

Umatilla/Morrow Emergency Service Radio Operators®

EMERGENCY COMMUNICATIONS PLAN

1. INTRODUCTION

SAFETY

All UMESRO Members when activated and deployed are responsible for their own Safety and PPE, regardless if it's an actual event or exercise. Appropriate clothing, footwear, safety vest, eye protection, and hardhat when necessary, must be worn while on duty.

1.1 The Umatilla/Morrow Emergency Service Radio Operators (UMESRO) is a Radio Amateur Civil Emergency Service (RACES) communication unit, under the agreement with Oregon State Office of Emergency Management and County Offices of Emergency Management. It is also an Amateur Radio Emergency Service (ARES®) field organization of the American Radio Relay League (ARRL). It is composed of FCC licensed amateur radio operators who are trained in Emergency Communications, ICS and NIMS Certified. And who volunteer their personal time, skill and equipment, to serve in the public and governmental interest. UMESRO is focused on providing service to Umatilla and Morrow County Oregon. The boundaries of this area are: Columbia River to the North, the Umatilla-Union county line to the East, the Umatilla-Grant county line to the South, the Morrow-Grant and Wheeler county line to the South-Southwest, and the Morrow-Gilliam county line to the West. These are approximate boundaries, and amateur radio operators living within or near them are eligible for participation with UMESRO.

1.2 UMESRO's functions in this Emergency Communications Plan under the direction of the Umatilla and Morrow County Emergency Management, the appointed ARES® EC/County RACES Radio Officer, the District Emergency Coordinator (DEC), and the Section Emergency Coordinator (SEC). The Section Manager for the Oregon Section of the American Radio Relay League (ARRL) appoints the EC. The County RACES Radio Officer (RO) is appointed by the County Emergency Management Office, and It is preferred that the County RACES RO and ARES® EC are the same individual. This Emergency Communication Plan will use the common term of EC (Emergency Coordinator) as it pertains to the combined function of the RACES RO, and the ARES EC.

1.3 The EC may appoint Assistant Emergency Coordinators (AEC) as needed.

1.4 The EC may appoint a Net Control Station (NCS) who has the primary duty to activate the ARES®/RACES unit when needed. If and when the EC is not available, an AEC will appoint a NCS to activate the ARES®/RACES unit, or act as the NCS themselves.

1.5 When activated and the EC is unavailable, the AEC who initializes the activation will become the acting Comms Operations Chief (COC). The COC will be the final authority within UMESRO for that communication utilization of resources for the emergency, incident or event.

2. PURPOSE

2.1 The purpose of this plan is to provide a written guide containing the minimum information needed in an emergency. Each emergency incident is different and flexibility is necessary to provide an adequate response.

2.2 The primary responsibility of UMESRO is to furnish and or provide Amateur Radio Emergency Communications Support to Umatilla County Emergency Management, Morrow County Emergency Management, and Morrow County Sheriffs Mobile Communications Center, Confederated Tribes of the Umatilla Indian Reservation Office of Emergency Management/Public Safety, and other State and or local Government Agencies. As necessary in the event of a natural or man made emergency when regular communications are lacking in certain areas, become inadequate, overloaded or fail.

2.3 Regular instruction, training and drills shall be carried out to ensure readiness to respond quickly in providing effective amateur radio emergency communications.

2.4 The following is a list of jurisdictions, government, tribal and non-profit agencies that will be served, as requested, in an emergency. Other city, county or state agencies will be served as requested by the emergency management offices of Umatilla and or Morrow County.

2.4.1 Incorporated cities in Umatilla and Morrow County.

2.4.2 The unincorporated areas or the population under the authority of the County Judge, Umatilla and or Morrow County Office of Emergency Management.

