District 14 ARES®

Northwest Unit
Emergency Communications Plan

John Sawyer, KD5U
ARRL STX 14 ARES® Northwest Unit
Emergency Coordinator

District 14 ARES® Northwest Unit Emergency Communications Plan

Table of Contents

i

Revisions Page

Revision 1 – January 2022.
 1. Rewrite of the communications plan to focus on communications and activation.

Northwest Harris County, Texas - District 14 Amateur Radio Emergency Service (ARES®) Emergency Communications Plan

1.0 PURPOSE

1.1   The primary responsibility of the Northwest Harris County, Texas, District 14 ARES® is to provide effective and efficient communications in the event of a natural disaster, or an emergency involving any major threat to life or property, to supplement normal communications, or in the event of communications failures to provide the necessary communications links where applicable and possible.

1.2   District 14 ARES® and each of the Units in the District are organized to merge with the overall management template of the Incident Command System, known as ICS, and the National Incident Management System, known as NIMS.

2.0 GENERAL INFORMATION

2.1 District geography - Harris County is designated South Texas Section District 14 ARES® and it is the only county in District 14. District 14 is further divided into four geographical areas, southwest (SW), northwest (NW), northeast (NE) and southeast (SE). Interstate Highway 10 is the north and south boundary line. Interstate Highway 45 is the east and west boundary line north of Interstate Highway 10 and Highway 288 is the east and west boundary line south of Interstate Highway 10. Each area is served by an ARES organization within that defined area which are called units and named for the geographic area.

2.2 District organization - Each Unit in District 14 ARES® is under the operational coordination of a Unit EC (Emergency Coordinator) recommended by the DEC (District Emergency Coordinator) and appointed by the Section Emergency Coordinator (SEC). Each of the Unit ECs is tasked with developing a Unit Emergency Plan that incorporates the broad guidelines in the District plan. It is recognized that each Unit because of its geographical, demographic and infrastructural differences will develop an Emergency Plan and incorporate allowances and provisions for coping with these unique differences. Each Unit plan is subject to approval and periodic review by the DEC.

2.3 WebEOC, is an Internet-based tool used for communicating resource/supply request, and/or situations reports to served agencies may be used if available. Access should be coordinated with the Unit Emergency Coordinator.

2.4 NTS Liaison stations to the below National Traffic System (NTS) nets and local VHF and UHF communications nets will be assigned as necessary.
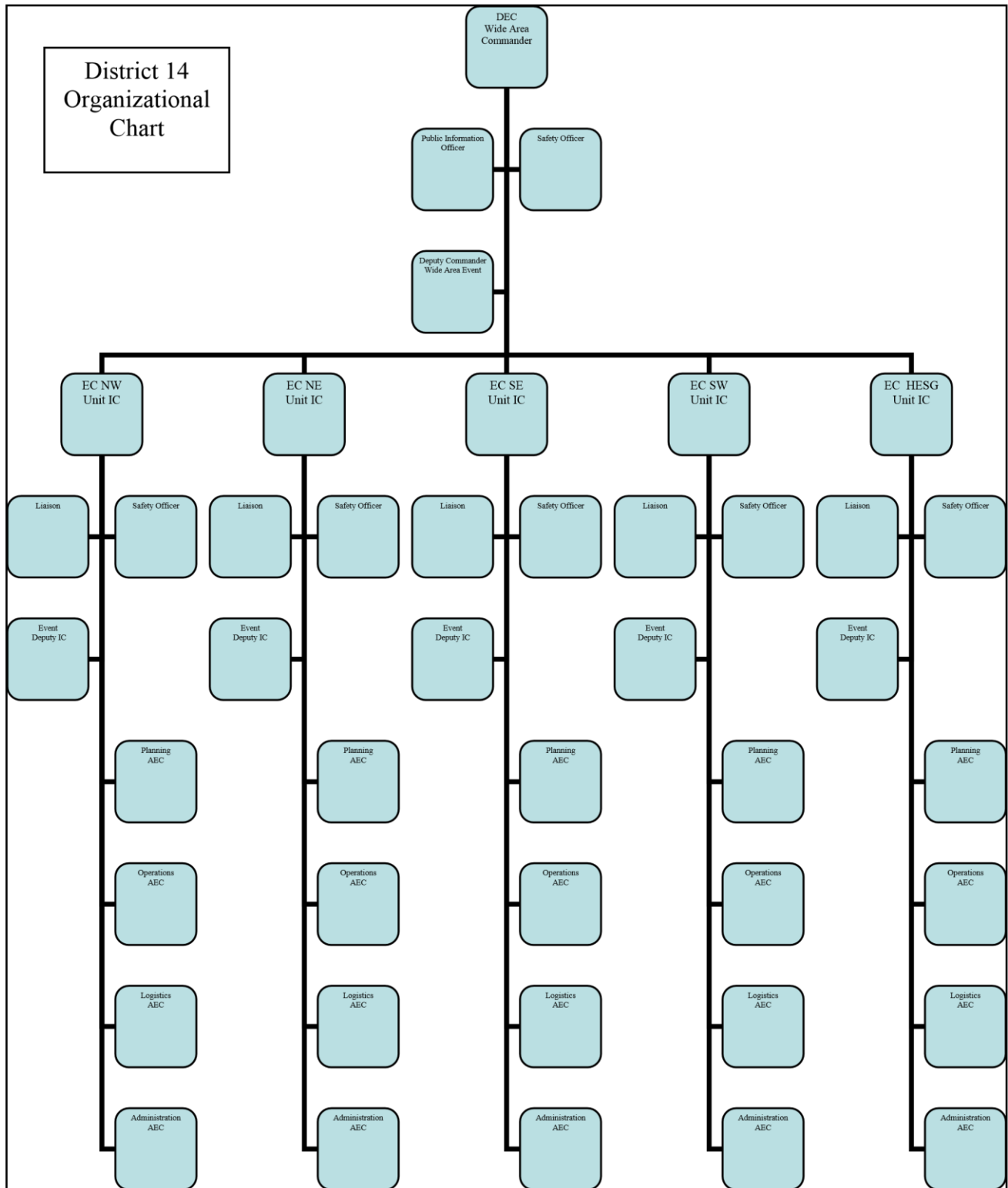
2

