



THURSTON COUNTY ARES MISSION OPERATIONAL PROCEDURES

Effective Date 01 January 2010



- I. **PURPOSE:** The purpose of this document is to provide local amateur radio operators mission operating procedures while working within the ARES organization.
- II. **TASK:** Thurston County ARES unit provides volunteer auxiliary communicators and equipment to host government and public service agencies within Thurston County and other authorized areas. (Also called 'Host /Served agencies')
- III. **CONDITIONS:** ARES mission operations procedures include, but are not limited to:
 - A. Communications may be either voice or digital modes.
 - B. Locations may be in fixed buildings, field sites, mobile in vehicles or at distant relay locations on higher elevations.
 - C. Working conditions may be in all types of crowded sites, with high noise levels and various external environmental situations. Use of sound deadening headphones is recommended.
 - D. Unit members will be self-sufficient in providing their own:
 1. Amateur Radio equipment, power sources, antennas and tools.
 2. Food, medical supplies, and lodging material, etc. for up to 3 days of operations.
 3. Navigational aids (i.e. maps) and reliable transportation to and from the location.
 4. Administrative, operational and reference forms and materials.
 - E. Missions may be with local government agencies, or supporting operations with public service organizations at their offices, assistance centers or incidents site(s).
 - F. Radio operators may be tasked to operate host/served agency communications equipment, telephone(s) systems, or provide limited administrative support as designated by local authorities.
 - G. Unit personnel working at a host/served agency site, will be under the supervision of that agencies leadership or designated authorities.
 - H. Internal ARES unit operations during any mission will remain under the guidance of the ARES Unit Leader or their designated representative.

IV. **STANDARDS:** ARES uses the following common communications standards during mission operations to include, but not limited to:

A. **SAFETY NOTE; (COMMON TO ALL MISSION OPERATIONS)**

1. ***ALL ARES PERSONNEL MUST BE AWARE OF SAFETY HAZARDS AROUND ANY OPERATING SITES, ANTENNA SYSTEMS, COMMUNICATIONS EQUIPMENT, AND POWER SUPPLIES.***
2. ***IF ANY HAZARD IS OBSERVED, NOTIFY THE LOCAL ON-SITE AUTHORITIES AS SOON AS POSSIBLE.***

B. **CONFIDENTIALITY: (COMMON TO ALL MISSION OPERATIONS)**

1. ***ANY MESSAGE TRAFFIC TO AND FROM THE HOST OR SERVED AGENCY, DURING ANY MISSION WILL NOT BE RELEASED/DISTRIBUTED TO OTHERS OR OUTSIDE AGENCIES WITHOUT THE PRIOR APPROVAL OF THE AGENCY AUTHORITIES OR THEIR REPRESENTATIVE.***
2. ***ANY QUESTIONS FROM THE PUBLIC OR THE MEDIA. (REPORTERS, NEWS CREWS, CAMERAMEN) WILL BE DIRECTED TO THE ON SITE DUTY OFFICIAL OR DESIGNATED AUTHORITIES.***
3. ***ANY MATTERS UNDER THE HIPAA RULES OR MATTERS OF THE INTERNAL OPERATIONS, IN THAT ORGANIZATION, WILL BE DIRECTED TO THE ON SITE DUTY OFFICIAL OR DESIGNATED AUTHORITIES.***

C. **SECURITY: (COMMON TO ALL MISSION OPERATIONS)**

1. ***“ALL OPERATORS SHOULD BE AWARE OF THE LACK OF OVERALL SECURITY AT ANY SITE. RADIO OPERATORS SHOULD LEAVE ALL UNNECESSARY VALUABLES LOCKED OUT OF SIGHT IN THEIR VEHICLES.***
2. ***OPERATORS WILL NOT LOAN OUT ANY UNIT EQUIPMENT WITHOUT PRIOR APPROVAL BY THE ARES EC/ARES RO.***
3. ***ARES MEMBERS ARE NOT AUTHORIZED TO CARRY ANY TYPE OF FIREARMS ON SITE AT ANY TIME.***

D. **EMERGENCIES: (COMMON TO ALL MISSION OPERATIONS)**

1. ***IF THERE IS A SITUATION WHERE IT BECOMES AN EMERGENCY ISSUE DURING A MISSION OPERATION, ALL PARTICIPANTS ARE DIRECTED TO USE THE TELEPHONE SERVICES AND CALL ‘911’ IMMEDIATELY!***
2. ***THIS APPLIES TO ANY ASSISTANCE BY LAW ENFORCEMENT, MEDICAL, OR FIRE DEPARTMENTS.***
3. ***ONLY USE AMATEUR RADIO RESOURCES IF THAT IS THE LAST DEPENDABLE MEANS OF COMMUNICATIONS.***

E. TELEPHONE CONTACT LIST:

Medical, Fire or Law Enforcement Emergencies: 911

Non-Emergency: 704-2740 (Thurston County ONLY!)

