

# **WI ARES©/RACES Communications Reference Plan**



**September 2007**  
**Version 2.3**

Note: This plan replaces all versions of the Volunteer Emergency Communications Support plan.

## Purpose

The purpose of the WI ARES/RACES Communications Reference Plan is to provide authority and guidance for the participation of all unpaid volunteers in providing essential communications and communications support in the State of Wisconsin during periods of national, state or local emergency or other public service need. The volunteers specified in this plan are a vital resource to Wisconsin because they hold:

1. Special knowledge and skills in the field of communications in operational, technical or administrative areas, and/or,
2. Special knowledge and skills in the field of severe weather response, storm spotting and a working knowledge of the National Weather Service Integrated Warning Concept, and/or,
3. An FCC license as an Amateur Radio operator. These volunteers are a special resource because they have access to a wide portion of the radio spectrum and are readily mobilized communicators with their own, decentralized pool of equipment.

This plan details the services of all volunteers with expertise in one or more of the areas listed above. It also integrates the activities of RACES (Radio Amateur Civil Emergency Service, administered by Wisconsin Emergency Management) and ARES (Amateur Radio Emergency Service, a Field Service Division of the American Radio Relay League). The plan extends to others with special knowledge and skills, such as SkyWarn (severe weather identification, evaluation and reporting) and REACT (Citizen's Band and Land Mobile radio communications). All trained volunteers with the special skills listed above are welcome participants in times of need.

The provisions of this enabling document are provided as guidance to local and county governments, and they may extend these provisions in their own emergency plans. The provisions of this document bind ARES/RACES units. Other private communications organizations in the State of Wisconsin are encouraged to reference and adopt this document to fit their needs, to foster the integration of volunteer emergency communication support in the state.

## IMPORTANT NOTES ON SAFETY AND VOLUNTEER STATUS

**Under no circumstances will any volunteer be asked or expected to place his/her life, family or property in jeopardy. Volunteers are required to take those prudent steps necessary to protect their life, family and property. Volunteer status is only extended when requested by competent authority under the provisions of law, and only when duly registered in writing with the state, county or municipal agency that has requested the volunteer's services for that incident. Volunteer status implies the status of an unpaid employee, under Wisconsin statutes. See Appendix 9 for details.**

## RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE POSTED	SIGNATURE OF PERSON MAKING CHANGE
<b>001</b>	<b>03/2004</b>		<b>William M. Niemuth</b>
<b>002</b>	<b>10/28/05</b>		<b>William M. Niemuth</b>
<b>003</b>	<b>9/30/07</b>		<b>William M. Niemuth</b>

Distribution of this document includes, but is not limited to:

- Local and County Emergency Management Directors
- Local RACES Radio Officers and their Deputy Radio Officers
- State RACES Chief Radio Officer and State RACES Deputy Radio Officer
- Supporting State Agencies
- State EOCs
- State Regional EOC
- Emergency Management Directors of Minnesota, Iowa, Illinois, Indiana, Michigan, and the Canadian province Ontario.
- FEMA, Region V (Chicago)
- Wisconsin ARRL Section Manager and Section Emergency Coordinator
- Wisconsin ARRL Emergency Coordinators and District Emergency Coordinators
- Additional public and private agencies as determined by the Administrator, Wisconsin Emergency Management
- Area SKYWARN groups
- Wisconsin Director, REACT

The most current version of this plan, in PDF format, is published to the Wisconsin ARES/RACES web site at <http://www.wi-aresraces.org>, for examination or downloading by interested parties.

## TABLE OF CONTENTS

CONTENTS	PAGE
Title Page	1
Purpose	2
Important Notes on Safety and Volunteer Status	2
Record of Changes	3
Distribution	3
Table of Contents	4
List of Appendices	5
Introduction	6
Area Covered	6
Authority	6
Jurisdictions	6
Mission and General Preparedness	7
Threats	8
Qualifications and Appointment of Radio Officers	8
Terminology	9
Appointing Authority	9
Guidelines for State Level Appointments	9
Duties of Radio Officers	9
Local Radio Officers (RO)	9
Local Alternate Radio Officers (ARO)	10
Wisconsin State RACES Chief Radio Officer (CRO)	10
Wisconsin State RACES Deputy Radio Officer (DRO)	10
Duties of ARRL Emergency Communications Officials	10
Emergency Coordinator (EC)	10
District Emergency Coordinator (DEC)	12
Section Emergency Coordinator (SEC)	13
Activation and Control	14
ARES Activation	14
RACES Activation	15
SKYWARN and REACT Activation	15
Administration	15
Revisions to this Plan	15
ARES and RACES Registration	15
Identification Badges and Security	16
Operations	16
Logistics	16
Maintenance	16
Supplies	17
Accountability	17
Control and Line of Succession	17
Signature Page	17

## APPENDICES

APPENDIX	CONTENTS
1	MAP: WISCONSIN EMERGENCY MANAGEMENT REGIONS and AMERICAN RADIO RELAY LEAGUE DISTRICTS
2	MAP: NATIONAL WEATHER SERVICE COUNTY WARNING AREAS
3	CHECKLIST FOR A LOCAL EmComm PLAN
4	LOCAL RECORD KEEPING AND LOGS
5	FCC RULES – RACES
6	FREQUENCIES, TACTICAL CALL SIGNS
7	ARES, RACES AND SKYWARN
8	SAMPLE NET SCRIPT
9	RACES REGISTRATION AND SOME LEGAL ISSUES

## **INTRODUCTION**

This plan addresses emergency communications resources for the State of Wisconsin. It provides state government with a variety of volunteer (unpaid) professional resources in administrative, technical and operational areas during times of emergency or public service need. These resources provide communications to served agencies and NGOs (nongovernmental organizations and private agencies and organizations).

This plan includes the use of FCC-licensed Amateur Radio operators in RACES (Radio Amateur Civil Emergency Service) and ARES (Amateur Radio Emergency Service of the American Radio Relay League). As of January 2000, members of ARES are also registered RACES operators, and the reverse, as is explained in Appendix 7. Appendix 5 lists current FCC RACES rules.

This plan also acknowledges the expertise and resource status of other organizations whose membership is not restricted to licensed Amateur Radio operators (SKYWARN and REACT).

The Administrator, Wisconsin Emergency Management and ARES SEC, have responsibility for organizing and administering the services of the volunteers covered by this plan. This RACES responsibility is delegated to a Communications and Warning Officer, who is directly assisted by three volunteers, a Wisconsin RACES Chief Radio Officer, Wisconsin RACES Deputy Radio Officer and WEM Hamshack Manager.

Communication resources are normally mobilized at the same time other public safety resources are responding and reacting to an incident. Communication resources should not be mobilized late, since this may reduce or eliminate their ability to act effectively.

## **AREA COVERED**

The area covered in this plan is the State of Wisconsin including its 72 counties, with a population of over six million, a land area of 11,190 square miles and 65,500 square miles of water in over 14,000 lakes.

## **AUTHORITY**

The following items provide the general authority for this Plan:

1. Public Law 81-920, Federal Emergency Management Act of 1950, as amended.
2. Public Law 93-288, Disaster Relief Act of 1974, as amended.
3. Federal Communications Commission (FCC) Rules and Regulations, Part 97, Amateur Radio Services, Sub Part E (RACES), as amended (see Appendix 5).
4. Annex B (Communications), Wisconsin Emergency Operations Plan.
5. Field Services Organizational documents of the American Radio Relay League, and other ARRL documents including Memorandums of Understanding such as that with the National Weather Service.

## **JURISDICTIONS**

The person ultimately responsible for the development of emergency services, civil defense and disaster response activities at the state government level is the Administrator, Wisconsin Emergency Management (WEM), 2400 Wright Street, PO Box 7865, Madison, Wisconsin 53707-7865. Development and implementation of this plan is the responsibility of the WEM Communications and Warning Officer and the WI ARES/RACES Section Emergency Coordinator/Chief Radio Officer.

The Communications and Warning Officer is responsible for selecting and recommending for appointment the volunteer Wisconsin RACES Chief Radio Officer (CRO), and, upon

recommendation of the CRO, a volunteer Wisconsin RACES Deputy Radio Officer (DRO). These state level volunteer officers assist the Communications and Warning Officer in all Amateur Radio activities covered by this plan. The qualifications and specific duties of these officers are listed beginning on page 9 of this document.

