

Valencia County
New Mexico

AMATEUR RADIO EMERGENCY
SERVICE
(ARES)

OPERATIONS MANUAL

November 14, 2012



VALENCIA COUNTY ARES MISSION STATEMENT

The Valencia County ARES mission is to provide emergency and public service communications support to our communities and served agencies by trained amateur radio communicators using amateur radio capabilities.

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REVISIONS

This document will be revised on an as needed basis. Updates will be released on the <http://www.KC5OUR.com> website.

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1 THE OPERATIONS MANUAL

This Operations Manual delineates the organization and purpose of the Valencia County Amateur Radio Emergency Service (ARES) organization. The Valencia County ARES District Emergency Coordinator (DEC) or his designated alternate is responsible for the content of the Manual.

The Operations Manual is the product of the efforts, experience and input of Valencia County ARES members. Members are encouraged to submit suggested improvements to the DEC. Manual revisions will be issued from time to time.

Manual provisions of this Operations Manual should be implemented in conformity with the current versions of the New Mexico Section Emergency Response Plan (NMSERP), the American Radio Relay League's (ARRL's) ARES® Field Resources Manual, and the ARRL's Public Service Communications Manual. Members of Valencia County ARES should be familiar with the contents of those documents. In the event of conflict, this Operations Manual will take precedence.

2 AMATEUR RADIO EMERGENCY SERVICE (ARES)

2.1 General

ARES is an ARRL (American Radio Relay League) sponsored emergency communications organization consisting of licensed amateur radio operator volunteers who have registered their qualifications and equipment to assist with communications when emergencies arise. Every licensed amateur, regardless of membership in ARRL or any other local or national organization is eligible for ARES membership. Other than possession of an Amateur Radio license, the primary qualification is a sincere desire to serve. The possession of emergency powered equipment is desirable, but not a requirement for membership

2.2 Organization

There are four levels of ARES organization - national, section, district and local as shown below.

Level	Area Served	Position	Appointed/Elected By
National	Nation	Field Support Staff Supervisor	ARRL
		Emergency Preparedness Manager	ARRL
ARRL Section	New Mexico	Section Manager (SM)	Elected by Section ARRL members
		Emergency Coordinator (SEC)	Appointed by the SM
District	Valencia County	District Emergency Manager (DEC)	Appointed by the SEC
		Assistant District Emergency Manager (ADEC)	Appointed by the DEC
		ARES Members, i.e., Operators	Appointed by the DEC

Note: Throughout this document “District Emergency Coordinator” or “DEC” has been used for simplicity with the understanding that in the absence of the DEC this role will be filled by an “Assistant Emergency Coordinator” (AEC), or other assigned ARES member.

3 MEMBERSHIP

3.1 General

Any amateur radio operator who possesses any current United States amateur radio license may apply for membership in Valencia County ARES. Applications should be submitted to the DEC; application forms are available from the www.KC5OUR.com website. The DEC may approve, deny or revoke ARES membership at any time. ARES members are responsible for informing the DEC of any pertinent information changes.

The expectations of Valencia County ARES Operators/members are included in the Position Description contained in Appendix A. It is recognized most members will not meet all of these requirements when they initially join ARES, but over time, training, activities and individual preparation will facilitate members achieving these expectations.

3.2 Identification Badges

Upon completion of the required FEMA online courses, ARES operators will be issued a Valencia County ARES identification badge. The badge shall be displayed at all times when a member is participating in ARES activities or drills unless contraindicated by the Served Agency. ARES ID badges are the property of Valencia County ARES and must be returned to the DEC when membership is terminated.

3.3 Valencia County Requirements

The Valencia County Emergency Manager (EM) may require a background check of any ARES applicant since ARES operators may be deployed in county or municipal facilities where sensitive matters are being handled during an emergency situation. The Valencia county EM may provide additional IDs and or key cards to a limited number of ARES members for access to secured locations during an incident. These IDs are to be kept secured at all times, and the loss or theft of one of them must be immediately reported to the Valencia County EM and DEC.

