

**Amateur Radio Emergency Service  
Operation/Emergency Plan  
Ouachita Parish**



Revised April 15, 2008

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## **1. INTRODUCTION**

- 1.1 The Ouachita Amateur Radio Emergency Service (ARES) is composed of FCC-licensed Amateur Radio operators who have voluntarily registered their capabilities and equipment for public service communications duty.
- 1.2 Under Federal regulations, Amateur Radio public service communications are furnished without compensation.
- 1.3 The Ouachita ARES functions under this plan under the direction of the Ouachita Parish Emergency Coordinator (EC), who is appointed on recommendation of the ARRL Section Emergency Coordinator, the top ARES official in the state, in consultation with the Section Manager, the top ARRL elected official in the state.
- 1.4 The EC may appoint assistant EC's as necessary.

## **2. PURPOSE**

- 2.1 The purpose of this plan is to provide a written guide containing the minimum information that would be needed in daily operation or in an emergency. Each emergency is different and maximum flexibility to provide adequate communications must be maintained.
- 2.2 The primary responsibility of the Ouachita ARES is to furnish communications in the event of a disaster or emergency, when regular communications fail, are inadequate, or are non-existent.
- 2.3 Drills and training exercises shall be held throughout the year to ensure readiness to respond quickly in providing effective amateur emergency communications whenever an occasion may arise. See Section 7 and Addendums 3-4.
- 2.4 The primary served agency will be Ouachita Office of Homeland Security and Emergency Preparedness (OHSEP).
- 2.5 Additional agencies may be served at the discretion of the EC and the Parish Emergency Manager (OHSEP Director). See Addendums 6, 7 and 8.
- 2.6 A.R.E.S. is a volunteer service and as such, its members are under no obligation to participate and there is no guaranteed response level. Members are asked to provide assistance based on their interests, abilities, and personal commitments. Should we experience a local disaster, many of our own members may be victims and they must ensure the safety of their loved ones and their own property. The Emergency Coordinator or designee will endeavor to the best of his ability to fulfill the needs of the agencies served under this plan.

### **3. ACTIVATING THE PLAN**

- 3.1 Any member of the Ouachita ARES who for any reason suspects a communication emergency exists should monitor the assigned net frequency for activity.
- 3.2 In any emergency situation, the local EC and/or AEC(s) should be notified as quickly as possible, by radio, telephone, pager, or any other means necessary. Upon notification, they will decide whether ARES participation or activation will be required.
- 3.3 In the event that the EC or AEC(s) are unavailable, any trained member of Ouachita ARES may call the local emergency net into session and serve as Net Control until properly relieved.
- 3.4 If activation of the EOC is required, the local Emergency Manager, or his representative must be notified prior to entering the EOC.

### **4. ARES MOBILIZATION PROCEDURE**

- 4.1 Announcements will be made on Amateur frequencies by the EC or the appointed Net Control Station (NCS).
- 4.2 If additional personnel are required, and telephone service is available, a telephone tree may be implemented.
- 4.3 Upon awareness or notification that an emergency situation exists, members of Ouachita ARES will monitor the designated ARES Net frequency, typically 146.85- or backup frequency 147.135+. In the event that all repeaters are down, simplex communications may be established on 146.52, then moved off as the NCS sees fit. Relays may be necessary, however, the designated Net Control Station shall remain in control of the frequency.
- 4.4 If field deployment is deemed necessary, members will be briefed and those operating mobile or portable will be dispatched.
- 4.5 The EC shall assume net control or delegate another station to serve in that capacity. When feasible, control shall be maintained from the Ouachita Parish EOC.
- 4.6 The Parish EOC has been designated as the focal point for all emergency communications. This location shall have full emergency power capability. Provisions for relief operators shall be made to allow around the clock operation.

### **5. DUTIES OF NCS**

- 5.1 The Ouachita ARES Emergency Net shall be called to order by the NCS.
- 5.2 Members of Ouachita ARES shall be checked into the net from their mobiles and homes in an orderly manner and will await further instructions.
- 5.3 Mobile stations may be dispatched as needed to a designated shelter, to an agency listed under Appendix 6, or other locations as requested by the Parish Emergency Manager or his designee.
- 5.4 The NCS shall establish a liaison with other emergency nets, HF Traffic nets or other agencies as required by the EC or Parish Emergency Manager.
- 5.5 Deployed field units will remain on station until relieved, or released by Net Control. Any unit leaving their station or leaving the net shall notify Net Control.
- 5.6 Operators of home stations may be requested to assist at the EOC.