Each local government Director of Emergency Management (DEM) shall appoint a local Radio Officer (RO) and Alternate Radio Officer (ARO). These officers assist the DEM in all volunteer communications operations in the jurisdiction. Details of the qualifications and duties of these officers are also listed beginning on page 8.

Each local government Emergency Management Director and ARES EC are encouraged to create a local EmComm (emergency communications) Plan, similar in scope to this plan but covering the jurisdiction of the local county or other governmental unit. The local plan is to be included in the local Emergency Operations Plan, Annex B, Communications and Warning. The local Radio Officer and Alternate Radio Officer or ARES AECs should assist in the preparation of those portions of the document dealing with volunteer communications support. A suggested format for the local plan can be found in Appendix 3.

The person responsible for all American Radio Relay League (ARRL) activities throughout the State of Wisconsin is the ARRL Section Manager (SM). In concert with provisions of the ARRL Field Services Organization, the SM will appoint a Section Emergency Coordinator (SEC), who has direct responsibility for all Amateur Radio Emergency Service (ARES) activities in the state. In Wisconsin, the SEC is the appointing authority for District and Emergency Coordinators (DECs and ECs) in each county and additional special ECs as necessary. Other volunteer communications and warning services such as SKYWARN and REACT are responsible for their own appointments and activities. SKYWARN operations are normally within the County Warning Area of the local National Weather Service office (see Appendix 2 for a map of these, and Appendix 7 for a discussion of SKYWARN), while REACT teams operate within their designated city or county boundaries.

## **MISSION AND GENERAL PREPAREDNESS**

The general mission for volunteers covered under this plan is to augment or replace normal communications and warning operations, during times of emergency when normal communications channels are overloaded or no longer exist. This mission is aimed toward life safety, alleviation of human suffering and need, incident stabilization and the preservation of property, which may be threatened. Training is both required and necessary so volunteer operators are proficient in providing critical communications. Volunteer operators covered under this plan might be asked to pass traffic in emergencies to or from persons other than Amateur Radio, SKYWARN or REACT operators. Examples include police, fire, emergency medical personnel, military radio operators and the Coast Guard. All communications will use plain English and deployment will be under the (ICS) Incident Command System.

The following assumptions are explicitly stated to support this mission.

1. The provisions of this plan serve to support Annex B (Communications) of the Wisconsin Emergency Operations Plan.
2. The primary mission of volunteers is to provide essential primary and secondary communications services or communications support among the Wisconsin State Emergency Operations Center (EOC, located at 2400 Wright Street, Room 102, Madison), Wisconsin State Regional EOCs, local government EOCs, neighboring state EOCs and/or any field site. Another aspect of the primary mission is to provide warnings of impending threats, listed below. Volunteers covered by this plan may also provide communications support or warning services to private organizations and institutions (for example, hospitals, nursing homes, etc.) when those communications are essential.

Appropriate authority must always authorize communications support to both public and private organizations.

3. Volunteer communications links between the State EOC, State Area EOCs, local government EOCs and neighboring state EOCs will be maintained and periodically tested to insure they are operational and ready for use during an emergency.
4. A properly licensed Radio Amateur Control Operator (as defined by the FCC) will oversee the operation of each participating Amateur Radio station.
5. Training programs will be instituted at all levels to ensure volunteer operators understand their responsibilities and the local EmComm Plan.
6. All volunteers operators have completed their NIMS (National Incident Management System) training requirements.

## THREATS

Wisconsin faces a variety of threats, both natural and technological, for which preparations are required. A wide range of hazards could require the services of volunteer personnel to augment, supplement or even replace existing governmental communications facilities. Such hazards include, but are not limited to:

1. Hazardous chemical spills and releases, which can expose the population to both acute and chronic health risks.
2. Large scale transportation accidents, which can involve automobiles, buses, and trains, military or civilian aircraft and other modes.
3. Dam failures or other release of large volumes of water with sudden surges of water and debris, stemming from natural or manmade causes.
4. Severe storms, tornadoes, flash floods and landslides, and even slow rising but devastating floods along river basins.
5. Heavy ice or snowstorms can exacerbate these or other hazards, or they can be hazardous themselves.
6. Fires, which threaten wooded areas and communities.
7. Earthquakes, even those with epicenters in neighboring states can pose a hazard to the population of Wisconsin.
8. Nuclear accidents or incidents, either within or without the State, may pose a threat to the population. Fixed nuclear power plant accidents, military installation incidents, civilian or military aircraft crashes or terrorist activity are all potential sources of this hazard.
9. Terrorism, civil unrest or mass actions are all possible sources of danger.
10. War, either nuclear or conventional, is a threat. There are military bases and key industrial or economic centers in Wisconsin, which could be targeted for attack.
11. Large scale power grid failures, and successive communications failures.

## QUALIFICATIONS AND APPOINTMENT OF RADIO OFFICERS

**GENERAL.** Radio Officers, their deputies and RACES members must hold a valid FCC Amateur Radio license.

No fee schedule, dues or other money charges will be set as a condition for membership in any Wisconsin ARES/RACES unit. This provision does not preclude occasional voluntary contributions or donations to offset unit expenses.

**TERMINOLOGY.** Appointed Radio Officers will hold a title, which clearly identifies their position and unit of government. At the local level, appointees are known as Radio Officer (RO) or Alternate Radio Officer (ARO). Examples: Adams County Radio Officer, Wood County Alternate Radio Officer, and Cedarburg Radio Officer. The two state level officers shall be known as the Wisconsin RACES Chief Radio Officer (CRO) and Wisconsin RACES Deputy Radio Officer (DRO).

Parallel titles are used for ARRL appointments. At the local level are Emergency Coordinator (EC) and Assistant Emergency Coordinator (AEC). Examples of titles: Ozaukee County Emergency Coordinator, Dane County Assistant Emergency Coordinator. ARRL appointments at the state level are Section Emergency Coordinator (SEC) and Assistant Section Emergency Coordinator (ASEC). The ARRL also uses Districts; a District Emergency Coordinator (DEC) heads each. These Districts are shown in Appendix 1.

**APPOINTING AUTHORITY:** The appointing authority for the position of Wisconsin RACES Chief Radio Officer is the Administrator, Wisconsin Emergency Management, upon recommendation of the State Communications and Warning Officer. The appointing authority for the Wisconsin RACES Deputy Radio Officer is the same, except the CRO must also approve a candidate for this position.

The Emergency Manager of the local governmental body in which they serve appoints local Radio Officers and Alternate Radio Officers. In addition, the local Radio Officer must approve a candidate for the position of Alternate Radio Officer before that appointment is made.

**GUIDELINE FOR STATE LEVEL APPOINTMENTS.** The ARRL ARES Section Emergency Coordinator (SEC) is the appropriate candidate for the position of Wisconsin RACES Chief Radio Officer (CRO), and should be appointed to this position, if possible. If the SEC chooses not to accept this appointment, or for other reasons, the CRO should be selected first from among the pool of ARES Assistant Section Emergency Coordinators and District Emergency Coordinators, then county-level Emergency Coordinators.

## **DUTIES OF RADIO OFFICERS**

**RADIO OFFICERS (RO).** The duties of Radio Officers (municipal, county) are to:

1. Exercise direct control of all RACES operations and activities in their jurisdictions, including planning, training and actual emergency events.
2. Coordinate with ARES and SKYWARN units, and other volunteer communications organizations and individuals during planning, training and actual emergencies.
3. Establish operational procedures necessary to carry out the provisions of their local EmComm plan with regard to RACES provisions, with emphasis on the integration of RACES and ARES activities.
4. Establish and foster RACES radio communications between the State EOC, State Regional EOCs, local government EOCs and between local EOCs and local Emergency Management departments.
5. Ensure proper selection and use of frequencies for statewide and local emergency nets.
6. Prescribe operational facilities and provide liaison and coordination necessary for the accurate, efficient and rapid handling of emergency messages.
7. Activate nets organized under the provisions for RACES for training or actual emergencies.
8. Prescribe the qualifications for RACES membership within the boundaries defined in this plan.