3.4 Code of Conduct

All Valencia County ARES members are expected to conduct themselves professionally and in a manner consistent with the FCC's Amateur Radio rules found in CFR Title 47, Part 97, with the Valencia County ARES mission statement, and with the highest standards of good amateur radio practice.

ARES operators shall limit their activities to providing communications support under the direction of our DEC and the served agency officials, and in accordance with the incident command system principles.

Any member who fails to comply with these policies during ARES activities or engages in conduct which is illegal or reflects adversely on Valencia County ARES may be subject to disciplinary action up to and including termination of membership.

4 TRAINING AND PARTICIPATION

4.1 Required FEMA Training

Several FEMA (Federal Emergency Management Agency) on-line (www.training.fema.gov) or classroom courses must be completed to receive an ARES ID badge and several additional courses must be completed to be allowed for access to the Valencia County and other government emergency operations and communications centers, and for riding in County vehicles.

In addition to submitting FEMA course completion certificates to the DEC, members are encouraged to register with the state of NM Department of Homeland Security and Emergency Management (<https://www.preparingnewmexico.org/index.aspx>) and upload their course certificates to the State data base. The State's data base will facilitate the call up and utilization of ARES operators for response to large widespread emergencies. Registered volunteers receive notices of, and are encouraged to take advantage of, training offered by the State (which is normally free).

The required FEMA courses are:

	Course No.	Course Title
Required before ID badge can be issued. Expected within 6 months of joining ARES.		
	IS-100	Introduction to Incident Command System
	IS-200	Incident Command System for Single Resources and Initial Action Incidents
	IS-700	National Incident Management System, An Introduction
ARES Members/Operators without these courses will be designated as 'Reserve Members' and their deployment opportunities will be limited.		
Required for access to County and other government emergency operations and communications facilities and for riding in County vehicles. Desired within 12 months of joining ARES.		
	IS-800.b	National Response Framework, An Introduction
	IS-802	ESF #2 Communications

4.2 Training

Valencia County ARES will conduct training, including bi-weekly nets, programs at meetings, and special training exercises. Members are encouraged to participate in other operational activities such as Field Day, radio contesting, and assisting with public service event communications to exercise and improve their skills.

Other training classes are offered by the American Red Cross, the National Weather Service (Skywarn), the Southern Baptist Emergency Relief System, other ARES groups, etc. which members might find advantageous.

4.3 Training Nets

Valencia County ARES will conduct bi-weekly nets that are open to all amateur radio operators. Nets will be conducted according to a net script which is available from the Net Manager. Every net should strive to include some element of training, either informational or interactive. In addition, stations are encouraged to either originate traffic for movement into the National Traffic System (NTS) or to receive traffic for local delivery. This will enhance their message handling skills to be used during exercises, drills, and actual events.

The net will be conducted on the 146.700 MHz repeater and, at the discretion of the Net Control Station (NCS), may be moved to another repeater or to a simplex frequency after taking station check ins. This Net is held every other Wednesday at 7:30 PM local time on the same day as VCARA's Coffee Klatch. ARES members should make it a regular practice to check in to this net to sharpen their formal net abilities. ARES operators are expected to take their turn at running the net

4.4 Exercises and Drills

Valencia County ARES will periodically conduct exercises and/or drills in order for ARES members to apply and improve their knowledge and skills. Participation in these events is important to maintain the readiness of ARES members. Some of these exercises will be conducted jointly with served agencies.

4.5 Participation

For ARES to be prepared to carry out its mission, all members should practice their skills and participate as often as possible in ARES activities, including, but not limited to, training nets, meetings, training and educational events, public service activities, as well as drills and exercises.

It is critical for all ARES members to maintain their readiness to participate in ARES emergency communication operations and public service events. Members should be familiar with all Valencia County ARES documents, including this Operations Manual, the ARES Field Manual, and the ARRL's Public Service Communications Manual. Their regular involvement in local ARES activities will ensure their familiarity with ARES operations. The DEC may set minimum standards for participation.