2.4.3 The American Red Cross

2.4.4 Chemical Stockpile Emergency Preparedness Program (CSEPP)

2.4.5 The National Weather Service

2.4.6 The District Emergency Coordinator of the Oregon Section of the ARRL when Requested by surrounding counties.

2.4.7 The State of Oregon Office of Emergency Management

2.4.8 The Federal Emergency Management Agency

2.4.9 Confederated Tribes of the Umatilla Indian Reservation

2.5 UMESRO members may provide communications support at public events conducted by non-profit organizations in non-emergency situations as a participant with local and area Amateur Radio Clubs.

2.6 UMESRO will support the Skywarn program of the National Weather Service (NWS), when weather conditions warrant. A request from a served agency is not required for Skywarn support.

3. PLAN ACTIVATION

3.1 Any member of UMESRO who becomes aware that a communications emergency exists should contact the EC, or an Assistant EC, and then remain ready for a possible activation. UMESRO does not self activate. The EC or AEC will make contact with the appropriate Emergency Management jurisdiction for disposition. Any activation is at the discretion of the Local County Emergency Management.

3.2 In any event or emergency in which amateur radio is requested to serve, amateur radio operators will be alerted via the EC, AEC, by Local County Emergency Management, Tribal Emergency Management, or a state official notifying the EC. If the EC is unavailable, activation notification will go to an AEC. The AEC will periodically attempt to contact the EC. If the EC cannot be contacted, the AEC will become the Comms Operations Chief (COC). The COC will maintain contact and direction from the Emergency Manager.

3.3 The EC, or AEC shall be notified by telephone, pager or other methods, including amateur radio or courier, may be used if needed.

3.4 The COC will be in charge of all ARES@/RACES operations during any activation within their jurisdiction. He/she will be the top level ARES@/RACES authority for the event. All ARES@/RACES participants will take direction from him/her. The COC may change during the event at the discretion of the COC, EC or Emergency Manager.

3.5 UMESRO members are prohibited from going to the site of any activation incident unless authorized to do so by the COC. The COC will authorize Deployed Field Stations Teams (DFST) Operations of an incident **only** if requested by the Emergency Management Office. DFST Stations while in route must observe and obey all Posted State Motor Vehicle Speed Laws.

4. MOBILIZATION

4.1 The COC or designee will first notify UMESRO members by activating the telephone tree, pager system, or over the repeater system.

4.2 If required to accomplish necessary staffing for the event, the COC, will transmit on the 146.780 MHz repeater or alternate, and area club repeaters, in the Umatilla/Morrow County sector, advising all members of the ARES®/RACES activation.

4.3 Upon notification that a communications emergency exists, the COC or designate will appoint a Net Control Station to open a Radio Net on the designated frequency. Members of UMESRO will proceed to monitor the Radio Net for briefing as to the nature of the emergency and for possible deployment assignments. When possible, deployment assignments will be made to minimize travel distance. Operations that fall under Deployed Field Station Teams (DFST), Radio Operators must assure that they have all of the appropriate Safety, PPE and radio GO-Kit equipment to carry out the assignment.

4.4 The staffing priority at **Secured Locations** in any event or emergency incident will be given first to those amateurs registered with the State ARES®/RACES (yellow card holders). In the event that additional manpower and or other communications resources are necessary for other than secured areas, the general UMESRO membership will be utilized.

5. NET CONTROL - NETS - AND DEPLOYED FIELD STATION TEAMS

5.1 OPENING NETS - UMESRO Emergency Net will be activated by the Net Control Station (NCS), upon instructions from the COC. Net Control will establish and announce backup frequencies and a backup Net Control station. As appropriate, Net Control will periodically announce that a net is in progress, give brief summaries, and remind users of backup frequencies and backup or Alternate Net Control Station (ANCS), etc.

5.1.1 A minimum of one directed net is required, the Operations Net, and it is conducted on the primary repeater frequency, if it is operational. If it is not operational, initially use the repeater output, or Alternate repeater or simplex frequency (NCS preference).

5.1.2 If necessary, as determined by the incident COC, additional Directed Nets or Tactical Nets may be activated on alternate repeater frequencies or designated or available VHF/UHF simplex frequencies.