**ALTERNATE RADIO OFFICERS (ARO).** An ARO has the same mission and duties as the local RO. The ARO is expected to assist and work together with the RO toward the accomplishment of these duties during planning, training and actual emergencies.

If the local Radio Officer is absent or disabled, the Alternate Radio Officer may carry out any duty in the name of the RO. The ARO must make every effort to consult with the RO, using all possible methods of communications, before assuming any duty of the RO.

**WISCONSIN STATE RACES CHIEF RADIO OFFICER (CRO).** The CRO will carry out all duties listed for local Radio Officers, and will also:

1. Oversee and be responsible for all RACES activities in Wisconsin, to include membership, planning, training and actual emergency events.
2. Direct the organization of state and area communications nets, including training nets.
3. Establish alliances with such local governments, neighboring state governments and private organizations toward increasing readiness and efficiency among the volunteer communications personnel during actual incidents or training exercises.
4. Resolve any RACES frequency sharing problems within the State or between Wisconsin and neighboring states.

**WISCONSIN STATE RACES DEPUTY RADIO OFFICER (DRO).** The DRO will assist the CRO in all aspects of the duties assigned. In addition, the DRO is empowered to carry out any duty in the name of the CRO, should the CRO be absent or disabled. The DRO must make every effort to consult with the CRO, using all possible methods of communications, before assuming any duty of the CRO.

## **DUTIES OF ARRL EMERGENCY COMMUNICATIONS OFFICIALS**

### **Emergency Coordinator (EC)**

**PURPOSE:** The ARRL Emergency Coordinator is a key person in ARES. The EC prepares for, and engages in, management of communications needs in disasters, and promotes and enhances the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, noncommercial communications service.

### **RESPONSIBILITIES:**

1. Manage and coordinate the training, organization and emergency participation of members of your unit working in support of the communities, agencies or functions designated by the Section Emergency Coordinator and/or the Section Manager. You direct all matters involving recruitment and utilization of ARES volunteers for your unit, and work for the growth and increase in strength of the unit. Hold regular meetings of your organized ARES/RACES group, with a significant training activity at each meeting. Establish local communications networks on a regular basis, and periodically test them by conducting realistic drills. During activations evaluate the communications needs of the jurisdiction and respond quickly to those needs. Assume authority and responsibility for emergency response and performance by ARES personnel under your jurisdiction.
2. Establish viable working relationships with federal, state, county, city governmental and private agencies and organizations in your jurisdictional, which will need the services of your ARES/RACES unit in emergencies. Determine what agencies are active in your area, evaluate each of their needs, and which ones you are capable of meeting, and then prioritize these agencies and their needs. Discuss your planning with your District Emergency Coordinator, and your counterparts in each of the agencies. Ensure they are aware of your group's capabilities and limitations. Your DEC may elect to bring the SEC into the consultation process.

3. Develop detailed local operational plans with "served" agency officials in your jurisdiction that define what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect. Technical issues involving message format, security of message transmission, Disaster Welfare Inquiry policies and others, should be reviewed and detailed in your EmComm plan.
4. Establish an emergency traffic plan (including Welfare traffic), utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling Welfare traffic in an emergency situation.
5. Work with other non-ARES amateur provider-groups and non-ham emergency communications groups to establish mutual aid agreements.
6. Report regularly to your DEC and SEC.
  - a. Provide information about your ARES/RACES group frequently to your DEC.
  - b. Report regularly to the SEC by sending an initial roster of all hams in your group (name, call, address, city, state, zip, home telephone and class of license) so each member may be RACES registered. (All ARES hams in Wisconsin must have registered status as a member of RACES). You are expected to update this data by sending changes to the SEC, or his or her designate, promptly when they occur, with information copies to your DEC.

**QUALIFICATIONS:** Technician or higher-class FCC license, and full ARRL membership. ECs must complete EmComm I and ICS-100, 200 and IS-700.

**REPORTS TO:** The DEC in your district. In Wisconsin, the appointing authority for ECs is the SEC, with recommendations from the DEC.

**TIME COMMITMENT:** Variable.

**LENGTH OF APPOINTMENT:** Open-ended, until terminated by you or the SEC.

**RELATIONSHIPS:** You will work closely with your District Emergency Coordinator. However, you will also work with and receive support from the Section Manager, Section Emergency Coordinator and other ARRL officials such as Official Emergency Stations, Section Traffic Manager and members of the National Traffic System. Build relationships with neighboring ECs and plan for mutual aid assistance. Work to develop and build a close functional relationship with your county Emergency Manager and other officials of Wisconsin Emergency Management.

**SUPPORT PROVIDED:** Literature, guidance and training aids will be provided by the DEC, SEC or SM whenever possible and practical. Special support will be provided on an ad hoc basis, when possible.

**DEVELOPMENT OPPORTUNITIES:** An annual ARES/RACES Conference is held to enable you to meet with your peers, hear of new developments and share ideas. All ECs receive a quarterly ARES/RACES Newsletter that serves these peer communications functions throughout the year as well as serving as an official policy document for Wisconsin ARES/RACES. A wide variety of training courses are available, in addition to EmComm I, II and III, such as several dozen pertinent courses available through FEMA. Wisconsin Emergency Management courses are also available to you.

### **District Emergency Coordinator (DEC)**

**PURPOSE:** The ARRL District Emergency Coordinator is appointed by the SEC to coordinate and supervise the efforts of local Emergency Coordinators in one of the six ARRL districts (NW, NE, WC, EC, SW, and SE). These districts are clearly identified on the District Emergency Coordinator Boundaries map, available at <http://wi-aresraces.org>.

### **RESPONSIBILITIES:**

1. Coordinate the training, organization and emergency participation of Emergency Coordinators and their units in your District and support EC efforts to acquire new members.
2. Take direction from, and frequently report district activities to, the SEC. When emergencies occur, make local decisions in the absence of the SEC, or after consultation with the SEC if available, concerning the deployment of available amateurs and equipment.
3. Coordinate the interrelationship between local (county, municipal) emergency plans and Amateur Radio communications networks within your district.
4. Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your district.
5. Provide direction in the routing and handling of emergency and/or public service communications of either a formal or tactical nature, including Welfare traffic.
6. Recommend EC appointments to the SEC to fill vacancies.
7. Coordinate the reporting and documenting of ARES activities in your district. This includes ensuring ECs report departing members and new members to the SEC (name, call, address, city, state, zip, home telephone and class of license). It is imperative this data be furnished to the SEC in a timely fashion so new ARES members may be also registered as RACES operators.
8. Act as a model emergency and public service communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications. Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency. Strive toward cooperation with and service to Emergency Managers in your counties, as well as with Wisconsin Emergency Management personnel at all levels.
9. Manage District mutual aid requests and resource allocation.

**QUALIFICATIONS:** Technician or higher class FCC license, and full ARRL membership. DEC's must complete EmComm I and II and ICS-100, 200 300 and IS-700 and 800.

**REPORTS TO:** SEC.

**TIME COMMITMENT:** Variable.

**LENGTH OF APPOINTMENT:** Open-ended, until terminated by you or the SEC.

**RELATIONSHIPS:** Work closely with the ECs in your district, and the SEC. Work with and receive support from the Section Manager and other ARRL officials such as Official Emergency Stations, Section Traffic Manager and members of the National Traffic System. Build

relationships with neighboring DECs, and plan for mutual aid operations. Work to develop and build close relationships with county Emergency Managers in your District, as well as other officials of Wisconsin Emergency Management.

**SUPPORT PROVIDED:** Literature, guidance aids and training aids will be provided by the SEC or SM, whenever possible and practical. Special support will be provided on an ad hoc basis, when possible.

**DEVELOPMENT OPPORTUNITIES:** An annual ARES/RACES Conference is held to enable you to meet with ECs and other DECs, to hear of new developments and share ideas. All DECs receive the quarterly ARES/RACES Newsletter that serves these communication functions throughout the year, as well as serving as an official policy document for Wisconsin ARES/RACES. A wide variety of training courses are available in addition to EmComm I, II, and III, such as the several dozen courses available through FEMA. Wisconsin Emergency Management courses are also available to you.