5 ACTIVATION

5.1 ARES Activation

Requests for activation of our ARES operators will usually come from the County Emergency Manager (EM), but may come from another served Valencia County emergency response agency. Requests for activation to support a different ARES group will come from the other group's DEC or from the NM ARES SEC.

An ARES contact list will be provided to the served agencies by the EM. This list contains prioritized contact information for the DEC, AECs and alternate contacts. The EM or served agency activating ARES will try to contact the first person on the list and continue down the list until someone is reached. Once a person on the contact list is reached, the served agency will request ARES activation and provide information about the incident and anticipated needs. The served agency will consider ARES activated at that point.

Upon receiving a request for ARES activation, the contacted person assumes the DEC role and the actions listed below are undertaken. When the DEC becomes available, these actions are continued by the DEC:

1. If the contacted person is not the DEC, attempt to contact the DEC.
2. Start the phone tree member call up.
3. Assign a temporary ARES net control operator to activate the net from their home station.
4. Assign an ARES net control operator to deploy to the ARES club station and assume net control duties.
5. Function as the primary liaison with the served agency or ARES organization.
6. Direct our ARES efforts including assignment and deployment of operators, and net operations.

ARES members shall not self-activate or self-deploy in response to an incident or perceived incident unless previously authorized by the DEC .

5.2 Standby Activation

In the event of a standby activation, (i.e., a notice that ARES should be on standby for possible activation), the activation procedure will be followed except the notification to operators should stress the STANDBY status. For standby activation, the only deployment ordered by the DEC may be the establishment of the ARES net control at the ARES club station. The ARES net will be the primary means of keeping operators informed of our status and activation if that should occur.

If our DEC becomes aware of a developing situation in which our services may be required, the DEC may initiate a standby activation.

5.3 Notice of Activation

ARES members will be notified via a Phone Tree unless the caller knows the member has previously checked into the activated ARES net. Each ARES operator shall maintain a copy of the latest ARES member roster and Phone Tree so they can complete the Phone Tree notification if required.

Our phone tree will be used to notify members when we are activated. The most recent ARES members list and phone tree are on the www.KC5OUR.com website and members will be notified when these are updated. Each member should download and maintain a personal copy of the member roster and phone tree. Do not wait until an actual incident to download these since immediate action will usually be necessary and internet access may be down.

An example of our phone tree is provided on the next page. The operation of the phone tree under normal and disruptive situations is described on the phone tree as well as example scripts used when calling operators.

ARES members aware of a situation that may result in our activation should monitor our primary repeater (146.700 MHz) (or our secondary repeater (146.940 MHz) if they cannot hear the primary) for information and to check in with the ARES net when it becomes active. It is preferable for members to check into the ARES net rather than wait for Phone Tree notification.