### **6. OPERATIONS**

- 6.1 All written messages shall be in standard form and should be signed by the official who originates them, with his title, taking responsibility for their content.

- 6.2 When the NET has been called into formal session, stations should not transmit unless invited to do so by the NCS. The only exceptions are (1) stations entering or leaving the Net, and (2) stations with emergency traffic.
- 6.3 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.
- 6.4 When necessary, the Emergency Manager shall appoint a Public Information Officer (PIO). This person is responsible for all contact with the media. It is recommended that ARES members NOT make statements to 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.

## **7. DRILLS, TESTS AND ALERTS**

- 7.1 Ouachita ARES shall establish and maintain a net to be called on a weekly basis. This net shall be identified in its preamble, and shall be open to all check-ins. The net is called at 6:30 PM, local time, each Monday night. This net shall be held on the same frequencies as a true emergency, as per section 4.3.
- 7.2 As requested, Ouachita ARES shall participate in drills and exercises sponsored by the Ouachita Office of Homeland Security and Emergency Preparedness (formerly Civil Defense).
- 7.3 In the name of public service, ARES members may, together with Twin City Ham Club members, provide communication for Walk-A-Thons, Poker Runs, or other community events.
- 7.4 At the discretion of the EC, Ouachita ARES may be activated unannounced via radio call down or telephone tree at least once a year, in order to test readiness and response time.
- 7.5 Ouachita ARES shall, whenever possible, participate in the annual Simulated Emergency Test (SET), sponsored by the ARRL. The group shall interface with, and provide communication for, various agencies, based on the scenario for that year's SET

## **8. MEMBERSHIP**

- 8.1 Membership in Ouachita ARES is initially open to any licensed Amateur Radio operator residing in Ouachita Parish.
- 8.2 ARES leadership shall advocate and recommend dual membership in both ARES and RACES.
- 8.3 ARES membership forms shall be available from the EC or Administrative AEC.
- 8.4 The membership form will be reviewed by the EC with possible input from the leadership staff. If accepted, the new member will be notified and an ID card will be issued.
- 8.5 It shall be the EC's option to revoke or decline membership of an individual as he sees fit.
- 8.6 Members are required to notify EC or Administrative AEC of any change in address or contact information.
- 8.7 The EC may assign, or refuse to assign an ARES member to any specific duty. Training, security clearance, capability and other factors may play into this decision.
- 8.8 Some duties and operational levels require specific training. The leadership staff may advise and recommend various training opportunities based on an individual's interests and capabilities. Minimum training levels in some areas may become mandatory.

## ADDENDUM 1

### LEADERSHIP CONTACTS

#### Ouachita Parish Leadership

Ouachita Emergency Coordinator

David Gore, W5DSG            235-6845 cell #1            237-9245 cell #2  
david\_gore@cable.comcast.com

Assistant EC's

Governmental Affairs

Mark Ketchell, K5ER            323-6621 days            343-3530 evenings            381-6721 cell  
k5er@arrl.net

Operational

Kenton Gullede, K5CZD            397-0753 days            366-7276 cell  
kenton1938@aol.com

Tactical/Equipment

Kevin Thomas, W5KGT            388-1907 days            557-1279 cell  
w5kgt@arrl.net

Administrative

Tommy Leggett, N5KWB            325-5981 days            325-9163 evenings            245-3150 cell  
n5kwb@comcast.net

#### District Leadership

District Emergency Coordinator

Mack Redmond, KA5JNL            548-5860 cell  
ka5jnl@arrl.net

#### Section (State) Leadership

Section Emergency Coordinator

Jim Coleman, AI5B            985-516-2632 cell  
wpcde911@itsfast.net

Section Manager

Gary Stratton, K5GLS            318-309-0023 days/evenings            318-286-1601 cell  
k5mc@arrl.net