ARES Unit Leader: Tom Bohon / KE7EJJ 360-701-0980

MST Operations AEC: Keith Solveson/N5MUR Cell- 970-3274

D. COMMUNICATIONS: (COMMON TO ALL OPERATIONS)

“ARES primary communications mission will be to process, distribute and transmit/ receive voice and data message traffic through amateur radio or host/served agency resources.” These duties include, but are not limited to:

1. Complete Operator's Log Sheets as required by the Host/Served agency.
2. Complete message forms as required by the Host/Served agency.
3. Process message traffic according to the Host/Served agency requirements.
4. **Under no circumstances should the death or other HIPAA related conditions of individuals be discussed on, or relayed by radio, unless it is authorized by the local Host/Served mission authorities.**
5. Operate voice and data amateur radio systems, or Host/Served agency radios, power supplies and antenna systems according manufacturer's requirements and local Host/Served agency standards
6. Use "Tactical" call signs between sites as directed by the ARES Unit Leader and/or the Host/Served Agency.
7. Use authorized Prosigns and Prowords per the ARRL Public Service Booklet, FEMA, and/or those designated by the Host/Served agency.
8. Thoroughly brief all on-going radio operators prior to going off-duty.
9. Perform Net Control Duties (NCS) on designated nets as detailed by the ARES Unit Leader and/or the designated Host/Served agency.
10. Contact the ARES Unit leader if any communications or operational problems arise at any time that cannot be answered on site by local authorities.
11. If the Host/Served Agency does not have specific forms to use, then ARES members will use the designated ARRL Message forms and authorized Log Sheets.
11. Turn in all paper work to designated Host/Served agency personnel or ARES EC/RO at end of the radio operator's respective shift or at the end of the mission.

E. FREQUENCIES: (COMMON TO ALL OPERATIONS)

1. Unit members may work on either ARES Amateur Radio frequencies or channels/frequencies assigned to the Host/Served agencies.
2. Designated local primary Amateur radio frequencies used include, but are not limited to **441.400; 147.360+; and 224.460 (All with 103.5PL)** and those listed on the ARES Frequency List.
3. All other non-amateur radio channels/frequencies will be assigned by the Host/Served agency ARES is supporting.
4. ARES unit members are not authorized to use non-amateur frequencies/ channels without prior approval of the designated Host/Served agencies and/or authorities assigned to the respective frequencies/channels.

F. NETWORKS: (COMMON TO ALL OPERATIONS)

1. ARES will use state level networks as outlined in the State Telecommunication Plan.
2. Thurston County ARES will use local networks as detailed in the Thurston County ARES Network Diagram and Network Frequency List.
3. ARES will use designated networks by Host/Served agencies when using their specific radio equipment, etc.

G. CALL SIGNS: (COMMON TO ALL OPERATIONS)

1. Amateur radio networks will use the location '*TACTICAL CALL SIGN*' followed by the assigned Duty amateur radio operators call sign. Example: "ECC this is the ICS Command Post/KE7EJJ"-or- "Comm Van this is ECC/WC7I".
2. Amateur radio operator will identify themselves at least once every 10 minutes as required by the FCC Part 95 rules. This does **NOT MEAN** they need to ID themselves every 10 minutes just because they are sitting there listening to a net, just the operator talking up to 10 minutes constantly with another station.
3. Other networks will use the call sign designated for that unit or location by respective authority. Examples: "Mason County this is Thurston ECC /KXX445"
4. The **Net Control Station** on non-amateur radio networks is required to ID themselves once every 10 minutes as required by FCC Part 95 rules. (Same as part 2 above for 10 minute conversations, etc. EXCEPT: Only the NCS needs to ID themselves, not the field units, etc.)

V. **SPECIFIC COMMUNICATIONS STANDARDS:** Any Special Operating standards and instructions not listed here will be provided by the Host/Served agencies or Unit Leader.

VI. COMMAND/CONTROL and COORDINATION:

- A. The County ARES Unit Leader is overall in charge of all ARES unit mission operations in Thurston County.
- B. The Host/ Served agencies will brief ARES members on their chain-of-command upon arrival at any mission operating site.

VII. RESPONSIBILITIES:

- A. **ARES Unit Leader** Will coordinate with appropriate local authorities at Host/Served agencies on all aspects of ARES operating requirements. The ARES Unit leader will update procedures as required in a timely manner and keep unit informed and schedule training as needed.
- B. **ARES MEMBERS:** Will be prepared to work at locations in accordance to their individual training certification levels and availability to work upon call out. Members are responsible to attend training classes and have appropriate equipment on hand and operational in the event of a call out to work at sites designated.

VIII. REFERENCES:

1. Washington State EMD ARES Plan, dated 01 January 2010
2. Thurston County DEM Comprehensive Emergency Management Plan
3. Thurston County DEM ECC ARES Plan, dated 01 January 2010.
4. Thurston County Sheriff's Office Standard Operating Procedures.
5. Thurston County Search and Rescue Council By Laws
6. ARRL Public Service Communications Manual
7. ARRL ARES Field Resource Manual
8. ARRL Operating Manual for Radio Operators
9. Olympia Amateur Radio Society (OARS) By-Laws
10. Capital Peak Repeater Group (K7CPR) By-Laws

ARES Unit Leader EC/RO
01 JANUARY 2010