



Amateur Radio Emergency Service

**Emergency Operations Plan for
Washington Parish**



Amateur Radio Relay League – Washington Parish

October 21, 2006

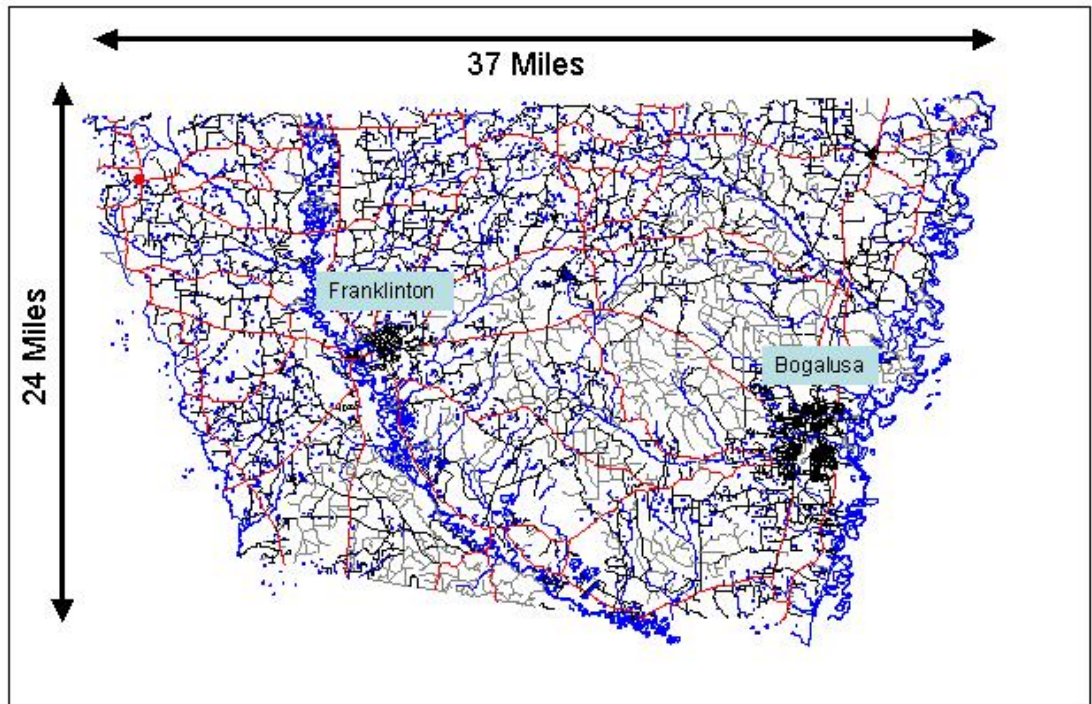
Revision 3

I. PREFACE

Washington Parish, Louisiana, is one of the most scenic rural parishes in the state with a beautiful countryside of rolling hills, pine forests, farms, waterways, and rural back roads. We invite you to fish, hunt, canoe, "tube", and drive our Scenic Byways of Highways 10 & 21 and points beyond and in between. Good food, festivals, local heritage, and the largest free fair in the nation are just some of the offerings in our corner of the state.

Washington Parish, a rural parish (County) in Southeast Louisiana (Location: 30.85202 N, 90.04154 W) encompasses 669.6 square miles with a population of 43,185 (1990 Census), and serves as the coordinating parish for a four parish emergency response region, as well as, an evacuation destination for metropolitan New Orleans and Jefferson, Orleans, Plaquemine, and St. Bernard parishes.

Geographic and Demographic Summary



Population : 45,000
Area : 670 sq miles
Housing Units : 19,000

Household Income : \$24k
Major Crop : Timber
Improved Roads : 1,300 miles

All parts of the state have been, and continue to be, vulnerable to natural and technological disasters. In just the past few years, we have experienced hurricanes, ice storms, floods, tornados, hail, flash floods, chemical releases, train derailments and more.

It has been proven that during almost any disaster, communications is the key to an efficient operation and recovery. In emergency situations, if government leaders can't call for support, or if an incident command can't find out what is happening, you have chaos.

The purpose of the following document is to identify the Amateur Radio Emergency Service (ARES) as a key part of providing emergency and disaster related communications in the event of natural or man made disasters, terrorism, bio-terrorism, hazardous materials, and other emergencies within Washington Parish and those which affect the greater New Orleans area, Louisiana Emergency Response Region 9 - Office of Public Health, and adjacent Mississippi counties and to provide a basis and framework under which Washington Parish ARES will operate.

II. BACKGROUND

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.

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.

Emergency amateur radio communicators can be activated in either an "ARES" or a "RACES" mode.

Amateur Radio Emergency Service (ARES) is part of the Field Services Organization of the American Radio Relay League. ARES members represent a large portion of the more than six hundred thousand amateur radio operators in the United States.

The Radio Amateur Civil Emergency Service (RACES), is a public service provided by a group of Amateur Radio Operators that is administered by local, county and state emergency management agencies, and supported by the Federal Emergency Management Agency (FEMA) of the United States government.

In many jurisdictions ham radio operators are simultaneous members of both "ARES" and "RACES".

Amateur radio operators may be called to render public service when a competent official recognizes that an emergency condition exists and request that such service be rendered.

The Director of Homeland Security has the option of activating “RACES”. Under ICS, the Incident Commander, acting through his Emergency Communications Unit Leader directs the deployment of RACES if such is needed.

As a part of the Amateur Radio Service, it provides radio communications for civil-preparedness purposes only, during periods of local, regional or national civil emergencies. These emergencies are not limited to war-related activities, but can include natural disasters such as earthquakes, hurricanes, wildfires, power outages, floods, victim searches, air crashes, and many others.

Originally for wartime use, RACES has evolved over the years, as has the meaning of civil defense (which is also called civil preparedness), to encompass all types of emergencies. While operating in a RACES capacity, RACES stations and amateurs registered in the local RACES organization may not communicate with amateurs not operating in a RACES capacity. Since many hams supporting the emergency response may not be operating under the RACES umbrella, this prohibition creates certain issues.

The prohibition against communicating with amateur radio operators not operating in a RACES capacity tends to encourage local officials to activate the same group emergency communicators in an “ARES” capacity. In this capacity the emergency communicators may communicate with any licensed amateur radio station.

In either the “ARES” or “RACES” mode, when emergency assistance is requested by a government official, liability is assumed by the jurisdiction of the requesting official. Liability, however, is mitigated by such legal concepts as the “Good Samaritan” doctrine and the Volunteer Protection Act of 1997 which was enacted by the federal government, “ To provide certain protections to volunteers, nonprofit organizations, and governmental entities in lawsuits based on the activities of volunteers.”

ARES can supply communication services where no established links exist or supplement the existing infrastructure if overloaded or disabled. Amateur radio networks may be organized to accommodate needs such as:

- Back-up or supplemental communications where a public safety radio system, cellular or telephone service may be lost, out of range, or overloaded
- A direct link with the National Weather Service, i.e., SKYWARN
- Observations of local conditions (weather, traffic, etc) relayed back to public officials
- A communications network at the outer perimeter of an evacuated area.

III. INTRODUCTION

It is recognized that the Amateur Radio Emergency Service (ARES) is sponsored by, and is an integral part of, the American Radio Relay League (ARRL). All ARES members and leadership are expected to abide by the rules and procedures set forth by the ARRL.

This document shall provide the basis and framework upon which the parish ARES group may build their plans around.

While some of the ARRL's rules are specific in nature, and should always be followed, it is the intent of this document to take the diversity of the parish and municipalities into account and therefore provide the maximum flexibility possible to parish leadership officials.

Under Federal regulations, amateur radio public service communications are furnished without compensation. The FCC has given the Amateur radio service a fundamental purpose, including "Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications." (47 CFR 97.1(a), FCC Rules & Regulations.)

ARES is composed of FCC-licensed amateur radio operators who have voluntarily registered their capabilities and equipment for public service communications duty. For "rank and file" ARES members, ARRL membership is not required (but is recommended). Other than their amateur radio license, the only requirement for ARES membership is the desire to serve the public interest during emergency situations. Washington Parish ARES recommends that NIMS and AREC continuing education courses be accomplished by members able to do so,

ARES leadership officials are required to maintain membership in the ARRL. Operation under the Incident Command System (ICS) and National Incident Command System (NIMS) is the goal for all ARES groups when working with local and State Emergency Managers and with other served agencies. ARRL Emergency Communications training and FEMA sponsored training is encouraged, especially for ARES leadership field appointees.

