



North Texas ARES Section Plan
14 March 2006
Release v 1.1

American Radio Relay League
Amateur Radio Emergency Service (ARES)
North Texas Section

1) Authority

- a) The Amateur Radio Emergency Service (ARES) is sponsored by the American Radio Relay League (ARRL) to fulfill the general responsibility of the amateur radio service to be prepared to provide communications in an emergency. ARES exists for the purpose of providing supplemental communications for government and non-profit organizations involved in emergency and disaster response and mitigation. The ARES field organization reaches all 50 states, as well as Puerto Rico and other island protectorates, and territories. In the ARRL North Texas Section, ARES groups are to serve all 68 counties including other agencies that serve those counties.
- b) The Section Manager (SM) is elected by the American Radio Relay League (ARRL) members in the ARRL North Texas Section, as their representative. The SM delegates responsibility for administering and directing the ARES within the Section to an appointed Section Emergency Coordinator (SEC). The SEC further appoints District Emergency Coordinators (DEC) over multi-county districts, and Emergency Coordinators (EC) for counties or sub-divisions within counties. The SEC, DECs, and ECs are charged with developing, recruiting, training, leading and directing ARES members, developing emergency plans and relationships with served agencies within their geographic area as necessary to meet anticipated communications emergencies.

2) Introduction

- a) The North Texas Section (NTX) ARES group is composed of FCC licensed Amateur Radio Operators who have voluntarily registered their capabilities and equipment with the local ARES EC for public service communications duty in the counties located in the North Texas Section of the ARES.
- b) Under Federal Communications Regulations, Amateur Radio public service communications are provided without compensation of any kind.
- c) The NTX ARES functions under this plan under the direction of the Section Emergency Coordinator (SEC) who sets general policy and manages the organization. Appointed District Emergency Coordinators (DEC) and Emergency Coordinators (EC) ensure that the NTX Districts and Individual Counties have ARES representation and organizations. Appointment to the SEC position is made by the SM. The SEC recommends and appoints DECs and ECs with the approval of the SM. DECs and ECs may appoint Assistants as needed.

3) **Purpose**

The purpose of this plan is to provide written guidance by which all ARES groups in NTX should detail and apply as appropriate within the jurisdiction of the DEC and EC. It exists to aid the DEC and ECs in meeting their responsibilities to develop, train and direct ARES members in mitigating communications emergencies among public safety and disaster response and relief organizations within the ARRL North Texas Section.

4) **NTX Description**

The ARRL North Texas Section consists of 68 counties that cover approximately 75,000 square miles. It is an area marked by a diverse set of demographics that range from small unincorporated and rural areas to highly dense population areas such as the Dallas/Ft. Worth Metroplex. The Section is approximately 300 miles east to west and 250 miles north to south. The Section shares a 150 mile border with Louisiana on the east and a 300 mile border with Oklahoma on the north. A map outlining the NTX Section is included in Appendix A.

5) **Threats**

- a) The Section can be affected by extreme seasonal weather conditions, including temperatures above 100 degrees during late summer, drought, abundant rainfall, high humidity, and mild to moderate winters with occasional snowfall and icing conditions. .
- b) Weather threats include flooding and flash flooding, strong wind, ice storms, tornadoes, thunderstorms, lightning, drought, extreme heat and wildfire.
- c) Technological threats include hazardous materials from both fixed facilities and from transportation incidents on interstate and state highways, railroads, urban, rural and suburban roads. The I-35 corridor runs through the entire Section. The I-35 corridor is considered by many to be the roadway that carries the greatest amount of hazardous materials in the country.

6) **Plan Relationships**

a) **Local**

Each county EC in the NTX Section is responsible for constructing and updating as needed a communications plan. The county plan will comply with the general guidelines of this Section level plan but should be tailored to meet the needs and specific organizational relationships at the local level. The plan should be coordinated with the DEC responsible for the district in which that county is located.

b) District

Each DEC in the NTX Section is responsible for constructing and updating as needed a district wide plan that primarily addresses how all of the counties within that district are to provide mutual aid as needed and how the district is to respond to multi county incidents. The plan should be coordinated with the SEC to ensure that it follows the Section level guidelines.

c) Section

The Section level plan is the responsibility of the SEC to develop. The Section level plan should be coordinated with the SM to ensure that it follows and implements the basic functions of the Section ARES organization as envisioned by the SM and is consistent with the policies and direction that the SM establishes for the Section. The Section level plan should not be prepared independent of the input and suggestions of the DECs.

All of the plans regardless of the level to which they address should be reviewed and updated on a regular schedule. This is especially important where those plans contain the names, addresses and contact information of the various agencies and organizations to which the ARES organization provides support.

7) Organization

- a) The 68 counties in the NTX Section are divided into eleven (11) ARES districts. The counties that make up those eleven districts are detailed in the following sections.
 - i) District 1: Archer, Baylor, Clay, Montague, Wichita, Wilbarger
 - ii) District 2: Jack, Stephens, Throckmorton, Young
 - iii) District 3: Brown, Comanche, Eastland, Erath, Mills
 - iv) District 4: Hood, Johnson, Palo Pinto, Parker, Somervell, Tarrant, Wise
 - v) District 5: Collin, Cooke, Denton, Grayson
 - vi) District 6: Dallas, Coppell (City), Garland (City), Irving (City), Mesquite (City), Richardson (City), Carrollton (City), Ellis, Kaufman, Rockwall
 - vii) District 7: Bell, Bosque, Coryell, Falls, Hamilton, Hill, Lampasses, Limestone, McLennan
 - viii) District 8: Delta, Fannin, Lamar, Red River
 - ix) District 9: Hopkins, Hunt, Rains
 - x) District 10: Bowie, Camp, Cass, Franklin, Gregg, Harrison, Marion, Morris, Nacogdoches, Panola, Rusk, Shelby, Titus, Upshur, Wood
 - xi) District 11: Anderson, Cherokee, Freestone, Henderson, Navarro, Smith, Van Zant

The number and structure of these districts are subject to change as population densities and governmental structures may dictate.

