ARES/RACES Collaborative Emergency Communications Plan for Hemet City, Hemet USD and Surrounding CERT Communities 2/3/16

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Hemet Community and Hemet Schools Emergency Communications (ECom) Plan
2/3/16

Introduction and Overview

This Hemet area Emergency Communications Plan is the result of collaboration, planning and consultation between the Hemet Fire Department, Hemet Emergency Services Coordinator, the Hemet Unified School District, Hemet-San Jacinto Radio Amateur Civil Emergency Service (RACES) and Hemet-San Jacinto area Amateur Radio Emergency Service (ARES).

The intent of this plan is two-fold: to facilitate emergency communications within individual Hemet residential communities and Hemet USD schools in the event of emergency or disaster and to allow these communities and schools to communicate out and receive information from the larger Hemet community and the City of Hemet Emergency Operations Center.

Recognizing the limitations and constraints imposed upon the Hemet City Emergency Services in the aftermath of a serious emergency or disaster, this plan is also meant to combine the volunteer CERT community, the Hemet Unified School District, RACES and ARES resources with those limited resources of Hemet City in a mutually supportive effort required in a disaster response plan

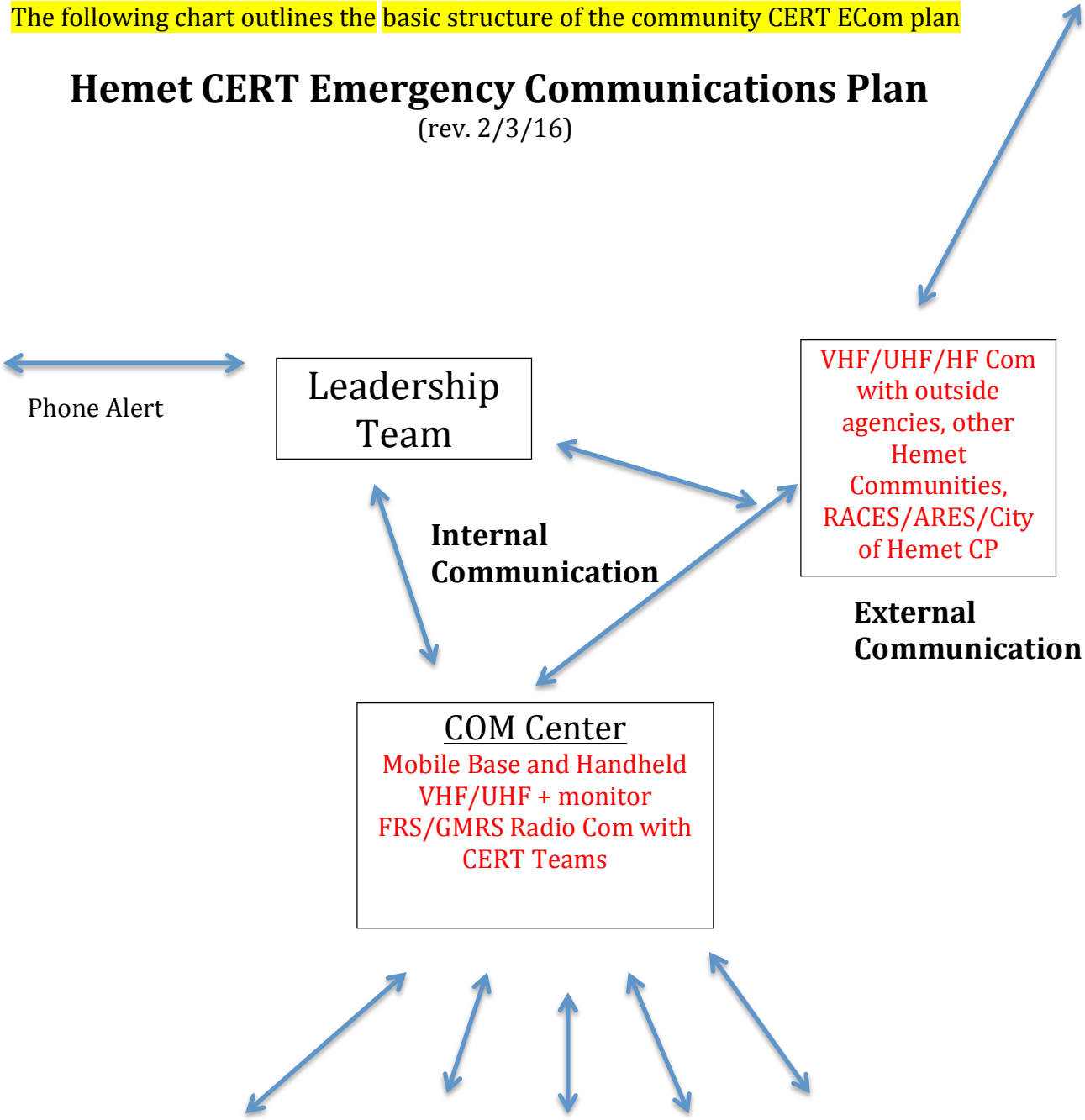
Hemet CERT HOA Community (ECOM) Plan Outline