IV. PURPOSE

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.

The primary responsibility of ARES, within the State of Louisiana, is to furnish communications in the event of a disaster, emergency or drill, when regular communications fail, are inadequate, or are non-existent, or when it is deemed that the safety of the general

public or other emergency responders may be enhanced by activation of amateur radio operations.

Under unified ICS, the Incident Commander, acting through his Emergency Communications Unit Leader directs the deployment of ARES if such is needed. The Director of Homeland Security, Office of Emergency Preparedness, may also activate RACES as permitted by The Amateur Radio Regulations, Federal Communications Commission, Part 97, Subpart E, §97.407.

V. ORGANIZATION

ARES groups in the State of Louisiana shall function under the following chain of command.

The Section Manager (SM), being duly elected by majority of ARRL members in the state, is recognized as the ultimate authority in any ARRL, ARES, or National Traffic System (NTS) matters within the state. See Appendix 5 for current Section Manager information.

The SM has the authority to appoint a Section Emergency Coordinator (SEC), who shall administer the state's ARES plan, and oversee coordination of all ARES activities in the state. See Appendix 5 for current Section Emergency Coordinator information.

The SM, under advisement of the SEC, shall appoint District Emergency Coordinators (DECs) and parish level Emergency Coordinators (ECs). DECs shall forward to the SEC their recommendations for the position of EC for each parish within their district having enough interest and participation to support a program. See Appendix 6 and 7 for current District Emergency Coordinator and parish Emergency Coordinator information.

ECs may appoint Assistant ECs (AECs) as necessary. AECs are not an official ARRL Field Organization appointments and, therefore, do not require SEC or SM approval. An EC should, however, discuss his appointment of AECs with his DEC. See Appendix 5 for current District Washington Parish Assistant Emergency Coordinator information.

All ARES leadership officials serve at the discretion of the SM, and as such, may be promoted or dismissed at any time. Their terms shall run concurrent with that of the SM, a two-year term starting the first of April on even years.

The duties for each of these positions are shown in the *Emergency Coordinator's Manual*, publication FSD-9, available from ARRL, 225 Main Street, Newington, CT 06111.

In each parish, a primary responsibility of the EC is to insure that there is a written ARES Emergency/Operations plan for his parish. An EC may seek assistance from his DEC, SEC, other ECs who have existing plans, and the *Emergency Coordinator's Manual*.

ECs will provide copies of their plans to ALL active ARES members in their program, and will provide copies, and any subsequent updates, to their DEC, SEC and SM. The Washington Parish ARES Emergency/Operations plan has been distributed to all such designated ARRL officials plus a copy to the Washington Parish Director of Homeland Security.

It is assumed that most emergencies and disasters occur at the local level. Taking our diversity into account, it is believed that those at the local level know most of the contacts and are better informed and equipped to make decisions on how things should be run at the parish level.

In order to maintain continuity throughout the state, the SEC together with the Section Manager may recommend changes to local plans; however, the local EC should be given the maximum latitude possible in making his program functional.

ARES is a volunteer service and 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 disaster, many of our own members may be victims and they must ensure the safety of their loved ones and their own property. Leadership officials at each level will endeavor to the best of their ability to fulfill the needs of agencies served under this plan.

In any group, there is the possibility of personality conflicts. The EC, or his appointed staff, shall decide how assignments are made and who shall fill these assignments. We are all in this together and it is our hope that disagreements can be solved by discussion and willingness to be open-minded.

Each EC shall provide a monthly activity report to the SEC via ARRL form FSD212, by mail or other means agreed to by both parties. The SEC shall in turn provide a report to the Section Manager and the ARRL. In addition, each EC shall submit an "Annual Report", prior to January 31. A copy of this report shall be forwarded to both the SEC and the ARRL.

VI. OPERATIONAL GROUPS

A. ARES – Amateur Radio Emergency Service

Previously known as the Amateur Radio Emergency Corps, the new name says it all. All coordinated efforts of amateur radio operation in the name of public safety, or in support of emergency or public service agencies can fall under the jurisdiction of ARES.

In Washington Parish, all ARES members are considered to also be RACES members. In addition, the Washington Parish ARES EC and AEC are also considered the RACES EC and AEC.

See Appendix 5 for current Washington Parish ARES/RACES Coordinator information.

B. RACES – Radio Amateur Civil Emergency Service

A service administered by the local emergency management office, with guidance by FEMA. Originally designed to operate during civil emergencies or war, should the President evoke the War Powers Act, all amateur radio functions are required to cease with the exception of RACES.

Although technically a separate entity, which is joined by the amateur operator registering their services with the parish Office of Homeland Security/Emergency Preparedness (OHSEP). Parishes may wish to appoint a RACES Coordinator independent of the ARES organization, or utilize the parish's ARES EC in the dual role of RACES/ARES Coordinator.

The ARRL recommends the parish EC work closely enough with the local Emergency Manager to allow ARES and RACES to function as one unit. Formation of a RACES group must be initiated by the Parish Emergency Manager through the State RACES Officer at the Governor's OHSEP in Baton Rouge.

In Washington Parish, all ARES members are considered to also be RACES members. In addition, the Washington Parish ARES EC and AEC are also considered the RACES EC and AEC.

See Appendix 5 for current Washington Parish ARES / RACES Coordinator information.

C. SKYWARN

A program organized and sponsored by the National Weather Service, primarily made up of amateur radio operators. Various NWS offices will provide regular training classes and participants become registered as "Storm Spotters" who serve as the eyes and ears of the NWS.

By forwarding eyewitness observations and exact locations of specific atmospheric events to the NWS, these spotters enable the NWS to issue watches and warnings sooner, which, in turn, saves lives. Although not required, it is highly recommended that all ARES members attend these free training sessions, and participate in this program. The Parish EC will strive to work with the Warning Coordination Meteorologist (WCM) at the NWS office covering their parish to coordinate training and participation.

Washington Parish SKYWARN is currently in the development stage. Additional information will be added to this document upon SKYWARN becoming operational.

VII. COORDINATION

ECs should maintain relations with contiguous parishes. Leadership officials should know each other and meet regularly, sharing information from their plans, since they may be tasked with assisting each other during emergency situations.

The SEC and the Section Traffic Manager (STM) shall maintain relations and coordinate liaison between ARES and NTS activities. As described in the ARRL's *Public Service Communications Manual*, the National Traffic System is dedicated to communications during emergencies on behalf of ARES.

In the event of wide area emergencies, the Louisiana SM and SEC should consult with their counterparts in neighboring Sections and states.

Coordination details for wide area disasters are described in a Memorandum of Understanding (MOU) jointly agreed upon in July 2000 by the LA, MS, and STX Sections. A copy of this MOU is in Appendix II.

In addition, Appendix III contains a separate but similar MOU jointly agreed upon in February 2006 by the AR, LA, MS, and TN Sections. All Louisiana ARES members should be familiar with these two MOUs.

ECs are encouraged to pursue MOUs with their local served agencies. However, before any MOU is officially agreed upon by an EC and a local agency, the MOU must first be approved by the SEC, SM, and ARRL Headquarters.

VIII. DIGITAL MESSAGING

The HF Digital National Traffic System is encouraged for NTS type messages without email addresses.

Winlink 2000 is encouraged for destinations with email addresses. This may include HF and VHF with Telpac, Paclink, and Airmail utilization.

Pactor is the preferred mode for point-to-point HF digital communications using Airmail. The simplex point-to-point frequencies will be 3630.0 and 7080.0 LSB Mark (3629.9 and 7079.9 center) for utilization inside the state.

ARES districts with metropolitan areas should develop a minimum of two VHF or UHF TelPac Internet gateway stations to provide Packet to Internet capability.

APRSLink is a limited capacity option for those areas with active APRS IGates and no Telpac Gateways.

Modes such as RTTY, PSK31 and others which do not have error correcting or error checking are not encouraged due to their ability to receive errors without realizing the transmitted message has changed.