### **Section Emergency Coordinator (SEC)**

The SEC is the assistant to the Section Manager [SM](#) for emergency preparedness. The SEC is appointed by the SM to handle all matters pertaining to emergency and public service communications and the [Amateur Radio Emergency Service](#) (ARES) on a Section-wide basis. The SEC post is one of top importance in the Section and the individual appointed to it should devote all possible energy and effort to this one challenging organizational program for Amateur Radio. There is only one SEC appointed in each section of the ARRL Field Organization.

SEC qualifications and functions:

1. Develop an ARES organization for each appropriate jurisdiction in the Section.
2. Advise the SM on all section emergency policy and planning, including the development of a Section EmComm plan.
3. Cooperate and coordinate with the [Section Traffic Manager](#) so emergency and traffic nets in the section present a united public service front, particularly in the proper routing of Welfare traffic in emergency situations. Cooperation and coordination should also be maintained with other section leadership officials as appropriate, particularly with the [State Government Liaison](#) and [Public Information Coordinator](#).
4. Appoint and terminate [Emergency Coordinators](#) and [District Emergency Coordinators](#) in addition to Official Emergency Stations.
5. Promote ARES membership drives, meetings, activities, tests, procedures, etc., at the Section level.
6. Collect and consolidate Emergency Coordinator (or District Emergency Coordinator) monthly reports and submit monthly progress summaries to the SM and ARRL Headquarters. This includes the timely reporting of emergency and public safety communications rendered in the Section for inclusion in *QST*.
7. Maintain contact with other communication services and serve as liaison at the Section level with all agencies served in the public interest, particularly in connection with State and local government, civil preparedness, Federal Emergency Management Agency, Red Cross, Salvation Army and the National Weather Service. Such contact is maintained in cooperation with the State Government Liaison.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

**Qualifications:** Technician or higher class FCC license, and full ARRL membership. SECs must complete EmComm I, II and III and ICS-100, 200, 300 and 400 and IS-700 and 800.

**Requirements:** Full ARRL membership, Technician class license or higher.

**Reports to:** ARRL Section Manager (SM).

**Time Commitment:** Variable.

**Length of Appointment:** Open-ended, until terminated by you or the SM.

**Last Updated:** September 2007

## ACTIVATION AND CONTROL

LEVEL	ACTIVATION AUTHORITY
LOCAL (city, county)	
ARES	ARRL Emergency Coordinator
RACES	City or County Emergency Manager
REGIONAL / DISTRICT	
ARES	ARRL District Emergency Coordinators
RACES	WEM Regional Directors
STATE	
ARES	ARRL Section Emergency Coordinator
RACES	State Communications and Warning Officer

The above table summarizes the types of activation (local, regional or statewide) and the expected activating authority in each case.

In some circumstances, the activating authority might be a person other than shown above, as is often outlined in the duties of various individuals elsewhere in this Plan. For example, an ARES Assistant Emergency Coordinator may activate an ARES unit in the absence of the Emergency Coordinator. The WEM Administrator or his designated representative (WEM Duty Officer) may activate RACES statewide, as may the Governor of the State of Wisconsin. The Chief Radio Officer may activate RACES at the state level in the absence of the State Communications and Warning Officer, as may the state Deputy Radio Officer, in the absence of the CRO. Basically, any individual higher in the chain of command than shown in the table above may activate their respective ARES or RACES unit. Subordinates to positions shown in the table may also activate their respective units, in the absence or inability of higher authority.

**ARES ACTIVATION.** It is expected ARES will be activated as soon as possible during development of a local emergency. This may even be the case in a regional or statewide emergency. As described more fully beginning on page 11 of this plan, local ARES units operate under the direction of their Emergency Coordinator. District Emergency Coordinators gather district resources and make them available to the activated local ARES unit as necessary to facilitate support. District Emergency Coordinators also direct regional efforts when more than one ARES unit in their district is activated. The Section Emergency Coordinator directs activities when more than one district is activated, or as is necessary to support and coordinate the mobilized activity of any number of ARES units in the state.

**RACES ACTIVATION.** When RACES is activated at any level, RACES rules, including any FCC-declared RACES-specific rules or guidelines, take precedence. All ARES activities not also

supported by the RACES mission as defined by this plan or competent authority, are suspended. All ARES/RACES Amateur Radio Operators cease work under the direction of ARRL-sponsored officials (EC, DEC, SEC) and come under the direction of the local and/or state level Radio Officer. Current FCC Rules governing RACES activities are reprinted in Appendix 5.

The rules concerning activation and control outlined here refer to the *administration* of volunteer Amateur Radio operators during emergencies. In Wisconsin, ARES operators are also RACES operators, and vice versa. Thus, ARES/RACES describe a single pool of FCC-licensed Amateur Radio operators. It is expected when RACES is activated after an earlier ARES activation, the same group of operators will be working, albeit under somewhat different rules and with a somewhat different mission.

**SKYWARN ACTIVATION.** SKYWARN may be activated at the request of the National Weather Service Lead Forecaster/Meteorologist or when their local area severe weather reporting program criteria are met. NWS County Warning Areas are shown on the map in Appendix 2. See Appendix 7 for a discussion of SKYWARN.

**REACT ACTIVATION.** REACT may activate when their program criteria are met, or to aid in coping with any of the threats noted previously in this plan.

## ADMINISTRATION

**REVISIONS TO THIS PLAN.** As outlined elsewhere in this plan, WI ARES/RACES administers the WI ARES/RACES program. Because of the purposeful integration of the volunteers in this program, changes to this plan will be made only after conferral with leadership officials from all organizations effected by the changes, so a reasonable consensus can be achieved. However, the final authority for guidelines, rules and regulations, including but not restricted to those set forth in this plan, rests with the Administrator, Wisconsin Emergency Management and ARES/RACES SEC/CRO.

**ARES AND RACES REGISTRATION.** ARES members in Wisconsin are simultaneously RACES members, and are referred to as ARES/RACES members (see Appendix 7 for details of this relationship). To be a member of ARES/RACES, an FCC-licensed Amateur Radio operator must fulfill the following requirements.

1. The operator must join an ARES unit.
  - a. The Amateur Radio operator can initiate a request for membership in their local ARES unit by contacting his/her local ARRL Emergency Coordinator (EC).
  - b. ARES units exist only where an EC has been appointed to direct and administer the unit. If no EC has been appointed in a particular political jurisdiction, such as a county, an operator may request membership in a neighboring county ARES unit.
  - c. Some special ECs (and their ARES units) exist without a usual affiliation with a political jurisdiction. For example, a special EC and ARES unit exists for the National Weather Service. An Amateur Radio operator who joins one of these special groups because of expertise or interest has fully satisfied the requirement for membership in an ARES unit, because these special units hold the same status as any other ARES unit in the state.
2. The operator must become registered as a RACES operator with Wisconsin Emergency Management.
  - a. Within 10 calendar days of the date an Amateur Radio operator joins a regular or special ARES unit, the EC of that unit must register the individual as a RACES operator with Wisconsin Emergency Management. To accomplish this, the EC must send certain data items to the Chief Radio Officer/Section Emergency Coordinator, or his/her designate, by US Mail, e-mail or other means. The required data items are:
    - (1) Amateur Callsign and class of license.
    - (2) Last name, first name, home address, city, state and ZIP code.

- (3) Home area code and phone number (if permitted and provided by the volunteer).
  - b. The CRO or designate will add this data to the official ARES/RACES database, thus completing the necessary registration with Wisconsin Emergency Management. The effective date of registration will be the date the data was received by the CRO.
3. Completion of ICS-100 and IS-700.

*Registering with WEM as an ARES/RACES operator **does not** preclude the necessity of registering as a volunteer with the county or municipal agency that requests your services during an emergency. You **MUST register in writing** at the local level, if you are to work as a volunteer at the local level. See Appendix 9 for details.*

**IDENTIFICATION BADGES AND SECURITY.** Wisconsin Emergency Management will issue ID badges to ARES/RACES members and other volunteers who will work in the State Hamshack, State EOC, Alternate State EOCs, or other areas of a sensitive or secure nature. These ID badges have an expiration date designed to terminate at the end of the current emergency. Counties and other political or special jurisdictions are encouraged to develop and issue their own ID badges. When issued, all volunteer ID badges should exhibit, at a minimum:

1. Name and Amateur Radio Callsign (if any).
2. Color or black-and-white photograph.
3. Signature and title of competent authority for issuing the card (EM, RO, etc.).
4. Name of agency or political jurisdiction the volunteer is serving.

