Valencia County
New Mexico

AMATEUR RADIO EMERGENCY SERVICE
(ARES)
OPERATIONS MANUAL
Version 1.0
July 4, 2023

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.

Revision History

1. November 4, 2012 - Initial document generated
2. **November 14, 2012** – Revision and reformatting
3. **Version 1.0** July 10, 2023-Revision to current ARRL Training Standards

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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	A
		Emergency Preparedness Manager	R
			R
			L
			A
			R
			R
			L
ARRL Section	New Mexico	Section Manager (SM)	Elected by Section ARRL members
		Emergency Coordinator (SEC)	Appointed by the SM

District	Valencia County	District Emergency Coordinator (DEC)	Appointed by the SEC
		Assistant District Emergency Manager (ADEC)	Appointed by the DEC
		Emergency Coordinator (EC)	Appointed by the DEC
		Assistance Emergency Coordinator (AEC)	Appointed by the EC
		ARES Members, i.e., Operators	Volunteer and perform required tasks for Level 1 Communicator

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 the EC, Valencia Appointed "Emergency Coordinator", or an "Assistant Emergency Coordinator" (AEC), or another 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 through training, coursework, 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/or 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).

To download a fillable copy of the ARRL ARES Task Book, return to the home page and click on the link ARRL-ARES-Fillable-Training-Task-Book-V2_1_1.pdf.

Required by ARRL ARES for Communicator Certification by level:

Level 1 Communicator:

Join an ARES Group and turn in your task book with all relevant supporting documentation
Obtain a Technician Class or higher Radio License
Must possess a Dual Band HT Radio capable of operation in the 2m and 70cm bands.
Past Level One, strongly suggest that one radio with digital capability be in your go kit,
Yaesu System Fusion is preferred as our repeaters are all system fusion, in AMS mode.
We also have D-Star repeaters in our area available to us.

Level 2 Communicator: (All of the above plus:)

ICS-100.c   Introduction to the Incident Command System
ICS-200.c   ICS for Single Resource
ICS-700.b   Introduction to the National Incident Management System
ICS-800.c   National Response Framework

ARRL EC-001 Introduction to Emergency Communications

Net Participation in Tri-county ARES at least once per quarter
Program tone into HT Radio (Demonstrated proficiency)
Program frequency into HT Radio (Demonstrated proficiency)
Write and send an ICS-213 Message (Demonstrated proficiency)

Level 3 Communicator: (All of the above plus:)

IS-120.c	An Introduction to Exercises
IS-230.d	Fundamentals of Emergency Management
IS-235.c	Emergency Planning
IS-240.b	Leadership and Influence
IS-241.b	Decision Making & Problem Solving
IS-242.b	Effective Communication
IS-244.b	Developing & Managing Volunteers
IS-288.a	Role of Voluntary Organizations in Emergency Management
IS-2200	Basic Emergency Operations Center Functions
ARRL EC-016	Public Service & Emergency Communications Management

*All of the above are the MINIMUM REQUIREMENTS to be a member of the Valencia County ARES Group at a particular level. Personnel should always endeavor to train to at least one (1) level above the position they are currently in to fulfill the requirements of the organization should someone not be available to participate. For a complete list of training requirements, optional training, recommendations and encouragements, go to:
https://www.arrl.org/files/file/EMCOMM/ARRL-ARES-STANDARDIZED-TRAINING-TASK-BOOK-V2_2_1.pdf

4.2. Training

Valencia County ARES will conduct training, including weekly nets, programs at meetings, and special training exercises. Members are encouraged to participate in other operational activities such as Traffic Nets, Daily Nets, 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 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 Upper Rio FM Society repeater system and, at the discretion of the Net Control Station (NCS), but may be moved to another repeater or to a simplex frequency after taking station check ins. The normal ARES Net is held every Thursday at 7:30 PM local time. 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. These include but are not limited to the Tour of the Rio Grande Valley, the Tome Pilgrimage, and many others.

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 in addition to the ARRL requirements.

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 or the ARRL Section Emergency Coordinator (SEC). 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. Attempt to call ARES officials, if successful ask for instructions, if not continue to:
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.

It is every ARES members duty and PERSONAL responsibility to ensure their phone number and other information is correct and up to date. If you change it, update it with the EC of Logistics.

Our ARES NET will be used to notify members when we are activated. The most recent ARES members list and phone numbers 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 with phone numbers. Do not wait until an actual incident to download these since immediate action will usually be necessary and internet access may be down.

ARES members aware of a situation that may result in our activation should monitor our primary repeater (145.430 MHz) (or our secondary repeater (146.700 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 notification.

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 Los Lunas 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 145.430 repeater.
- Move net to the secondary frequency of 146.700 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. I.e. Cargo shorts and open toed shoes are not appropriate attire for operating in an emergency location.

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 to name but a few. Some of these require prior registration/certification 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. (This may change as the ARRL suggests assisting with other functions as permissible.)

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. News reporters are allowed to record your transmissions, however, no questions or transmissions will be made at the request of a reporter. If a reporter asks you questions, politely refer them to the served agency PIO. ***REMEMBER:*** There is no such thing as "Off the record" when speaking to a reporter.