Each ARES member should utilize Airmail with Winlink 2000 for ARES training and Emergency Communications on a regular basis. This includes receiving messages for third party delivery as well as sending messages.

IX. TRAINING OPPORTUNITIES

The Washington Parish ARES Emergency Coordinator should coordinate at least one local test of the emergency communications system annually. This will usually be part of the Louisiana ARRL Simulated Emergency Test (SET).

At the discretion of the ARES Emergency Coordinator, ARES will be activated unannounced at least once a year.

The Emergency Coordinator will test amateur radio communication equipment to be located in the EOC at least semi-annually and will conduct an annual test utilizing the EOC as the Net Control Station.

ARES will meet at the Franklinton Fire Department monthly or as determined by the membership.

Washington Parish ARES will conduct a weekly check-in net. The primary net frequency 145.430 (-600, no pl).

All ARES members are strongly encouraged to pursue other training opportunities whenever possible. On-the-air training opportunities include participating in one or more of the following activities.

- Local ARES nets
- Local emergency drills and public service events
- ARRL Field Day in June
- ARRL Simulated Emergency Test (annual date varies)
- Louisiana ARES Net (LAN)
- Louisiana Traffic Net (LTN)
- Louisiana CW Net (LCW)
- Louisiana Slow Net (LSN)

In addition to on-the-air training, there are many opportunities for ARES members to pursue emergency communications training through self-study and formal courses.

ARES members are encouraged to take at least Level I of the ARRL's on-line emergency communications course. ARES officials, in particular, are also expected to take Levels II and III of the ARRL's on-line courses.

NIMS and FEMA courses such as 100, 200, 700, and 800 are strongly encouraged and may be required by the ARES Emergency Coordinator and the Parish Director of Homeland Security and Emergency Preparedness Parish Director of Homeland Security and Emergency Preparedness.

X. CONCEPT OF OPERATIONS

It is recognized that the Louisiana Office of Homeland Security and Emergency Preparedness (OHSEP) is the lead state agency dealing with natural and technological disasters and emergencies.

On the State level, the SEC, or his appointee, shall maintain open dialog with this agency. In accord with other provisions within this plan, we shall strive to provide communications between OHSEP and other agencies, both at the state and local level, as requested.

Local coordination will be maintained between the Washington Parish EC and the Washington Parish Director of Homeland Security and Emergency Preparedness.

ARES members are not authorized to issue press releases or to communicate "on the record" with members of the press without the authorization of the Emergency Manager / Incident Commander or designated Public Information Officer. When necessary, the Emergency Manager / Incident Commander will appoint a Public Information Officer (PIO). This person is responsible for all contact with the media. In an emergency, situations can change quickly. A misquote or incorrect statement could place citizen safety in jeopardy.

X1. EXECUTION OF OPERATIONS

A. Activation

In an emergency in which amateur radio might serve the community, Washington Parish ARES will be alerted by the Director of Homeland Security, Police/Fire Chiefs, or other authorized official. This alert should be directed to the parish's ARES Emergency Coordinator or Assistant Emergency Coordinator, and if deemed necessary, the DEC and SEC, should be notified by radio, telephone, pager, or any other means necessary as per APPENDIX 5, ARES and Homeland Security Contact List.

When notified, the ARES Emergency Coordinator or Assistant Emergency Coordinator will contact the requesting official to determine the types of assistance required or available and the scope of activation. Once the ARES Emergency Coordinator or Assistant Emergency Coordinator conclude that ARES activation is appropriate, the Parish's ARES telephone coordinators will be notified as per XI. B. Mobilization below.

Members of Washington Parish ARES who suspect that a communications emergency may exist should monitor the primary ARES repeater, 145.430 (-600, no pl), for possible activation.

B. Mobilization

If telephone service is available, Washington Parish ARES members should be called by the designated telephone coordinator for the area covered by each Bell South End Office in the parish. If telephone service is not available, ARES members will be notified on the ARES two meter frequencies shown below.

This telephone call grouping is based on the capabilities of the Bell South system in Washington Parish which may allow calls within the area covered by an end office but not calls between such offices.

The Bell South end offices in Washington Parish and the prefixes served by such are as follows:

<u>Community</u>	<u>Prefixes</u>	<u>Telephone Coordinator</u>
Mt. Hermon	877	Assigned Administratively
Franklinton	795, 839	Assigned Administratively
Pine	848	Assigned Administratively
Bogalusa	730, 732, 735	Assigned Administratively
Angie	986	Assigned Administratively

Upon notification that an emergency exists, members of ARES will check in to the primary ARES repeater, 145.430 (-600, no pl).

If the ARES primary repeater is not operational, the ARES secondary Bogalusa repeater, 147.390 (+600, no pl) should be used, (this repeater is not yet in operation). If both these repeaters are unusable, the Tangipahoa 147.00 (-600, no pl) may be utilized. The operating frequency of last resort is the ARES Simplex frequency 146.520 (national simplex freq.). For these and other frequencies, see APPENDIX 2, Operating Frequencies, Washington Parish.

The Parish EOC, upon being staffed with amateur radio personnel, will maintain a continuous presence on the primary ARES repeater, 145.430 (-600, no pl) for the duration of the emergency or until being released by the authorized official. Other vhf, uhf, and hf frequencies and modes will be monitored as needed.

If Incident Command is located at a facility other than the EOC, then Amateur Radio communications will be coordinated at the alternate facility.

C. Net Control Stations

The ARES net will be called to order by the Net Control Station (NCS). The NCS will be the first Washington Parish ARES member to arrive on the Washington Parish ARES primary repeater, 145.430 (-600, no pl).

If the ARES primary repeater is not operational, the ARES secondary Bogalusa repeater, 147.390 (+600, no pl) should be used, (this repeater is not yet in operation). If both these repeaters are unusable, the Tangipahoa 147.00 (-600, no pl) may be utilized. The operating frequency of last resort is the ARES Simplex frequency 146.520 (national simplex freq.). For these and other frequencies, see APPENDIX 2, Operating Frequencies, Washington Parish.

The original NCS may relinquish net control upon the arrival of the first regular weekly ARES net control operator. If the parish EOC is activated, the physical location of the Net Control Station should be in the EOC. If Incident Command is located at a facility other than the EOC, then the Net Control Station will be at the alternate facility.

Members of Washington Parish ARES, base, portable or mobile stations, and other none ARES stations will be checked into the net by to await further instructions. Net protocol as per APPENDIX 3, Washington Parish ARES Net Procedures, will be followed.

Mobile and portable stations will be dispatched by the Net Control Station to locations or agencies as they are needed at the request of authorized officials. Once the Incident Command system is operational, the Net Control Station will operate under the direction of the Incident Command Communications Unit Leader. The ARES Emergency Coordinator and ARES Assistant Emergency Coordinator will assist the Incident Command Communications Unit Leader to accomplish the mission.

It is expected that the majority of the remote operating locations are shown in APPENDIX 4, Washington Parish Served Agencies.

Operators of home stations that are on the air, and have emergency power, will be available for use as backup if a complete power blackout should occur.

D. Operations

Amateur Radio operations shall work in the EOC utilizing the Incident Command System. If Incident Command is located at a facility other than the EOC, then Amateur Radio communications will be coordinated at the alternate facility.

The Logistics Section Chief will assign a Communications Unit Leader to establish and coordinate communications capability by all emergency communications systems, including amateur radio. The ARES Emergency Coordinator and ARES Assistant Emergency Coordinator will assist the Incident Command Communications Unit Leader to accomplish the mission.

A Message Center will be staffed, if personnel are available, through which all written communications shall be routed for review and assignment. Communications operators having questions about a message shall refer such questions to the Message Center Coordinator for clarification.

Messages being transmitted to the Louisiana EOC require approval by the Washington Parish Director of Homeland Security or his designee.

XII. DIRECTION & CONTROL

A. Coordination

Amateur Radio communications will be coordinated at the parish EOC through the establishment of Net Control under the direction of the Incident Command Communications Unit Leader. The ARES Emergency Coordinator and ARES Assistant Emergency Coordinator will assist the Incident Command Communications Unit Leader to accomplish the mission.