Each Hemet CERT Community and the Hemet Unified School District will establish its own communication plan and network using FRS/GMRS, CB, Commercial and amateur radio (with FCC licensed operators as required by law) as appropriate and practical for that community. As part of the Hemet ARES/RACES ECom Plan, each community and the Hemet Unified School District will be assigned radio channels /frequencies as deemed appropriate by the RACES/ARES Emergency Communications Committee.

The following chart outlines the basic structure of the community CERT ECom plan

Hemet CERT Emergency Communications Plan

(rev. 2/3/16)



Team 1 Team 2 Team 3 Team 4 Team 5 Team 6 Team 7 Team 8

Each Team to use FRS-GMRS/CB radios with separate Channels per team + Handheld VHF/UHF radios with Com center

Basic Requirement for each community:

1. FRS/GMRS or CB capability
2. Licensed amateur radio operators with handheld and base station capability
3. Community support and commitment to an Emergency Communications Plan

CERT HOA Community ECom Center Disaster Response Plan

1. Purpose - To establish central CERT community emergency communications (ECom) centers within each Hemet area community for use during community disasters and emergencies when other means of communication are not available.

2. These community ECom centers must be self-sufficient and capable of operating independently in various emergency scenarios, including power grid disruption.

3. Each ECom center is to be used for monitoring and coordinating disaster relief and assistance operations within its own CERT community during "disaster" type events.

4. These ECom centers will also be capable of communicating with other Hemet CERT communities and the Hemet ARES/RACES/CERT command post, in the event that phone (landline and wireless) and other normal communications links are non-functional.

5. As part of this plan, within each CERT HOA community, CERT emergency response teams will utilize handheld FRS/GMRS/CB radios for inner team communications and may also use handheld VHF/UHF radios operated by licensed amateur radio operators as well as FRS/GMRS/CB radios for communication with their CERT community ECom center.

Necessary minimum equipment and considerations for a Community ECom Center operation

1, VHF/UHF vertical antennas with accessible coax cable connections

2. Multi-mode portable UHF/VHF transceivers for communication with the ARES/RACES Hemet ECom Command Post

3. Handheld FRS/GMRS/CB radios for each emergency response team frequency + multiple backup radios in event of radio malfunctions and for use by the community CERT emergency Leadership.

4. Community CERT Command Post FRS/GMRS/CB Radios to monitor and communicate with individual CERT teams.

5. A/C power access with backup 12 volt long-life marine battery access for each multi-mode portable UHF/VHF/HF transceiver + plus charging capability for batteries (solar panels and electrical generators should also be considered as a backup power source).

6. Supply of backup batteries, chargers and AA battery supplies for handheld radios

7. Licensed amateur radio operators to operate amateur and GMRS radios.

8. Ability to use all of the above in a "field" operation outside of a building should a building not be available or inhabitable. Note: overhead coverings to protect from sun, heat, and moisture will be necessary.

