



The Wisconsin ARES/RACES Emergency Coordinator



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**WISCONSIN
SECTION EMERGENCY COORDINATOR
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The WEC Newsletter is sent monthly to all American Radio Relay League Emergency Coordinators in the State of Wisconsin. It is intended to provide a forum for ECs to share ideas concerning the organization and training of their respective groups, and as a source of news concerning ARES and RACES activities in the state.

Comments, suggestions and articles (finished or in rough form) are solicited from the readers.

This newsletter and other important documents are posted on the Wisconsin ARES/RACES web page at:

<http://wi-aresraces.org>

in PDF format, shortly after each issue is published.

Deadlines: The newsletter is mailed on or about the 15th of the month preceding the date shown on the issue. Thus, the February issue is mailed on or about the 15th of January. Articles and notices must reach the editor no later than the 1st of January to be considered for the February issue.

Permission is granted to reprint articles from this newsletter provided credit is given as follows: "Reprinted from The Wisconsin Emergency Coordinator Newsletter, WB9RQR, Editor".

Disaster Welfare Message Form

By John Rusfeldt, KA9RZL Asst EC, -Racine County Official Emergency Station, Official Relay Station jrusfeldt@wi.rr.com

I wondered if the ARRL had a Disaster Welfare Message blank posted on the web, and had no luck in finding one after a fairly extensive search. Therefore, I thought I would make one up myself using an old form that I have a copy of. I modified it somewhat, adding several more ARL numbered radio-grams that I thought would be useful when passing emergency Welfare traffic.

Stan has posted my version on our ARES/RACES website (<http://wi-aresraces.com>) under *Other Downloadable Documents of Interest*. The version there is in MS-Word format, so you can modify it locally for your own use. For example, you can add

your own county name to the document. If you have other suggestions to make the form generally more useful, please let me know – my address is shown in the by-line.

EmComm Statistics

By Jack Morrison, N9SFG, Asst SEC for Training
Progress is being made. As of 1 Aug, there were 100 ARES/RACES members in our state who have completed one, two or all three EmComm courses. This is a big jump from the totals on 1 Jan:

CATEGORY	1Jan03	1Aug03	Change (%)
WI Total Level I graduates	38	100	263%
WI Total Level II graduates	6	25	416%
WI Total Level III graduates	5	15	300%
ARES/RACES groups with at least one EmComm Graduate	26	36	138%

The number of ECs who have completed Level I (excluding vacant posts) is also moving up:

DISTRICT	PERCENTAGE
SE	50%
SC	66%
SW	0
EC	75%
C	40%
WC	20%
NE	12%
NC	28%
NW	50%

Remember, all ECs must be ARRL members, which also means that they can take EmComm courses at no net cost. You simply sign up and pay the \$45 tuition charge, which is refunded as soon as you successfully complete the course. The tuition reimbursement applies to EmComm I, II and III. The courses are not difficult – ask anyone who has taken one. And, they are good! Not perfect, but well

The Wisconsin EMERGENCY COORDINATOR worth the investment of time. Again, ask anyone who has taken one. Free learning, at your own pace. All it takes is a computer connected to the Internet, and a little investment of your time. Furthermore, anyone who cannot afford to lay out the \$45 can contact me, Stan Kaplan or Don Michalski – to work out a solution. We can solve the problem. Any one of us can help, too, if you have difficulty signing up. Just let one of us know, and we will help you. Do it now!

Why Is There A Novice Net If There Are No Novices?

By Dennis Rybicke, K9LGU, STM

Some of the ham-gram traffic lately suggests participating in a CW net. That's a great idea for every ham to do occasionally, just to see how it's done. It gives an operator some comfort if the process is needed in an emergency. (Check out the February 2003 STM Report for detailed instructions.)

A CW net is especially helpful for new hams - and the Wisconsin Novice Net is just the place to begin. When the net starts at six each evening on 3723 kHz, it's clear that the purpose of the net is training. The net control station will always slow to the speed of a station checking in, although the regular net speed isn't much over 5 wpm.

A net such as the WNN moves slowly enough for stations to follow easily. Refer to Operating Aid FSD-218 (the famous pink card), and even handle some traffic. It's a great way to learn a valuable skill.

Any traffic handling can be good practice, and NTS traffic in the proper format is a very good model. Please mention the WNN as well as local VHF nets to the new Hams you train or meet.

Your STM had fun discussing traffic handling with the Racine/Kenosha ARES group in July. If your club or ARES/RACES unit would like a presentation on the NTS and how traffic is passed, let K9LGU know. Maybe you could send him a message on the WNN?

SET Reporting Forms

by ARRL Field & Educational Services

Hello,

This message is going to the following who hold these positions in the ARRL Field Organization:

SM, SEC, EC, DEC, STM, and NM.

Please note: To submit electronic SET reports, please send it to sewald@arrl.org (Steve Ewald, WV1X, at ARRL Headquarters).

You may download 2003 Simulated Emergency Test forms in Rich Text RTF or Adobe pdf formats

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from the ARRL Web site. The SET Guidelines on the ARRL Web Page: <http://www.arrl.org/FandES/field/setguide.html>.