EXAMPLE OF VALENCIA COUNTY ARES' PHONE TREE			
		DEC Willie Jones W8JKM 505-888-5555 505-902-1234	
			Usual Temp ARES Net Control Operator (from home) Chinyre Goth AD6YUT 505-123-345 505-987-3541
Asst DEC-1 Sayy Lovato NM5SL 505-344-8877 505-767-9988		Asst DEC-2 James Smith KC5MMM 505-555-5555	
			Usual ARES Net Control Operator (usually mobilizes to ARES/VCARA station) Smic Gonzales NM5SS 505-834-6969 505-999-8888
Elisia Jones AD5UTY 505-344-8877 505-767-9988		JR Uing K5MO 505-344-8877 505-767-9988	
Bill Claan KM5TVB 505-344-8878 505-767-9989		Jill Real KJ5TI 505-344-8876 505-767-9987	
Name Call phone # 1 Phone # 2		Name Call phone # 1 Phone # 2	Typical Phone Tree Action 1 calls 2, 4 and 7 2 calls 3 and 5 5 calls 11, 12 . . . 15 3 calls 6 6 calls 21, 22 . . . 25
Name Call phone # 1 Phone # 2		Name Call phone # 1 Phone # 2	
Name Call phone # 1 Phone # 2		Name Call phone # 1 Phone # 2	
Name Call phone # 1 Phone # 2		Name Call phone # 1 Phone # 2	
Name Call phone # 1 Phone # 2		Name Call phone # 1 Phone # 2	
Phone Tree Principles and Alternative Actions			
1. If called person is not reached, go on to next person who will continue tree calling. Example: 2 cannot reach 5, so 2 calls 11 and 11 makes the calls that 5 should have made.			
2. When bulk member callers (i.e., 5 and 6) finish making their calls, report completion to ARES Net and provide names of any operators not contacted or who indicated they will not be able to check-into the ARES Net at this time.			
3. If DEC (i.e., 1) cannot contact either net control operator (i.e., 4 or 7), DEC either selects and calls an alternate or assigns an ADEC to do this.			
PHONE TREE SCRIPT			
Take time to prepare script. Use script for call or voice mail. Give date and time (round to nearest hour). Goal is for member to check-into the ARES net. Wait to elaborate until after reading script.			
Example Script for drill: This is a drill. It is Thursday December 29 at 11 AM. Valencia County ARES is being activated for a drill. Please check into the ARES net on the 146.70 repeater. This is a drill.			
Example Script for an actual event: This is an actual event. It is Friday, September 30 at 2 PM. Valencia County ARES is being activated by the County Emergency Manager in response to local flooding. Please check into the ARES Net on the 146.700 repeater and report your status and availability. This is an actual event.			

5.4 Operator Check In and Availability Status

Upon receiving activation notification, or becoming aware of an incident, ARES operators should check in with the ARES Net. When checking in, operators should indicate their availability and provide information regarding limitations to their being able to deploy.

When determining their availability, operators should consider the following:

1. First, ensure you and your family are safe and secure and that you can safely accept an assignment.
2. If you are likely to be required to report to your employment to assist with the incident.
3. If you are a volunteer with another organization (such as a volunteer fire department, Red Cross volunteer, etc.) which has, or probably will be, requesting your assistance.
Keep in mind ARES qualified Hams are a scarce resource and other volunteer agencies may have more than adequate volunteers.
4. If you need to stay home and take care of family, if you decide to activate with a different agency or for other reasons you are not available for service, you should still check into the ARES Net so efforts are not wasted trying to contact you.
5. If you are not available for immediate assignment when initially checking in, indicate if you may be available later and periodically recheck into the net to update your status.

6 INCIDENT NETS

6.1 ARES Net

Our primary incident is called 'ARES Net'.

ARES Net will be activated immediately upon our activation or potential activation. Usually this net will initially be run from the net control operator's home station. Net control duties and net operations will usually be transferred to the ARES station at VCARA's club station in Rio Communities when it becomes staffed and comes on line. Two operators will generally be assigned to handle ARES net at the ARES station; one for net control and one for assistance with logging and for relief.

ARES net will be our primary net for all of our operations and communications.

The responsibilities and duties of the ARES Net control operator include:

- Establish and maintain a directed net on the 146.700 repeater.
- Move net to the secondary frequency of 146.940 MHz if the primary repeater is not available.
- Log all net communications and traffic.
- Check in ARES operators and maintain a updated status list of volunteers that includes:
 - Name and call sign
 - Current location
 - Availability status and assignment limitations
 - Equipment capabilities
 - Current assignment
- Periodically announce status of repeater use, other active incident nets and ARES operations status.
- Designate an offsite backup net control operator to keep a duplicate log and if necessary assume net control duties.
- Upon direction of the DEC, or when the need becomes apparent and the DEC is not available:
 - Make ARES operator assignments.
 - Establish relay stations.
 - Activate other incident nets.