8) Concept of Operations Plan

The purpose of this section is to establish some guidelines for how the NTX ARES organization is to operate. This document does not presume to establish a Concept of Operations Plan (COP) for all possible situations, circumstances, agency relationships, county/municipality structures or different types of hazards, either man made or natural. The development of the district and county/sub-county COP is the responsibility of the DEC and EC in that area. These individuals can address local conditions more completely than at the Section level.

- a) In all cases, requests for ARES assistance should be directed first to the closest ARES leader to the incident or disaster, usually an Emergency Coordinator, or a District EC. The EC or the delegated Assistant EC (AEC) is normally the only persons who may authorize the activation of the registered ARES members in his or her area. When any ARES member becomes aware of an actual or potential need for ARES activation, all effort should be made to contact the responsible EC or an AEC. Only when an EC or AEC cannot be contacted in a reasonable time should the DEC or SEC be contacted. Once the EC, DEC, or SEC has been notified, ARES members should monitor their local resource repeater, or the Texas State ARES HF net, for more information and instructions.
- b) ARES members are not authorized to go to the site of any emergency incident unless authorized to do so by an EC, DEC, SEC, or the resource net control. This to preserve the safety of the individual member as well as to ensure that resources are applied where and when needed.
- c) 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 will not be performing the requested action, along with a brief statement of their risk assessment. There is no job so important that it cannot be done safely. In complying with this guideline, not only is the safety of the individual preserved but in most cases the requested action will be better served if a person trained and equipped to perform that action is assigned.
- d) Staging and shift assignments will be established as needed to ensure that adequate staff is available for extended periods.
- e) Net structures, frequency of operation, modes utilized, activation procedures and general net operational processes will be established at the local and/or district level. These shall be tailored for the specific conditions that exist in that area and in response to the hazards to which the ARES organization will respond. The Texas State ARES HF net will be activated when conditions include multiple counties, the entire Section or where the Texas ARES organization as an entity is

provided mutual aid to other states. The primary Texas ARES HF net frequencies are:

- i) 3873 KHz for evening and night operations on LSB
 - ii) 7285 KHz for morning and day operations on LSB
 - iii) 7290 KHz on LSB for Health and Welfare traffic (NCS may assign other frequencies or additional frequencies depending on volume and situation demands)
- f) The primary net operations may be augmented by other assigned nets operating on frequencies determined by the NCS for the Texas ARES HF net after coordination with appropriate ARES officials which would include SMs or SECs or their delegates.
- g) The Incident Command System (ICS) should be employed for all emergency response conditions especially when working with agencies such as local law enforcement and fire departments, state and federal agencies.
- h) All formal messages must be written traffic in standard ARRL format when that traffic is being sent across districts, regions or out of state. The use of the standard ARRL format is encouraged at all levels. Printed copies of the following forms are provided for reference and are included in Appendix B.
- ARRL Radiogram
 - FSD-218 Amateur Message Form
 - FSD-244 Amateur Radio Disaster Welfare Message Form

Electronic files in HTML, PDF or Word are available to be down loaded from the ARRL Web site

However it is also recognized that at the county and city level, the local served agencies may already have a message format that is built into their SOP. In those instances it is the responsibility of the EC to establish an acceptable format that will allow efficient message handling and also be convertible to the ARRL message format for movement outside the county or city. IC format 213 would be one such format.

- i) All formal messages must be signed by the official who originates them and is taking responsibility for their content. Appropriate title must be included with the signature.
- j) Message procedures of EMERGENCY, Priority, Welfare and Routine as defined by ARRL form FSD-3 shall be used. A printed copy of FSD-3 is provided in Appendix B. Electronic files in HTML, PDF or Word are available to be down loaded from the ARRL Web site
- k) All stations should keep a log of both formal and tactical messages

9) Agency Requested Assistance

Agencies asking North Texas Section ARES for communications assistance get the full benefit of the ARES infrastructure tailored to a level appropriate for the specific hazard. The organizational structure includes numerous nets, training programs and exercises that involve those agencies and cooperative planning with the agencies to learn their needs. It is highly desirable and strongly recommended that a Memorandum of Understanding (MOU) be put in place with each served agency as soon as possible. It is important that the MOU clearly state the expectations of the agency and the clear description of the services that the ARES organization can and can not provide.

10) Mutual Aid Within Districts

It is the responsibility of the DEC and the ECs within the district to establish a process for providing mutual aid between elements of the ARES structure in that district. Such requests for mutual aid are usually triggered by two conditions. The first condition would be that the requirement for staffing, staging, number of shifts and required equipment can not be met at a local level. The second condition is that the hazard to which the ARES organization is responding involves multiple counties within the district. In such instances, the DEC or their delegate assumes the role of the Incident Commander. It is important that pre planning be done to ensure that a request for mutual aid within a district has been addressed. The DEC should advise the SEC when cross county mutual aid is implemented.