If Incident Command is located at a facility other than the EOC, then Amateur Radio communications will be coordinated at the alternate facility.

B. Message Handling

All messages, except short questions or comments, shall be written traffic in standard American Radio Relay League/National Traffic System (ARRL/NTS) form as per APPENDIX 10, National Traffic System Message Handling.

All messages should be initialed by the person who originates them.

ARRL/NTS message precedence of EMERGENCY, PRIORITY, WELFARE, and ROUTINE shall be used.

Operators shall review messages for clarity prior to attempting to send and will refer questions to the Message Center Coordinator when available, or to the originator.

Messages being transmitted to the Louisiana EOC require approval by the Washington Parish Director of Homeland Security or his designee.

C. Records and Reports

All message forms and logs (including packet messages), check in rosters, or other documentation developed will be filed in a secure place, and turned over to the Communications Unit Leader at the conclusion of the emergency.

APPENDIX 1

Washington Parish Active Amateur Radio Operators

ARES Members In Bold

(Page 1)

Last Name	First Name	Call Sign	Address	City	Home Phone	Work Phone	Cell
Bennet	Heather	KE5ILZ	19211 Lee Rd	Franklinton	985-839-6326		
Booty	Joe	KE5ILU	634 Ave I	Bogalusa		985-892-2474	985-516-1552
Breeding	David	KF5JC	17330 Sanders Rd	Franklinton	985-839-5478	985-839-5478	
Buras	Philip	WD5DWP	24766 Twin Oaks Rd	Franklinton	985-839-2138		985-515-1570
Buras	Althea	WD5DWO	24766 Twin Oaks Rd	Franklinton	985-839-2138		
Burns	Tyronne	N5XES	P.O. Box 442	Springfield			985-351-8315
Coleman	Jim	AI5B	1530 Military Rd	Bogalusa	985-735-9031	985-839-5625	985-515-1621
Concha	Alma	KE5IMB	27313 Driftwood Rd	Folsom	985-796-9044	985-796-9044	
Corkern	Mark	KE5HXG	32669 Woodrow Sones	Franklinton	985-848-2933	985-732-6879	985-515-3621
Creel	Earl	N5ZD	52208 Thigpen Rd	Franklinton	985-848-5952		
Creel	Frank	WA5CWE	45135 Oner Miller Rd	Franklinton	985-839-2019	985-986-5000	985-515-1543
Creel	Lydia	KA5IYE	45135 Oner Miller Rd	Franklinton	985-839-2019		
Dumestre	Alex	KD5GFI	18458 Hwy 450	Franklinton	985-795-0403		985-373-4715
Dumestre	Camille	KD5RVW	18458 Hwy 450	Franklinton	985-795-0403		
Ferguson	John	N5ANH	1201 Jefferson Davis Dr	Bogalusa	985-735-9491	985-732-6310	985-516-8999
Graves	Bobby	AD5WA	52 Old Cross Rd E.	Poplarville	601-772-9781		
Hernandez	Mike	KD5PCM	41117 E Renee Dr	Pochatoula	985-370-7133	504-451-1636	
Knight	Landon	KE5HXJ	53365 Hwy 438	Franklinton	985-848-9960	985-848-5144	985-515-0962
Knight	Vanessa	KE5HXH	53365 Hwy 438	Franklinton	985-848-9960	985-848-2881	985-515-1570
Kreeger	Ted	AD5XK	P.O. Box 690	Carriere	601-749-5793		504-606-6388
Liuzza	Pete	WB5ERM	27313 Driftwood Rd	Folsom	985-796-9670	985-796-9171	985-507-1467
Liuzza	Adam	KE5ILW	27313 Driftwood Rd	Folsom	985-796-9670		

APPENDIX 1
Washington Parish Active Amateur Radio Operators
ARES Members In Bold
(Page 2)

Last Name	First Name	Call Sign	Address	City	Home Phone	Work Phone	Cell
Liuzza	Leslie	KE5ILT	27313 Driftwood Rd	Folsom	985-796-9670		
Liuzza	Jason	KC5WDH	27313 Driftwood Rd	Folsom	985-796-9044		
Marcus	David	KE5HXE	74153 Wyndotte Rd	Kentwood	985-229-2013	985-735-9507	985-514-0540
Mason	Edward	KE5GMN	22542 Hwy 16 E	Amite	985-748-4905	985-878-1279	985-517-5294
Mason	Mary "Pat"	KE5KMM	22542 Hwy 16 E	Amite	985-748-4905	985-878-1219	985-517-5293
Moore	Marvin	WA5FDD	19075 Hwy 439	Franklinton	985-735-5900		985-515-8877
Newcombe	Ronald	N5QVZ	68353 Charles McDaniel Rd	Kentwood	985-229-5872	504-654-3381	504-460-3357
Nielson	Dudley	KE5KMB	27360 Wayne Young Rd	Franklinton			985-515-4573
Rawls	Billy	KE5HXC	28280 Hwy 1070	Franklinton	985-848-2727		985-295-4911
Redmond	James	K5QNT	11097 Martin Lane	Tickfaw	225-567-2100		
Redmond	Carol	KE5GOC	11097 Martin Lane	Tickfaw	225-567-2100		
Sarrat	Walter	N5RYI	68358 Charles McDaniel Rd	Kentwood	985-229-9101	985-229-3331	
Sarrat	Hilda	N5XOI	68353 Charles McDaniel Rd	Kentwood	985-229-9101		
Seal	John	KE5AMP	42174 Seals Rd	Franklinton	985-839-5701	985-795-4268	985-515-1627
Simmons	Bruce	KA5LLJ	66553 Z McDaniel Rd	Franklinton	985-839-6839		
Skinner	Don	KE5HXF	1116 Main St	Franklinton	985-795-0149	985-839-3515	
Skinner	Christopher	KE5HWZ	1116 Main St	Franklinton	985-795-0149		
Stokes	Jim	KE5ILX	19211 Lee Rd	Franklinton	985-839-6326		
Stokes	Elizabeth	KE5KMC	19211 Lee Rd	Franklinton	985-839-6326		985-335-0732
Swan	George	N5VYW	320 Smithburg Rd	Osyka	601-876-3211	601-876-3455	601-810-1138
Travis	Alan	KE5HXA	P.O. Box 232	Loranger	985-878-0367		985-981-9830
Vaughn	A F	KE5BJM	1103 Ave I	Bogalusa	985-732-6052		
Wagoner	Larry	KE5HXI	40 Pinetucky Rd	Carriere	601-799-1387		601-590-0553
Whitehead	David	KD5AKX	53347 Hwy 424	Franklinton	985-848-7755	985-839-3569	985-515-1823
Williams	Danny	KB5QP	59354 Bourgne Av	Bogalusa	985-735-9015	985-732-8673	985-516-6506
Williams	Sheila	KB5YJX	59354 Bourgne Av	Bogalusa	985-735-9015		

APPENDIX 2

Operating Frequencies Washington Parish (Page 1)

ARES Washington Parish	145.430	(-600, no pl)
ARES Bogalusa (in construction)	147.390	(+600, no pl)
ARES Simplex	146.520	(national simplex freq.)
Baton Rouge	147.285	(+600, 107.2)
Baton Rouge	147.345	(+600, no pl)
Tangipahoa	147.00	(-600, no pl)
St Tammany	146.715	(-600), no pl)
St Tammany	145.290	(-600, 114.8 hz)
St Tammany	147.290	(+600, 114.8 hz)
Orleans Parish	146.860	(-600, 114.8 hz)
Orleans Parish	147.060	(+600, 114.8 hz)
Jefferson Parish East Bank	147.240	(+600, 114.8 hz)
Jefferson Parish West Bank	146.940	(-600, 114.8 hz)
Public Safety Frequencies (Requires Authorization To Utilize)		
Bogalusa PD	154.860/155.640	
Franklinton PD	154.815/159.150	
Washington Parish Sheriff's Office	155.925/154.935	
Homeland Security	155.040/153.740	
Washington Parish Fire Channel	154.370/153.770	
Franklinton FD	154.370/153.770	
Bogalusa FD	155.145/155.895	
Sun FD	155.955/150.805	
Emergystat Ambulance	152.435/157.695	
Northshore EMS	153.455/16.095	
EMS HEAR	155.340 simplex	

Arkansas: 3987.5 (SSB), 7260 (SSB), 146.52 (VHF), 3626.9 (Winlink)

Louisiana: 3910 (SSB), 3673 (CW)

Mississippi: 3862 (SSB), 3665 (CW)

Tennessee: 3980 (SSB), 3635 (CW)

CW watch/guard frequencies for emergency, priority, and welfare traffic:
3711 kHz/nighttime and 7111 kHz/daytime

APPENDIX 2

Operating Frequencies Washington Parish (Page 2)

LA CW Net (LCW): 3673 kHz at 6:30 pm and 10:00 pm daily (local time, year round)

LA Traffic Net (LTN): 3910 kHz at 6:00 pm daily (local time, year round)

HF SSB Emergency Net: 3873 kHz/nighttime and 7285 kHz/daytime if LA/MS/STX MOU is invoked as described in Appendix 8.