Section Public Information Coordinator

David Gore, W5DSG            235-6845 cell #1            237-9245 cell #2  
david\_gore@cable.comcast.com

## **ADDENDUM 2**

### **SKYWARN TRAINING**

Whereas SKYWARN functions are a large part of the service we provide, ARES members will be requested to maintain certification in the National Weather Service SKYWARN Program. This is done by attending any level of Skywarn training course at least every other year. Basic levels are prerequisites to more advanced levels. Representatives of the National Weather Service will teach these classes. For members' convenience, we will attempt to schedule classes in the Monroe area, and shall advertise them on the Net and on the NELA-ARES and TCHC web sites. Joint sessions involving Amateur Radio operators and Law Enforcement personnel and other Public Service agencies are possible.

## **ADDENDUM 3**

### **FIRST AID/SAFETY TRAINING**

It is recommended that ARES members attend a basic lifesaving and first aid course provided by the Red Cross or other recognized organization.

## **ADDENDUM 4**

### **Tactical Training**

**A.** It is strongly recommended that all ARES members take the ARECC Level 1 course offered by the ARRL. Participation in higher-level courses is encouraged.

**B.** In order to become familiar with the procedures used at the various agencies we may serve, it is recommended that ARES personnel attend training classes offered by the various served agencies. This may include Disaster or Shelter Ops courses from the Red Cross, Various courses offered through the State office of Emergency Preparedness, and training for public service dispatchers.

## **ADDENDUM 5**

### **VOLUNTARY BACKGROUND CHECKS**

Several agencies we may serve handle sensitive information and have specific requirements before allowing access. This may include, but not be limited to, Law Enforcement agencies. ARES members volunteering for these positions will be required to submit to a background check. The result will either be "yes" or "no" to allow clearance. This printout will NOT be kept at the Ouachita OHSEP office. After the "yes or no" decision is made, the printout will be destroyed. This is voluntary and not required for Skywarn type activities, however, only those passing this check will be allowed into secure areas.

## **ADDENDUM 6**

### **SERVED AGENCIES**

The following agencies may be served at the discretion of the EC and the Parish Emergency Manager:

Ouachita Office of Homeland Security and Emergency Preparedness (OHSEP)

NELA Chapter, American Red Cross

Salvation Army

LA State Police

Ouachita Sheriff's Department

Ouachita Parish Fire Department

Ouachita Parish Public Works Department

Monroe Fire, Police and Public Works Department

West Monroe Fire, Police and Public Works Department

FEMA

LOEP

LANG

National Weather Service

DHH

OPH

EAS Broadcast Stations

local hospitals

others as deemed necessary.

As the regional partnership concept becomes more widespread, served agencies, and therefore their communication needs, may cross jurisdictional boundaries. If necessary to support the communication needs of our served agencies, or in support of other ARES groups, Ouachita ARES members may be assigned to communication duties outside the boundaries of the parish. See also Addendum 8.

## **ADDENDUM 7**

### **DISTRICT/NATIONAL RECOGNITION**

The following agencies have written agreements with ARES at the national level:

The American Red Cross

Salvation Army

National Weather Service

FEMA

National Communication System

Associated Public Safety Communication Officers (APCO)

The following agencies have written agreements with ARES at the District/Parish level:

Louisiana Office of Emergency Preparedness (LOEP)

Northeast Louisiana Sheriff's Association

Louisiana Hospital Association, Region 8 (Northeast LA)

Northeast Louisiana Emergency Managers Association

Northeast Louisiana Homeland Security Consortium

In late 2003, the Louisiana Hospital Association, Region 8 (Northeast LA), officially recognized ARES and started plans to incorporate 800 MHz radios as primary and Amateur VHF radios as secondary communication link between all hospitals in the 12 parish area.

