*

If anyone has training topics for the net please contact the Net Manager at AE1RE@outlook.com to make arrangements.

Business

Is there any further business for the net? If so, please call now.

Closing

I would like to thank the {number} station(s), including myself, that checked in tonight and the INTERSTATE Repeater Society for the use of their repeater system. *[Note - Also acknowledge any other repeater systems used during the net].*

If anyone would like further information about the Interstate Repeater Society, please go to their web site at 85webpage.org.

If you would like further information about West Rockingham ARES, please visit our web site at K1WRK.org

This is **K1WRK** securing the directed part of the West Rockingham ARES Net on {data} at {time} local time and opening the net for informal discussion. This is K1WRK reverting back to {Your Call Sign}. 73's everyone, this is {Your Call Sign} clear.

Notes:

1. Items in **Bold** should be verbally emphasized to help assure check-ins follow the instructions.
2. Items in *[Italics]* are notes to the net control operator and not for broadcast.



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Attachment F

West Rockingham ARES / RACES Station Log

NCS PRIMARY	NCS SECONDARY	DATE

TIME 24 Hr. Local	CALLSIGN	FIRST NAME	LOCATION	TRAFFIC First Key Words	REPLY X	Announcement



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Attachment G
Western Rockingham ARES High Point Relay Sites

LOCATION	ELEVATION	SALEM I-93	DERRY	BOW	NOTES
ATKINSON					
CHESTER					
ATT TOWER ON RTE 121	550				PRIVATE PROPERTY, PARK IN ROAD, DON'T BLOCK GATE
DANVILLE					
DERRY					
WARNER HILL FIRE TOWER	604				PART AND OPERATE FROM GATE OR WALK SHORT DISTANCE
KICA - IRS REPEATER SITE	563				52 WARNER HILL
EPPING					
FREMONT					
HAMPSTEAD					
LONDONDERRY					
EXIT 4 PARK N RIDE	400		X	X	UPPER LOT, HAS BEEN HOMELESS ENCAMPMENT
MATTHEW THORTON MIDDLE SCHOOL	440		X	X	BACK PARKING LOT
WEST PARRISH RD.	505		X	X	PARK ON SIDE OF ROAD, NEAR POWER LINES
NORTHWOOD					
NOTTINGHAM					
PLAISTOW					
RAYMOND					
SALEM					
SANDOWN					
WINDHAM					