9. Computer with Narrow Band Emergency Messaging Software

10. Tripod antenna platforms for VHF/UHF vertical antennas

11. Paper, pens, pencils, notebooks for record keeping and written communications

12. User manuals for Transceivers and handheld radios

13. Anderson Power Pole connectors w. alligator clip ends

Other possible needs:

1. Water and other sustenance supplies for people operating this COM center.

2. Sufficient licensed operators to insure rest and relief of radio operators in a long-term disaster scenario.

Assigned Radio Frequencies and Channels for CERT Community Communication

CB/FRS/GMRS inner-community channels have been designated for participating communities. FRS Channel 10.0 is designated as a "City-Wide" channel" for Hemet command post net monitoring.

Within each community FRS, GMRS and CB channels have been designated, however it was established that communities may utilize other channels with a PL Tone as use of PL Tones should allow each community to use FRS channels 8 through 14 without affecting the other communities.

Currently these Hemet and outlying area communities have been assigned the following FRS/GMRS and CB channels for inner-community communications:

FRS/GMRS Primary Channels to be used by individual CERT communities:

4 Seasons - channels 10 and 1-7

Hemet West - channel 8 with PL tone 33 on other FRS/GMRS channels

Seven Hills - channel 14,

Solera Diamond Valley - channel 11

Country Lake - any channel (farthest distance from other communities)

Villa Hermosa - channel 10

Casa Del Rey - channel 8

McSweeny Farms - channel 9

CB Primary Channels:

Sierra Dawn - channels 14, 17

The Estates - channel 14

Amateur Radio Frequencies – 2-meter, 1.25 Meter and .70 Meter

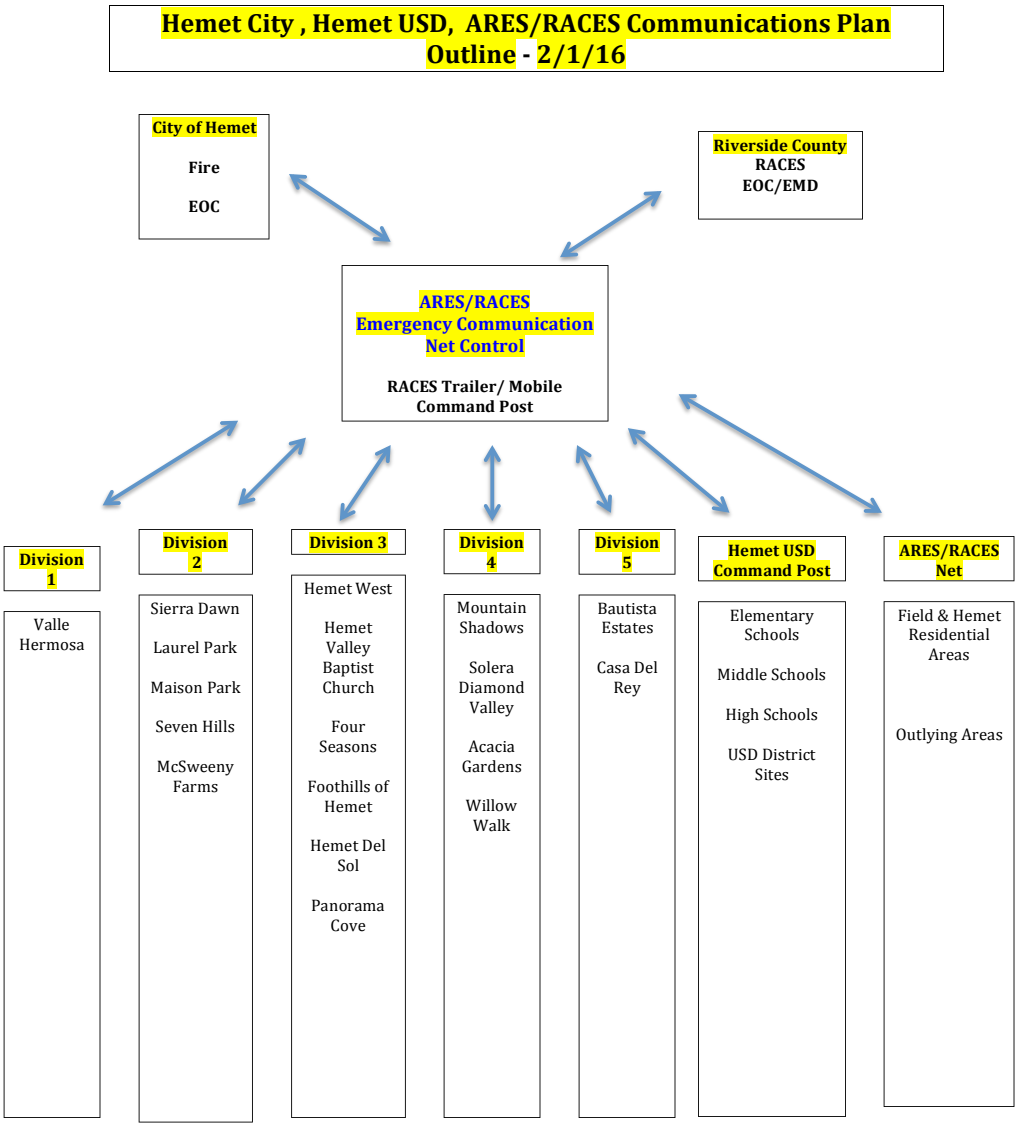
2-meter, 1.25-meter and 70cm frequencies (repeater and Simplex) will be utilized in the Hemet ARES/RACES emergency net for communications between individual Hemet CERT communities and the Hemet ARES/RACES Command Post