Also, the reporting forms are found at this address:

http://www.arrl.org/FandES/field/forms/#ec_set

Specifically, the SET Reporting forms and the EC Annual Report forms, in the RTF format, are found here:

http://www.arrl.org/FandES/field/forms/ec_set.rtf

http://www.arrl.org/FandES/field/forms/nm_set.rtf

http://www.arrl.org/FandES/field/forms/ec_ann.rtf

Guidelines, 2003 Simulated Emergency Test

The ARRL Simulated Emergency Test is a nationwide exercise in emergency communications, administered by ARRL Emergency Coordinators and Net Managers. Both ARES and the National Traffic System (NTS) are involved. The SET weekend gives communicators the opportunity to focus on the emergency-communications capability within your community while interacting with NTS nets. Although the main SET weekend this year is October 4-5, local and section-wide exercises may be held throughout the fall season.

Purpose of SET

1. To find out the strengths and weaknesses of ARES and NTS, the Radio Amateur Civil Emergency Service (RACES) and other groups in providing emergency communications.
2. To provide a public demonstration--to served agencies such as Red Cross, Civil Preparedness, and through the news media--of the value to the public that Amateur Radio provides, particularly in time of need.
3. To help radio amateurs gain experience in communications using standard procedures and a variety of modes under simulated-emergency conditions.

Format. The scoring format reflects broad objectives and encourages use of digital modes for handling high-volume traffic and point-to-point Welfare reports out of the affected simulated- disaster area. Participants will find SET an opportunity to strengthen the VHF-HF link at the local level, thereby ensuring that ARES and NTS are working in concert. The SET will give all levels of NTS the chance to handle exercise-related traffic. The guidelines also recognize tactical traffic on behalf of served agencies.

Test messages should carry the word "TEST" before the precedence; that is, "Test Priority" on phone and "TEST P" on CW. The text of such messages should also begin with the words "TEST MESSAGE."

ARES units and other groups are free to conduct their emergency exercises anytime between September 1 and November 30 if an alternative date is

The Wisconsin EMERGENCY COORDINATOR preferred. The activity period should not exceed 48 hours.

Links to SET reporting forms and the EC Annual Report may be found on the ARRL Web site. You may e-mail your SET summaries to ARRL Headquarters via sewald@arrl.org. If you mail them to ARRL via the postal service, the address is: ARRL Headquarters, 225 Main Street, Newington, CT 06111-1494. January 30, 2004, is the receipt deadline.

Preparation is Important: Steps for the Emergency Coordinator

1. Sign up all available amateurs in the area under your jurisdiction and work them into your SET plans.
2. Call a meeting of all ARES members and prospective members to briefly outline (no details!) SET activities, and give general instructions. Do not divulge the exact time or nature of the test to them at this time. This should come as a surprise. Take this opportunity to register new ARES members and get up-to-date information on others. Hold an on-the-air meeting if it's not possible to meet in person.
3. Contact served agencies and explain the intent and overall purpose of the SET. Offer to send test messages to other branches of their agencies, and invite officials to your ARES meetings and SET operating sites.
4. Contact officials of any adjacent communities having no active amateurs and offer to provide representation in amateur networks for them as well.
5. Arrange publicity in consultation with an ARRL Public Information Officer in local newspapers and radio/TV stations by preparing an announcement and/or inviting the press to observe your group's SET operation.
6. Set up liaison with one or more NTS local/section nets (if you don't already have liaison) so you will have an outlet for all messages out of the local area.
7. Formulate your plans around a simulated disaster. Possible "plots" include: a flood, a serious fire, an ice storm, a missing person, a serious accident (automobile, bus, aircraft, for examples), a broken gas line, and so forth. Elaborate on the situation by developing a scenario, but please be realistic.

During the SET

1. Announce the emergency situation. Activate the emergency net. Dispatch mobiles to served agencies.
2. Have designated stations originate messages on behalf of served agencies. Test messages may be sent simulating requests for supplies. Simulated emergency messages (just like real emergency messages) should be signed by an authorized official.

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3. Emphasize tactical communications for served agencies.
4. As warranted by traffic loads, have liaison stations on hand to receive traffic on the local net and relay to your section net. You should also be sure that there is a representative on each session of the section net to receive traffic going to the local area.
5. Operate at least one session (or substantial segment of a session) of the local net on emergency-only basis. Or, if a repeater is on emergency power, allow only emergency-powered stations to operate through the repeater for a certain time period.

After the SET. An important post-SET activity is a critique session to discuss the test results. All ARES (and RACES) members should be invited to the meeting to review good points and weaknesses apparent in the drill. Emphasize ways to improve procedures, techniques, and coordination with all groups involved. Report your group's effort using the appropriate forms and include any photos, clippings and other items of interest.

The Role of NTS. The main function of the National Traffic System in an emergency situation is to tie together all of the various local activities and to provide a means by which all traffic destined outside of a local area, section or region can be systematically relayed to the addressee.

