

# **Carroll County ARES SET 2013**

## **SET Briefing & Materials**

**Rev 1.1 - 9/30/2013**

### **Enclosed**

- 1) Schedule**
- 2) Radiogram Instructions & Forms**
- 3) Net Log Sheet**
- 4) Carroll ARES Net Script**
- 5) Statewide ARES SET Info**

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### Carroll County ARES SET Schedule

09:30 - 10:00	10/5	Local Net Radiogram Traffic.
10:00 - 13:00*	10/5	HF Voice, HF Digital, D-Star, Winlink, etc.
10:30 - 11:30	10/5	D-Rats. REF030D. rats.gaares.org, georgiadstar.dydns.org
15:00 - 16:00	10/5	Local HF Net. 28.335 USB, 7.180 LSB, 5.332 (tune to 5.330.5) USB Alternate: 28.388 USB, 7.268 LSB, 5.373 (tune to 5.371.5) USB
15:00 - 16:00	10/5	Local VHF Net 146.640- <sup>131.8</sup> , Alternate: 145.110- <sup>88.5</sup>
08:00 - 08:30	10/6	Local HF Net. 28.400 USB, Local VHF Net 146.640- <sup>131.8</sup>

\*Posted time is 10:00 - 13:00L, however it is likely all messages can be received between 10:00 and 10:30L

### The Plan

*First, this is not a final exam! We're all in this to improve our skills, so don't be afraid to try!  
Efforts are always appreciated practice makes perfect.*

**We will call our local net at 9:30AM and operate until 10:00AM** on 146.640-<sup>131.8</sup>. Our backup repeater is 145.110-<sup>88.5</sup>. Tone does not appear to be enforced on the 146.110 repeater. Five messages will be passed, to be phoned to the designated recipient. We ask all participants to have radiograms (included in this packet) at hand to potentially copy a message and deliver. For many participants 10:00AM will be the end of the set this year.

**Anyone with 10-Meter capability are strongly encouraged to participate in our local 10-Meter net.** It will operate on the Technician frequencies to encourage Technician Class operators to participate. Some individuals are planning remote or mobile operation and others are invited to do so as well. Contact W3RWT (w3rwt.mobile@gmail.com) if you are interested in doing this. The 10-Meter net will run from 1500-1600L (3-4pm), conveniently scheduled between football games. WX4BK will operate a short VHF & HF net from 0800-0830L Sunday as well.

**HF & D-Star capable operators, we need your help!** The Statewide ARES nets will run on HF, HF Digital, & D-Star as outlined in the following pages and summarized below. Those stations capable of operating in these modes are encouraged to tune in and copy the message(s) they will transmit. They will begin transmitting at 10:00AM and will repeat until 1:00PM. It is highly likely all messages will be transmitted at least once in the first half hour.

#### Statewide ARES Net Operations For D-Star & HF Operators

D-Star	Reflector 30B
CW	3.549Mhz
SSB (Phone)	3.975Mhz (LSB)
BPSK125	3.583Mhz (USB + 1000Hz)
BPSK125	7.065Mhz (USB + 1000Hz)
Olivia	(Same Frequencies as BPSK125)

### After The Local And Statewide Nets

**D-Star & HF Operators** are encouraged to deliver the Statewide Net messages to WX4BK on either the 10-Meter Net mentioned above or via the VHF net operating at the same time should conditions not permit 10-Meter communications. As a last resort, the messages can be emailed to wx4bk@wx4bk.com.

Those who delivered messages copied from the local repeaters to their recipients by phone will have completed their tasks. We will receive confirmation from the recipients of the phone call.



# THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-------	-----------------	------------	------

TO

TELEPHONE NUMBER

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

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

FROM REC'D	DATE	TIME	TO SENT	DATE	TIME
---------------	------	------	------------	------	------

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM 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.

PRINTED IN USA



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TO

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AMATEUR STATION \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

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

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**ICS-213 RADIO MESSAGE**

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

1: Incident Name:				2: Date & Time of Message:			
3: To:				ICS Position:			
4: From:				ICS Position:			
5: Subject:							
6: Message (One word per underline):							
_____	_____	_____	_____	_____	_____	_____	5
_____	_____	_____	_____	_____	_____	_____	10
_____	_____	_____	_____	_____	_____	_____	15
_____	_____	_____	_____	_____	_____	_____	20
_____	_____	_____	_____	_____	_____	_____	25
_____	_____	_____	_____	_____	_____	_____	30
_____	_____	_____	_____	_____	_____	_____	35
_____	_____	_____	_____	_____	_____	_____	40
_____	_____	_____	_____	_____	_____	_____	45
_____	_____	_____	_____	_____	_____	_____	50
7: Signature and position:							