The Hemet RACES repeater frequency, 144.505, will be the primary Hemet ARES/RACES Command Post emergency communications frequency. In event of repeater failure, Simplex 144.505 will be used as back-up. ARES/RACES designated TAC simplex frequencies will be restricted to ARES/RACES use only. Note: ***The RACES repeater output frequency (145.105 simplex) should be monitored if the RACES repeater is not working.***

In order to prevent frequency interference and confusion, each Hemet CERT community will utilize 2-meter, 1,25-meter, 70cm Simplex frequencies within the below band ranges for inner and intra-community communications **Only as identified and assigned by the Hemet RACES/ARES Command Post Command Post Net Manger.**

2-Meter Frequency Range
144.90 – 145.20
144.50 -145.80
146.40 – 146.61
147.39 -147.60
1.25 Meter
223.88 – 224.00
70 cm Frequency Range
433.00 – 435.00
445.00 – 447.00

Hemet City-Wide, Hemet USD, ARES/RACES Communications Plan



Hemet AREA Repeater and Simplex Frequencies for RACES/ARES Assigned Emergency Use

Repeater Frequencies – Hemet Area

RACES/ARES CP to Hemet CERT Communities: **144.505** **+100** (Tune here first in an emergency).

RACES/ARES CP to Hemet EOC: 224.120 **-97.4**

Lee DeForest Amateur Radio Club: 145.420 **-88.5**

SIMPLEX TACTICAL – Hemet **RACES** **–** use to be designated by RACES Net Manager

1. **145.510**
2. **144.330**
3. **145.615**
4. **144.365**

SIMPLEX TACTICAL - Hemet ARES - use to be designated by ARES Net Manager

1. **147.555** – (Tune here if RACES repeater is down).
2. **145.555**
3. **146.535**
4. **147.480**
5. **449.300**
6. **446.200**
7. **446.500**
8. **Currently unassigned.**
9. **144.505**

Hemet RACES/ARES Emergency Activation Plan

In the event of an impeding or actual community wide emergency or disaster the following Emergency Communications activation plan will be implemented by ARES/RACES leadership.

Level 1 – Hemet **ARES Standby Alert** Activation – Standby Alert for possible activation of the ARES/RACES Emergency Plan – This need determined by the Hemet area ARES Emergency Coordinator (E.C.). This alert may also be initiated upon request to the ARES Emergency Coordinator from the Hemet Office of Emergency Services (OES).

1. If phone system is working, Hemet ARES members will be contacted by phone tree or PhoneVite and directed to monitor the Hemet RACES Repeater and await further instructions. If phones are not functioning, ARES leadership will use the Lee DeForest Club repeater and the Hemet RACES repeaters to notify ARES members of a Level **1** ARES Standby Alert Activation.