6.2 Other Nets

When incident coordination and communication needs stress the capabilities of ARES net, or when incident response requires, the DEC or the ARES Net control operator may activate other nets. These nets will generally be on separate repeaters, but if incident traffic is limited they might concurrently operate on the ARES Net repeater. It may be possible that an operator will be able to serve as net control operator for more than one net. Additional nets will be incident specific and will generally be limited to minimize the number of operators required to run nets.

Some of the additional nets that might be used include (Note functional names are shown here; actual net names should be short and descriptive of the assignment):

- ARES served agency net for ARES operators assigned to a specific net.
- Served agency's own net established by the agency's own operators with whom we are working or assisting; example a Red Cross net.
- Welfare traffic net.
- Operator check in and status net.

7 DEPLOYMENT

7.1 General

ARES members can expect to be deployed to a serve a variety of agencies with differing communications needs. Our DEC will make or delegate assignment decisions.

Each operator should verify their personal limitations, availability, equipment and capabilities are adequate upon acceptance of an assignment. Operators should never be dependent on the resources of that site or served agency for adequate clothing, food, water and other personal needs.

Each member is responsible for their own safety. A member may decline an assignment at any time if they are not comfortable with the situation. Always be aware of what is occurring in and around your location. While serving as an ARES volunteer, if a member feels they are unsafe they should decline or terminate their assignment, notify the Incident Commander or DEC by whatever means they have at their disposal and withdraw to a safe area.

Operators shall dress appropriately for the service site and assignment. When appropriate, they should wear apparel (e.g., reflective vest for outside operations) that identifies them as communications volunteers.

7.2 Deployment by Valencia County Emergency Manager

ARES volunteers responding to a request of the Valencia County Emergency Manager must have an ARES ID badge. The EM or designee will provide briefings and may supply additional credentials. If the Valencia County Emergency Operations Center (EOC) is activated, ARES will normally staff an Amateur Radio station at the EOC to provide additional or backup communications capability.

7.3 Deployment to Assist Other Served Public Agencies

The DEC may deploy ARES operators to assist other served public agencies upon the request of the County EM, a municipal Emergency Manager or an emergency response agency.

7.4 Deployment with Other Agencies and Relief Organizations

Valencia County ARES may be called on to assist with communications with other agencies and relief organizations. Some possibilities include: American Red Cross, New Mexico Department of Health, Citizen Emergency Response Team, and Medical Reserve Corps. Some of these require prior registration and/or some may require credentialing or approval of the County EM.

7.5 Responsibility and Duty to Served Agencies

While ARES members are serving as volunteers for agencies they must comply with the policies and procedures of the served agency. Remember it is NOT the responsibility, nor function of ARES, to organize, direct or coordinate the activities of others, or to perform activities other than assisting with communications.

The ARES operator's job is to send and receive messages for the served agency and completing required message forms. Be sure the served official is aware Amateur Radio signals are not confidential and cannot be considered so at any time. Before sending personal information or information that might be detrimental via a phone mode, it is appropriate perform a 'last check service' and ask about a possible breach of confidentiality. If they say "go ahead," note it in your log and send. Don't argue - they don't have time for it.

In the rare event that an ARES member believes that the served agency's representative is requesting actions or conduct from that member that are criminal in nature, dangerous to the safety of the volunteer or others, or inconsistent with his training or abilities, the member will immediately:

1. Inform the agency representative of the conflict.
2. Note in the station log the perceived conflict and that the agency representative has been informed.
3. Continue to execute the tasks assigned by the agency unless:
 - The tasks compromise the immediate health or safety of the ARES volunteer or others.
 - The tasks are clearly criminal or in violation of the law (this does NOT include a perceived violation of administrative rules).
 - The tasks exceed the ability or training of the ARES volunteer.
4. Do not argue with the served agency representative - make the decision to either continue as directed or request permission from the ARES net control to be relieved from the assignment. You should make every effort to provide a smooth transition to a relief operator.

News releases and public relations are the responsibility of the served agency. Do not discuss your activities or observations, or incident activities or status, with news reporters or the public. Do not allow these people to listen to your communications or look at your log.

