

Richland County ARES SOP
Richland County A.R.E.S.

Emergency Radio Operators Standard Operating Procedures



Prepared by:

Danny Bailey	KB8STK	E.C.
Russ Stanford	N8MXV	A.E.C.
Ken Allen	KC8TDW	A.E.C.
Tim Pruner	KC8JFA	A.E.C.
Henry Koenig	WD8Q	A.E.C.
Dan Baker	AB8SI	A.E.C.
Dick Hensel	N8WLC	A.E.C.
Dan Moore	KC8MJG	A.E.C.
Jay Bookwalter	KC8GNL	D.E.C.

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Response:

ARES does not make the decision that an emergency exists, not does it respond unless a served agency or a qualified Public Safety Service request it.

It is not the responsibility, nor the function of ARES to organize, direct or coordinate the activities of others. ARES is to provide **RELIABLE, COORDINATED, EMERGENCY** Radio communications for served agencies by their request.

The Emergency Coordinator is responsible for ARES operations and in his or her absents it shall revert to the most senior Assistant Emergency Coordinator available at the time of call up. You should not make any type of command decision unless it is a life-treating situation, which requires immediate action.

Alerting:

This can be a problem at best, if there are power outages and or telephone interruptions, in the need to contact the members of ARES, still exists. Therefore, when any ARES member is aware or has reason to believe that an emergency may be in progress, they should listen to the local repeater to see if a net is in progress.

The repeater should be the first attempt to get the personnel needed to start covering the emergency. The next step is to attempt to contact the ARES members via the telephone. A telephone call up list is included in this document, as are further instructions.

It is not likely that all telephone lines will be out at the same time. Have those Amateurs you have been able to contact, go in person to contact those you have not been able to reach. **HOWEVER, NEVER** enter any zone that maybe dangerous to you.

The radio and television stations are another route to being able to alert ARES members that they are needed. Be sure to have the media include a location they are to report too and the frequency that they can report in on. Be sure there is someone to meet them at the chosen location or frequency.

Normally the E.C. or an A.E.C. will be the first notified. However, other ARES members who are normally available most of the time will be listed with the various emergency services.

The repeater of choice is the 146.940 machine, if for some reason it is not functioning, use the following list in order shown.

147.360
145.330
146.52 simplex

Do not use the 444.70 machine for this purpose; there are not enough operators able to use this machine. Also this machine is used to contact other counties to keep the traffic down on the main repeater used.

ARES members should try to have a hand-held or mobile with them at all times.

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Purpose:

The Richland County ARES Emergency Response Plan is a guideline for all to use. Its intent is to provide a uniform system of operation. This system must be flexible, understandable and rational. So that, situations that may not be covered here can still be managed by using what works best, but remains within the intent of the guidelines.

To provide effective and orderly communication system fir emergency traffic within out county.

To be able to communicate and pass traffic to or from any location within the state.

To be able to activate local members of ARES and setup whatever type if net operations is needed.

To provide the names, calls, addresses and phone numbers of each ARES member for contact purposes during an emergency.

To provide the names, addresses and phone numbers of key people in our county for the purpose of alerting major agencies within the county.

This system is for large and small situations and is not intended to be complicated or specific.

To provide a copy of the Ohio Section Emergency Plan to each member as part of this plan in order to provide a means for following the state-wide plan that is in place and functioning, in the event that the emergency reaches out of our county for any reason.

General Operation and Startup

If an emergency arises it is the responsibility of the E.C. or the Assistant E.C. to cause the alerting of the members of the Richland County ARES and begin establishing communications for those who have requested them. As soon as this is accomplished, the E.C. or Assistant E.C. is to notify the D.E.C. and or the S.E.C. of the situation.

The present D.E.C.'s and S.E.C.'s telephone number and fax numbers are included in this document.

If there is a need for outside help from other amateurs from counties other than Richland, the following should be put in the request that is forwarded to the D.E.C.

1. Number of amateurs required
2. How long the assistance will be needed (you can estimate this)
3. What kind of equipment they will need
4. What kind of conditions they will be operating in
5. Where they are to report and to whom

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Notifications:

The following should be followed for all call-ups of ARES personnel. Notify all the proper people immediately. If a person who is to be notified is not available, notify either the alternate or the immediate superior of that person.