HF SSB Emergency Net: 3890 kHz/nighttime and 7275 kHz/daytime if AR/LA/MS/TN MOU is invoked as described in Appendix 9.

HF PACTOR: The simplex LSB mark point-to-point frequencies will be 3630.0/nighttime and 7080.0/daytime (the equivalent center frequencies are 3629.9 and 7079.9, respectively) for utilization inside the state.

VHF Packet (TELPAC/Winlink 2000): 145.010 MHz

APRS: 144.390 MHz

VHF FM simplex: 146.520 MHz (national simplex frequency) used for initial contact with incoming mobiles during an event. Once contact has been established, information could be given as to the active repeater frequencies. Many coming into the area do not know which repeater is active or the PL information, etc.

APPENDIX 3
Washington Parish ARES
Net Procedure
(Page 1)

All stations on this frequency, standby for the Washington Parish ARES Net. This is _(your call & name)___.

All stations, this is _(your call & name)___, Net Control for this session of the Washington Parish ARES Net. This net meets each week night at 2030 local time courtesy of the KF5JC repeater on 145.430. This repeater has no tone. The purpose of this net is to encourage interest in, and to provide information about, the Amateur Radio Emergency Service in the Washington Parish area.

ARES is a part of ARRL field organization and offers emergency communications services to public service and governmental agencies during potential and actual disasters.

All amateurs are welcome to the net. You do not have to be a member of ARES to join this net. This is a directed net. Please address all transmissions to net control. As always, Priority or Emergency transmissions will take precedence and will be handled immediately.

This is _(your call & name)___, Net Control. Please utilize the last three letters of you call sign when checking in.

Is there any station with emergency traffic ?
Please call now. <acknowledge check-ins>

Is there any station with priority traffic ?
Please call now. <acknowledge check-ins>

Is there any station with weather-related traffic or information ?
Please call now. <acknowledge check-ins>

Do we have a National Traffic System Liaison Station on frequency ?
Please call now. <acknowledge check-ins>

Are there check-ins from emergency response agency stations ?
Please call now. <acknowledge check-ins>

Are there check-ins from State, city, county, or parish EOC Stations ?
Please call now. <acknowledge check-ins>

APPENDIX 3
Washington Parish ARES
Net Procedure
(Page 2)

Are there check-ins from National Weather Service Stations ?
Please call now. <acknowledge check-ins>

Are there check-ins from Red Cross or Salvation Army Stations ?
Please call now. <acknowledge check-ins>

Are there check-ins from Other Emergency Response Agency Stations ?
Please call now. <acknowledge check-ins>

At this time, the net will take check-ins from ARRL appointees and ARES officials. Please call now with your callsign, location and appointment.
Please call now. <acknowledge check-ins>

NTS format messages may be initiated or passed on this net. Any stations wishing to list traffic for the net ?
Please call now. <acknowledge check-ins>

Thank you. At this time, the net will take check-ins from ARES members. Please give the last three of your callsign. This is ____, Net Control.
Please call now. <acknowledge check-ins>

{ Call the check-ins back by suffix } Please give full callsign, name, location and whether you are using emergency power and any traffic for the net.

Thank you. At this time, the net will take all other check-ins. Again, Please give the last three of your callsign.
Please call now. <acknowledge check-ins>

{ Call the check-ins back by suffix } Please give full callsign, name, location and whether you are using emergency power and any traffic for the net.

At this time, Net Control invites reports and comments from the SEC, DEC, or EC and ARRL Officials on the net.
Please call now. <acknowledge check-ins>

<Start with highest level & work down the list> Please give your call sign, name, and position held.

APPENDIX 3

Washington Parish ARES Net Procedure (Page 3)

<after completion of reports>

Are there any further check-ins to the Washington Parish ARES Net?
Please call now. <acknowledge check-ins>

We wish to thank David, KF5JC, and WARC for the use of the repeater.

WARC meetings are held every third Thursday at the Franklinton Fire Department starting at 6:30 pm. Everyone is welcomed.

Thank you for your participation. The net is now secured and the repeater is returned to normal use.

This is _(your call & name)___ OUT.

APPENDIX 4

Washington Parish Served Agencies (Page 1)

Agency Name	Street Address	City	Longitude	Latitude	Contact and Telephone
Washington Parish Homeland Security	803 Pearl St	Franklinton, LA 70438	-90.15554	30.84350	Tommy Thiebaud (985) 516-7008
Washington Parish EOC	17380 Bill Booty Rd	Bogalusa, LA 70429	-89.91540	30.77774	Tommy Thiebaud (985) 516-7008
Washington Parish Government Recovery Center	Court House Building	Franklinton, LA 70438	-90.15552	30.84437	M.E."Toye"Taylor (985) 839-7825
Washington Parish Communications District 9-1-1	805 Pearl St	Franklinton, LA 70438	-90.15554	30.84350	Joanna Thomas (985) 516-3784
Washington Parish Sheriff's Office	1002 Main St	Franklinton, LA 70438	-90.15579	30.84378	Charles Brumfield (985) 839-3434
Washington Parish Fire District 1	43139 C.E.Stafford Rd	Franklinton, LA 70428	-90.17820	30.71347	Larry Jenkins (985)839-6656
Washington Parish Fire District 2	41280 Hwy 10	Franklinton, LA 70438	-90.21352	30.85358	Robert Stafford (985) 839-5638
Washington Parish Fire District 3	45716 Hwy 38	Franklinton, LA 70438	-90.13039	30.94114	Bubba Taylor (985)839-6665
Washington Parish Fire District 4	53091 Hwy 62	Franklinton, LA 70438	-90.01127	30.91862	Mark Corkern (985) 848-0502
Washington Parish Fire District 5	64474 Royal St	Angie, LA 70426	-89.81251	30.96363	Brian Kennedy (985) 732-5200
Washington Parish Fire District 6	26021 Hwy 21	Angie, LA 70467	-89.83463	30.89552	Charlie Chastant (985) 732-0107

APPENDIX 4

Washington Parish Served Agencies (Page 2)

Agency Name	Street Address	City	Longitude	Latitude	Contact and Telephone
Washington Parish Fire District 7	17380 Bill Booty Rd	Bogalusa, LA 70427	-89.91548	30.77773	Richard Breedlove (985) 732-5200
Washington Parish Fire District 8	17172 Lee Rd	Franklinton, LA 70438	-90.08421	30.73178	James Jones (985) 839-3473
Washington Parish Fire District 9	36365 Hwy 38	Mt. Hermon, LA 70450	-90.29245	30.95121	Al Ortiz (985) 877-5029
Franklinton Fire Department	415 11 th Ave	Franklinton, LA 70438	-90.15648	30.85285	Chad Manning (985) 839-3515
Bogalusa Fire Department	200 Arkansas Ave	Bogalusa, LA 70438	-89.8605	30.78623	Roy Adcox (985)516-3780
Franklinton Police Department	409 11 th Ave	Franklinton, LA 70438	-90.15685	30.85337	Donald Folse (985) 839-4474
Bogalusa Police Department	202 Arkansas Ave	Bogalusa, LA 70427	-89.86129	30.78616	Jerry Agnew (985) 732-3611
Franklinton City Government	301 11 th Ave	Franklinton, LA 70438	-90.15743	30.85428	Earl Brown (985) 839-2977
Bogalusa City Government	202 Arkansas Ave	Bogalusa, LA 70427	-89.86006	30.78610	Sandy Bloom (985) 516-3408
Rayburn Correctional Center	27268 Highway 21	Angie, LA 70426	-89.81491	30.92316	Jeffery E. Travis 985-986-5044
Angie Village Government	64475 Cherry St	Angie, LA 70426	-89.81131	30.96556	John Dawsey (985)986-2444
Varnado Village Government	PO Box 156	Angie, LA 70426	n/a	n/a	Paris Sumrall
LSU Bogalusa Medical Center	433 Plaza St	Bogalusa, LA 70427	-89.86899	30.77820	Beverly Sheridan (985) 516-7668 (985) 732-3835
Riverside Medical Center	806 Riverside Dr	Franklinton, LA 70438	-90.15257	30.83420	Conrad Flowers (985) 515-3574 (985) 839-4431