2. In **Level 1** the Hemet ARES Emergency Net will be activated using the Hemet RACES Repeater – ARES members will be directed by the Net Control to prepare for a possible Emergency Plan Activation and to continue to monitor the Hemet RACES Repeater for further instructions. It is further understood that all ARES Net Control operators will be both officially ARES and Hemet-San Jacinto RACES affiliated and trained so as to insure efficient dual group collaboration and communication.

3. Upon Level 1 Alert Notification, ARES/RACES members in Hemet area communities will then alert their respective community/division CERT leaders of Hemet **ARES Standby Alert** Activation and these leaders will implement individual CERT community alert plans

Level 2 – Hemet **ARES Activation** – Implemented for **local, low level emergency** (wind storm, fire, flood, Hazmat, electrical power outage, utility disruption, small earthquake with light structural damage/injury). Activation notification will be by phone, if phone system is operational, and/or the ARES Net Control on the Hemet RACES and Lee DeForest repeaters

1. For **Level 2**, the Hemet ARES leadership will activate the Hemet ARES Emergency Net **and** Command Post, using the Hemet RACES repeater. Upon activation of the ARES Emergency Net, the *Net Control will take check-ins and status reports of both ARES and* Hemet-San Jacinto RACES *personnel.* Note: If RACES members are not officially activated, RACES members may check-in, monitor and provide status reports.

2. Upon **Level 2**, if activation is by request of the City of Hemet, the Hemet ARES leadership may initiate activation and deployment of the Hemet RACES trailer for use as a central emergency communications command post. It is further understood that all ARES Net Control operators authorized for Hemet RACES Trailer access will be both ARES and Hemet-San Jacinto RACES affiliated, certified and trained so as to insure efficient dual group collaboration and communication, station security and station management.

3. For **Level 2**, each individual CERT community will activate their individual Emergency Response plan and activate their internal emergency communications net. At the same time their communications command post will establish a VHF/UHF communications link with the ARES/RACES Command Post upon direction of the ARES/RACES CP net control.

4. Upon activation of the ARES Emergency Net and Command Post, as Command Post leadership begins to receive check-ins and record status reports and assess emergency response needs, they will begin to direct Hemet ARES members to reporting assignments in support of the Hemet ARES community emergency communications plan. Note: Net Control will record check-ins using ICS-214 form.

5. In a **Level 2** Activation of the Hemet CERT Community Emergency Communication Net, participating CERT communities will start to report in to the Hemet ARES Command Post upon direction of the ARES/RACES Net Control. Communities will report in by Division, as directed by the Net Control. Net Control will accept and record status reports and requests for assistance by priority level and transfer these requests and status reports to the Hemet City EOC upon Hemet EOC activation, by level of priority or urgency. The ARES/RACES net control will also serve as an information link between the Hemet area CERT communities, Hemet USD Command Post, ARES/RACES radio operators on station and the Hemet EOC.

Level 3 – Hemet **ARES Activation** – Local, **large scale emergency** (tornado, severe flood, large scale fire, large earthquake (5-9+ point.).

1. Hemet ARES leadership will immediately activate the Hemet ARES Emergency Net using the RACES repeater and a command post will be established in the Hemet RACES trailer.

2. If the Hemet RACES repeater is not operational the operational frequencies will be the designated back-up simplex frequencies pre-established by Hemet ARES.

3. Same as steps number 2 - 5 of Level 2 Activation

Level 4 – RACES Activation – ***Initiated by Riverside County Emergency Management Department/O.E.S.***

1. Riverside County Emergency Management Division/O.E.S. activates Hemet-San Jacinto RACES.

2. Hemet-San Jacinto RACES Leadership notifies Hemet-San Jacinto RACES members of activation using steps similar to ARES member notification.

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3. Using the Hemet RACES trailer and command post, Hemet-San Jacinto RACES will assume overall command and control of the Hemet area amateur radio emergency communication plan and the existing ARES Net, establishing a Hemet-San Jacinto RACES Emergency Communications net in its place with Hemet-San Jacinto RACES as Net Control. At this point Hemet ARES will revert to a supporting role, providing resources and personnel in support of CERT community emergency communications.