OCCURANCE	NOTIFICATION
(A) Public Service Events or Local Drills	Notify local ARES members
(B) Emergency in Richland County	Notify local ARES members, DEC or SEC
(C) Emergency spreading to adjacent county	Notify DEC and/or SEC and that counties EC
(D) When you need assistance	Notify DEC and/or SEC

Be sure to include the information from the previous page when calling for assistance.

Logs:

All fixed stations must maintain a log of their operations. This log must have the TIME of each message, the Call of the contact station and MESSAGE CONTENT of the message. A copy of all FORMAL TRAFFIC will be kept and become part of the log. Each log sheet will contain the OPERATING CALLSIGN, the location of the station, the call of the operator and be signed by the control operator.

Mobile Operators should log the STATION CALLED, TIME and brief CONTENT of each message. Each log should contain the operator's call, date and operators signature.

ALL LOGS will be kept as part of the ARES records. If an operator requires copies of his/her own log, copies should be made and the originals remain with ARES.

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Richland County Control Station (CCS):

The normal Richland County Control Station will be W8WE located at Best Bike Shop, rear of the building, at 78 Lexington Ave. which will be known as Control Point 1 (CP1). The E.C. or the Assistant E.C. may elect to use the second control point located at the Red Cross on the square in Mansfield. The Red Cross location shall be known as Control Point 2 (CP2). The EOC at the new EMA Office in the People's Community Center shall be known as Control Point 3 (CP3). If for any reason these locations can not be used, the E.C. or Assistant E.C. shall pick an existing station or location that can provide the following:

1. A high location
2. emergency power
3. can have three operators operating simultaneously
4. must be able to operate on 3.875 and 40 meters
5. must be able to operate on VHF and UHF
6. 6 meter optional/ needed if weather can play a part in the emergency
7. station must be outside the affected area of the emergency

Control Stations (CS)

Control Station will be set up at each location served and at local command posts in the affected area. These stations should be capable of operating in at least two (2) VHF/UHF frequencies. One to be used to communicate with the County Control Station and the other to communicate with operators at the served agencies.

Official Traffic Station (OTS)

These stations should not be in the affected area and should be able to run on emergency power. They must be able to operate on 80 and 40 meters, as well as VHF/UHF. They will maintain communications with the County Control Station and local amateurs who can handle Health and Welfare traffic. One of the main objectives of the OTS is to maintain communications with the Section Traffic Nets. During Communication Emergencies, they shall handle ALL incoming and outgoing formal traffic.

Richland County ARES Operating Diagram

See page 9

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Call Up Lists

If landlines are working, the telephone tree shall be activated. This is done by starting at the lowest numbered quadrant not effected by the emergency and progressing through all quadrants with the affected quadrant being last.

If the landlines are not available, the E.C. or Assistant E.C. shall contact a member of the automobile call up tree starting at the lowest number quadrant not affected. That member with the help he or she enlists, cover all the quadrants as needed with the last quadrant being the effected quadrant. CARE MUST be taken not to send anyone into a dangerous area.

As mobile units are alerted, they are to report to Net Control for assignments or to report to a staging area.

Be sure as home or mobile units are notified to give them the operating frequency of Net Control.

The E.C. or Assistant E.C. shall call at the earliest opportunity the local radio stations, WVNO, WMAN and WNCO. This is for the purpose of spot announcements to make ARES members aware of the need to report into the Net. Note, there are several other stations in the area, if time permits they may also be contacted. If the P.I.O. can be contacted you may instruct him or her to make the above notifications.

Net Control will be the Assistant E.C. or their appointee. The Net Control operator shall keep a separate log, which shows members activated and their assignments or location. This log shall also show if a member is reassigned or relocated. In other words, we want to have accountability for each and every member who is taking part in the emergency.

The log shall also show the assigned operating frequency mobile members are using to carry communications for the assigned agency. (These frequencies will normally be simplex; the repeater will be used for traffic that has to go beyond the actual scene of the emergency).

ARES members are to check into the Emergency Net and wait for instructions.

Traffic

All messages must be written traffic in standard ARRL form.