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. In order to meet the FCC Requirements, end your final transmission with another station with your callsign.

I.e., "Command post to Station 1, radio check."
"Station 1, command post, copy your station full signal, full quiet. AA5AAA."
"Command post station one, copy you same. BB5BBB."

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.KC55OUR.com website. All members should be familiar with this generic Plan. A copy can also be found in the Appendices.

8.2. Traffic/Message Handling

Most incident messages and traffic will be in the form of tactical messages which will 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 that it has been copied correctly.

Formal traffic messages should be used for passing critical information, health and welfare traffic, messages generated away the transmitting station, and messages that may have to be relayed. Formal traffic should use the ICS-213 form included in an Appendices to this Manual, served agency forms when required, or the ARRL Radiogram in that order of precedence. When Forms Change, the newest form will be available on the KC5Our website. Notifications of such changes will be announced at regular meetings and the ARES Tri County net.

Valencia County ARES members should familiarize themselves with the 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 or the High Noon Net located on 40 meters at 7.240 MHz every day at noon, local time 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 or his designee 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 certificate. 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, HF, or other modes and 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 on file in another document on file at the VCARA labeled ICS-217. These frequencies should be programmed in the memory position assigned to allow for any ARES member to any other ARES members radio in an emergency. Any other frequencies in the memory should fall after these and are at the discretion of the owner of the radio.

APPENDIX 1

<u>VALENCIA COUNTY STAFF POSITIONS</u>

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 Emergency Coordinator (EC)
SALARY RANGE: Volunteer
ORGANIZATION: Valencia County ARES
LOCATION: Valencia County, NM
There will only be one EC position in Valencia County ARES (Amateur Radio Emergency Service) with these credentials.
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The Emergency Coordinator will be designated by the Valencia County ARES District Emergency Coordinator.

DUTIES:

The EC will serve as assistant to the DEC and be able to perform the DEC's duties in the absence of the DEC. The EC will have the same qualifications and duties as the DEC, and usually will be the official Net control Station for the Valencia County ARES. The DEC may assign additional specific responsibilities and/or activities to the EC to support the role of the Valencia County ARES in fulfilling its Mission Statement.

The EC 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).
7. Properly transmit tactical traffic using radio and other means .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 ARRL EC-001
    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 days.

Appendices

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:				2. Date/Time Prepared: Date: Date Time: HHMM				3. Operational Period: Date From: Date Date To: Date Time From: HHMM Time To: HHMM

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader)**:**   Name: Signature: _____

ICS 205	IAP Page	Date/Time: Date

ICS 205
Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about

available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Date/Time Prepared**	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	**Basic Radio Channel Use**	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	**Special Instructions**	Enter any special instructions (e.g., using cross-band repeaters, secure- voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	**Prepared by** (Communications Unit Leader) • Name • Signature • Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

GENERAL MESSAGE (ICS 213)

1. **Incident Name** (Optional)**:**		
2. **To** (Name and Position)**:**		
3. **From** (Name and Position)**:**		

4. **Subject:**	5. **Date:** Date	6. **Time** HHMM

7. Message:

8. Approved by: Name: Signature: _____ Position/Title:

9. Reply:

10. Replied by: Name: Position/Title: Signature: _____

ICS 213	Date/Time: Date

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:
- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	**To** (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	**From** (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	**Date**	Enter the date (month/day/year) of the message.
6	**Time**	Enter the time (using the 24-hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.
8	**Approved by** • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24- hour clock).

ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: | Date From: Date | Date To: Date |
| | | Time From: HHMM | Time To: HHMM |

| 3. Name: | 4. ICS Position: | 5. Home Agency (and Unit): |

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

| 8. Prepared by: | Name: | Position/Title: | Signature: _____ |
| **ICS 214, Page 1** | | Date/Time: Date | |

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM

7. Activity Log (continuation)**:**

Date/Time	Notable Activities

8. Prepared by:	Name:	Position/Title:	Signature: _____
ICS 214, Page 2		Date/Time: Date	

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.
Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.
Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.
Notes: • The ICS 214 can be printed as a two-sided form. • Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned** • Name	Enter the following information for resources assigned: Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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V

Band	Freq	Location
2 M	145.430	Meadowlake Firestation
	146.700	Aragon Tank, Belen
	147.120	Jaguar Tank, Bosque Farr
	146.960	Capilla Peak *
	145.680	N/A
	146.180	Capilla Peak
	145.210	Sandia Peak
	145.330	Sandia Peak
	147.100	Rio Rancho
	145.310	Rio Rancho
	146.660	Mount Taylor
	145.290	Sandia Crest
	146.940	Mount Taylor
	146.900	URFMS Hub Alb.
	146.680	Socorro M
Band	Freq	Location
70 CM	442.700	Camino Del Llano Tank, E
	446.505	N/A
	442.100	Rio Rancho
	444.000	Sandia Crest
	443.000	Rio Rancho
	444.325	Sandia Crest
	444.525	Capilla Peak*
Notes		
*	Capilla Peak is East of Belenin The Manzano
**	URFMS Members can Custom Link URFMS R
***	VCARA Repeaters are all capable of being use