8 FIELD OPERATIONS

8.1 General

Since every incident, agency and field condition will be different, flexibility in the operation will always be necessary. Adherence to specific plans or procedures will be secondary to the primary goal of accomplishing the mission.

All ARES members are responsible for ensuring that they operate within the limitations of the station control operator's amateur radio license. They must also operate in compliance with the rules and regulations contained in Part 97 and abide by good amateur radio practices.

Tactical signs will be used whenever practicable.

All stations will maintain a log of their activity, traffic, messages handled, etc. All logs are the property of Valencia County ARES and/or the served agency and must be turned in to our DEC at the after action reports meeting, or sooner if possible.

A generic NIMS ICS-205 Communications Plan is available on the www.KC550UR.com website. All members should be familiar with this generic Plan.

8.2 Traffic/Message Handling

Most incident messages and traffic will be in the form of tactical messages which will be documented in the operator's logs. For these messages:

- Use concise common language.
- Use standard ITU phonetics when circumstances dictate.
- Sending station: Ask the receiving station to read back the message if there is any doubt what-so-ever that the message might not have been copied correctly.
- Receiving station: Read back the message if there is any question what-so-ever it has been copied correctly.

Formal traffic messages should be used for passing critical information, health and welfare traffic, messages generated away from the transmitting station, and messages that may have to be relayed. Formal traffic should use the modified ICS-213 form included in an Appendix to this Manual, served agency forms when required, or the ARRL Radiogram in that order of precedence.

Valencia County ARES members should familiarize themselves with the modified ICS-213 form and the ARRL Radiogram formats. Members are encouraged to participate in traffic nets such as the Roadrunner Traffic Net located on 75 meters at 3.939 MHz every day at 01:00 UTC to improve their message handling skills.

8.3 Public Service Events

Valencia County ARES may assist with communications for public service events (for example, bicycle rides) in central New Mexico. When Valencia County ARES is providing public service communications, members should comply with this Manual and the DEC will make assignments of duties and responsibilities.

Our members are encouraged to assist with similar events when our group is not involved to practice their field and tactical communications skills. When volunteering, they should always comport themselves in a manner that is consistent with the standards of Valencia County ARES.

ARES members are reminded that while their primary responsibility in these events is to assist with communications, they may assist with collateral duties so long as they do not detract from the communications mission or put the ARES volunteer at undue risk.

8.4 Skywarn™

Skywarn is sponsored by the National Weather Service (NWS) which describes it as “a nationwide network of volunteers trained by the NWS to report significant weather.” More information can be found at the National Weather Service Sky warn web site, <http://www.srh.noaa.gov/abq/?n=prepskywarn>.

Valencia County ARES actively supports the Skywarn program locally and encourages all ARES members to have an active Skywarn Spotter number. Skywarn nets will generally be conducted on the Mega link which appears in the Valencia county area on the 145.290 MHz repeater.

8.5 After Action Reports

An After Action Report (AAR) will be prepared after every ARES drill or activation. Input will be sought from all participants regarding the planning for and response to the event. The AAR should highlight any successes in the response as well as any identified deficiencies. The purpose of the AAR is to improve the performance of Valencia County ARES and its members in subsequent events.

8.6 Valencia County ARES Frequencies and Modes

Voice communications using FM on VHF/UHF frequencies will be the primary mode and may be supplemented as necessary with digital, CW, or other modes and the use of HF frequencies.

Valencia County ARES members should program their radio memories with the repeater and simplex frequencies we are most likely to use. Our standard and other anticipated useful frequencies are shown in the table on the following page.