All messages must be **SIGNED** by the person who originates them with their title and who takes responsibility for their contents.

Messages precedence of EMERGENCY, PRIORITY, WELFARE AND ROUTINE, as defined on ARRL CD Form 3, shall be on all messages.

Stations fixed or mobile shall not transmit unless invited to do so by Net Control. The only exception shall be for stations with emergency traffic.

If there is a reason to pass information via the net which does not warrant written communication, keep it short and sweet. A blow by blow account is not needed or wanted. Net Control shall make it known that such activity will not be accepted.

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Med Central Hospital Radio Procedures

1. Enter through Emergency entrance
2. Go to Emergency Desk and show A.R.E.S. ID
3. Ask for the charge nurse to get radio procedures from nurse
4. Packet is kept by the H.E.A.R. Radio
5. Follow instructions in packet

Information

Some information contained here-in is in whole or part taken from other sources, which include but not limited to the following. The Ohio Section Emergency Response Plan, The Ashland County Emergency Radio Operators Handbook and the ARRL Emergency Coordinator's Manual.

AREA REPEATER FREQUENCIES			
Richland County		Ashland County	
K8RT	146.940 -	Mansfield	N8IHI 147.105 + Ashland
K8HF	147.360 +	Mansfield	W3YXS 147.105 + Ashland
W8ZES	147.360 has IRLP 443.225 +	Lexington	N8SIW 145.130 + Ashland 110.9 PL low profile
N8JY	444.700 +	Mansfield	KG8FV 442.150 + Ashland
W8NW	444.025 +	Mansfield	W8IVG 442.800 + Ashland Echolink low profile
Crawford County		Marion County	
W8BAE	146.850 - 71.9 PL always	Galion	WB8WUP 146.895 - Marion
W8DZN	442.525 +	Bucyrus	WB8WUP 147.300 + Marion
W8DZN	147.165 - 88.5 PL	Bucyrus	NE8X 443.800 + Marion KC8BPE 444.975 Marion 444.975 has IRLP and 110.9 PL
MORROW COUNTY		KNOX	
WN7C	146.775 -	Mt. Gilead	N8CIY 146.790 - Mt. Vernon Echolink
HURON COUNTY			
KG8BT	146.865 - 110.9 PL	Willard	
KA8LKN	442.900 +	Greenwich	

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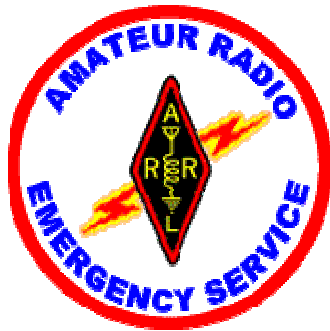
GUIDE OR NET CONTROL OPERATORS

The following is a written guide for the use of Richland County ARES members, who may function as Net Control Operators.