Received From	Date	Time	Sent To	Date	Time

**REPLY RADIO MESSAGE ICS-213**

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

1: Incident Name:				2: Date & Time of Message:			
3: To:				ICS Position:			
4: From:				ICS Position:			
5: Subject:							
6: Message (One word per underline):							
Original Message Number:    Place of Origin:							
_____	_____	_____	_____	_____	_____	_____	5
_____	_____	_____	_____	_____	_____	_____	10
_____	_____	_____	_____	_____	_____	_____	15
_____	_____	_____	_____	_____	_____	_____	20
_____	_____	_____	_____	_____	_____	_____	25
_____	_____	_____	_____	_____	_____	_____	30
_____	_____	_____	_____	_____	_____	_____	35
_____	_____	_____	_____	_____	_____	_____	40
_____	_____	_____	_____	_____	_____	_____	45
7: Signature and position (person replying):				Date and Time of Reply:			

Received From	Date	Time	Sent To	Date	Time

## ARRL Radiogram Quick Reference

ARRL Radiograms, like the FEMA forms ICS-213, used to communicate formal traffic. ICS-213 will be covered elsewhere. This document focuses on the “Radiogram” format, used heavily in ARES exercises and actual emergencies.

The Radiogram has 4 parts: Preamble, Address, Text, and Signature. The “Records” block constitutes a possible 5<sup>th</sup> block, often not counted as part of the radiogram since it is there for station record-keeping purposes and is not communicated to other stations.

THE AMERICAN RADIO RELAY LEAGUE <b style="font-size: 1.5em;">RADIOGRAM</b> VIA AMATEUR RADIO																							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE																
Preamble →  Address →  -----→   Message Text   -----→ Signature →  Records --→	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">                             TO                               TELEPHONE NUMBER                               _____                              _____                              _____                              _____                              _____                         </td> <td style="width: 40%; padding: 5px; vertical-align: top;">                             THIS RADIO MESSAGE WAS RECEIVED AT                              AMATEUR STATION _____ PHONE _____                              NAME _____                              STREET ADDRESS _____                              CITY, STATE, ZIP _____                         </td> </tr> <tr style="background-color: #f2f2f2;"> <td style="width: 25%; padding: 5px;">REC'D</td> <td style="width: 10%; padding: 5px;">FROM</td> <td style="width: 10%; padding: 5px;">DATE</td> <td style="width: 10%; padding: 5px;">TIME</td> <td style="width: 25%; padding: 5px;">SENT TO</td> <td style="width: 10%; padding: 5px;">DATE</td> <td style="width: 10%; padding: 5px;">TIME</td> </tr> <tr> <td colspan="4" style="font-size: 0.8em; padding: 5px;">                             THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111                         </td> <td colspan="3" style="font-size: 0.8em; padding: 5px;">                             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.                         </td> </tr> </table>							TO  TELEPHONE NUMBER  _____ _____ _____ _____ _____	THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____	REC'D	FROM	DATE	TIME	SENT TO	DATE	TIME	THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM 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.		
TO  TELEPHONE NUMBER  _____ _____ _____ _____ _____	THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____																						
REC'D	FROM	DATE	TIME	SENT TO	DATE	TIME																	
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### PREAMBLE

The preamble is message tracking information. It ensures a way to track a message from where it originates to the destination. The preamble is filled in by the first amateur radio operator to transmit the message (the originator). Here are the various components of the preamble:

- 1) NR: The Message Number. Any station that will be originating traffic will assign a message number to each outgoing message he or she originates. It should be sequentially numbered.
- 2) PREC: Message Precedence. Values can be EMERGENCY (spelled out), R for routine, W for welfare, P for priority. NOTE: During an exercise the precedence should be preceded by the word “TEST” or “EXERCISE” (TEST is preferred).
- 3) HX: Handling Instructions. HXA### Is used to specify phone delivery, collect call allowed by addressee within ### miles. HXB## indicates how many hours can pass before message delivery is aborted. HXC indicates the originator wishes to know the date and time the message was delivered. HXD indicates identity of receiving or relaying station as well as date and time message was passed is requested. HXE indicates a response message from addressee is requested. HXF##### indicates delivery is held until the provided date (#####). HXG Delivery by mail or landline toll is not

required. If there is a cost involved in delivery then cancel message and send service message back to sender.