VALENCIA COUNTY ARES FREQUENCIES

Band	Freq	Offset	PL	Location	Sponsor	Planned Use and Notes
2 M	146.70	- 0.6	100	Belen	VCARA	Our primary repeater
	146.96	- 0.6	100	Capilla Peak *	URFMS **	Usual alternate or secondary repeater
	145.68	na	na	na	Simplex	Our normal simplex frequency
	146.18	+ 0.6	141.3	Capilla Peak *	State ARES	Possible alternate or additional net repeater
	145.21	- 0.6	162.2	Sandia Peak	Gas Balloon	Reaches State EOC in SF; linked to 442.100
	145.33	- 0.6	100	Sandia Peak	Caravan Club	Reaches State EOC in SF; linked to 444.000
	147.10	- 0.6	67	Rio Rancho	SCARES	Relay to State EOC in SF; linked to 443.000
	145.31	- 0.6	162.2	Rio Rancho	High Desert	Possible alternate relay station
	146.66	- 0.6	100	Mt Taylor	Mega-Link	Mega-Link access
	145.29	- 0.6	100	Sandia Crest	Mega-Link	Mega-Link access
	146.94	- 0.6	100	Mt Taylor	URFMS **	
146.68	- 0.6	100	Socorro	Socorro ARC	Socorro ARES	
70 cm	442.700	+ 5	100	VCARA	Belen	Our primary UHF repeater
	446.505	na	na	na	Simplex	Our UHF simplex frequency
	443.00	+ 5	67	Rio Rancho	SCARES	Relay to State EOC in SF; linked to 147.10
	444.325	+ 5	100	Sandia Crest	Mega-Link	Mega-Link access
444.525	+ 5	67	Capilla Peak *	URFMS **		
Notes	*	Capilla Peak is east of Belen in the Manzano Mountains.				
	**	URFMS members can custom link URFMS repeaters for our use.				

APPENDIX 1

VALENCIA COUNTY STAFF POSITIONS

Contents and Reason for this Appendix

Approved Valencia County staff position descriptions are required for liability reasons and to allow the County insurance to cover ARES members activated to train with, and/or to assist, the County's emergency response agencies, these descriptions are contained in this Appendix for reference.

POSITION DESCRIPTIONS

POSITION: ARES District Emergency Coordinator (DEC)

SALARY RANGE: Volunteer

ORGANIZATION: Valencia County ARES

LOCATION: Valencia County, NM

There will only be one DEC position in Valencia County ARES (Amateur Radio Emergency Service) with these credentials.

The ARES District Emergency Coordinator is appointed by the New Mexico American Radio Relay League (ARRL) ARES Section Emergency Manager (SEC) to organize and supervise the efforts of the Valencia County ARES members in Valencia County.

DUTIES:

1. Coordinate the organization, training and emergency participation of ARES in Valencia County with County, local government and state emergency response agencies and with applicable relief agencies.
2. Recruit and appoint Valencia County ARES members/operators.
3. Appoint Valencia County ARES Assistant District Emergency Coordinators (ADEC)
4. Determine the communication needs of served agencies and make decisions concerning the allotment of available ARES operators and equipment during Valencia County emergencies and training exercises.
5. Work towards developing cooperative working relationships with local government emergency response and relief agencies, the coordination of ARES efforts with these agencies and their emergency response plans, and joint training exercises.
6. Coordinate Valencia County ARES activities with other ARES organizations and operations in surrounding counties and with other emergency communication services.
7. Understand the locale and role of vital government and volunteer agencies that could be involved in an emergency.
8. Understand the National Traffic System routing and procedures and provide direction in the routing and handling of emergency communications of either a tactical or formal nature including Welfare traffic.
9. Coordinate the reporting and documenting of Valencia County ARES activities.

The DEC must also meet the criteria as an ARES Radio Operator as described in the ARES Radio Operator position description.

POSITION: ARES Assistant Emergency Coordinator (AEC)

SALARY RANGE: Volunteer

ORGANIZATION: Valencia County ARES

LOCATION: Valencia County, NM

There may be several AEC positions in Valencia County ARES (Amateur Radio Emergency Services) with these credentials.

The Assistant Emergency Coordinators will be designated by the Valencia County ARES District Emergency Coordinator.