4. Upon Hemet-San Jacinto RACES activation and activation of the Hemet-San Jacinto RACES Emergency Communications Net, Hemet-San Jacinto RACES members will check-in and be directed to specific locations in support of:

A. Hemet RACES Emergency Communications Trailer
B. Hemet Hospital Radio Room
C. AMR Ambulance Radio Room (support agreement currently not established)
D. Hemet OES ECom Command Post (with ARES support)
E. Hemet USD Command Post and other USD locations as per MOU agreement.
F. Other locations and agencies as required/needed

Activation of HEMET EOC CERT Emergency Communications Center

1. The Hemet EOC ECom Command Post will be activated upon determination by the Hemet Emergency Services Coordinator or a designated representative. This determination will be communicated to the ARES/RACES leadership who will be responsible for the staffing and operation of this ECom station.

2. Upon Hemet EOC CERT ECom station activation the ARES or RACES Emergency Coordinator (E.C.) or Assistant E.C. will assign an ARES or RACES licensed amateur radio operator skilled in the use of amateur radio transceivers for transmission and reception of messages via voice radio or digital radio messaging. This radio operator must also be trained and skilled in the use of Narrow Band Emergency Messaging Software (NBEMS).

3. This EOC ECom station will be located in the Fire Department Administration Building and will consist of at least one 1.25 meter transceiver with antenna, one 2-meter/.70-meter dual band receiver with antenna, a back-up power supply, a computer for transmission of NBEMS digital messages, a note book with appropriate ICS forms, pens, paper, pencil, and a computer printer.

4. This station will be managed by the ARES/RACES E.C. who will insure proper staffing, support and relief, when necessary.

5. This station will work closely with the Hemet Emergency Coordinator to insure timely and accurate transmission and reception of messages, status reports, and requests for assistance, etc. to and from the Hemet area CERT communities and Hemet USD.

Deactivation of ARES/RACES/CERT ECom Operations:

When the need for Hemet ARES/ Hemet-San Jacinto RACES /CERT community amateur radio emergency communications ceases to be needed, as determined by either city/county agencies or the leadership of Hemet-San Jacinto RACES and Hemet ARES, each group will deactivate their respective emergency communications operations, nets and activities and group members will be released from duty after officially checking out.

End of Action debriefing and analysis:

At the conclusion of a CERT Emergency Response operation a formal debriefing of the operation will be conducted to access the timeliness, efficiency, and methodology of the conducted activity by the involved CERT, ARES, RACES and Hemet emergency response groups in order to refine and correct deficiencies in the examined operation. This review will be conducted by the leadership of Hemet ARES/RACES and the Emergency Services Coordinators for Hemet City and Hemet USD. A formal report of this review will be presented to the Hemet Fire Chief for review and comment.

Message Log and Message Record Forms w. Instructions

ICS 214
Activity Log

Purpose. The Activity Form (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.
- After being filled out this form becomes a legal document. Do not destroy or loose it!
- 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:**	Enter the following information for resources assigned.
	- Name	Use this section to enter the resource's name. For all individuals, use at least the first initial an 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., De 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. - If used in a 'drill' say so at each entry related to the drill. - Activities described may include notable occurrences or events such as shift change, task assignments and completions, injuries, difficulties encountered, equipment issues, 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 replying to the form. Enter the date (month/day/year) and time prepared (24-hour clock.)

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators	5. Unit Leader (Name and Position)		6. Operational Period

7. Personnel Roster Assigned

Name	ICS Position	Home Base

8. Activity Log

Time	Major Events

9. Prepared by (Name and Position)

ICS 214

UNIT LOG **Continued**	
8.	ACTIVITY LOG (CONTINUED)
TIME	MAJOR EVENTS

Procedural Words (Pro Words) Used when sending messages

The phrase *MESSAGE FOLLOWS* is used to alert the receiving operator that the message is about to start.

BREAK **is used: At the end of the address (preamble), along with releasing the microphone, at the end of each sentence or phrase. (Five word group) DO NOT say period at the end of the message-SAY End of Message**

COPY- GO **is used: At the end of each sentence or phrase, to indicate you copied OK, what was last sent (transmitted) to you.**

REPEAT **is used: If you did not understand what the sender read to you, advise the sender to repeat after a word, or between words, or the last Five (5) words sent.**

"*FIGURE" OR "FIGURES*" introduces a number or group of numbers.
For example, if the number 528 appears in the message, the sending operator would say:

"FIGURES, FIVE TWO EIGHT." Note that the individual digits are always given "FIVE TWO EIGHT." "NOT" FIVE HUNDRED AND TWENTY EIGHT."