Resource or logistics – identify and assign stations and equipment

Administration net – coordinate activities of all other nets

Medical net – coordinate first aid or other medical responders, including ambulances

Traffic net – coordinate movement of formal messages, including NTS liaison if necessary

Red Cross net - coordinate logistical support for American Red Cross Operations

5.1.3 Liaison stations to section HF Emergency Nets, Traffic Nets, and Winlink2000 Stations, may be required. These nets normally operate on the following frequencies:

OREGON HF:

(DAY VOICE)

Primary: 7248.0 KHZ LSB Secondary: 3964.0 KHZ LSB Alternate: 1978 KHZ LSB

(NIGHT VOICE)

Primary: 3964.0 KHZ LSB Secondary: 7248 KHZ LSB Alternate: 1978 KHZ LSB

(DAY/NIGHT VOICE)

Coordination/Alternate: 5346.5 KHZ USB (50w PEP)

(DAY DIGITAL - CENTER FREQUENCY):

7103.50usb (OADN/WINLINK2000 PACTOR GATEWAY STATIONS)

(NIGHT DIGITAL - CENTER FREQUENCY):

3591.00usb (OADN/WINLINK2000 PACTOR GATEWAY STATIONS)

(ALTERNATE DIGITAL DAY/NIGHT PACTOR GATEWAY CENTER FREQUENCY - K7DAV)

3592.0 3592.0(P3) 7065.9 7104.5 7104.5(P3) (all usb)

OPERATION SECURE NET:

Operation Secure is a High Frequency (HF) radio used in disaster communications for direction, control and coordination. It is designed to provide communications between participating Emergency Management Agencies throughout Oregon and adjacent State Emergency Management Agencies. Frequencies are within the commercial 2-10 MHz band.

WASHINGTON HF:

(HF VOICE)

Primary: 3985.0 Khz Isb

Secondary: 7245.0 Khz Isb

DIGITAL - FACTOR GATEWAY CENTER FREQUENCIES - N7YRT

3589.0, 3589.0(P3), 7076.9, 7101.2(P3), 10141.2, 10141.2(P3) (all usb)

5.1.4 Command, Tactical and Resources Nets, Mutual Aid & Liaison stations to area VHF/UHF Emergency Nets, Traffic Nets, and Winlink2000 Stations, may be required. These nets normally operate on the following frequencies:

OREGON STATEWIDE ARES/RACES VHF SIMPLEX - 146.460**BENTON COUNTY (WASHINGTON) INFO: (Uses Tactical Call signs)**

BENTON COUNTY EOC - WA7BC

BENTON / FRANKLIN ARC - WA7BCA

SOUTH RIDGE SHELTER - TBD

RESOURCE NET - 146.760, 100Hz TONE

* TACTICAL NET - 146.640, 100Hz TONE

BACKUP - 147.340 NO TONE

SIMPLEX BACKUP – 146.540 NO TONE

BENTON / UMATILLA - 146.800, 100Hz TONE

UMATILLA/MORROW COUNTY INFO:

UMATILLA COUNTY EOC - KC7RWC

MORROW COUNTY EOC - KC7SOY

* COMMAND NET - 146.780, 67.0 Hz TONE

UMATILLA / BENTON - 146.800 100 Hz TONE

UMATILLA/MORROW COUNTY EOC'S - 146.780, Hz TONE

* PENDLETON TACTICAL/COMMAND NET - 145.330 103.5Hz

PENDLETON ARC HQ – 147.420 SIMPLEX

SALVATION ARMY - TBD

WASCO COUNTY INFO:

WASCO COUNTY EOC - KE7EEM

* COMMAND NET - 146.820, 82.5Hz TONE

ARC OPERATIONS - VARIOUS SIMPLEX

WASCO/MORROW COUNTY EOC'S – 146.820, 82.5 Hz TONE

WALLA WALLA COUNTY (WASHINGTON) INFO:

WALLA WALLA COUNTY EOC – KE7BJK

COMMAND NET – 146.960, 100Hz TONE

ARC OPERATIONS - TBD

AREA WINLINK2000 VHF/UHF RMS GATEWAYS:

HERMISTON AREA – N7ZHG-10, 147.180(+)

HEPPNER AREA – KC7SOY-10, 145.010(s)

PENDLETON AREA – K7ODN-10, 144.950(s)

THE DALLES AREA – KE7EEM-10, 145.030(s)

COLLAGE PLACE – WA7V-10, 144.970(s)

YAKIMA COUNTY EOC – WA7EOC-10, 144.930(s)

5.1.5 Deployed Field Station Teams closely emulates the DHS Office of Emergency Communications to an incident response that is categorized into four types according to incident magnitude and complexity. The type of response operation needed for an incident is determined by the level of available resources required to address the incident as well as its duration.

DFST Type I

Full Field Station and 2 Mobile/Portable Units

- Complete amateur radio emergency/auxiliary communications team for single or multiple agency communications.
- Short range (VHF/UHF), long range (HF) voice and digital communications. Is not dependant upon any outside power source or infrastructure.
- 6 (or more) persons including one OIC and one assistant. Consists of one DFST Type II unit, and two Type IV units.

DFST Type II

Field/Base Station

- Short range (VHF/UHF) and long range (HF) voice and digital communications.
- Is not dependant upon any outside power source or infrastructure.
- 4 licensed and registered radio operators (2 at least General class) with one or two vehicles.
- May be assigned to a specific agency, or at a staging area, CP, EOC, etc. for multiple agency service.

DFST Type III

Mobile/Portable Field Units

- 2 licensed and registered radio operators with one or two vehicles.
- Technician class or higher (At least 1 General or higher if available.)
- VHF/UHF FM voice (minimum) equipped, HF mobile/portable voice or digital desired
- May be assigned to a specific agency or to supplement/relieve an existing multi-agency DFST.

DFST Type IV

Mobile/Portable Field Additional Support Unit

- 1 Individual licensed and registered radio operator with vehicle.
- Technician class or higher.
- VHF/UHF FM voice (minimum) equipped. VHF/UHF digital desired
- May be assigned to a specific agency or to supplement/relieve an existing DFST.

5.2 Each incident site will have a designated OIC Amateur Radio Team Leader who will coordinate amateur communication at their specific deployment site. Team leaders will be assigned when applicable.

5.2.1 Be prepared to be refused entry to the area. Do not attempt to enter the area unless specifically approved to do so by the supervisor. Do not represent yourself as a Red Cross (or other agency) worker unless you are specifically on Red Cross (or other agency) business. Be courteous! If you are denied entry, notify Net Control and wait for further instructions.

5.2.2 Upon arrival at the incident site identify your self to the location's supervisor. Make sure any relief operators are also introduced, and ask the location supervisor to do the same.

5.2.3 Upon entry to the site, set up your equipment, check out reception, and get on the air as quickly as possible. Try to locate near the "Hub" if possible, but stay out of others way. Start a chronological log of operations, recording all messages and other events affecting communications and/or station operation. Check into the Operations Net, or other net as instructed.

5.2.4 Do not divulge any information nor express any opinions to any individual on or off the air, particularly the media. Refer all questions to the site's public information officer.

5.3 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 he/she would not be performing the requested action, along with a brief statement of their risk assessment.

6. OPERATIONS

6.1 MESSAGES

6.1.1 Formal Messages: Formal messages are those that are created in a standard format. All messages that request material or services, which may require payment or replacement, may be formal messages.

Message Forms: All formal messages must be numbered, and may be written in standard ARRL format, unless otherwise warranted by the incident, or served agency, or digitally as pertaining to paragraph 6.1.3 of this plan.

ICS/NIMS Forms: ICS/NIMS Forms are to be utilized when applicable. Particularly when sent and or received electronically, as pertaining to paragraph 6.1.3 of this plan.