11) Mutual Aid Within a Section

It is the responsibility of the SEC in conjunction with the DECs to establish a process for providing mutual aid between districts up to and including the entire Section. As with mutual aid within districts, such requests for Section level mutual aid are usually triggered by the same two conditions (insufficient resources or broad area incidents) but are much broader in scope. The SEC should advise the SM when cross Section mutual aid is implemented.

12) Mutual Aid Between Sections

It is the responsibility of the SECs for the three Texas ARRL Sections (North Texas, South Texas and West Texas) in conjunction with the SMs for those Sections to establish a process for providing mutual aid between Sections up to and including the entire state. Conditions that would trigger such mutual aid requests would include extremely broad incidents such as hurricanes that could impact broad geographic areas and large populations. Mutual aid between Sections could also be required when the Texas ARES organization is providing assistance to incidents impacting other states. In such multi state operations it is important that operations be coordinated with ARRL Headquarters. Mutual Aid between Sections will always be coordinated on the Texas ARES HF Net.

13) General Policy Regarding Mutual Aid

Providing Mutual Aid regardless upholds the highest standard of amateur service in that we are to always provide aid to our brother and sister amateurs in support of their emergency incident activities. In providing that mutual aid there will be times when conditions in the local area demand resources at the same time as the demand for mutual aid is being made. In such instances and under the assumption that the demand for resources exceeds the local capability, the following will apply:

- a) The local EC or DEC will give first priority to the area/district to which they have responsibility
- b) The EC should immediately report the need for support to respond to the mutual aid request to the DEC. The DEC is responsible for providing such support if possible. If it is not possible then the DEC should report the request to the DEC of a neighboring district for assistance or to the SEC

14) Preparedness

It is the policy of the NTX ARES organization to focus on ensuring that the organization is prepared to respond to multi hazard incidents and to support the served agencies and the general public throughout the Section. The area of preparedness includes but not limited to:

a) Training

- i) Regular Training Nets – All ECs and DEC's are encouraged to establish and conduct regular training nets for the local membership. The structure, frequency and schedule of these training nets are to be tailored to meet the local conditions. They should be established in a manner that will encourage the greatest participation by the ARES members. It is suggested that these nets be open to any licensed amateur regardless of their membership in ARES.
- ii) Skywarn schools – All ARES members are to be encouraged to attend a Skywarn school on a regular basis but no less than once every 2 years.
- iii) ARRL Amateur Radio Emergency Communications Course Level 1 – All NTX ARES members are to be encouraged to complete at least ARRL EMCOM Level 1. Those ARES members serving in an appointed leadership position are to complete the following in accordance with their appointment:
 - (a) EC – EMCOM Level 1
 - (b) DEC/OES – EMCOM Level 1 and 2
 - (c) SEC – EMCOM Level 1, 2 and 3

- iv) In addition to the ARRL Amateur Radio Emergency Communications Courses, the membership is additionally encouraged to take the FEMA provided National Incident Management System (NIMS) courses. Especially valuable are the Incident Command System (ICS) courses (IS-100, IS-200 and IS-300) which eventually will be required training at all law enforcement and fire departments throughout the country. ARES members and the leadership need to understand this system as it will impact the planning for each area.
- v) Hazard Material (HAZMAT) Incidents – The NTX Section is one in which a large quantity of Hazard Materials move on a daily basis by all modes of transportation (Air, Truck, Rail and private carriers) and which are stored in significant quantities in local businesses and plants. It is important that identification of and response to HAZMAT incidents be included in the training program for ARES members.

In all cases the level listed is the suggested minimum training, all members and leaders are encouraged to complete as much training as possible.

b) Simulated Emergency Tests

- i) Simulated Emergency Tests (SET) provide an opportunity to determine a state of readiness for the ARES organization as well as to provide training directed toward a specific scenario and incident. In addition a SET provides an opportunity to activate local emergency plans in conjunction with served agencies and local government entities. This SET dimension helps ensure that the served agencies and local government entities develop a sense of trust and relationship with the ARES organization.
- ii) SETs should be conducted in accordance with the annual event as scheduled by the ARRL if possible
- iii) SETs should be conducted on an annual basis at a time that is tailored to local conditions if the ARRL annual schedule is not practical for the local situation
- iv) SETs can be as involved or as simple as the local conditions warrant. The objective is to increase preparedness and the level of SET complexity should be tailored to what is practical

c) Reporting

- i) Regular reports concerning operations, state of preparedness, achievements and any special issues related to ARES operations in a district or local area are important.
- ii) Regular reports covering the items in i) above allow the SEC and DEC to have an understanding of the ARES organization and its ability to provide emergency communications to the served agencies and the general public.

- iii) The DEC is to establish a regular report schedule with the ECs within the district using the ARRL FSD 212 form. A copy of this form is included in Appendix C. It is also available in an electronic form that can be downloaded from the ARRL web site. It is available in either PDF or DOC format.
- iv) The DEC is to report a summary report to the SEC using the ARRL FSD 96 form not later than the 5th of the month following the month being reported. The SEC will combine the reports from each of the DEC's into one common FSD 96 for submittal to ARRL HQ. In addition the SEC will distribute the monthly summary report to all DEC's. A copy of this form is included in Appendix C for reference.