APPENDIX 4

Washington Parish Served Agencies (Page 3)

Agency Name	Street Address	City	Longitude	Latitude	Contact and Telephone
Northshore EMS	153 Montgomery St	Bogalusa, LA 70438	-89.85542	30.78485	Dan Williams (985) 735-9577
Emergystat EMS	333 Huron Ave	Bogalusa, LA 70438	-89.86463	30.78989	Jeff Anthony (985) 735-5433
Washington Parish Shelter – Mt Hermon High School	36119 Hwy 38	Mt. Hermon, LA 70450	-90.29540	30.95728	Kaye Byrd (985) 373-7515 Tommy Thiebaud (985) 516-7008
Washington Parish Shelter – Franklinton High School	1 Demon Cir	Franklinton, LA 70438	-90.12415	30.85913	Kaye Byrd (985) 373-7515 Tommy Thiebaud (985) 516-7008
Washington Parish Shelter – Pine High School	27164 Hwy 62	Franklinton, LA 70438	-90.01209 (old) -90.01494 (new)	30.91248(old) 30.92504(old)	Kaye Byrd (985) 373-7515 Tommy Thiebaud (985) 516-7008
Washington Parish Shelter – Varnado High School	25543 Washington St	Angie, LA 70426	-89.83387	30.89251	Kaye Byrd (985) 373-7515 Tommy Thiebaud (985) 516-7008
Washington Parish Shelter – Bogalusa High School Girls Gym	100 M.J. Israel Dr	Bogalusa, LA 70427	-89.86750	30.77969	Kaye Byrd (985) 373-7515 Tommy Thiebaud (985) 516-7008
Washington Parish Food Distribution Point – Bogalusa	Bogalusa Industrial Park	Bogalusa, LA 70427	-89.85842	30.80855	Sandy Bloom (985) 516-3408
Washington Parish Food Distribution Point – Franklinton	Franklinton Ball Park	Franklinton, LA 70438	-90.15548	30.85610	John Daniels (985) 515-3419

APPENDIX 5

ARES and Homeland Security Contact List (Page 1)

Louisiana Section Manager
Mickey Cox K5MC
754 Cheniere-Drew Road
West Monroe, LA 71291
(318) 397-1980
k5mc@arrl.org

Louisiana Assistant Section Manager (ARES)
Alan Levine WA5LQZ
1402 Matilda Street
Westlake, LA 70669
(337) 436-6047
wa5lqz@arrl.net

Louisiana Assistant Section Manager
Mike King W5PY
592 Marina Drive
Slidell, LA 70458
(985) 640-7708
w5py@arrl.net

Louisiana Section Emergency Coordinator
Gary Stratton K5GLS
8424 Kaw Court
Shreveport, LA 71107
(318) 309-0023 (home)
(318) 286-1601 (cell)
k5gls@arrl.net

Louisiana Section Traffic Manager
Frank Thrash W4DLZ
800 Kent Avenue
Metairie, LA 70001
(504) 289-6630
w4dlz@arrl.net

APPENDIX 5

ARES and Homeland Security Contact List (Page 2)

Southeast Louisiana District Emergency Coordinator
Jim Coleman, AI5B
1530 Military Rd
Bogalusa, Louisiana 70427
985 516-2632 (cell)
985 735-9031 (home)
985 839-5625 (office)
AI5B@arrl.org

American Amateur Radio League
Steve Ewald WV1X
(860) 594-0265
wv1x@arrl.org

Louisiana Office of Homeland Security and Emergency Preparedness (OHSEP)
Matt Farlow, Operations Officer
1-800-256-7036

Louisiana Office of Homeland Security and Emergency Preparedness (OHSEP)
Radio Room (Direct Number)
(225) 925-7506

Washington Parish Office of Homeland Security and Emergency Preparedness (OHSEP)
Thomas Thiebaud, Director
803 Pearl Street
Franklinton, Louisiana 70438
985 516-7008 (cell)
washparoep@i-55.com

Washington Parish Office of Homeland Security and Emergency Preparedness (OHSEP)
Donald Folse, Assistant Director
985 515-1410 (cell)
donaldfolse@townoffranklinton.com

APPENDIX 5

ARES and Homeland Security Contact List (Page 3)

Washington Parish ARES
Jim Coleman, ARES Emergency Coordinator
1530 Military Rd
Bogalusa, Louisiana 70427
985 516-2632 (cell)
985 735-9031 (home)
985 839-5625 (office)
AI5B@arrl.org

APPENDIX 6

ARES Louisiana District Emergency Coordinators (Page 1)

DISTRICT	NAME - CALL	Email
Acadiana ADD	VACANT	
Capital CAD	Roger J Farbe N5NXL	capitalareadec @ bellsouth.net
Central CLD	James E Molan KD5IGG	kd5igg @ cs.com
Northeast NED	David Gore W5DSG	dec @ ares-nela.org
Northwest NWD	Richard Ware K5VXT	warer @ bossiercity.org
Southeast SED	James Coleman AI5B	AI5B @ arrl.net
Southwest SWD	Alan Levine WA5LQZ	wa5lqz @ arrl.net



APPENDIX 7

**ARES Louisiana Parish Emergency Coordinators
(Page 1)**

PARISH	NAME - CALL	DISTRICT	Email
Allen	Larry G Johnson KA5NXT	SWD	lgjhn @ earthlink.net
Ascension	Phillip Pekins KM5IX	CAD	km5ix @ arrl.net
Avoyelles	James E Molan KD5IGG	CLD	kd5igg @ cs.com
Beauregard	Lee Grevemberg KC5AHA	SWD	kc5aha @ laarrl.org
Bossier	Richard Lea NZ5S	NWD	nz5s @ arrl.net
Caddo	Richard Lea NZ5S	NWD	nz5s @ arrl.net
Calcasieu	Ronald K Phelps KC5FGO	SWD	kc5fgo @ structurex.net
Caldwell	William Massey KC5BSC	NED	wmassey @ bayou.com
Cameron	John Walters W5JFW	SWD	firefighter@camtel.net
Claiborne	Wayne Hatfield KD5JJP	NWD	kd5jjp @ hotmail.com
Concordia		NED	
Desoto	David L Armstrong AA5HY	NWD	aa5hy @ arrl.net
East Baton Rouge	Robert Hobbs N5ULA	CAD	n5ula @ arrl.net
Franklin	Larry R Laborde N5ASA	NED	n5asa @ switchisp.com
Iberville	Albert E (Al) Heine W5OVV	CAD	w5ovv @ junos.com
Jeff Davis		SWD	
Jefferson	Lyle Brown KD5EWD	SED	Kd5ewd@aol.com
Lafayette		AAD	
Lafourche	Martin Wade N5PJZ	SED	mdwade @ mobiletel.com
Lincoln	Jerry Darnell AD5AQ	NED	ad5aq @ yahoo.com

APPENDIX 7

ARES Louisiana Parish Emergency Coordinators (Page 2)