## **ADDENDUM 8**

### **MUTUAL ASSISTANCE**

ARES Parish leadership officials shall strive to maintain relationships with their counterparts in neighboring parishes. As Amateur Radio Operators, ARES members understand that they are Federally licensed, and therefore are not bound by political boundaries. ARES leadership may, coordinating with the DEC when necessary, assign ARES members to assist in other Parishes or areas. It is strongly recommended that ARES members prepare and keep handy a “Jump Kit”, stocked with basic supplies including flashlight, radio(s), spare batteries, and other items needed to support a three-day operation

## ADDENDUM 9

### OUACHITA PARISH ARES NET PREAMBLE

CQ CQ CQ. This is the Ouachita Parish Amateur Radio Emergency Service Net. My Call is \_\_\_\_\_, and my

name is \_\_\_\_\_. I will serve as Net Control for this session.

The purpose of this net is to provide training for emergency preparedness; as well as provide a basis for the local Amateur

Radio Emergency Service. This net will be called each Monday evening at 6:30 P.M. local time on the frequency of

146.85, or on 147.135 in case of repeater failure.

All stations are welcomed and encouraged to take part in this net. This is a Directed net. Please address all check-ins and

comments to net control. All check-ins, please give your call once and notify net control when leaving the net.

Check ins will be taken as follows: Emergency or Priority Traffic - - Health and Welfare Traffic - - Routine Traffic --

Announcements - - and finally Regular check ins.

I call now for any stations with **Emergency** or **Priority** traffic \_\_\_\_\_

I call now for any stations with **Health** or **Welfare** traffic \_\_\_\_\_

I call now for any stations with **Routine** traffic, please indicate who your traffic is for and what location your traffic is going to. \_\_\_\_\_

[ **If any traffic is listed** ] Are there any stations that can handle this traffic ? \_\_\_\_\_

[ **If Yes**, call all stations with traffic and ask them to move to an alternate frequency to pass their traffic and then check

back in with net control and confirm that the traffic has been successfully passed ]

Before we proceed, are there any stations wishing to check-in that cannot stay for the remainder of the net ? \_\_\_\_\_

Does anyone have any traffic for these stations before they secure ? \_\_\_\_\_

I call now for any **announcements** \_\_\_\_\_

We will now move on to our **Regular checkins** :

I call now for all Mobile, portable or low power stations? \_\_\_\_\_

[ *Is there any traffic for these mobile stations before they lose repeater contact?* \_\_\_\_\_ ]

• I call now for all stations located **OUTSIDE OUACHITA PARISH**.

\_\_\_\_\_  
• I call now for all **OUACHITA PARISH** stations **EAST OF THE RIVER**.

\_\_\_\_\_  
• I call now for all **OUACHITA PARISH** stations **WEST OF THE RIVER**.

\_\_\_\_\_  
• I call now for any **LATE** check-ins from any location \_\_\_\_\_

**TRAINING** (read the following if training have been provided)

At this time we will conduct a brief training session: ( Read Training Materials if Provided )

#### CLOSING STATEMENTS

Are there any final comments, questions or announcements for the net? \_\_\_\_\_

This concludes tonight's session. I want to thank everybody for participating in the net and remind everybody that this net

meets each Monday evening at 6:30 P.M. The net is now complete and all stations are free to leave. Net closing time

is \_\_\_\_\_. At this time, the frequency is returned to regular amateur use. Thank you and good evening.

( Give Call Sign ) Rev. 1/14/08 - Send net reports to W5DSG – email: w5dsg@arri.net