15) Increased Readiness Conditions

The need to have an orderly and consistent approach to responding to incidents as the conditions change is paramount to providing as good of service as possible. All ECs and DEC's should develop a set of Increased Readiness Conditions that guide the level of response, degree of net discipline and planning for resource needs. It is very helpful if these levels of readiness and response are tailored to the local readiness and preparedness conditions if they are included in the city/county emergency management plan. The following statements of Increased Readiness Conditions are in concert with those published by the South Texas (STX) Section. They are intended to be used as guidelines for such statements that are to be tailored for the local organization.

(From the STX plan)

- a) Most emergencies follow some recognizable build-up period during which actions can be taken to achieve a state of maximum readiness. These readiness conditions are used as a method of increasing the alert posture of ARES members for a majority of incidents. .
 - i) Condition 4 – Awareness. Denotes a situation that causes a higher level of readiness than is normally and routinely present. This could be triggered by the onset of a particular hazard vulnerability season, such as hurricane, tornado, or flash flood seasons, or increased fire threat due to severe drought.
 - ii) Condition 3 – Caution. Condition 3 refers to a situation which presents a greater potential threat than Condition 4, but poses no immediate threat to life or property. This condition includes situations that could develop into a hazardous condition. This includes severe weather such as hurricane watch, high wind (above 58 MPH) expected, tornado watch, flash flood watch, or winter storm watch.
 - iii) Condition 2 – Alert. Condition 2 could be triggered by severe weather warnings, such as high winds, high water, tornado warning, flash flood warning, or winter storm warning.

- iv) Condition 1 – Imminent Danger. Condition 1 could be triggered by severe weather warnings or actual conditions, such as, high winds, tornado sighted close to or moving towards a populated area, or flooding.

The events of September 11, 2001 changed forever the need to recognize terrorism on many levels as a potential incident to which the amateur radio community may be called upon to support emergency communication response to such disasters. Appendix D provides a definition of the Threat Advisory Levels and suggested guidelines by the ARES organization in response. Response to this emergency communication domain will vary greatly. All districts are to review and determine the response level that would be implemented. Remember, these are just guidelines and not intended to be a complete list that all districts are to follow. DECs and ECs should view these guidelines from a perspective of creating discussion and decision making, not as absolutes.

16) Membership

Membership in the NTX ARES organization is to be open to all licensed amateur radio operators who have an interest and a desire to provide communications that aid the operations of the served agencies and which provide support to the general welfare of the public. The ECs and DECs are given the latitude to address acceptance or non acceptance of amateurs seeking ARES membership based on their judgment as to what is best for the total organization. Additional qualifications or requirements for membership beyond those identified by the ARRL that may be invoked however must never be arbitrary or capricious or which hinder the basic operation, purpose and availability to all amateurs of the ARES and membership in it.

17) Leadership Appointments

Appointments to ARES Leadership positions (DEC, EC, AEC and OES) require that a person be a current ARRL member in good standing. Appointment requests are forwarded to the SEC for consideration. The SEC upon reaching a decision to request that the appointment is made official will forward the application for Leadership Appointment to the SM. Appointments that are approved will be recorded in the ARRL Field Organization Data Base. A certificate attesting to the appointment will be generated and distributed to the appropriate next level of leadership for presentation. Those serving in NTX ARES Leadership positions are to be guided by the ARRL published guidelines for each position. All ARRL ARES Leaders must establish good relations with all served agencies and should work to ensure that they represent the ARES organization in a manner such that the organization is held in high regard by such agencies and the general public. This relationship of trust is vital to the work of the NTX ARES and any barrier to that working relationship must be addressed.

Appendix B – ARRL Message Traffic Forms and Reference Material

ARRL Radiogram



The American Radio Relay League RADIOGRAM Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date

To:

This Radio Message was received at: Amateur Station _____ Date _____ Name _____ Street Address _____ City, State, Zip _____

Telephone Number:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REC'D	From	Date	Time	SENT	To	Date	Time

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.

The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.

Appendix B – ARRL Message Traffic Forms and Reference Material (Con't)

ARRL FSD-3 Numbered Radiograms (Page 1)

FSD-3 Relief Emergency · Routine Messages Recommended Precedences

The letters ARL are inserted in the preamble in the check and in the text before spelled out numbers, which represent texts from this list. Note that some ARL texts include insertion of numerals and text. Example: NR 1 R W1AW ARL 5 NEWINGTON CONN. DEC 25 DONALD R. SMITH AA 164 EAST SIXTH AVE AA NORTH RIVER CITY MO AA PHONE 73-3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA AR. For additional information about traffic handling, consult *The ARRL Operating Manual*, published by ARRL, or the *NTS Methods and Practices Guidelines*, www.arrl.org/FandES/field/nts-mpg/.

Group One—For Possible “Relief Emergency” Use

ONE	Everyone safe here. Please don't worry.
TWO	Coming home as soon as possible.
THREE	Am in ____ hospital. Receiving excellent care and recovering fine.
FOUR	Only slight property damage here. Do not be concerned about disaster reports.
FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.
SIX	Will contact you as soon as possible.
SEVEN	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.
EIGHT	Need additional ____ mobile or portable equipment for immediate emergency use.
NINE	Additional ____ radio operators needed to assist with emergency at this location.
TEN	Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.
ELEVEN	Establish Amateur Radio emergency communications with ____ on ____ MHz.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN	Medical emergency situation exists here.
FOURTEEN	Situation here becoming critical. Losses and damage from ____ increasing.
FIFTEEN	Please advise your condition and what help is needed.
SIXTEEN	Property damage very severe in this area.
SEVENTEEN	REACT communications services also available. Establish REACT communication with ____ on channel ____.
EIGHTEEN	Please contact me as soon as possible at _____.