Normal NTS routing should be followed. A valid exception is the handling of emergency traffic that should be routed as rapidly and efficiently as possible, bypassing various levels of nets when delivery can be expedited. Another exception is when one station is loaded down with traffic for one region or section. At the discretion of the Net Control Station (NCS), the station may be directed to bypass a normal channel and go directly to a lower (or higher) echelon net.

The interface between NTS and ARES lies in the liaison function between local nets and other NTS nets, particularly at the section level. Responsibility for representation of the local network on the section net lies with the local net manager who may or may not be the EC. Although we usually think of ARES members being the representatives in section nets, it is equally valid to expect NTS personnel to act as liaison to local nets.

At least one net session or substantial segment of a session should be conducted on emergency power. Plan a surprise session or two. Advise the NCS just before net time. If NCS is unable to operate on emergency power, then someone else must be net control. Only stations operating on emergency power may report in during this time.

Summary. One of the first steps on the way to a successful SET is to try to get as many people involved as possible, and especially new hams. In a real emergency, we find amateurs with all sorts of

The Wisconsin EMERGENCY COORDINATOR varied interests coming out of the woodwork. Let's get them involved in SET so they will know more about how emergency communications should be handled. Promote SET on nets and repeaters, and sign up new, enthusiastic radio amateurs. Many of those offering to help will be inexperienced in public-service activities. It's up to you to explain what's going on to them, and provide them with useful roles. They may like it so much that they become a permanent fixture in your ARES or NTS group. For a review of last year's nationwide Simulated Emergency Test, read the article in July 2003, QST. The September 2003 QST article, also talks about this year's Simulated Emergency Test.

Thanks to your efforts, the public service tradition in Amateur Radio continues!

Dairyland Triathlon - Corrections

By John Springer, KC9JS

Two errors appeared in last month's article:

1. The communications van belonged to the City of Racine Police Dept, not the Racine County Sheriff's Dept.
 2. The date of the Triathlon was Sunday July 27th, not the 28th.
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A GENERIC ARES POWER OUTAGE PLAN

By David Thorne, K6SOJ, SV SEC

[Editor's Note: The plan is a single page document on our website, called Power Outage Plan. You can find it under Other Downloadable Documents of Interest. It is in Microsoft Word format, so you can freely modify it for your own unit's use. The note below and the Plan was sent by Dave on the SEC reflector.]

In view of the events in the northeastern U.S. and eastern Canada recently, I will be re-issuing the: "PLAN FOR ARES TEAMS FOR POWER OUTAGES" in the next EMCOMMWEST Bulletin. Many of you do not receive the ECWB, so I'm sending this out direct. Feel free to pass it along to your DECs, ECs, who may not already have such a component such as this in their local response plan.

The plan has appeared several times over the past few years (most recently in ECWB #132 - November 12, 2002). The goal is to ensure that every local ARES unit has a "power outage plan", and that its team members are familiar with it. ARES units may incorporate this plan into their own plan, with or without, modification for local use. The ARES response should be "automatic" during power outages and telephone system failures.

It is essential that ALL of your ARES team members are trained and practiced in formatting, originating, and handling formal message traffic.

EC Conference

Saturday, 8 Nov, 10:00 am – 3:00 pm. Keynote speaker, John Leekley, WB9SMM, SE WI DEC. John, a lawyer, will speak **on This Tort is Not a Dessert**, covering ham liability and Workers Compensation issues.

Dan Lenz' directions: Head to Oshkosh on Hwy 41 from the north or south. Exit at the Hwy 45 exit and head toward town. When reaching County Highway Y, turn left onto it and follow it to the Coughlin Building, which is easy to spot. If you cross railroad tracks, you missed it by a block or so.

A box lunch will be served, costing about \$7. Dan will update later on the exact sum. **You need to make reservations!** Email Stan with the calls of all who plan to attend in your party. We will order lunches based on your reservations, so be prepared to pay for the lunch if you are a no-show. Deadline for reservations: Halloween – 31 Oct.

Leadership Changes

Sam Rowe, KG9NG, was appointed effective 8 September as **DEC for South Central WI**, a position vacated last month by Jim Lackore, AD9X (see the last newsletter). Sam continues as Asst SEC and EC for Dane County.

2003 Statewide SET

by Jack Morrison, N9SFG, Asst SEC for Training

An envelope will be mailed to all ECs before the end of September containing a scenario, instructions and messages to be used in the statewide SET. The statewide SET can be any day of your choosing, so long as it is before October 31st. You may elect to hold it on the same day as your local SET, or on another day – your choice.

The aim of the statewide SET is to respond to a power grid failure that has caused a complete blackout across the entire state.

You will be asked to set up a primary communications center, and one or more secondary centers, depending upon your unit's capability. Once the centers are staffed, the hams will have several prepared messages to send. Finally, a report will need to be prepared and sent to the SEC using any method, so long as it is using emergency power (battery, generator, solar).

A scoring method has been devised (outlined in the contents of the envelope you will receive). The scoring method uses a handicap based on the number of hams in your unit, so even if you have a small unit, you have just as much chance to come out with a high score as the largest unit in the state. Bonus points are also given for HF links. Have fun!