Message Precedence: All operators must assign the message PRECEDENCE on all traffic. Any operator receiving messages should check the precedence of messages received for EMERGENCY precedence. Anyone giving messages to an operator should check the messages and inform the operator if any of the messages are of EMERGENCY precedence. The person passing the messages should be sure the receiving operator acknowledges this precedence.

Requester name: All MESSAGES require the PRINTED NAME, TITLE, SERVED AGENCY and/or SITE of the requester.

Save Messages: All operators must save a copy of all messages sent and received in either hard copy, or digitally.

6.1.2 Tactical Messages

All Tactical emergency messages, requires a message numbers. These are the highest priority messages. Get the attention of the NCS between transmissions by giving your tactical call sign and saying "emergency traffic." Example: "Pendleton Fire Emergency Traffic." When accepting such messages for transmission, require only the following information:

- A. To (Example: Tribal Fire Station 3)
- B. What (Example: Brush Truck needed ASAP)
- C. Why (Example: Grass Fire Flare-up)
- D. Where (Example: I-84 westbound Exit 216)
- E. Who (Asst. Chief Pendleton Fire & Rescue Station 1)

6.1.3 Radio E-mail Messages:

Radio E-mail Messages can be Emergency, Formal and or Tactical messages that are computer generated which travel via both internet and/or radio as SMTP Email (Simple Mail Transfer Protocol), or E-mail Attachments. Radio E-mail traffic are best suited between ARES/RACES Deployed Field Stations Teams (DFST), and agency liaisons workstations, ICP, and or EOC's. DFST Stations handling radio e-mail must use the Winlink2000 capable client software. Radio Email Messages should be kept to a size no larger than 70k when applicable.

6.1.4 Using ICS Forms with Packet Radio:

ICS templates in .doc or .rtf format can be used when appropriate within the local area. Not all ARES/RACES resources have the capability to handle these forms. A properly formatted ASCII Text form may be necessary with other ARES/RACES units.

Obtain a Incident Name and Number:

Use this "Name" and "Number" on all appropriate ICS Forms or unless specified.
Incident Name - Most if not all ICS Forms have a field for the Incident Name.

Standardize the Incident Type:

Use this "Incident Type" on all appropriate ICS Forms or unless specified by Emergency Management.

Incident Types:

- Storm
 - Flood, potential Flooding
 - Flood Response
 - Post Flood Response
 - Earthquake
 - Tsunami
 - Volcanic
 - Hurricane
 - Tornadoes
 - Pollution Spill / HAZMAT / Chemical Release
 - Support to Law Enforcement
 - Terrorist Attack
 - ARC Support Operations
- (Include the word "Exercise" when appropriate)

Know who the Incident Commander is by Name:

Use the Incident Commander's Name on all appropriate ICS Forms

Double-check the destination of your traffic BEFORE you send the message:

Verify the destination of the receiving Amateur Station and receiving party of whom the traffic is for.

The following Operators ICS Forms are recommendations for UMESRO Operators to use during Event & Exercises...where appropriate. NOTE: not all would be sent over Packet, but used as Station Status Information:

ICS 201	ICS 202	ICS 203	ICS 204	ICS 205	ICS 211
ICS 213	ICS 214	ICS 216	ICS 218	ICS 220	ICS 221

These forms may be in .doc or .rtf format. Hitting the TAB Button will move the cursor to the next field. Hitting the Shift-Tab Button will reverse the movement of the cursor.

6.2 TRANSMITTING

Stations must not transmit unless invited to do so by the Net Control (NCS).

6.2.1 Exceptions:

- A. Stations with tactical emergency traffic.
- B. As designated in the standard operating procedure of Amateur Radio.

6.2.2 Keep transmissions short and to the point. All stations, including net control, should leave frequent gaps in their transmissions for emergency traffic long enough for someone to recognize the gap and announce "emergency traffic."