FSD-3 (5/05)

Appendix B – ARRL Message Traffic Forms and Reference Material (Con't)

ARRL FSD-3 Numbered Radiograms (Page 2)

NINETEEN	Request health and welfare report on _____. (State name, address and telephone number.)
TWENTY	Temporarily stranded. Will need some assistance. Please contact me at _____.
TWENTY ONE	Search and Rescue assistance is needed by local authorities here. Advise availability.
TWENTY TWO	Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
TWENTY THREE	Report at once the accessibility and best way to reach your location.
TWENTY FOUR	Evacuation of residents from this area urgently needed. Advise plans for help.
TWENTY FIVE	Furnish as soon as possible the weather conditions at your location.
TWENTY SIX	Help and care for evacuation of sick and injured from this location needed at once.
Emergency/priority	messages originating from official sources must carry the signature of the originating official.

Group Two—Routine Messages

FORTY SIX	Greetings on your birthday and best wishes for many more to come.
FORTY SEVEN	Reference your message number _____ to _____ delivered on _____ at _____ UTC.
FIFTY	Greetings by Amateur Radio.
FIFTY ONE	Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at _____. Am having a wonderful time.
FIFTY TWO	Really enjoyed being with you. Looking forward to getting together again.
FIFTY THREE	Received your _____. It's appreciated; many thanks.
FIFTY FOUR	Many thanks for your good wishes.
FIFTY FIVE	Good news is always welcome. Very delighted to hear about yours.
FIFTY SIX	Congratulations on your _____, a most worthy and deserved achievement.
FIFTY SEVEN	Wish we could be together.
FIFTY EIGHT	Have a wonderful time. Let us know when you return.
FIFTY NINE	Congratulations on the new arrival. Hope mother and child are well.
*SIXTY	Wishing you the best of everything on _____.
SIXTY ONE	Wishing you a very Merry Christmas and a Happy New Year.
*SIXTY TWO	Greetings and best wishes to you for a pleasant _____ holiday season.
SIXTY THREE	Victory or defeat, our best wishes are with you. Hope you win.

Appendix B – ARRL Message Traffic Forms and Reference Material (Con't)

ARRL FSD-3 Numbered Radiograms (Page 3)

- SIXTY FOUR Arrived safely at _____.
- SIXTY FIVE Arriving _____ on _____. Please arrange to meet me there.
- SIXTY SIX DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.
- SIXTY SEVEN Your message number _____ undeliverable because of _____. Please advise.
- SIXTY EIGHT Sorry to hear you are ill. Best wishes for a speedy recovery.
- SIXTY NINE Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

* Can be used for all holidays.

ARRL Recommended Precedences

Please observe the following ARRL provisions for PRECEDENCES in connection with written message traffic. These provisions are designed to increase the efficiency of our service both in normal times and in emergency.

EMERGENCY--Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very* rare. On CW/RTTY, this designation will *always* be spelled out. When in doubt, do not use it.

PRIORITY--Use abbreviation P on CW/RTTY. This classification is for a) important messages having a specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency-related traffic not of the *utmost* urgency d) notice of death or injury in a disaster area, personal or official.

WELFARE--This classification, abbreviated as W on CW/RTTY, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

ROUTINE--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW/RTTY) should be handled last, or not at all when circuits are busy with higher precedence traffic.

Note--the precedence always follows the message number. For example, a message number may be 207R on CW and "Two Zero Seven Routine" on phone.

Appendix B – ARRL Message Traffic Forms and Reference Material (Con't)

ARRL FSD-218 Amateur Message Form (Page 1)

FSD-218

Relief Emergency · Routine Messages
Recommended Precedences

Every formal radiogram message originated and handled should contain the following component parts in the order given

I. Preamble

- a. Number (begin with 1 each month or year)
- b. Precedence (R, W, P or EMERGENCY)
- c. Handling Instructions (optional, see text)
- d. Station of Origin (first amateur handler)
- e. Check (number of words/groups in text only)
- f. Place of Origin (not necessarily location of station of origin.)
- g. Time Filed (optional with originating station)
- h. Date (must agree with date of time filed)

II. Address

(as complete as possible, include zip code and telephone number)

III. Text

(limit to 25 words or less, if possible)

IV. Signature

CW: The prosign \overline{AA} separates the parts of the address. \overline{BT} separates the address from the text and the text from the signature. \overline{AR} marks end of message; this is followed by B if there is another message to follow, by N if this is the only or last message. It is customary to copy the preamble, parts of the address, text and signature on separate lines.

RTTY: Same as CW procedure above, except (1) use extra space between parts of address, instead of \overline{AA} ; (2) omit cw procedure sign \overline{BT} to separate text from address and signature, using line spaces instead; (3) add a CFM line under the signature, consisting of all names, numerals and unusual works in the message in the order transmitted.

PACKET/AMTOR BBS: Same format as shown in the cw message example above, except that the \overline{AA} and \overline{AR} prosigns may be omitted. Most amtor and packet BBS software in use today allows formal message traffic to be sent with the "ST" command. Always avoid the use of spectrum-wasting multiple line feeds and indentations.