## ADDENDUM 10

### LOCAL REPEATER LIST

#### Northeast Louisiana Repeaters:

Frequency	Tone	Location	Call Sign	Information
145.35	N.A.	Delhi	W5KGT	-NLLS linked
145.19	94.8	Ruston	N5WLG	-
145.23	N.A.	Union Parish	KA5JNL	-Emergency Power
145.43	N.A.	Shreveport	KB5PKW	-NLLS linked
145.49	N.A.	Rayville	WA5KNV	-
145.700	N.A.	Calhoun	W5KGT	NASA Audio re-transmitter
146.610	N.A.	Monticello	WA5VSE	-
146.640	127.3	Crossett	KD5MKQ	-
146.665	N.A.	Magnolia	N5ZAY	- Arkla Linked
146.700	N.A.	Winnsboro	KA5BNV	-
146.745	N.A.	El Dorado	KC5AUP	- Arkla Linked Not heard it in a year
146.790	N.A.	Jonesboro	WB5NIN	-
146.850	N.A.	Monroe	N5DMX	-
146.925	162.2	Bastrop	KB5SAR	-
147.015	103.5	Riverton	K5NOE	-
147.120	94.8	Ruston	W5MCH	-Auto-patch/Backup Power
147.135	127.3	Calhoun	W5KGT	-NLLS linked
147.255	146.2	Olla	KD5KT	-
147.300	N.A.	Minden	N5RD	- NLLS linked-sponsored by MARA
147.380	N.A.	West-Monroe	KB5TLB	-
443.525	N.A.	Winnsboro	K5JET	+5.00
444.350	N.A.	Ruston	W5MCH	-
444.525	103.5	Riverton	K5NOE	-
444.700	N.A.	Calhoun	W5KGT	-AutoPatch-Weather station
444.800	N.A.	Jonesboro	WB5NIN	-
444.875	94.8	Ruston	N5RLG	-soon to be Echo linked
444.950	100.0	Rayville	WA5KNV	-

## ADDENDUM 11

### NET SCHEDULE

#### VHF Nets:

Net Name	Frequency	local days	Local Time
Union Parish ARES	145.23-	Monday nights	6:00PM
<b>Ouachita Parish ARES</b>	<b>146.85-</b>	<b>Monday nights</b>	<b>6:30PM</b>
Piney Hills (Lincoln Parish)	147.12+	Monday nights	7:00PM
Northeast Louisiana District	147.015+	Monday Nights	8:00PM
Minden ARC	147.300	Tuesday nights	8:00PM
	and on link 147.135(tone 127.3)		

**ALL VHF nets can operate on an “as needed” basis**

#### HF Nets:

**All frequencies are listed in MHz.**

Net Name	Frequency	local days	Local Time
Louisiana Traffic Net	3.910	Daily	6:30 PM
Louisiana CW Net	3.673	Daily	6:45 PM
Central Area Net	14.345	Daily	2:30 PM
Central Area Net	3.67 or 7.052	Daily	8:30 PM
Fifth Region Net	7.280	M, T, W, Th, F, S	10:30 AM
Fifth Region Net	7.28	Daily	3:30 PM
Fifth Region Net	3.650 / 7.052	Daily	7:30 PM
Fifth Region Net	3.650 / 7.052	Daily	9:30 PM
Emergency & Tactical Net (day)	7.285	as needed	
Emergency and Tactical Net (nights)	3.873	as needed	
Health and Welfare Traffic (days)	7.290	as needed	
Health & Welfare Traffic (nights)	3.935	as needed	



## ASSUMPTIONS

An emergency is defined as a situation or an impending situation that by its nature or magnitude, affects the health, safety, welfare and property of a community, and requires a controlled and coordinated response.

A.R.E.S. is part of the Field Services Organization of the American Radio Relay League. There are over six hundred thousand amateurs in the United States, in excess of three hundred Amateur Radio operators live in Ouachita Parish and over forty are registered with A.R.E.S.

Amateur Radio Operators are allocated a portion of the radio spectrum for experimentation and public service. Amateur Radio has a long history of service in natural and man-made disasters. Unlike most radio services, amateur operators have thousands of frequencies open to them, and numerous methods to use them. This flexibility can be indispensable in an emergency. Their technical qualifications and strict operating standards complement this flexibility.

This plan is subject to alterations and/or revisions as required.

Amateur Radio Operators may be called to render public service when a competent official (1) recognizes that an emergency condition exists and (2) requests that such service be rendered. In the event of an emergency, when assistance is requested by a government official, liability is assumed by the jurisdiction of the requesting official.

A.R.E.S. can supply communication services where no established links exist or supplement existing system(s) if they are overloaded or disabled. Amateur radio networks may be organized to accommodate any need such as:

- a. Back-up or supplemental communications where a public-safety radio system or telephone service may be lost, out-of-range, or overloaded.
- b. Observations of local conditions (weather, traffic, etc.) relayed back to public officials
- c. Health and Welfare communications to the general public in conjunction with the American Red Cross.
- d. A direct link with National Weather Service offices, Shreveport and Jackson.

### REVISION/ MODIFICATION HISTORY:

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