The ID badge should be laminated or die sublimation printed to avoid alterations or damage. The WI ARES/RACES badge format is located at [www.wi-aresraces.org](http://www.wi-aresraces.org) under the Leadership Only section.

In keeping with guidelines set forth by FEMA for RACES units, a criminal background check for ARES/RACES applicants is recommended.

## **OPERATIONS**

1. All Amateur Radio operations will be consistent with current FCC rules.
2. The frequencies and types of emission used will be as authorized by the FCC for the Amateur Radio Service, unless restricted or expanded by the FCC, as may be in effect when RACES is activated. See also Appendices 5 and 6 for further information.
3. Call signs will be the FCC-issued call sign of the operator controlling that station, with one exception. The Wisconsin State Hamshack located at Wisconsin Emergency Management in Madison will use the call sign WC9AAG. Tactical call signs will be freely used, when appropriate, as outlined in the section covering tactical call signs in Appendix 6 of this Plan.
4. Nets organized during training sessions or emergencies are geographically unrestricted. They may include a single county, multiple counties, the entire state, or even a multi-state area, as is deemed appropriate for mission or training purposes. Mutual aid between counties, districts and states is encouraged and expected.

## **LOGISTICS**

**MAINTENANCE.** ARES/RACES equipment and facilities located in the State Hamshack, State EOC and Alternate EOCs will be maintained as directed by the Administrator, WEM. Similarly, equipment located in Regional EOCs and local EOCs and radio rooms will be maintained as directed by competent regional or local authority. Additionally, the FCC requires an Amateur Radio Control Operator for any station be responsible for insuring the equipment meets FCC standards before transmitting signals, and this requirement must be strictly adhered to.

**SUPPLIES.** Insofar as is practical, a 30-day supply of operational materials and parts will be maintained in the State EOC for Amateur Radio equipment located in the State Hamshack. The

State EOC will also maintain an adequate inventory of test equipment and tools needed for maintenance of this equipment. Local EOCs are encouraged to follow a similar schedule.

**ACCOUNTABILITY.** Security and accountability for all communications equipment and supplies located in the State EOC is the responsibility of the State Warning and Communications Officer. Equipment and supplies located in State Regional and local government EOCs are the responsibility of the Regional Director and local Emergency Manager, respectively.

**CONTROL AND LINE OF SUCCESSION.** Control will be exercised from the Wisconsin State Emergency Operations Center through the Wisconsin State Hamshack, both located at 2400 Wright Street, Madison. The line of succession shall be:

1. Administrator, Wisconsin Emergency Management.
2. State Warning and Communications Officer.
3. State RACES Chief Radio Officer.
4. State RACES Deputy Radio Officer.

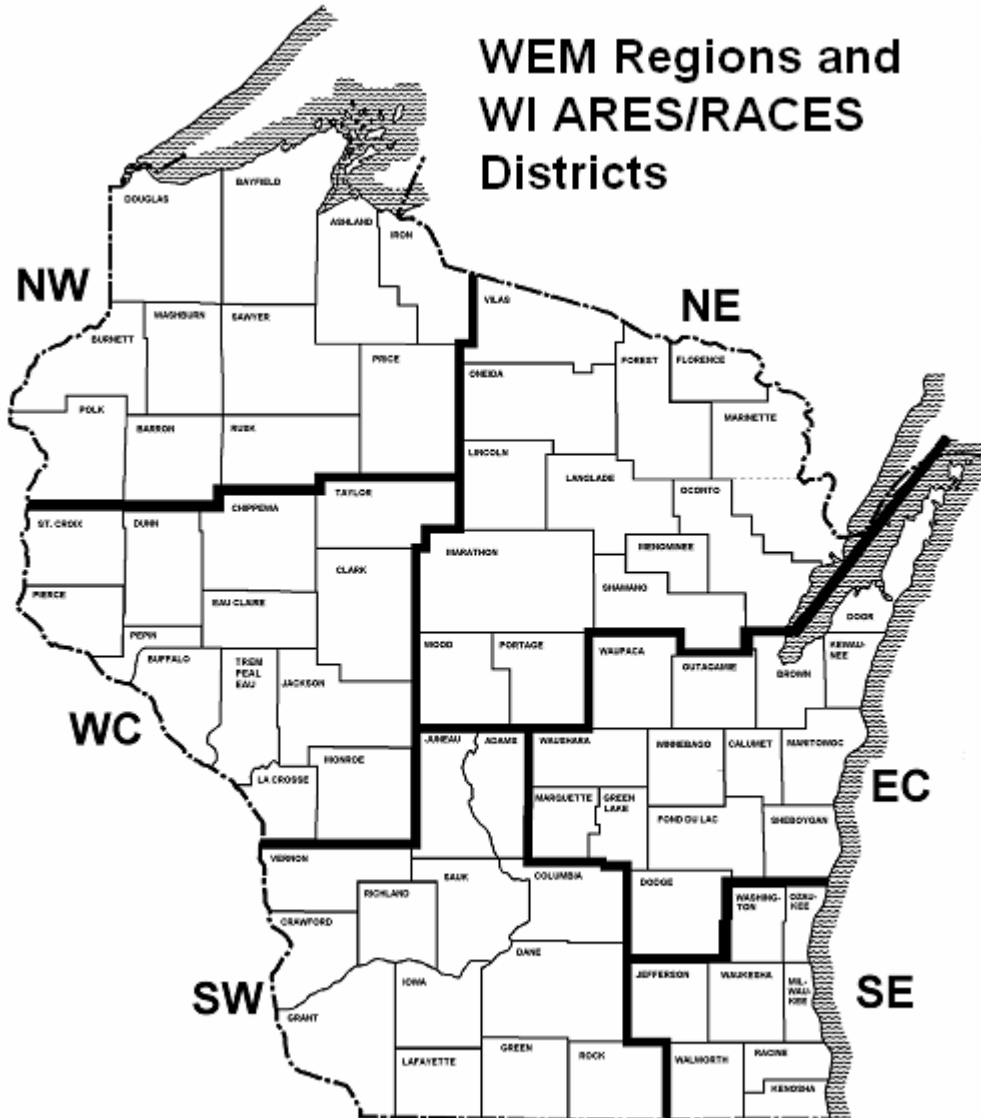
Direction will be in accordance with the Direction and Control Annex of the Wisconsin Emergency Operations Plan. Communications will be in accordance with Communications Annex B of the Wisconsin Emergency Operations Plan and this plan.

# APPENDIX 1

## Wisconsin Emergency Management Regions and WI ARES/RACES Districts

Wisconsin Emergency Management and WI ARES/RACES divides the state into six Regions/Districts, shown below.

Abbreviations: NW = northwest; NE = northeast; WC = west central, EC = east central, SW = southwest; SE = southeast.