PHONE: Use *prowords* instead of prosigns, but it is not necessary to name each part of the message as you send it. For example, the above message would be sent on phone as follows: "Number one routine HX Golf W1AW eight Newington Connecticut one eight three zero zulu july one Donald Smith Figures one six four East Sixth Avenue North River City Missouri zero zero seven eight nine Telephone seven three three four nine six eight Break Happy birthday X-ray see you soon X-ray love Break Diana End of Message Over. "End of Message" is followed by "More" if there is another message to follow, "No More" if it is the only or last message. Speak clearly using VOX (or pause frequently on push-to-talk) so that the receiving station can get fills. Spell phonetically all difficult or unusual words--do not spell out common words. Do not use cw abbreviations or Q-signals in phone traffic handling.

Precedences

The precedence will follow the message number. For example, on cw 207R or 207 EMERGENCY. On phone, "Two Zero Seven, Routine (or Emergency)."

FSD-218 (1/04)

Appendix B – ARRL Message Traffic Forms and Reference Material (Con't)

ARRL FSD-218 Amateur Message Form (Page 2)

EMERGENCY--Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very rare*. On cw, RTTY and other digital modes this designation will always be spelled out. When in doubt, *do not* use it.

PRIORITY--Important messages having a specific time limit. Official messages not covered in the Emergency category. Press dispatches and other emergency-related traffic not of the utmost urgency.

Notifications of death or injury in a disaster area, personal or official. Use the abbreviation P on cw.
WELFARE--A message that is either a) an inquiry as to the health and welfare of an individual in the disaster area b) an advisory or reply from the disaster area that indicates all is well should carry this precedence, which is abbreviated W on cw. These messages are handled *after* Emergency and Priority traffic but before Routine.

ROUTINE--Most traffic normal times will bear this designation. In disaster situations, traffic labeled Routine (R on cw) should be handled *last*, or not at all when circuits are busy with Emergency, Priority or Welfare traffic.

Handling Instructions (Optional)

HXA--(Followed by number) Collect landline delivery authorized by addressee within...miles. (If no number, authorization is unlimited.)

HXB--(Followed by number) Cancel message if not delivered within...hours of filing time; service originating station.

HXC--Report date and time of delivery (TOD) to originating station.

HXD--Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.

HXE--Delivering station get reply from addresses, originate message back.

HXF--(Followed by number) Hold delivery until...(date).

HXG--Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

For further information on traffic handling, consult the Public Service Communications Manual or the ARRL Operating Manual, both published by ARRL.

ARRL QN Signals For CW Net Use

QNA* Answer in prearranged order.

QNB* Act as relay Between _____ and _____

QNC All net stations Copy. I have a message for all net stations.

QND* Net is Directed (controlled by net control station).

QNE* Entire net stand by.

QNF Net is Free (not controlled).

QNG Take over as net control station.

QNH Your net frequency is High.

QNI Net stations report In.*.

I am reporting into the net. (Follow with a list or traffic or QRU).

QNJ Can you copy me?

Can you copy _____?

QNK* Transmit message for _____ to _____

QNL Your net frequency is Low.

QNM* You are QRMing the net. Stand by.

QNN Net control station is _____

What station has net control?

QNO Station is leaving the net.

Appendix B – ARRL Message Traffic Forms and Reference Material_(Con't)

ARRL FSD-218 Amateur Message Form (Page 3)

- QNP Unable to copy you. Unable to copy _____
QNQ* Move frequency to _____ and wait for _____ to finish handling traffic. Then send him traffic for _____
QNR Answer _____ and Receive traffic.
QNS* Following Stations are in the net. *(Follow with list.)
Request list of stations in the net.
QNT I request permission to leave the net for _____ minutes.
QNU* The net has traffic for you. Stand by.
QNV* Establish contact with _____ on this frequency. If successful, move to _____ and send him traffic for _____
QNW How do I route messages for _____?
QNX You are excused from the net.* Request to be excused from the net.
QNY* Shift to another frequency (or to _____ kHz) to clear traffic with _____
QNZ Zero beat your signal with mine.

* For use only by the Net Control Station.

Notes on Use of QN Signals

The QN signals listed above are special ARRL signals for use in amateur cw nets only. They are not for use in casual amateur conversation. Other meanings that may be used in other services do not apply. Do not use QN signals on phone nets. Say it with words. QN signals need not be followed by a question mark, even though the meaning may be interrogatory.

International Q Signals

A Q signal followed by a ? asks a question. A Q signal without the ? answers the question affirmatively, unless otherwise indicated.

- QRA What is the name of your station?
QRG What's my exact frequency?
QRH Does my frequency vary?
QRI How is my tone? (1-3)
QRK What is my signal intelligibility? (1-5)
QRL Are you busy?
QRM Is my transmission being interfered with?
QRN Are you troubled by static?
QRO Shall I increase transmitter power?
QRP Shall I decrease transmitter power?
QRQ Shall I send faster?
QRS Shall I send slower?
QRT Shall I stop sending?
QRU Have you anything for me? (Answer in negative)
QRV Are you ready?
QRW Shall I tell _____ you're calling him?
QRX When will you call again?
QRZ Who is calling me?
QSA What is my signal strength? (1-5)
QSB Are my signals fading?
QSD Is my keying defective?
QSG Shall I send _____ messages at a time?
QSK Can you work breakin?
QSL Can you acknowledge receipt?
QSM Shall I repeat the last message sent?