- 4) STN-ORIG: Originating Station. This is the station that created the initial message. Remember, the preamble should not be changed.
- 5) CK:: Check is the number of word “groups”. This verifies the correct number of groups have been copied. Each punctuation (use of which should be avoided) is counted as a word group. X can be used as a period, other punctuation is spelled out.
- 6) Place-Of-Orig: The city and state of origin. Do not use punctuation.
- 7) Time Filed: This is optional. Time is given in 24 hour format followed by Z for UTC “Zulu”, L for Local, or a time zone. Example: 1245Z Oct 1.
- 8) MON / DAY: Month and day of message. If (7) is provided the date better match!

## ADDRESS

- 1) ADDRESSEE: The name of the recipient. If message is to children or to be handled by a third party in the home an additional line with C/O and the name of the person named to receive on behalf of the addressee.
- 2) STREET ADDRESS: Can be multi-line as well if needed. The first line may contain an institution name (nursing home, hospital, etc). The actual address should be provided in typical postal format.
- 3) CITY, STATE ZIP: Standard postal delivery format should be used. The state should be a standard two-character abbreviation.
- 4) TELEPHONE NUMBER: Provided as three groups of numbers, no dashes or dots.
- 5) OP NOTE: This is a note for the message handlers and may provide direction for delivery. For instance, delivery during business hours, weekend, etc.

## TEXT

The text area is the actual message to be communicated. The section has up to 25 words. Punctuation should be avoided and should be spelled as a word group, and count as such. A period may be replaced with an “X”. Numbers with decimals should replace the decimal with an “R”. Q codes are allowed as well. Greetings and endings should be included in the text.

## SIGNATURE

One line identifying the person requesting the message be sent (not the originating operator, but the person being served). Sample: BRIAN KI4LZG AT TEMPLE GA. Some radiogram forms have a separate “Signature” section, but the signature is often simply the last line of the message text.

## SIGNATURE OP NOTE

Gives special instructions for the last operator in the line before the message is delivered.

## RECORDS BLOCK

- 1) RCVD FROM: The station the copying station received the message from.
- 2) NET: The net the message was copied on.
- 3) DATE/TIME: Date & Time you copied the message.
- 4) SENT TO: If you are not the last station before delivery then you’ll log who you handed the message off to, the net that was done on, and the DATE/TIME you relayed the message.

# FSD-3

## Relief Emergency · Routine Messages Recommended Precedences

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

### Group One—For Possible “Relief Emergency” Use

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

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

### Group Two—Routine Messages

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



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

\* Can be used for all holidays.

### ARRL Recommended Precedences

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

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

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

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

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

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

# Carroll County ARES Net Log

(Rev 2013/09/27/WX4BK)

NCS Call	Name	Location	Type	Start Date/Time	End Date/Time
1)				_/_/_ _:	_/_/_ _:

#	Call Sign	Name/Handle	Location	Equipment**					Power Source				B*	Liaison To	Check-In/Out
				D	S	H	B	M	P	Other	AC	Bat.			
															/
2															/
3															/
4															/
5															/
6															/
7															/
8															/
9															/
10															/
1															/
2															/
3															/
4															/
5															/
6															/
7															/
8															/
9															/
20															/

\*B=Business/, A=Activity, T=Traffic for the net . \*\*=Digital (PSK, etc), S=D-Star, H=HF, B=Base, M=Mobile, P=Portable,

**Notes:**

# Carroll County ARES Net Log Instructions

(Rev 2013/09/27/WX4BK)

- 1) Prior to the start of the net (whenever possible) the Net Control Station (NCS) should fill in the Call Sign and Type of net. Type should describe the type of net: SKYWARN, Weekly (for our typical weekly net), Simulated Emergency Test (SET), Training, etc. Under normal circumstances a quick look at the numbers on the left side of the log sheet will allow you to quickly report total check-ins. The NCS is assumed to be the first check in.
- 2) Start Date/Time should be logged at the time the All Stations call is announced. End Time will be completed after the net is formally closed.
- 3) A) As each station checks in the relevant information can be logged. Call Sign, Name, and Location are routinely provided at time of call. Check-in time is not usually required. Additionally, a station may wish to “secure from operations” before the end of the net. In the event a station announces this the time can be logged in the “Check Out” column, otherwise stations are assumed to have checked out at the time the net ended.  
  
B) Under “Equipment Type” there are the following **optional** abbreviations: D=Digital/Winlink\*, B=Base, M=Mobile, P=Portable (HT), H=HF, and Other for non-covered equipment or to provide additional detail. In the event there are more than 20 check-ins the NCS should later overwrite the “1” or “2” on subsequent pages to reflect the proper count.  
  