Morehouse	Jeff Barnhill KB5SAR	NED	Kb5sar @ arrl.net
Orleans	Joel M Colman N05FD	SED	joel @ colman.us
Ouachita	Mark D Ketchell K5ER	NED	k5er @ arrl.net
Pointe Coupee	Keith Graves WV5O	CAD	wv5o @ arrl.net
Rapides	Scott Wren KD5DFL	CAD	kd5df1 @ cox-internet.com
Red River	Jerry L Glover KD5IUZ	NWD	jlglover @ cp-tel.net
Richland	Melinda Hudspeth N5MEL	NED	Melhudspeth @ starband.net
Saint Charles	Charles Jouglard III K5CFJ	SED	k5cfj @ cox.net
Saint Bernard	Grant L Jones Jr KD5BPW	SED	kd5bpw @ arrl.net
Saint Mary	Jackie Price KA5LMZ	SED	jelprice@earthlink.net
Saint Tammany	Tim Livengood KC5EAK	SED	kc5eak@hotmail.com
Tangipahoa	Forrest Clark KD5PKS	SED	kd5pks @ arrl.net
Terrebonne		SED	
Union	William M (Mack) Redmond KA5JNL	NED	ka5jnl2 @ bayou.com
Vermilion		AAD	
Vernon	Jessie C Tilgham WB5JZQ	CLD	jessiemt @ bellsouth.net
Washington	James M Coleman III AI5B	SED	AI5B @ arrl.org
Webster			
West Baton Rouge	Anthony Summers KB5YHI	CAD	Kb5yhi@arrl.net
Winn	Cory Lee KC5EWJ	CLD	cory.lee @ hcahealthcare.com

APPENDIX 8

Memorandum of Understanding Between the Louisiana, Mississippi, and South Texas Sections Of The American Radio Relay League (Page 1)

Purpose: Recognizing that the United States Gulf Coast is subject to catastrophic storm events, particularly hurricanes and tornadoes, and that amateur radio operators are frequently asked to assist with emergency communications during these storm events, this Memorandum of Understanding (MOU) has been prepared to establish a framework for cooperation between the Louisiana (LA), Mississippi (MS), and South Texas (STX) Sections of the American Radio Relay League (ARRL).

During storm events amateur radio operators in an impacted area often cannot participate in emergency operations at the section level because they must attend to family and local problem areas. Thus, the availability of emergency coordinators, experienced net control stations, traffic handlers, etc. can be at a premium in a given section.

In order to mitigate this potential problem area and to take advantage of the expertise of nearby amateurs, who are not in the impacted area, the Louisiana, Mississippi, and South Texas Sections agree through signature of their respective Section Managers (SM's) to the following:

(a) Upon being made aware of an imminent storm event, the three Section Managers will determine which section is the most likely to sustain the major impact of the storm event. This SM will contact the Federal Communications Commission and make arrangements for frequencies to be set aside for emergency as well as Health and Welfare Communications. Suggested frequencies are: Emergency Net – 7285 day and 3873 night and Health and Welfare – 7290 day and 3935 night. The transition time between bands will be established by the SM depending upon band conditions.

(b) The SM of the impacted area will be responsible for organizing and staffing an emergency net possibly delegating some duties to his Section Traffic Manager (STM) or to SM's or STM's in the least impacted sections. In addition, he will make tactical decisions related to amateur participation in the emergency situation in consultation with the other SM's, as necessary.

(c) One of the remaining two SM's will organize and staff a Health and Welfare Net possibly delegating some duties to his Section Traffic Manager (STM) or an STM in one of the least impacted sections.

APPENDIX 8

Memorandum of Understanding Between the Louisiana, Mississippi, and South Texas Sections Of The American Radio Relay League (Page 2)

(d) The SM's of the two least impacted Sections will coordinate with the Section Emergency Coordinators in their respective Sections to render assistance, as needed.

(e) The provisions of this MOU may be modified at any time contingent upon the signatures of the current SM's of the Louisiana, Mississippi, and South Texas Sections.

Mickey D. Cox K5MC
Section Manager
Louisiana

Malcolm P. Keown W5XX
Section Manager
Mississippi

E. Ray Taylor N5NAV
Section Manager
South Texas

APPENDIX 9

Memorandum of Understanding Between the Arkansas, Louisiana, Mississippi, and Tennessee Sections in the Delta Division of The American Radio Relay League (Page 1)

Purpose: Recognizing that the south-central region of the United States is subject to large scale disaster events and that amateur radio operators are frequently asked to assist with emergency communications during such events, this Memorandum of Understanding (MOU) has been prepared to establish a framework for cooperation between the Arkansas (AR), Louisiana (LA), Mississippi (MS), and Tennessee (TN) Sections in the Delta Division of the American Radio Relay League (ARRL).

During natural and man-made disaster events, amateur radio operators in an impacted area often cannot participate in emergency operations at the section level because they must attend to family and local problem areas. Thus, the availability of emergency coordinators, experienced net control stations, traffic handlers, etc., can be at a premium in a given section.

In order to mitigate this potential problem and to take advantage of the expertise of nearby amateurs not in the impacted area, the AR, LA, MS, and TN Sections agree through signature of their respective Section Managers (SM's) to the following:

(a) The SM of the section that is anticipated to be the most impacted by the disaster event will be the SM Coordinator. The selection of the SM Coordinator will be by mutual agreement of the four Section Managers. The SM Coordinator will be responsible for organizing and staffing a HF tactical phone emergency net (see Addendum). This responsibility most likely will be delegated to someone, who will act as Net Manager. Net frequencies will be 7275 KHz (daytime) and 3890 KHz (nighttime). The SM Coordinator will inform ARRL Headquarters of the emergency net's activation. The actual start time of the net will be determined by mutual consent of the four Section Managers based on available information. In the event the SM Coordinator is not available, the Section Emergency Coordinator will assume coordination responsibilities.

(b) If the emergency traffic within a given section is very heavy during the disaster event, the SM Coordinator may request that the HF phone net in the section also be activated to handle the overload with appropriate liaison between the nets (see Addendum for section emergency operation frequencies).

APPENDIX 9

Memorandum of Understanding Between the Arkansas, Louisiana, Mississippi, and Tennessee Sections in the Delta Division of The American Radio Relay League (Page 2)

(c) In the case of wide area storm events (such as hurricanes and ice storms), organizing and staffing the emergency net should start well in advance of the storm's arrival. Since many potential disasters can occur with little or no warning, each section will establish and periodically update rosters of net control station volunteers, rapid response teams, etc.

(d) The SM Coordinator will contact the Net Managers of RN5 and DRN5 to make arrangements for handling health/welfare traffic, if deemed necessary, and to ensure that an NTS Liaison will be on the tactical net frequencies to move off H/W traffic, as necessary. The managers of independent traffic nets may also be contacted, if the anticipated traffic load warrants. The SM Coordinator may declare a moratorium on inbound health/welfare traffic contingent on capability to deliver messages in a timely manner to the addressees in the impacted area. When conditions improve such that messages can be delivered, the moratorium will be lifted.

(e) Operational decisions made by the SM Coordinator relating to amateur participation in the emergency situation should be made in consultation with the other SMs, as necessary

(f) The SMs of the three least impacted Sections will coordinate with the SEC's and STM's in their respective Sections to render assistance, as needed.

(g) The provisions of this MOU may be modified at any time contingent upon the signatures of the current SM's of the AR, LA, MS, and TN Sections.

David A. Norris, K5UZ
Section Manager
Arkansas

Mickey D. Cox, K5MC
Section Manager
Louisiana

Malcolm P. Keown, W5XX
Section Manager
Mississippi

Larry W. Marshall, WB4NCW
Section Manager
Tennessee

15 February 2006

APPENDIX 10

National Traffic System Message Handling

(Page 1)

Introduction

The ARRL NTS system provides a standard form for all radiograms transmitted via the NTS. This uniformity ensures that NTS operators can quickly and efficiently handle traffic.

The NTS message format consists of several parts-- *preamble, address, text, signature, records* and *identification block*. Some parts, like the preamble, contain multiple fields. Some parts and fields are required (they must be used) and some are optional (they are not usually used, unless needed). To qualify as a "formal" radiogram in the NTS, a message must have a *preamble, address, text* and *signature* in the standard ARRL format.

Preamble (required)

The preamble contains the information needed to track and handle a message and any reply. It consists of the fields that make up the first line of the example message-- *number, precedence, handling instructions (HX), station of origin, check, place of origin, time filed* and *date*. Except for *handling instructions (HX)* and *time filed*, which are optional, all NTS radiograms must have a complete preamble.