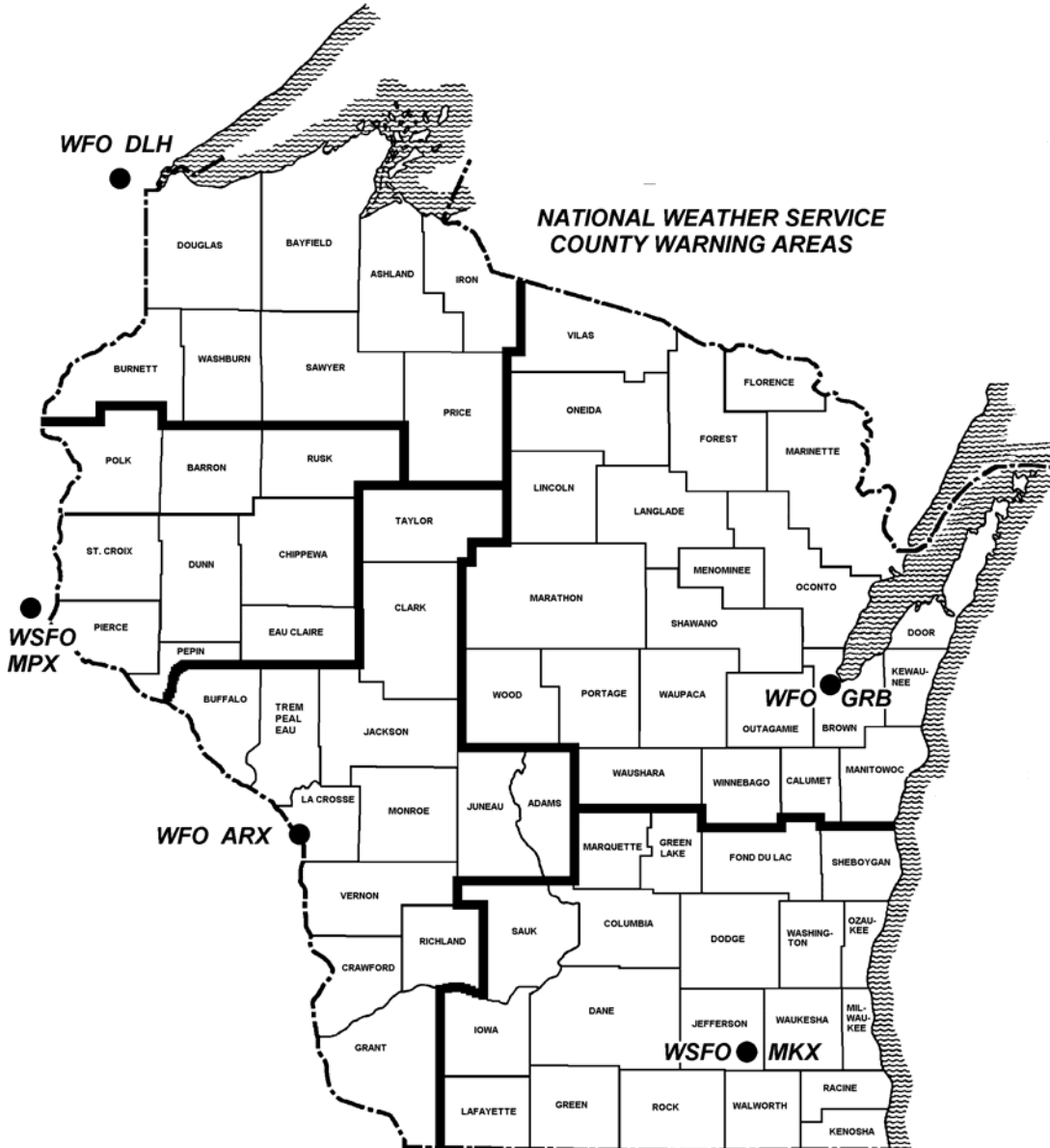


## APPENDIX 2

### National Weather Service County Warning Areas

The NWS divides the state into 5 County Warning Areas. A Weather Service Office (WSO) or Weather Service Forecasting Office (WSFO), as shown below, services each of these. Abbreviations:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. WFO-DLH = Duluth       | 4. WFO-ARX = La Crosse           |
| 2. WFO-GRB = Green Bay    | 5. WSFO-MKX = Milwaukee/Sullivan |
| 3. WSFO-MPX = Minneapolis |                                  |



## **APPENDIX 3**

### **Checklist for Local EmComm Plan**

Each local Emergency Manager is encouraged to create and file a local EmComm Plan, similar in scope to the State Plan, but modified to fit the needs of the local governmental entity. The local Plan need not be as extensive as that of the State. However, there are elements that must be present in the local version. The checklist below lists the required elements.

1. Name and describe the area covered by the local EmComm Plan.
2. If a county or other area-wide EmComm plan, specifically name all communities or political jurisdictions included.
3. Provide the name, address and official title of the person responsible for coordinating all emergency management activities in the area. Note that the plan and all future amendments must bear this official's signature of approval.
4. Name each Radio Officer (RO) and Alternate Radio Officer (ARO), including call signs.
  - a. Show the address, telephone number and official title of each.
  - b. In some cases, AROs may not be simply assistants to ROs, but may actually be assigned specific duties or areas of responsibility within the area covered by the plan. If ARO(s) are responsible for various geographical zones of operation or functional areas, identify these zones or areas.
5. List the nets in use. Describe the purpose of each net (i.e., command and control, first aid, radiological, etc.) and the area it serves. This is the place to document your routine training nets.
6. Describe how each net will be organized for command and operational purposes, i.e.:
  - a. from local to area, or local to state control
  - b. from local to lower echelons
  - c. coordination with police, fire, engineering, medical, rescue or other services
7. Show a list of the call signs to be used by each net control station and each alternate. If permanent assignments are not made; state this in the heading to the list.
8. Provide a roster of each operator, including call sign, name, complete address and phone number. Indicate the net(s) in which they will operate. If permanent net assignments are not made, or if all operators participate in all nets; state this in the heading to the roster.
9. Describe the method and authority used to coordinate frequency usage with similar nets in the same geographical and adjacent areas so as to provide efficient use of the frequencies without interference. Your plan must specifically state that your local organization will resolve all frequency sharing problems within your area of operation, and will also resolve any frequency sharing problems with organizations in other areas, present or future.
10. If any changes occur in your organization that alters the information submitted in your original plan, the plan must be amended to show the changes.

## **APPENDIX 4**

### **Local Record Keeping and Logs**

Emergency Coordinators and Radio Officers must keep basic records for their units, in keeping with good administrative practice. Because of the inherent nature of emergency activities (including emergency communications), there might be times when such records have importance in connection with law enforcement investigations or legal proceedings. Therefore, local units are required to establish and maintain the following records for their units. However, no information should be requested or kept that is protected under the Privacy Act.

1. A copy of the state-approved, local EmComm Plan.
2. A record of all ARES/RACES activations, nets, drills, and training sessions.
3. A file of all equipment and instruction manuals. This file should include copies of manuals for privately owned equipment when the equipment is made available for common use.
4. A current membership roster, which includes:
  - a. Call sign
  - b. First and last name
  - c. Home address, city, state and ZIP code
  - d. Home area code and telephone number (if permitted and submitted by the member)
  - e. Class of Amateur Radio license

The most current state RACES roster, supplied by the RACES Chief Radio Officer each time information is added or updated for a local unit, will suffice for a current membership roster.
5. Individual member records:
  - a. Applications for membership.
  - b. Copy of Amateur Radio license.
  - c. Record of participation in activations, nets, drills, and training sessions.

Good operating, professionalism and administrative practice is also the responsibility of the individual operator, and it is expected heads of units will supply adequate training in this responsibility. All volunteers should be trained and keep an accurate written log of their activities during drills or actual emergencies. In the case of radio operators, this should include, at a minimum, the date, time, source or recipient and content of any message traffic passed. In the case of other volunteers, the log should include, at minimum the date, time period and nature of the activity engaged in. Logs must be turned in to the EC, RO or other competent authority at the conclusion of an activation or training session. Logs must be created and expanded during the actual activity covered; reconstructed logs are not acceptable. Remember that logs are important documents.

\*Note: If handwritten records are used, they should be in black or blue ink.

## **APPENDIX 5 FCC Rules - RACES**

§97.407 Radio Amateur Civil Emergency Service (RACES).

(a) No station may transmit in RACES unless it is an FCC-licensed primary, club, or military recreation station and it is certified by a civil defense organization as registered with that organization, or it is an FCC-licensed RACES station. No person may be the control operator of a RACES station, or may be the control operator of an amateur station transmitting in RACES unless that person holds a FCC-issued amateur operator license and is certified by a civil defense organization as enrolled in that organization.

(b) The frequency bands and segments and emissions authorized to the control operator are available to stations transmitting communications in RACES on a shared basis with the amateur service. In the event of an emergency which necessitates invoking the President's War Emergency Powers under the provisions of section 706 of the Communications Act of 1934, as amended, 47 U.S.C. 606, RACES stations and amateur stations participating in RACES may only transmit on the frequency segments authorized pursuant to part 214 of this chapter.