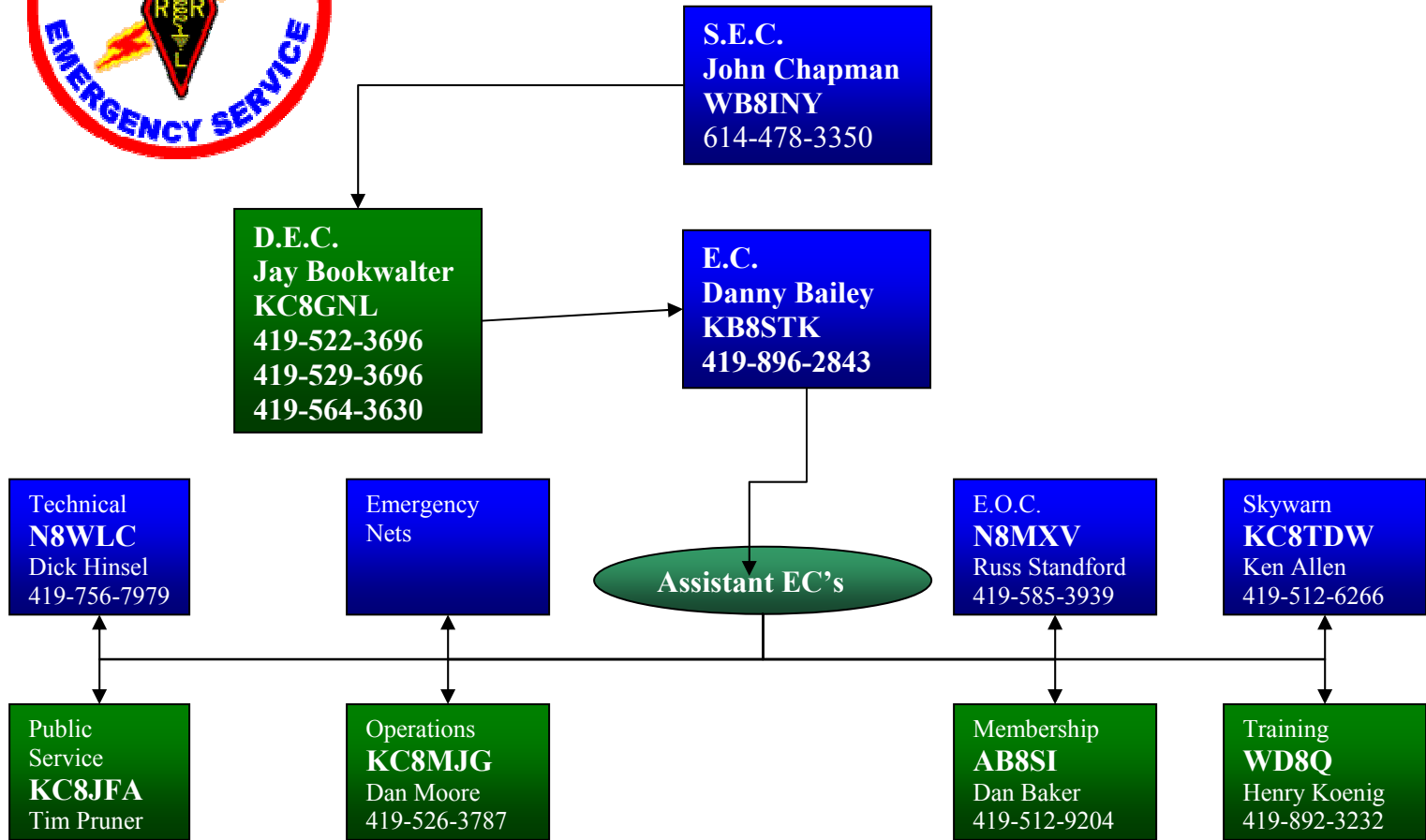
PRIMARY DUTIES:

1. Accept responsibility for the E.C. or Assistant E.C.'s
2. Verify that an emergency or drill is in progress, in the absence of the E.C. or the Assistant E.C.'s
3. Get the control station on the air
4. Set the proper Net Mode (general or weather)
5. Review the assets (operators) available as they check in
6. Assign operators to locations, (2 meter) and/or communications. Assignments (low band, 6 meters, 440 MHz, CW, SSB, FM, ect.) Match skills to assignments. (see page__)
7. Assign a back up Net Control operator to duplicate log of transmissions and time and be prepared to assume net control if needed.
8. **CONTROL THE NET:**
Discourage "Sunshine Reports", make your operators go through net control. (Net control needs to be kept current) Net control should ID after each transmission. Net Control has the option of asking for the use of ITU phonetics. To use or not to use phonetics should be a joint agreement of Net Control and the back up Net Control. Depending on the length of the activity a post mortem or debriefing should be held as soon as possible.
9. Log sheets should be given to the Net Manager
10. Think ahead of the situation. Have reserves ready to go, manpower and equipment. You can always send them home, but you may not be able to get them as soon as they are needed, by the same token, try not to have too many.