Number (required)

This is a unique number assigned to the message by the originating station. The message number must contain only figures and should not have leading zeros. Many operators start with number 1 at the beginning of each year. Once a message is assigned a number, that same number remains with the message until it is delivered.

Precedence (required)

The precedence is used to determine the order in which messages will be handled and to increase efficiency during both normal times and emergencies. Most of the time, all messages will be handled during a traffic net. The following four precedences are used, in order of priority from highest to lowest:

APPENDIX 10

National Traffic System Message Handling

(Page 2)

Precedence	Abbreviation	Description
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 communication facilities. During normal times, it would be rare to use this precedence. When in doubt, do <u>not</u> use this precedence. This traffic is handled immediately and first, before PRIORITY, WELFARE or ROUTINE.
PRIORITY	P	These are messages have specific time limits. They are also for official messages, not covered in the EMERGENCY category. This traffic will be handled before WELFARE or ROUTINE.
WELFARE	W	This message is either an inquiry/report about the health and welfare of an individual in a disaster area or or an advisory from the disaster area that indicates all is well. These messages will be handled before ROUTINE traffic.
ROUTINE	R	Most traffic in normal times will bear this designation. During emergencies, routine traffic will be handled last (or not at all when nets are busy with higher precedence traffic).

The abbreviation for the precedence is written on the message form (e.g., 'R'), but it always stated by its full name (e.g., 'ROUTINE'). There is no abbreviation for EMERGENCY which is always spelled out completely.

Handling Instructions (optional)

Handling Instructions are sometimes used to tell the various stations along the way, what the desires of the originating station are. If not needed, it is best not to use. If omitted, HXG is assumed. Note that some HX codes have ___ for the insertion of numbers.

APPENDIX 10

National Traffic System Message Handling

(Page 3)

HX Code	Instructions (compliance with these instructions is <u>mandatory</u>)
HXA___	Collect landline delivery authorized by the by addressee within ___ miles (if no number, authorization is unlimited). This means that the originating station has obtained authorization from the addressee, through the party originating the message, to call collect when delivering the message.
HXB___	Cancel message if not delivered within ___ hours of filing time and send service message back to originating station (preamble of message using this code <u>must</u> include <i>time filed</i>).
HXC	Report by service message to the originating station, the date and time of delivery.
HXD	Report by service message to the originating station, the identity of the station from which message was received, plus date and time. Include the identity of the station to which messaged was relayed, plus date and time, or if message was delivered, report the date, time and method of delivery.
HXE	Delivering station get a reply from the addressee, and originate a message back. The reply is sent to the person from whom the original message was received, at the <i>place of origin</i> , using a full address obtained from the addressee. If an address is not available, a reply can often be successfully routed back to the <i>station of origin</i> since a record is kept of originator's information.
HXF___	Hold delivery until ___ (date). The number indicates the day of the month on which the message should be delivered (even if it is in the following month).
HXG	Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

More than one HX code may be used. If more than one HX code is used, they may be combined provided no numbers are to be inserted (e.g., HXCE, HXAC), otherwise the HX should be repeated e.g., HXA50 HXC).

Station of Origin (required)

This is the call sign of the amateur radio station who originally created this message for handling by the NTS. Any service message regarding this piece of traffic should be directed to the station of origin (and should include the message number).

Check (required)

This is a count of the number of "words" used in the *text* of the message only (words in the address or signature are not counted). Any single letter or figure; or any combinations of letters, figures and the slash (/) which are preceded and/or followed by a blank, are counted as "words". If [ARRL Numbered Radiograms](#) are used in the *text*, the letters **ARL** precede the *check* (e.g., ARL 12).

APPENDIX 10

National Traffic System Message Handling

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The *check* can help make sure that the *text* was received without error (both the sender and receiver should have the same word count). The original check is never changed but may be amended if wrong. A slash (/) and the amended count is placed after the original count (e.g., 11/12, 12/ARL 12).

Place of Origin (required)

This field contains the city and state where the person whose signature appears on the message, was located when the message was originated. This is used for routing a reply to the person who originated the message. In most cases, this will be the same place as the station of origin (who should have kept a record of the originator's information).

Time Filed (optional)

This field contains the time the message was originated. You may use UTC or local time (e.g., 1615Z or 1115EST). If no time zone designator is used, the ARRL default is UTC time (e.g., 1615 is the same as 1615Z). If the time is used, it must be consistent with the [date](#) (i.e., both must be UTC or local). It is useful only if the message has a short time value (i.e., most routine messages do not use this field).

Date (required)

This field contains the date the message was originated. The date is given as the first 3 letters of the month, followed by the digits for the day (e.g., JAN 1, JUL 14). Only the month and day are used-- the year is not used (if the message is over a year old, it wasn't handled in an expeditious manner). The ARRL standard is to use the UTC date. When [time filed](#) is specified, then the date and time must be consistent (e.g., 0030Z DEC 21 or 1930EST DEC 20).

Address (required)

This section contains the name(s) and address of the person to which this message is going. It looks like the address on an envelope used to send postal mail. Include a phone number, if you have it. Having as much accurate information as possible will make it easier to deliver the message promptly.

Address Op Note (optional)

Contains additional information that may be useful to the operator who will be delivering the message (e.g., OP NOTE CALL AFTER 7 PM). It is not part of the text and is not delivered as part of the message to the addressee. If used, the *address op note* is written in the area to the right of the phone number, and transmitted to the receiving station after the phone number.

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National Traffic System Message Handling

(Page 5)

Text (required)

This section contains the message you are sending to the addressee for the person whose signature appears on the radiogram. The only characters permitted are letters (A-Z), figures (0-9) and the slash (/). It should be short (usually less than 25 words) and in telegram style. No punctuation is used. The letter **X** can be used as a separator to end one idea and start another (although many messages do not have an **X** in them). The word **QUERY** is used to represent a question mark (?). The letter **R** is used as a decimal point in a figure group (e.g., 146.67 is sent as 146R67). This text contains 12 words, so the [check](#) is 12. If the text is written with 5 words per line (or typed with 10 words per line), it makes it easier to quickly count the words.

As amateur radio is non-commercial, the text should have no commercial value (you, as the operator, must be the judge of what is commercial and what is not). You must be aware of restrictions on third-party traffic if the addressee is outside the US and not a licensed amateur radio operator.

Signature (required)

This is the name of the person sending the message. It may be the name or call of the originating station. However, it is usually the name of a "third-party", for whom the originating station is generating the message. You must be aware of restrictions on third-party traffic if the addressee is outside the US and not a licensed amateur radio operator.

Signature Op Note (optional)

Contains additional information that may be useful to the operator who may be sending a reply back to the message originator (e.g., OP NOTE REPLY VIA BALTIMORE TRAFFIC NET). It is not part of the signature and is not delivered as part of the message to the addressee (if intended for the addressee, it should be part of the signature). If used, the *signature op note* is written in the area to the right of the signature, and transmitted to the receiving station after the signature.

Identification Block (optional)

Most messages are delivered by telephone, but if the message is to be mailed or hand delivered, it is nice to put information about your station in this area. That will permit the addressee to reach you if there is any question, or if they want to send a return message. This section is rarely used.

APPENDIX 10

National Traffic System Message Handling

(Page 6)

Records (required)

This section provides a place for record keeping by the operator of the station handling the message. Although this information is not transmitted with the message, it contains important tracking information. When originating a message for a third-party, you should record enough information about the sender so that you can contact them in case the message is undeliverable or if additional information is needed.

Received (required)

This field contains the date, time and identification of the station from whom the message was received, or related to the origination of the message.

Sent (required)

This field contains the date, time and identification of the station to whom the message was sent, or information related to the delivery of the message.

APPENDIX 10

National Traffic System Message Handling

(Page 7)



The American Radio Relay League RADIOGRAM Via Amateur Radio

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



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To:

This Radio Message was received at:

Amateur Station _____ Date _____
 Name _____
 Street Address _____
 City, State, Zip _____

Telephone Number:

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

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The American Radio Relay League
RADIOGRAM
 Via Amateur Radio

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--------	------------	----	-------------------	-------	-----------------	------------	------

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
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 Name _____
 Street Address _____
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Telephone Number:

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

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