(c) A RACES station may only communicate with:

- (1) Another RACES station;
- (2) An amateur station registered with a civil defense organization;
- (3) A United States Government station authorized by the responsible agency to communicate with RACES stations;
- (4) A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

(d) An amateur station registered with a civil defense organization may only communicate with:

- (1) A RACES station licensed to the civil defense organization with which the amateur station is registered;
- (2) The following stations upon authorization of the responsible civil defense official for the organization with which the amateur station is registered:
  - (i) A RACES station licensed to another civil defense organization;
  - (ii) An amateur station registered with the same or another civil defense organization;
  - (iii) A United States Government station authorized by the responsible agency to communicate with RACES stations; and
  - (iv) A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

(e) All communications transmitted in RACES must be specifically authorized by the civil defense organization for the area served. Only civil defense communications of the following types may be transmitted:

- (1) Messages concerning impending or actual conditions jeopardizing the public safety, or affecting the national defense or security during periods of local, regional, or national civil emergencies;

(2) Messages directly concerning the immediate safety of life of individuals, the immediate protection of property, maintenance of law and order, alleviation of human suffering and need, and the combating of armed attack or sabotage;

(3) Messages directly concerning the accumulation and dissemination of public information or instructions to the civilian population essential to the activities of the civil defense organization or other authorized governmental or relief agencies; and

(4) Communications for RACES training drills and tests necessary to ensure the establishment and maintenance of orderly and efficient operation of the RACES as ordered by the responsible civil defense organizations served. Such drills and tests may not exceed a total time of 1 hour per week. With the approval of the chief officer for emergency planning the applicable State, Commonwealth, District or territory, however, such tests and drills may be conducted for a period not to exceed 72 hours no more than twice in any calendar year.

## APPENDIX 6 Frequencies and Tactical Call Signs

**FREQUENCIES.** The following table lists primary and alternate frequencies for WI ARES/RACES communications. Local ARES/RACES units should develop their own primary and alternate frequency schemes. All frequencies are listed in megahertz. Single frequencies indicate simplex use; frequency pairs indicate input/output for duplex (repeater) use.

BAND (USE)	PRIMARY	SECONDARY	NOTES
HF (SSB)	3.977.5 LSB	3.975 LSB	
HF (SSB)	7.250 LSB	7.245 LSB	As conditions warrant
BPSK63	3.528.5 USB	7.077.5 USB	
BPSK31	3.533.5 USB	7.077.5 USB	
MT63	3.542.5 USB	7.077.5 USB	
HF (PacTOR)	7.087 LSB	*	
HF (CW)	3.555		
VHF (duplex)	147.75/147.15	146.28/146.88	PL 123.0
VHF (duplex)	146.160/146.760		PL 100.0 (East Central WI)
VHF WinLink	145.61	446.100	
APRS	144.390		
UHF (duplex)	443.400/443.675	443.675/449.675	PL 123.0
UHF (simplex)	446.45	*	

\*If no secondary frequency is listed above for a given band, voice communications will be established on the appropriate National FM Simplex Frequency listed below, then moved to a mutually agreed-upon non-calling frequency. Other nationally accepted calling frequencies are also listed below. For the sake of completeness and for emergency use if primary and secondary frequencies fail. As always, listen first and do not transmit if a frequency if it is in use. All frequencies are shared!

BAND	FREQ
40 meter	7.285
20 meter	14.285
15 meter	21.385
10 meter	28.385
6 meter	52.525
2 meter	146.52
220 MHz	223.50
440 MHz	446.00
900 MHz	906.50
1.296 GHz	1296.10

**TACTICAL CALL SIGNS.** These can be defined as any unconventional call sign whose purpose is to shorten or clarify communications between stations. A county EOC station, for example, may be in operation for many hours, utilizing several shifts of hams, all with different calls. If individual calls were used exclusively, a shift/call change could be confusing to other stations communicating with the EOC.

Tactical calls and should be freely used, with the caveat that FCC rules still prevail; you **MUST** identify with a conventional call sign:

1. Every 10 minutes.
2. At the end of a series of topic related transmissions, or when closing down.
3. At the end of an unanswered call.

Typical tactical calls might be "STATE EOC", "RED CROSS SHELTER", "OZAUKEE EOC" or "TWELFTH AND MAIN". An operator at the Wisconsin State Hamshack can satisfy FCC requirements by adding the hamshack callsign before or after the tactical call every 10 minutes, or when the hamshack closes down operations: "STATE EOC – WC9AAG". An operator at a temporary site can satisfy requirements by appending their callsign: "RED CROSS SHELTER – W9XYZ".

## **APPENDIX 7 ARES, RACES AND SKYWARN**

**RACES (Radio Amateur Civil Emergency Service)** is an organization of volunteer Amateur Radio operators whose mission is to provide supplemental radio communications to state and local government during times of emergency. Founded under the sponsorship of FEMA (Federal Emergency Management Agency) in the 1950s, RACES original mission was to provide emergency communications for civil defense purposes. Since then, the mission has broadened to include all local, regional or national civil (but not military) emergencies; not just those which are war-related. It is strictly an Amateur Radio Service and the FCC (Federal Communications Commission) regulates it. In peacetime, it uses amateur frequencies, and RACES operators have the same privileges and restrictions afforded to any amateur of the same class of license.

The administration and operation of RACES has been delegated by FEMA to the states. WEM (Wisconsin Emergency Management) handles RACES in Wisconsin. Under the WEM Administrator is a Communications and Warning Officer (CWO) who is responsible for RACES. The CWO appoints a volunteer Wisconsin State RACES Chief Radio Officer (CRO) and RACES Deputy Radio Officer (DRO), as described elsewhere in this document.

In summary, RACES is a governmentally sponsored organization, provided for in statutes at both the state and federal levels. Its members, however, are private volunteers, and all are FCC licensed Amateur Radio Operators.

**ARES (Amateur Radio Emergency Service)** is a field service organization of the American Radio Relay League (ARRL), a private, non-profit organization for Amateur Radio operators. Started in the 1930s, the ARES mission is similar to that of RACES, but a notable difference is ARES is designed to provide emergency and other communications support to any agency, public or private. ARES may provide such support to municipalities, or private agencies. For example, ARES might be called upon to provide emergency communications to a large corporation that needs to evacuate its workers because of a chemical spill. Like RACES, all members of ARES must be FCC licensed Amateur Radio Operators. Like RACES, all of its members are private volunteers. However, in contrast to RACES, ARES is part of a non-governmental, private organization and can self activate.

**ARES/RACES.** ARES and RACES have been integrated in Wisconsin. Because RACES is sponsored by government, while ARES is sponsored by a private (albeit not-for-profit) organization, the two cannot be merged at the administrative level. However, the working portion of each organization (i.e., the volunteer, FCC-licensed Radio Amateurs) can be. Full integration has been accomplished in Wisconsin (effective 1 January 2000) by requiring all ARES members to be registered RACES operators and vice versa. Thus, with respect to the volunteers who actually provide emergency communications, the two groups are now the same. An administrative goal is to keep this integration as seamless as is possible, consistent with mission and the provisions of law. Accordingly, the two organizations are referred to as ARES/RACES in most places in this document.

**TRAINING.** A vital part of the mission of ARES/RACES is self-organization and training, so volunteer communicators are prepared to serve when emergencies occur. Training should be designed so operators become proficient in the rapid, efficient passing of messages or other traffic using voice, data and other modes. However, traffic handling in real emergencies will not be exclusively between Amateur Radio operators. Volunteer operators may be required to pass or receive messages from people who do not follow conventions used in Amateur Radio. Examples are first responders such as police, firefighters and EMTs, and nonfirst responders such as local government officials. Accordingly, ARES/RACES training should include not only Amateur Radio practices, but should also include communications conventions used by first responders and other public and private facilities. For example, for ARES/RACES units in

counties bordering Lake Michigan, training in marine communications and Coast Guard conventions is essential. This is why the ICS plain English method is effective.

It is also important ARES/RACES volunteers be provided training so they fully understand the significance of membership in both organizations. For example, if an ARES volunteer is operating during an emergency and RACES is subsequently activated by competent authority, the ARES volunteer becomes a RACES operator and may not communicate with non-RACES Amateur Radio operators (see Appendix 5, FCC rules covering RACES). Furthermore, if RACES is activated by the President of the United States under the War Powers Act, all amateur radio stations will be silenced except for RACES stations, and RACES transmissions will be restricted to certain frequencies.

Clearly, it is important the volunteer know of the rules, procedures and limitations applying to operations under RACES. Accordingly, to be effective, training of Amateur Radio volunteers in Wisconsin must be designed to address emergency communications aspects of both RACES and ARES organizations.