"I SPELL", **(i.e., [juliet] [oscar] [hotel] [november]. Say the word followed by "I SPELL" followed by the spelling. Spell all Technical terms, Difficult or unfamiliar words.**

So if the city name "Bethesda appears in a message": It would be sent BETHESDA.

"*I SPELL"* BRAVO – ECHO – TANGO – HOTEL – ECHO – SIERRA – DELTA - ALFA.

Repeat the word "BETHESDA."

LETTER GROUP **Introduces a group of two or more letters** that generally do not form a common word.
For example, the word "**RACES" is a letter group.**

Example send as **LETTER GROUP: "ROMEO – ALPHA – CHARLIE – ECHO - SIERRA."**

MIXED GROUP **Introduces a group that is a combination of *letters*** and ***numbers***.
For example, Z4758RSK

This would be sent **MIXED GROUP: "ZULU – FOUR – SEVEN – FIVE – EIGHT – ROMEO - SIERRA - KILO."**

Always say the individual numbers and use phonetics for the letters.

NOTE: Using "***I SPELL"*** **before the "Letter Group" and "Mixed Group"** accomplishes the same thing.

The term **AMATEUR CALL is sometimes used to introduce an** amateur call sign.

So if a message were addressed to **K3XO**, it would be stated,

AMATEUR CALL: KILO – THREE – XRAY - OSCAR. Amateur call signs should always be given phonetically.

PUNCTUATION: Different groups use different methods of punctuation in their Message Forms. It is important to know what the standard use of punctuation is for each group.

Groups using the ICS-213 Message Handling forms use "Plain Language", punctuation for "Period" say period and on the ICS-213 form write period. This is considered a "word group" for one space.

RACES and ARES use "PLAIN LANGUAGE".

NTS Radiogram (ARRL) use the following:

PUNCTUATION: X: The letter **"X" used to denote a period**. The letter "X" is never used as the last Word Group of the text. The **"X"** is a separate word group and **IS** counted for the check. Note, some say x-ray for X, however" X" is what ARRL message handling suggests. (Note: Group means a Word in the message you transmit or receive.)

R: The letter "R" is used in place of a decimal in mixed figure groups, as in **7013R5 (7013.5)**, or **146R670 (146.670).** Since the "R" is part of the group it does not qualify as a separate group for the check. (The inclusion of the "R" makes the group a "mixed group" for transmission on voice.)

PRACTICE MESSAGE HANDLING FORM ONLY with Phonetic Alphabet

ICS-213 (RACES Version) **Reply on (Freq): _____ MHz ( ), PL: _____ Hz**					
Number	**Precedence** (Circle One)	**From/To Station**	**Place of Origin**	**Time Sent/Recv'd**	**Date Sent/Recv'd**
	Emergency Priority Health & Welfare Routine	(Call)		:	/ /

To:		**Position:**		
From:		**Position:**		
Subject:			**Date:**	**Time:**
Message Body:				
				5
				10
				15
				20
				25
				30
				35
				40
				45
				50
Signature:			**Position:**	

Reply to Message Number	**From/To Station**	**Place of Origin**	**Time Recv'd/Sent**	**Date Recv'd/Sent**
	(Call)		:	/ /

Reply:				
				5
				10
				15
				20
				25
				30
				35
				40
				45
				50
Date:	**Time:**	**Signature/Position:**		

ICS-213 Compliant Amateur Radio Message Form

A – ALPHA B – BRAVO C – CHARLIE D – DELTA E – ECHO F – FOXTROT G – GOLF H – HOTEL I – INDIA
J – JULIET K – KILO L – LIMA M – MIKE N – NOVEMBER O – OSCAR P – PAPA Q – QUEBEC R – ROMEO
S – SIERRA T – TANGO U – UNIFORM V – VICTOR W – WHISKEY X – X-RAY Y – YANKEE Z - ZULU