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ARRL FSD-218 Amateur Message Form (Page 4)

QSO	Can you communicate with _____ direct?
QSP	Will you relay to _____?
QSV	Shall I send a series of V's?
QSW	Will you transmit on _____?
QSX	Will you listen for _____ on _____?
QSY	Shall I change frequency?
QSZ	Shall I send each word/group more than once? (Answer, send twice or _____)
QTA	Shall I cancel number _____?
QTB	Do you agree with my word count? (Answer negative)
QTC	How many messages have you to send?
QTH	What is your location?
QTR	What is your time?
QTV	Shall I stand guard for you _____?
QTX	Will you keep your station open for further communication with me?
QUA	Have you news of _____?

Abbreviations, Prosigns, Prowords

<u>CW</u>	PHONE (meaning or purpose)
<u>AA</u>	(Separation between parts of address or signature.)
AA	All after (used to get fills).
AB	An before (used to get fills).
ADEE	Addressee (name of person to whom message addressed).
ADR	Address (second part of message).
AR	End of message (end of record copy).
<u>ARL</u>	(Used with "check," indicates use of ARRL numbered message in text).
<u>AS</u>	Stand by; wait.
B	More (another message to follow).
<u>BK</u>	Break; break me; break-in (interrupt transmission on cw. Quick check on phone).
<u>BT</u>	Separation (break) between address and text; between text and signature.
C	Correct; yes.
CFM	Confirm. (Check me on this).
CK	Check.
<u>DE</u>	From; this is (preceding identification).
<u>HH</u>	(Error in sending. Transmission continues with last word correctly sent.)
<u>HX</u>	(Handling instructions. Optional part of preamble.) Initial(s). Single letter(s) to follow.
<u>IMI</u>	Repeat; I say again. (Difficult or unusual words or groups.)
K	Go ahead; over; reply expected. (Invitation to transmit.)
N	Negative, incorrect; no more. (No more messages to follow.)
NR	Number. (Message follows.)
PBL	Preamble (first part of message)
N/A	Read back. (Repeat as received.)
R	Roger; point. (Received; decimal point.)
<u>SIG</u>	Signed; signature (last part of message.)
<u>SK</u>	Out; clear (end of communications, no reply expected.)
TU	Thank you.
WA	Word after (used to get fills.)
WB	Word before (used to get fills.)
N/A	Speak slower.
N/A	Speak faster.

Appendix B – ARRL Message Traffic Forms and Reference Material (Con't)

ARRL FSD-244 Amateur Radio Disaster Welfare Message

AMATEUR RADIO DISASTER WELFARE MESSAGE

Number	Precedence W	HX	Station of Origin	Check ARRL	Place of Origin	Time filed	Date
TO						Message Receipt Or Delivery Information Operator and Station _____ Sent To _____ Delivered To _____ Date _____ Time _____	

Telephone Number _____

(CIRCLE NOT MORE THAN TWO STANDARD TEXTS FROM LIST BELOW)

- ARL ONE Everyone safe here. Please don't worry.
- ARL TWO Coming home as soon as possible.
- ARL THREE Am in _____ hospital. Receiving excellent care and recovering fine.
- ARL FOUR Only slight property damage here. Do not be concerned about disaster reports.
- ARL FIVE Am moving to new location. Send no further mail or communications. Will inform you of new address when relocated.
- ARL SIX Will contact you as soon as possible.
- ARL SIXTY FOUR Arrived safety at _____.

Time	Date	Telephone	Signature

**THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
VIA AMATEUR RADIO**

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
TO						This Radio Message Was Received At Amateur Station _____ Phone _____ Name _____ Street Address _____ City and State _____	

Telephone Number _____

REC'D	From	Date	Time	SENT	To	Date	Time
This message was handled free of charge by a licensed Amateur Radio Operator whose address is shown in the box at right above. As such messages are handled solely for the pleasure of operating. No compensation can be accepted by a "Ham" operator. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from A.R.R.L. Headquarters 225 Main Street, Newington, CT 06111				The American Radio Relay League, Inc., is the national membership society of licensed radio amateurs and the publishers of QST Magazine. One of its functions is promotion of the public service communications among amateur operators to that end. The League has organized the National Traffic System for daily nationwide message handling.			

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Appendix C – Monthly Report Forms (Page 1)

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Monthly Section Emergency Coordinator Report to ARRL Headquarters

ARRL Section: _____	Month: _____	Year _____
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AMATEUR RADIO EMERGENCY SERVICE

Total number of ARES members: _____ Change since last month: _____ (+, -, or same)

of DECs/ECs reporting this month: _____ # of ARES nets active: _____ # with NTS liaison: _____

Calls of DECs/ECs reporting: _____

Number of drills, tests and training sessions this month: _____ Person hours _____

Number of public service events this month: _____ Person hours _____

Number of emergency operations this month: _____ Person hours _____

Total number of ARES operations this month: _____ Total Person hours _____

Comments:

Signature: _____ Call sign: _____
Please send to ARRL HQ, 225 Main St., Newington, CT 06111 by 10th of the month FSD-96 (1-04)

Appendix C – Monthly Report Forms (Page 2)

FSD - 212

Monthly DEC/EC Report

Jurisdiction: _____	Month: _____	Year _____
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AMATEUR RADIO EMERGENCY SERVICE

Total number of ARES members: _____ Change since last month: _____ (+, -, or same)

Local Net Name: _____ Total sessions _____

NTS liaison is maintained with the _____ Net

Number of drills, tests and training sessions this month: _____ Person hours _____

Number of public service events this month: _____ Person hours _____

Number of emergency operations this month: _____ Person hours _____

Total number of ARES operations this month: _____ Total Person hours _____

Comments:

Signature: _____ Title: (EC or DEC) _____ Call sign: _____

Please send to your SEC or DEC as appropriate by 2nd of the month FSD-212 (1-04)

Appendix D – ARES Threat Advisory Levels and ARES Response Guidelines

In keeping with the objective of providing Section level plans that are as interoperable and consistent with the STX and WTX Sections, the following information developed by the STX Section is incorporated here.