C) Power Source uses the following abbreviations: A/C for commercial power, Bat for battery, Gen for generators, and Other to allow definition of another power source or to provide estimated available runtime on alternate power or any other relevant information **if** provided by the calling station.
- 4) The Net Control Station (NCS) should forward this information to the Net Manager. This can be done via mail, fax, or email if the above form is used as a template and filled in. Alternative reporting methods, including plain notebook paper, are perfectly acceptable for logging. The form is provided an easy to use template for logging net activity.

\*Carroll ARES does not currently use Winlink or other digital modes for check-ins but the column is provided for future use.



# Carroll ARES EMCOMM

## Net Script

### For Net Control Stations



Calling all stations, calling all stations ... Calling all stations, calling all stations ... This is Your Call Sign, my name is Your Name, I will be your Net Control Station this evening for the Carroll County ARES EMCOMM Net. *<Let repeater drop carrier>*

This net meets every Thursday night at 8 PM local time on the W4FWD repeater on 146.640mhz with a negative offset and a 131.8hz sub-audible tone. *<Let repeater drop carrier>*

The purpose of this net is to provide training and information as it relates to Emergency Communications and providing communications assistance to various Local, State, and/or National public service agencies in the event of an actual emergency. Anyone not wishing to participate in this net is asked to please keep the frequency clear for Net operations. *<Let repeater drop carrier>*

All Amateur Radio Operators are welcome to participate in this net. You do not have to be a member of ARES or WGARS to participate in this net. This is a directed net. Please direct all traffic through Net Control or designated station. *<Pause, let repeater drop carrier>*

Is there a station on frequency willing to act as alternate Net Operator in the event this station becomes disabled? *<Pause, let repeater drop carrier>* [Accept Alternate Net Operator station call].

If you wish to pass emergency or priority traffic during the net, please say the word "BREAK" twice, and the frequency will be turned over to you for the duration of the emergency. I will now stand by for anyone with emergency or priority traffic. *<Let repeater drop carrier>*

----- SKIP THIS – For Future USE -----

**Do we have stations monitoring D-star, winlink or APRS for check ins?**

*(This part is read by the person accepting digital checkins)*

This is Your Call Sign. We are accepting APRS check-ins. Check-ins should be sent to \_\_\_\_\_ on 144.390Mhz or via Internet. This is Your Call Sign, back to Net.

This is Your Call Sign. Winlink check-ins should email their check in to \_\_\_\_\_. This is Your Call Sign, back to Net.

This is Your Call Sign. D-Star check-ins should key their radio and announce their call sign on \_\_\_\_\_. This is Your Call Sign, back to Net.

----- End SKIP THIS – For Future USE -----

NTS formatted messages may also be initiated or passed on this net. If there are any stations wishing to list traffic for the net, please call now. *<Pause, let repeater drop carrier>*

When checking into this net, say "THIS IS...", and un-key the mic to be sure that you are not doubling with anyone. If you do not hear anyone else talking, proceed to give your call sign; first phonetically, and then normally along with your Name, Location, and if you have any comments, announcements, or traffic for the net. *<Momentary Pause>*

At this time we will take check-ins from mobile, portable, or short-time stations. All mobile, portable or short-time stations please call now. *<Let repeater drop carrier>* [Log check-ins and repeat above as necessary]

I will now call for regular net check-ins. Please remember to give your call sign both phonetically and normally, along with your name and location, and if you have any comments, announcements, or traffic for the net. *<Momentary Pause>*

Any Station whose prefix begins with the letters A (Alpha), N (November), or W (Whiskey), please call now. *<Let repeater drop carrier>* [Log check-ins and repeat above as necessary]

Any Station whose prefix begins with the letter K (Kilo) please call now. *<Let repeater drop carrier>* [Log check-ins and repeat above as necessary]

Any stations, any prefix, please call now. This is     Your Call Sign    , Net Control Station for The Carroll County ARES EMCOMM net. *<Let repeater drop carrier>* [Log check-ins and repeat above as necessary]

[Recognize any stations who had comments, announcements, or traffic for the net. Call upon them and handle the comments or traffic. The format should be something like “KI4ABC, are you ready to pass your traffic?” or “KI4ABC are you ready to make your comments?” – See traffic section on last page of script for handling of formal traffic]

We will now move on to the announcements portion of the net. *<Let repeater drop carrier>* [Recognize stations that indicated they had announcements]

[Recognize any stations who had business for the net. Call upon them and handle the business. The format should be something like “Recognizing KI4ABC, what do you have for the net tonight?”]

----- SKIP THIS – For Future USE -----

(Call sign of person(s) accepting digital check-ins), did we have any digital checkins?