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Organizational Chart
Richland Emergency Coordinators



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IMPORTANT TELEPHONE NUMBERS

ARES SECTION NUMBERS	FIRE DEPARTMENTS		NEWSPAPERS		HOSITALS		
Joe Phillips K8QOE Section Manager 513-552-8324 Email: k8qoe@arrl.org	Madison Twp.	419-589-5555	Ashland Times	1-419-323-1581	Mansfield	419-526-8000	
	Shiloh	419-896-3114	Bellville Star	419-886-2291	Shelby	419-342-5015	
	Troy Twp	419-884-1542	Shelby Globe	419-342-4276	Red Cross		
John Chapman WB8INY Section Emergency Coordinator 614-478-3350 Email: wb8iny@arrl.net	Mifflin Twp	419-589-3378	Mansfield News Journal	419-522-3311	Mansfield	419-524-0311	
	Springfield Twp	419-529-3233	Tribune Courier	419-529-2847	Law Enforcement		
	Washington Twp	419-525-1313	National Guard		State Highway Patrol	419-524-3841	
ARES DISTRICT 6 NUMBER	Worthington Twp	419-883-2221	Air	419-521-9355	Bellville	419-886-2245	
Jay Bookwalter District 6 Emergency Coordinator 419-522-3696 or 419-529-3696 or 419-564-3630 Email: kc8gnl@earthlink.net	Mansfield	419-524-2424	Army	419-524-2103	Butler	419-883-2201	
	Franklin Twp	419-525-1313	State Agencies		Lexington	419-884-1032	
	Lucas-Monroe	419-892-2511	Governor	614-466-3555	Mansfield	419-522-1234	
Richland County Numbers	Shelby	419-342-3166	Ohio EMA	614-889-7050	Ontario	419-529-2115	
Mansfield Mayors Office	419-755-9626	Monroe EMS	419-892-2511	Ohio EPA	614-644-2260	Plymouth	419-687-4321
Richland County Sheriff	Business 419-542-2412	Plymouth	419-687-4561	Water Treatment Plants		Shelby	419-347-2242
Emergency Management Agency	419-774-5686 or 419-744-5886	Jefferson	419-886-2111	Bellville	419-886-3043	Richland County Sheriff	419-524-2412
Richland County 911	419-524-4134	Radio Stations		Lexington	419-884-2610		
Richland County Engineer	419-774-5591	WMAN	419-529-2211	Lucas	419-892-3456		
		WVNO	419-529-5900	Mansfield	419-884-3310		
		WNCO	419-526-5825	Ontario	419-529-3815		
		WSWR	419-347-9797	Shelby	419-342-2171		
				Shiloh	419-896-2011		

Note

If situations occurs after normal business hours to contact Richland County Officials use either the EMA or 911 business numbers. Either will be able to contact these officials.

Richland County Public Safety Frequencies

Police and Sheriff	
Richland County Sheriff	155.595
Richland County Sheriff	154.770
Richland County Sheriff	460.1125
Richland County Sheriff	460.2875
Bellville PD	154.845
Lexington PD	155.640
Lexington PD	155.055
Ontario PD	155.085
Ontario PD	155.910
Shelby PD	159.030
Mansfield PD	155.130
Mansfield PD	154.7250
Mansfield PD	154.850
Plymouth PD	156.030
Ohio State Patrol	44.980
Ohio State Patrol	44.820
Ohio State Patrol	44.020
Railroad	
Ashland Railway	160.965, 452.900
CSX	160.230, 160.320, 160.530, 160.785, 457.937
Norfolk Southern	161.190, 160.070, 160.800

Fire and EMS	
All County Fire Dept.	154.250
All County Fire Dept.	154.280
Madison	
Mifflin	154.205
Washington	
Jefferson	
Franklin	153.770
Shiloh	
Worthington	
Mansfield FD	
Washington	154.355
Monroe	154.085
Troy	154.235
Mansfield Ambulance	155.235
Medic Response	155.400
Life Care Ambulance	155.1750
Critical Care Ambulance	155.160
Med-Central	155.280
County HEAR	155.340

Road Maintenance	
Jefferson TWP.	150.995
Richland County	159.015
Richland County	156.165
Richland County	159.150
Springfield TWP	151.040
Washington TWP	151.400
Weller TWP	151.010
Madison TWP	151.040
Local Government	
Lexington	155.055
Mansfield	72.500
Mansfield	154.995
Mansfield	155.805
Mansfield	155.835
Mansfield Lahm	453.750
State Band	155.370
Railroad	
Ashland Railway	160.965, 452.900
CSX	160.230, 160.320, 160.530, 160.785, 457.937
Norfolk Southern	161.190, 160.070, 160.800

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