Warning Code Level Change: The Federal Department of Homeland Security has created a warning system that represents increasing terrorism threat levels by a Green, Blue, Yellow, Orange and Red color code progression. Since this was first implemented the warning code level has been changed several times from Yellow to Orange and back again. These colors correspond to Moderate and High Levels respectively. ARES members should adopt emergency readiness procedures that correspond to these levels. Below each level definition a few steps have been added to indicate suggested corresponding ARES actions. These are provided as guidelines with the intent of creating discussion within each district on what the ARES response should be in that location.

- 1) Low Condition (Green):** This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency specific Protective Measures they develop and implement:
 - a) Refining and exercising as appropriate preplanned Protective Measures
 - b) Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures
 - c) Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks and all reasonable measures are taken to mitigate these vulnerabilities

- 2) Recommended ARES Response (Increase General Preparedness):**
 - a) Members should use this time to improve their operating skills and ARECC certification level
 - b) Participation in public service events, meetings and weekly nets

- 3) Guarded Condition (Blue):** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
 - a) Checking communications with designated emergency response or command locations
 - b) Reviewing and updating emergency response procedures
 - c) Providing the public with any information that would strengthen the ability to act

- 4) **Recommended ARES Response (Verify Readiness)**
 - a) Participation in public service events, ARES meetings and weekly nets to maintain and improve operating skills
 - b) Members should continue to improve their operating skills and ARECC certification level
 - c) Emergency Plans should be reviewed and contributions or corrections should be submitted
 - d) General readiness of equipment should be verified monthly
 - e) ECs should regularly coordinate with public safety, emergency management and non government disaster relief organizations

- 5) **Elevated Condition (Yellow):** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency specific Protective Measures that they will develop and implement:
 - a) Increasing surveillance of critical locations
 - b) Coordinating emergency plans as appropriate with nearby jurisdictions
 - c) Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures
 - d) Implementing contingency and emergency response plans as needed

- 6) **Recommended ARES Response (Make Ready)**
 - a) Prepare home food, water and medical supplies. Review family emergency plan
 - b) Review and revise as needed the ARES Emergency Plan, County maps and HAZMAT books to ensure that they are up to date and available
 - c) Practice formal traffic handling monthly on traffic nets
 - d) Log into weekly nets
 - e) Check/change HT batteries weekly
 - f) EC should make week contact with emergency management and report status on nets
 - g) EC should put ARES on “Ready” status, indicating that activation is possible but is not expected
 - h) Formally invite served organizations to participate in ARES meetings and training exercises

- 7) **High Condition (Orange):** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to agency specific Protective Measures that they will develop and implement:

- a) Coordinating necessary security efforts with Federal, State and local law enforcement agencies or any National Guard or other appropriate armed forces organizations
- b) Taking additional precautions at public events and possibly considering alternative venues or even cancellation
- c) Preparing to execute contingency procedures such as moving to an alternate site or dispersing their workforce
- d) Restricting threatened facility access to essential personnel only

8) Recommended ARES Response (Alert/Standby)

- a) Avoid public service events and large public gatherings
- b) Maintain home food, water and medical supplies. Draw ready cash
- c) Test home and mobile communications equipment weekly
- d) Charge up HT and storage batteries weekly
- e) Refresh food, water and clothes in go-kits
- f) Check car and keep gas tank nearly full
- g) Refresh gas for emergency generators and test generator performance
- h) Pack go-kits and emergency batteries in car
- i) Program HT, home and mobile equipment to ARES frequencies
- j) Carry HT at all times
- k) Log into ARES nets indicating state of readiness and availability
- l) Practice formal traffic handling monthly on traffic net
- m) EC should put ARES on notice: “Alert” indicating that activation is possible or on “Standby” indicating that activation is probable.
- n) EC should prepare a detailed Readiness Assessment for emergency management
- o) ARES leadership should request and hold planning meetings with emergency management, public safety and non government disaster relief organizations
- p) Alternate sites for “Red” alert meetings should be planned and agreed upon with participating organizations
- q) Formally request emergency management to brief membership at ARES meetings
- r) EC should be in contact with emergency management and receive status briefing weekly
- s) Review status of security badges with issuing organizations and update if needed

9) Severe Condition (Red): A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in previous threat conditions, Federal departments and agencies also should consider the following general measures in addition to the agency specific Protective Measures that they will develop and implement:

- a) Increasing or redirecting personnel to address critical emergency needs
- b) Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources

- c) Monitoring, redirecting or constraining transportation systems
- d) Closing public and government facilities

10) Recommended ARES Response (“Standby” or “Hot Standby” status):

- a) Do NOT participate in public service events or attend large public gatherings
- b) Secure home, emergency supplies and family members
- c) Carry HT at all times monitoring ARES nets
- d) Update security badge complement (color coded button, bracelet, etc) and procedures for hospital access
- e) If activated, work up duty roster and staff ARES locations on a 24/7 basis with two or more operators; otherwise hold daily roll call nets to record status and availability of members to support operations