2.5 Frequencies used:

	Incident Name	District 14 Communications Plan	Date prepared: 6/21/2021	Time prepared: 1200 local
INCIDENT RADIO COMMUNICATIONS PLAN ICS-205A			Notes: all FM are wide band, if repeater not functional use SIMPLEX on repeater output	

Ch #	Function	Assignment	RX Freq	RX Tone	TX Freq	Tx Tone	Mode	Remarks
1	HF Night Emerg Net	South Texas	3.873 MHz	N/A	3.873 MHz	N/A	LSB	
2	HF Day Emerg Net	South Texas	7.285 MHz	N/A	7.285 MHz	N/A	LSB	
3	HF Night Health and Welfare Net	South Texas	3.935 MHz	N/A	3.935 MHz	N/A	LSB	
4	HF Day Health and Welfare Net	South Texas	7.290 MHz	N/A	7.290 MHz	N/A	LSB	
5	Countywide Operations	D14	147.000 MHz	N/A	147.600 MHz	103.5 Hz	FM	Primary
6	Countywide Operations	D14	145.370 MHz	N/A	144.770 MHz	103.5 Hz	FM	Secondary (backup)
7	Countywide Operations	D14	145.170 MHz	N/A	144.570 MHz	123.0 Hz	FM	Hospitals
8	Countywide Winlink RMS Gateway	D14	145.090 MHz	N/A	145.090 MHz	N/A	Vara/Packet	1200 baud packet
9	Countywide Winlink RMS Gateway	D14	145.050 MHz	N/A	145.050 MHz	N/A	Packet	1200 baud packet
10	Countywide Winlink RMS Gateway	D14	446.150 MHz	N/A	446.150 MHz	N/A	VARA	VARA Wide
11	Countywide P2P/Drills	D14	145.070 MHz	N/A	145.070 MHz	N/A	Vara/Packet	1200 baud packet
12	NW Primary	NW Unit	146.660 MHz	N/A	146.060 MHz	100.0 Hz	FM	Primary
13	NW Secondary	NW Unit	146.840 MHz	N/A	146.240 MHz	151.4 Hz	FM	Secondary (backup)
14	NE Primary	NE Unit	147.280 MHz	N/A	147.880 MHz	103.5 Hz	FM	Primary
15	NE Secondary	NE Unit	145.430 MHz	N/A	144.830 MHz	N/A	FM	Secondary (backup)
16	SW Primary	SW Unit	146.940 MHz	N/A	146.340 MHz	167.9 Hz	FM	Primary
17	SW Secondary	SW Unit	145.190 MHz	N/A	144.590 MHz	123.0 Hz	FM	Secondary (backup)
18	SE Primary	SE Unit	146.640 MHz	N/A	146.040 MHz	123.0 Hz	FM	Primary
19	SE Secondary	SE Unit	145.390 MHz	N/A	144.790 MHz	123.0 Hz	FM	Secondary (backup)
20	Winlink RMS Gateway List	D14		N/A	see channel selection RMS client			