(Digital checkin station relays checkins)

----- End of SKIP THIS – For Future USE -----

We will now move on to the training portion of the net. Calling     Call Sign Of Training AEC    , do you have any training material for tonight’s net? [If so, the Training AEC will take control of the net for the training segment and return it to the NCS upon completion.]

We will now move on to the round-table portion of the net. Any station with questions, comments, or information related to the night’s topic or any related topic please call now. [Handle calls as they come in and repeat until net time is consumed or no responses are heard – also, be sure to identify yourself and the W4FWD repeater every 10 minutes –ie This is     Your Call Sign     on the W4FWD repeater)]

I will now call for any late check-ins. Any stations wishing to check-in to the Carroll County ARES EMCOMM net please call now. *<Let repeater drop carrier>* [Log check-ins and repeat above as necessary]

We’d like to thank Tim Jones and WGARS for the use of the W4FWD repeater. There were **[# of stations]** including myself. We will now close this session of the Carroll County ARES EMCOMM net at **[Time/Date]** and turn the frequency back to normal amateur use. All stations may secure at this time. This is     Your Call Sign    , Net control for the Carroll County ARES EMCOMM net, Clear.



2013 Georgia Simulated Emergency Test (SET)  
(August 21, 2013 Version)

Background: The 2013 Georgia Simulated Emergency Test (SET), to be held on October 5<sup>th</sup>, 2013, will be somewhat different from SETs we've done the past few years. This year, we will be using any and all resources available on the day of the SET. In other words, if it works, use it.

As ARES members, we need to be proficient in areas we are traditionally called upon to support in times of disaster. This is normally passing health and welfare traffic in the format of the ARRL Radiogram. We also need to look to the future. If we are going to be valuable assets to EMAs, we need to be proficient using the ICS message forms and understand what is required to properly fill them out.

How we get the message through depends on the type of message and what we have available. The bottom line is still to efficiently and accurately pass the desired message from the sender to the recipient.

Pre-SET Preparation: Prior to the SET, the local EC will conduct a review of NIMS structure and terminology with their ARES group. The training will include a review of ICS-100 and ICS forms commonly used to support and document an incident. This would be an excellent time to involve the local EMA. Invite him/her to your meeting to meet your members and help facilitate the discussion. The EC will also review ARRL radiogram procedures to include proper handling of traffic and how to fill out the form.

The SET: The GAARES net will be called into session at 0900 with the usual check ins on the frequencies being used for the SET. The SET will begin at 1000 and consist of four different drill messages sent by the Section. The messages will be transmitted over D-Star, Reflector 30B; CW, 3.549 MHz; SSB, 3.975 MHz LSB; and BPSK125 on 3.583 USB +1000 Hz and 7.065 USB +1000Hz. Time permitting, the digital message will be retransmitted using Olivia. Each message will be repeated several times over a 15 minute period. The EC will be responsible for assigning stations to copy the messages. At the end of the drill, the EC will review and consolidate the messages into an email which will be sent to the SEC with copies to the DEC by Winlink if possible. The email will include a copy of each message and a summary of the different methods used to receive each message.

In order to integrate Technician Class licensees into this drill, the EC or his/her designee should consider retransmitting the messages over local repeaters. Both FM voice and PSK can be successfully transmitted over analog repeaters.

Ground Rules: All FCC rules apply. All communication will include words to the effect that the message is a drill only and does not represent anything real or actually happening.

Resources:

IS-100.b Introduction to Incident Command

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-100.b>

ICS-201 Incident Briefing Form & Instructions

<https://nrm.dfg.ca.gov/FileHandler.ashx?documentversionid=80575>

ICS-202 Incident Objectives Form & Instructions

<http://nrm.dfg.ca.gov/FileHandler.ashx?documentversionid=80574>

ICS-203 Organization Assignment List Form & Instructions

<https://nrm.dfg.ca.gov/FileHandler.ashx?documentversionid=80573>

ICS-204 Assignment List Form & Instructions

<https://nrm.dfg.ca.gov/FileHandler.ashx?documentversionid=80572>

ICS-205 Communications Plan Form & Instructions

<http://nrm.dfg.ca.gov/FileHandler.ashx?documentversionid=80571>

ICS-213 General Message Form & Instructions

<http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentVersionID=80564>

ICS-214 Activity Log Form & Instructions

<http://www.fda.gov/downloads/EmergencyPreparedness/NIMS/UCM270447.pdf>

ARRL Radiogram How to

<http://www.arrl.org/files/file/Public%20Service/MPG104A.pdf>

Setting up Digital Communications <http://www.gaares.org/digital/>