DUTIES:

AECs will serve as assistants to the DEC and be able to perform the DEC's duties in the absence of the DEC. The AECs will have the same qualifications and duties as the DEC, but in some areas to a lesser developed level than the DEC. The DEC may assign specific responsibilities and/or activities to each AEC to support the role of the Valencia County ARES in fulfilling its Mission Statement.

Each AEC must also meet the criteria as an ARES Radio Operator as described in the ARES Radio Operator position description.

POSITION: ARES Radio Operator

SALARY RANGE: Volunteer

ORGANIZATION: Valencia County ARES

LOCATION: Valencia County, NM

There will be many individuals in Valencia County ARES with these credentials.

WHO MAY APPLY: Any FCC Licensed Amateur Radio Operator

ARES Radio Operators are appointed by the Valencia County ARES District Emergency Coordinator.

DUTIES:

1. Provide communications in support of Valencia County Emergency Management (VCEM) and other served agencies in a professional and confidential manner.
2. Maintain working knowledge of personal radio equipment.
3. Acquire and maintain familiarity with served agencies' radio equipment.
4. May operate analog voice, digital voice, and digital text/image equipment on amateur and non-amateur radio frequencies.
5. Properly format and transmit formal message traffic using radio and other means utilizing a standard record (ICS-213).
6. Properly transmit tactical traffic using radio and other means.

7. Maintain a log of communications (ICS-215).
8. Demonstrate willingness to enhance knowledge and skills through attendance at education and training opportunities; and through participation in net operations, public service events and/or exercises.
9. Maintain familiarity with FCC Part 97 Rules.

QUALIFICATIONS:

1. Hold a valid Amateur Radio license of the Technician Class, or higher.
2. Available to attend and participate in at least two events/meetings a year and one net check in per month.
3. Attend an approved weather spotting course once every five years.
4. Within 6 months of being appointed successfully complete FEMA independent study courses IS-100 IS-200 and IS-700.b
An operator without these certificates for these courses will be designated as Reserve Operators and deployments will be limited in scope.
5. Within 1 year of joining successfully complete FEMA independent study courses and IS-800 and ESF2-IS802.
An operator has to have successfully completed these courses to be assigned to County and other government emergency operations and communications facilities.
6. Demonstrated ability to function appropriately in a directed and non-directed nets.
7. Successfully complete law enforcement record check according to served agencies requirements if necessary.
8. Adequate interpersonal skills to represent Valencia County ARES in a positive manner to the public and to served agencies.
9. Willing to acquire and maintain knowledge of served agency MOU's (Memorandums of Understanding between agencies and ARES).
10. Review, understand and have a current copy of the Valencia County ARES Operating Manual.
11. Have reviewed the ARRL ARES Field Operations Manual.

AVAILABILITY

1. Willing to make a best effort to participate in all scheduled drills and training exercises. Expected at least 75% of the time.
2. Monitor assigned ARES frequencies regularly, especially immediately after news of any disaster and during those incidents.
3. Willing to occasionally commit time at inconvenient hours and dates.

APPENDIX 2

MESSAGE FORM ICS 213
(ARES VERSION)

Form provided on next page.

ICS 213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd/yyyy
	EMERGENCY Priority H&W Routine Drill				:	/ /
TO:		POSITION:				
FROM:		POSITION:				
SUBJECT:						
MESSAGE BODY:						
						5
						10
						15
						20
						25
						30
						35
						40
						45
RECEIVED FROM: Print Name		INITIALS:		POSITION:		
RECEIVED BY: (call sign)		RECEIVED TIME:	:	RECEIVED DATE: mm/dd/yyyy		/ /
REPLY:						
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd/yyyy	
				:	/ /	
						5
						10
						15
						20
						25
						30
RECEIVED FROM:		INITIALS:		POSITION:		
ICS 213 Compliant Form - Valencia County New Mexico Amateur Radio Emergency Service Version Date: 04/24/2011 All times LOCAL time using 24 hour clock						