**SKYWARN.** This nationwide program was developed by the National Weather Service in the late 1960s to promote the identification, evaluation and reporting dangerous weather.

Today, trained SKYWARN spotters provide a critically important service by reporting real-time, ground-truth severe weather observations to local Emergency Managers and especially to the National Weather Service.

While most SKYWARN, either through ARES/RACES or through SKYWARN, operators are licensed Amateur Radio operators, this is not a requirement for membership and there are many non-ham operators who relay reports using Citizen's Band, General Mobile Radio Service and Business Band radios. Today, both the National Weather Service and private agencies conduct SKYWARN programs.

It is interesting to note, virtually every National Weather Service office in the United States contains a working Amateur Radio station capable of receiving reports from hams in the field. In Wisconsin, about 80% of all reports coming in to National Weather Service offices are from Amateur Radio operators – SKYWARN members, ARES/RACES members and non-affiliated hams.

## APPENDIX 8

### Sample Net Script

The goal of non-emergency nets is to train the Net Control Station, and those listening, in net procedures and the efficient handling of traffic. In addition, nets are commonly used to disseminate information concerning ARES/RACES operations throughout the state. It is expected those who are checked in to a net will share new information with others who have not participated in the net.

The following net script is similar to that currently used by the Wisconsin ARES/RACES Net. The script below can serve as a good starting point for any local HF, VHF or UHF voice net, and it can be easily modified to meet local needs.

#### **PREAMBLE**

Calling the Wisconsin ARES/RACES Net, calling the Wisconsin ARES/RACES Net, your Net Control Station is <your call sign>, my name is <your name> and I am located in <your county and city>.

Is there any emergency or priority traffic, please call <your call sign>.

*< Emergency and priority traffic should be listed and handled immediately before any other business takes place.>*

This net meets every Sunday at 6:00 p.m. central time, on 3977.5 kHz primary, 3975 kHz secondary, or 7250 kHz primary, 7245 kHz secondary, depending upon band conditions. All frequencies will be +/- depending upon current band usage.

The purposes of this net are to provide training, education, and information regarding ARES/RACES matters. The net is also registered as an affiliate of the National Traffic System and is available for handling formal NTS traffic.

This is a directed net, all traffic on this net is under the direction of the Net Control Station; however, emergency traffic may break the net at any time.

Stations with formal written traffic, please call <your call sign>

*< Take and list any formal traffic for the net to handle. >*

We will now take check-ins. Check-ins are initially grouped according to the first letter of your call sign suffix. If you are checking in to the net as "mobile", "short time", or "In and Out", please advise Net Control when checking in. If you need to leave the net before completion, please check out. I will start with the:

Stations whose suffix starts with the letters "A-alpha" thru "E-echo", please call <your call sign>  
< take check-ins in this group >

Stations whose suffix starts with the letters "F-foxtrot" thru "J-Juliet", please call <your call sign>  
< take check-ins in this group >

Stations whose suffix starts with the letters "K-kilo" thru "O-Oscar", please call <your call sign>  
< take check-ins in this group >

Stations whose suffix starts with the letters "P-papa" thru "T-tango", please call <your call sign>  
< take check-ins in this group >

Stations whose suffix starts with the letters "U-uniform" thru "Z-Zulu", please call <your call sign>  
< take check-ins in this group >

Are there any other stations wishing to check the Wisconsin ARES/RACES Net, please call <your call sign>.

< After taking check-ins, perform the following:

- 1) Attempt to pass the NTS traffic, if any;
- 2) Contact the Section Emergency Coordinator, Section Traffic Manager and Section Manager for their net reports;;
- 3) If any stations check in as "mobile" or "short time", take their seconds first;
- 4) Periodically ask for check-ins;
- 5) Contact each station that has checked in for their ARES/RACES comments;
- 6) If a station checks in that is not on the historical list, get their first name and the county and state they are residing in;
- 7) At the end of the net, thank all the participants and announce the next week's NCS volunteer.
- 8) Ensure you end the net by 7:00 p.m.>

Thank you all for participating in the Wisconsin ARES/RACES HF Net. This is <your callsign> returning the frequency to normal amateur use. 73.

---

#### **Appendix:**

- 1) This script is for use on the Sunday ARES/RACES HF Net. In case of activation, the Net Control Station can use this script as a model but the situation will determine the exact preamble.
- 2) A report of net operations has to be sent to the Net Manager upon completion of the net. This report consists of:
  - Call signs of Net participants
  - Call sign(s) of Net Control Station(s)
  - Net start time
  - Net stop time
  - Net frequency used
  - Counts of formal message traffic offered and cleared through the net
  - If Net is used to support an incident, the name of the incident needs to be included in the report

## APPENDIX 9

### RACES Registration and Some Legal Issues

#### **WHY ARES OPERATORS NEED TO BE REGISTERED AS RACES OPERATORS.**

Registration with the State of Wisconsin as a RACES operator has a number of advantages for both the RACES program and the individual ham. Registration ensures the State has complied with federal guidelines that RACES operators are identified, registered and certified (FEMA CPG 1-15, March 1991, Guidance for Radio Amateur Civil Emergency Service, March 1991, p. 2-4). It also ensures ARES members, a pool of hams trained in emergency communications, can be utilized as operators if RACES is activated. Without registration, they cannot be used as RACES radio operators, as explained below.

Under current federal guidelines (see Appendix 5), RACES activation means RACES hams can communicate via radio ONLY with other RACES operators. Thus, during an incident in which RACES has been activated, nonRACES hams will be of very limited use as volunteers.

**SOME LEGAL ISSUES.** Emergency Management volunteers, including ARES/RACES hams, are covered under Worker's Compensation in certain circumstances. These volunteers could also, under certain circumstances, be indemnified by their sponsor against any tort liability to third persons incurred in the performance of emergency management activities while acting in good faith and in a reasonable manner.

This means; 1) If you are injured while performing your duly authorized volunteer activities, you may be covered under Worker's Compensation, which will pay for all or part of your medical bills. 2) If someone brings a lawsuit against you for something you did during your volunteer service, so long as you were doing what you were supposed to in a reasonable manner, the agency you were working for is required to provide legal defense and pay bills if the injured party is due any money.

***But, none of the above applies if you were not authorized to volunteer and if you are not duly registered, in writing, with the agency that requested your services as a volunteer for that incident!***

Simply being listed on a RACES or ARES roster at the municipal, county or state level is NOT enough. Wisconsin Statutes Chapter 166 on Emergency Management provides for Worker's Compensation benefits and protection from tort liability for employees, and volunteers who fit certain criteria are considered to be employees, even if they are not paid. However, to fit the criteria, a volunteer must be duly registered in writing with the Emergency Management agency requesting your services for that incident AND your "employer" must specifically authorize you to act on their behalf.

Wisconsin statutes provide for such coverage even for training activities.

These issues – coverage under Worker's Compensation and coverage for tort liability – are both complicated topics with many ramifications which are open to legal interpretation. Furthermore, the coverage here has not been comprehensive. A somewhat expanded discussion can be found in the February and March 2000 issues of the Wisconsin ARES/RACES Emergency Coordinator Newsletter, which can be viewed at or downloaded from the Wisconsin ARES/RACES web site at: <http://www.wi-aresraces.org>.

The message you should leave with is this:

1. If you are an Amateur Radio operator, make certain you are registered with both ARES and RACES. Contact your ARES Emergency Coordinator to confirm. The only valid indication you are registered as a RACES operator is a roster with your name on it issued by the Wisconsin State RACES Chief Radio Officer. These rosters are extracted directly from the

State RACES database, and each ARES EC is provided with an updated copy of their roster whenever members are added or data is changed.

2. Be sure you are registered in writing with the municipal, county or state Emergency Management agency you are working for during emergency incidents. Most important: Be sure you are registered for that specific incident.
3. Perform your assigned duties in good faith, toward the public good. Use common sense.
4. Do not expect any kind of coverage from Emergency Management or any other governmental agency if you engage in volunteer work without an explicit request to do so and without registering in writing for that specific incident. If in doubt, request your name be added to a duty roster.
5. Keep your own safety, the safety of your family and the protection of your personal property paramount. When it comes to emergencies, be part of the solution, don't become part of the problem. Always think safety!