6.3 COMMUNICATIONS METHODS

Operators should use the most efficient method available to transmit and receive their message. If available and appropriate, use the telephone, cell phone, Internet, winlink2000, packet, email, foot, automobile, etc. The more traffic passed off of voice channels, the more available channel usage is for traffic to and from locations without alternate means of communications.

7. DEMOBILIZATION

7.1 The COC shall be the final authority for demobilization following an emergency incident or event.

7.2 Stations shall keep Net Control informed when they have been released from any assignments. They shall report the Name and Title of the person releasing them, and the served agency name to Net Control.

7.3 Net Control will enter the message details in the net log.

7.4 Released stations should identify their availability for additional assignments and continue to monitor the assigned net frequency.

8. TRAINING, TESTS AND ALERTS

8.1 An annual test will be conducted during the fall of each year along with the annual CSEPP Exercise, and the Section Simulated Emergency Test (SET). Periodic exercises will be conducted in cooperation with local emergency management coordinators, and or other section ARES®/RACES units.

8.2 Periodic training nets will be held for the membership beginning at 7:30 PM local time during the Thursday night Net on the 146.78 MHz (-) repeater, or other designated frequency.

8.3 At the discretion of the EC, UMESRO will conduct an unannounced activation at least once a year.

8.4 The Umatilla/Morrow Emergency Service Radio Operators Emergency Communications Plan shall be reviewed bi-annual to keep this plan current and viable.

9. DEFINITIONS

9.1 ARES® – Amateur Radio Emergency Service: A voluntary field organization of the American Radio Relay League (ARRL). It is composed of FCC licensed amateur radio operators who are trained emergency communicators, volunteering their personal time, skill and equipment, to serve in the public interest, with neither pecuniary interest nor compensation.

9.2 RACES – Radio Amateur Civil Emergency Service: FCC Licensed Amateur Radio Operators, who are registered with Local, County, and or State Emergency Management as a viable resource of Volunteers, whose primary function is for Auxiliary Emergency Radio Communications. Limiting it service as a priority to government agencies for Emergency and Disaster Preparedness, and or Civil Preparedness Authorities for whether Local, Tribal, State or Federal.

9.3 Emergency Coordinator (EC) - An appointed ARES Field Services position by the Section Manager for the Oregon Section of the American Radio Relay League (ARRL).

9.4 Radio Officer (RO) - An appointed RACES Coordinator by local Emergency Management

9.5 Officer In Charge (OIC) – A temporary, rotating Field Assignment Team Leader to provide a single point of contact for public safety and service organizations, in overseeing all Amateur Operations at the specific location.

9.6 Emergency – any immediate threat to life or property.

9.7 Incident – any event or emergency that occurs without notice.

9.8 Comms Operations Chief (COC) – UMESRO Emergency Coordinator, or AEC Official, responsible for all ARES®/RACES Communication Operations when the organization is activated for an event, incident or emergency.

9.9 Public Service Event – a pre-planned activity for a non-profit organization, used to provide training and experience for ARES®/RACES members. Examples include a parade and Bicycle ride.

9.10 Winlink2000 – An Amateur Radio system that utilizes VHF/UHF/HF/Digital Radio/ and 802.11 to transport communications, in conjunction with the internet, to transfer SMTP E-mail and attachments.

9.11 Deployed Field Station Team (DFST) - An ARES/RACES operations team and equipment deployed to a field location outside of their normal operating position.

9.12 Go-Kit - An "All-in-One" Kit of: References, PPE, Food, Radio Equipment, Shelter and Personal items for Full ARES/RACES Field Deployment. This may include a Go-Kit for up to 8, 12, or 24 hours.

9.13 Personal Protective Equipment (PPE) - Safety devices or safeguards worn by workers to protect against environmental hazards or conditions. PPE includes hardhats, safety goggles, hearing protectors, reflective vest, gloves, and safety boots.

9.14 EmComm - Emergency Communications