Prepared by: David Underwood WB5HJV (as directed by D14 DEC, Sherwin Klemp)
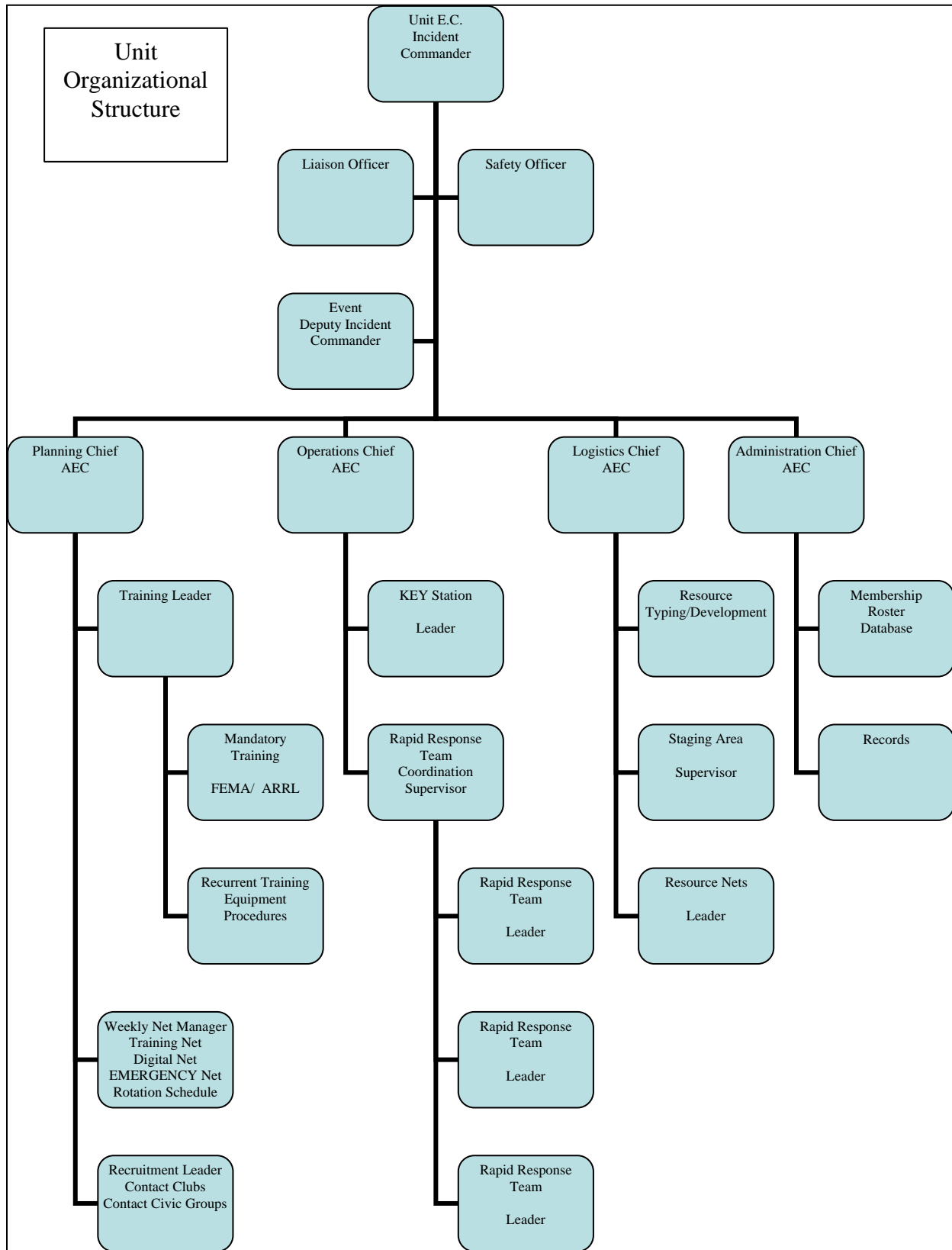
Incident Location: Harris County Texas

The convention calls for frequency lists to show three digits after the decimal place. Listed frequencies to be programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

2.6 Organization

District:

District 14
Organizational
Chart

```
                                    DEC
                              Wide Area
                              Commander
                                    |
            +-----------------------+------------------+
   Public Information                              Safety Officer
        Officer
            |
   Deputy Commander
    Wide Area Event
            |
  +---------+----------+-------------+-------------+-------------+
 EC NW      EC NE       EC SE        EC SW        EC HESG
 Unit IC    Unit IC     Unit IC      Unit IC      Unit IC
```

EC NW Unit IC		EC NE Unit IC		EC SE Unit IC		EC SW Unit IC		EC HESG Unit IC	
Liaison	Safety Officer	Liaison	Safety Officer	Liaison	Safety Officer	Liaison	Safety Officer	Liaison	Safety Officer
Event Deputy IC		Event Deputy IC		Event Deputy IC		Event Deputy IC		Event Deputy IC	
	Planning AEC		Planning AEC		Planning AEC		Planning AEC		Planning AEC
	Operations AEC		Operations AEC		Operations AEC		Operations AEC		Operations AEC
	Logistics AEC		Logistics AEC		Logistics AEC		Logistics AEC		Logistics AEC
	Administration AEC		Administration AEC		Administration AEC		Administration AEC		Administration AEC

Unit:

Unit
Organizational
Structure

Unit E.C.
Incident
Commander

Liaison Officer

Safety Officer

Event
Deputy Incident
Commander

Planning Chief
AEC

Operations Chief
AEC

Logistics Chief
AEC

Administration Chief
AEC

Training Leader

KEY Station

Leader

Resource
Typing/Development

Membership
Roster
Database

Mandatory
Training

FEMA/ ARRL

Rapid Response
Team
Coordination
Supervisor

Staging Area

Supervisor

Records

Recurrent Training
Equipment
Procedures

Rapid Response
Team

Leader

Resource Nets

Leader

Weekly Net Manager
Training Net
Digital Net
EMERGENCY Net
Rotation Schedule

Rapid Response
Team

Leader

Recruitment Leader
Contact Clubs
Contact Civic Groups

Rapid Response
Team

Leader

3.0   ACTIVATING THE PLAN

3.1   Any member of District 14 ARES® who for any reason believes that a communications emergency exists, or is imminent, or has been notified of an activation, should monitor the South Texas Section District 14 ARES® repeater, 147.000 MHz (+) PL 103.5 Hz.

3.2   The South Texas ARES depot paging system will be used to notify ARES members via email and/or text paging at the district or unit level.

4.0   MOBILIZATION PROCEDURE

4.1   Each Unit EC, or an AEC will initiate mobilization by direction of the ARES® South Texas Section SEC or District 14 ARES® DEC or at the request of listed served agencies.

4.2   NO District 14 ARES® personnel are authorized to go to the scene of an emergency or disaster without authorization, or an invitation from the on the scene commander, or individual in charge at the site.

5.0   OPERATIONS

5.1   During a severe communications emergency, the district net frequency should be monitored at the top of the hour with the unit nets monitored at the bottom of the hour.

5.2   During net operations, stations should not transmit unless directed to do so by the net control station (NCS).

6.0   MESSAGE HANDLING

6.1   *All messages must include the signature and title of the official originating the message.* The official signing the message assumes full responsibility for the message content. Plain language should be used. S*end the message exactly as the originator wrote it.* Always ensure that originators of message traffic to be sent over Amateur Radio circuits understand that Amateur Radio is **NOT** a secure mode of transmission.

6.2   Use of ICS forms, NTS forms, or forms prescribed by the served agency is permissible.

7.0 SERVED AGENCIES

7.1 Harris County Office of Emergency Management and Homeland Security

7.2 American Red Cross Texas Gulf Coast Region

7.3 Texas Department of Emergency Management

7.4 Salvation Army

7.5 Public Service Agencies (Police, Fire, Other)

7.6 Hospitals (as assigned)

8.0 SAFETY

8.1 If any requested action involves unacceptable risk, the person should NOT take the action. Upon refusal, the person should notify the net control station that they will not be performing the requested action, along with a brief statement of their risk assessment. There is not any ARES assignment which is so important that it cannot be done safely.

8.2 Be prepared. Your welfare and your family's welfare take priority.

ACCEPTANCE OR TERMINATION OF FIELD SERVICE VOLUNTEERS

1. The ARRL is not obligated to accept volunteer service from anyone.

2. The ARRL is not obligated to continue to accept volunteer service from anyone, even if it has accepted such service in the past.

3. The ARRL does not discriminate in accepting volunteer service based on suspect classifications, including race, skin color, nationality, sex, age, sexual orientation, or religion.

4. The ARRL does not require criminal background or credit checks as a precondition to volunteer service.

5. Local Field Service units may conduct searches of public databases when considering whether to accept volunteer services.

6. If local Field Service units wish to terminate the volunteer service of any existing member, the ARRL has determined the primary responsibility for notifying the volunteer of the decision to terminate the volunteer's service should lie with the Section Manager, or his designee. This procedure permits a uniform response to be maintained across all Sections. The written communication from the Section Manager, or his designee, should substantially conform to the form provided by the ARRL. The written communication, letter or email, should thank the volunteer for the volunteer's past service and advise the person their service is no longer required. The written communication should not, under any circumstance, state a reason for the decision to terminate the volunteer's service.

7. Local Filed Service units may decline to accept volunteer service based on the results of public database searches, provided the decision to decline volunteer service is not based on suspect classifications. However, no reason should be stated, orally or in writing, for the unit's decision not to accept the volunteer's service.

Revised February 8, 2010 version 2.5